



**INNISFAIL DOLPHIN
SWIM CLUB
INFORMATION BOOKLET**

ABOUT THE INNISFAIL DOLPHINS

The Innisfail Dolphin Swim Club has been in existence since 1949. It is a *competitive* swim club under the guidelines of the Alberta Summer Swimming Association (ASSA). The club competes locally in Region E which includes clubs from:

- Calgary, Didsbury, Canmore, Cochrane, Hanna, High River, Okotoks, Three Hills, Trochu, and Turner Valley

The highlight of the year is the Regional Swim Meet which determines which swimmers and relay teams will go on to compete in the Provincial Swim Meet.

TEAM PHILOSOPHY

Our philosophy focuses on self-improvement, hard work and competitive fun. We endeavor to ensure that all swimmers use their skills to compete to the best of their ability. Through swimming there is opportunity to make new friends, learn team spirit, experience competition with self and others, gain physical fitness, enhance swimming skills, improve self confidence and have FUN!

GENERAL PROGRAM INFORMATION

There are 3 different programs available:

1. **Pre-competitive**- Gives new swimmers an opportunity to experience what a competitive swim club is all about! Swimmers will receive training with a certified coach for the first few weeks in May, with the option to join the 3 day or 5 day program. This program is available for swimmers aged 5-8 years old.
2. **3 Day per Week**- A great program for new swimmers. Runs from the beginning of May to mid August.
3. **5 Day per Week**- A great program to advance your skills and endurance. Runs from the beginning of May to mid August.

Please refer to our website for specific information on each program offered.

REQUIREMENTS

All programs require swimmers to be able to swim 1 length of the pool un-assisted. By the end of the second week, your child must be able to enter the water at the deep end of the pool and swim one length without undue fear of the water.

If a swimmer withdraws from the club within the first 2 weeks, ½ of the fully paid registration will be refunded. After this 2 week period no refunds will be given.

Please remember that competitive swimming does not take the place of swim lessons, but rather provides the opportunity to learn strokes and techniques necessary for competition

EQUIPMENT

For practices all swimmers are required to wear a well fitted swimsuit, goggles and swim cap.

A team swim suit is included with the registration fee. To promote team spirit and unity, all swimmers must wear the team suit to all swim meets. It is asked that swimmers do not wear the team suit to practice. This prevents the team suits from over-use.

CODE OF SWIMMER BEHAVIOUR

1. Be on time and prepared to participate fully in the workout
2. Follow instructions
3. Respect the authority of coaches
4. Respect the facility, staff and equipment

DISCIPLINE

In order to ensure that all swimmers have fun and remain *safe* in the water, the club has adopted the following discipline plan. Its purpose is to create an atmosphere and training environment where swimming is rewarding, beneficial, enjoyable and safe for all swimmers.

NEGATIVE CONSEQUENCES

When the Code of Swimmer Behavior is not followed the coaches and pool staff may find it necessary to discipline a swimmer.

Daily- if a swimmer breaks a rule, a check mark is recorded by the name. In the same day if a third check mark is recorded, the following discipline will be meted out:

- 1st occurrence – swimmer will be asked to leave practice
- 2nd occurrence – swimmer suspended for 1 practice and parents notified
- 3rd occurrence – swimmer is suspended for 3 practices and parents notified
- 4th occurrence – swimmer is suspended for 5 practices and parents notified
- 5th occurrence – swimmer is expelled from the club and parents notified

In the event of a severe infraction of any kind, the coach and staff member may immediately award the above discipline without any warning check marks.

Swim Meets

A schedule of swim meets will be available near the beginning of the swim season and you will be asked to indicate what swim meets you will be attending. Coaches need this information to help with planning so please return this information by the date indicated.

We recognize that plans can change so if you are not able to attend a meet you originally signed up for please give the coaches 1 week notice of the change. This enables them to re-arrange relay teams and swimmer entries. As well, when we are able to withdraw a swimmer in advance it saves the club paying the entry fee for that swimmer.

Also, if you would like to attend a swim meet that you had not originally signed up for please let the coach know 1 week prior to the swim meet. This again allows them to plan for your swimmers attendance.

All swim meets have cut off dates for entries and scratches (removing a swimmer from the meet). Please provide as much notice as possible to avoid confusion and disappointment.

Lots of information regarding swim meets can be found on the club website:

- Dates
- Swim Meet Packages (specific information provided by host club)
- What to Bring
- Swimmer Attendance List

Please refer to the swim meet packages of the swim meets you are attending. They provide lots of information including the address of the pool, the type of facility etc.

SWIMMER PARTICIPATION

For best results swimmers should attend all practices. Attendance at practices and swim meets allows the swimmer to gain experience and a sense of accomplishment.

Swimmers are asked to attend a minimum of 3 swim meets during the season. As well, we aim for 100% participation from our club during our home swim meet in July! Typically there are swim meets every weekend in June and July and mid way through August so there are lots of different dates to choose from. Please check out the swim meet schedule on the web-site.

In addition, all swimmers are strongly encouraged to attend the Regional swim meet in Calgary in early August. This swim meet is an exciting event that provides an awesome opportunity for everyone to come together at the end of the season. The Regional meet is also where swimmers may qualify to compete in the Provincial swim meet in Edmonton mid August!

At all swim meets, points are awarded for placement and extra points are awarded for relay teams that place. The more swimmers we have the attending the greater success we have as a team. Our club has done well in the past due to high attendance.

PARENT PARTICIPATION AT SWIM MEETS

Swim meets are lots of fun! All clubs participate in running each other's swim meets, by providing parent volunteers. There are lots of different positions for all different skill and knowledge levels. Please do not be intimidated as we will offer training clinics for various positions. Learning to be a timer is a great place to start and a timer's seat is the best seat in the house during a swim meet. We will keep you posted regarding dates and times for training clinics. Learning the rules of the sport gives you a whole new outlook.

INNISFAIL SWIM MEET

The Innisfail Dolphins host a swim meet in early July. Our swim meets hosts several hundred swimmers and their families from central Alberta. In order to host a successful swim meet we need all families to volunteer in some capacity. There are many different ways to help out so please watch for a sign up sheet in June.

COMMUNICATION

In an attempt to deliver timely and accurate information the club utilizes many forms of communication:

- E-mail- please ensure the club has an e-mail address that is accessible to you for the entire swim season.
- E-mail- please feel free to contact any executive member via club e-mail at innisfaildolphins@yahoo.ca
- Web-Site- Lots of great information can be found on our club web-site at www.innisfaildolphins.com
- Bulletin Board- the club has a bulletin board in the viewing area of the pool. Please check this often as it contains current information and sign up sheets.
- Mailboxes- There is a mailbox for each family found in the viewing area at the pool. When information needs to be distributed via hardcopy this is where you will find it.
- Coach/Parent Liaison- please feel free to contact the coach directly with any questions. In addition the club has a coach/parent liaison to help facilitate communication. To find out whom the liaison is please check our web-site.

MEETINGS

There are 2-3 parent (club) meetings scheduled during the season. The first is an information meeting that takes place in early May. This is an excellent opportunity to answer any questions or concerns about the upcoming season. There is generally a meeting just prior to our own swim meet which is held early July. The third meeting is the annual general meeting, taking place at the end of August. The AGM is a very important meeting as it enables families to provide the executive with feedback and helps guide the direction of the club for the following season.

Executive meetings are held throughout the year, any club member is welcome to attend. Contact the president for dates and times.

Please plan on attending all parent meetings. This helps avoid confusion and enables everyone to have an enjoyable and successful swim season. Please feel free to contact the executive at any time during the season should a concern or questions arise.

FUNDRAISING

All families must participate in fundraising. Fundraising helps keep fees affordable by helping cover the costs of such things as pool rental, coaching salaries, swim equipment, swim meet fees, insurance etc. Please visit the fundraising section on our web-site for more information.

EXECUTIVE POSTIONS AND RESOPONSIBILITES

President

- Updates list of executive with ASSA
- Coordinates our Regional Swim Meet responsibilities
- Updates handbook
- Creates corporate sponsorship request letter
- Creates corporate sponsorship thank you letters
- Heads coaching committee
- Submits sponsorship request to Sutter Fund
- Submits pool time request to the pool manager
- Regularly check club e-mail

Vice President

- Assists President

Treasurer

- Club financials
- Audits for Bingos and Casino
- Submits society renewal
- Pays swim meet fees at each meet

Secretary

- Reads, takes and distributes minutes
- Creates and distributes monthly calendar during swim season
- Books pool meeting room for all executive meetings
- Prepares and circulates team newsletter

Team Manager

- Coordinates registration night at the arena
- Enters swimmers registration in team computer
- Updates ASSA regarding active swimmers
- Submits registration fees to ASSA
- Prints out handbooks
- Creates and distributes the swim meet selection sheet
- Downloads swim meet results after each meet
- Ensures all swimmers and volunteers on deck sign IDSC waiver form

Meet Manager

- Coordinates our swim meet as per swim meet timeline
- Submits our swim meet date to ASSA
- Creates our swim meet in the hy tek program and imports all entries
- Creates and distributes our swim meet invitation
- Coordinates volunteers to run our swim meet

Fundraising

- Attends bingo and casino meetings as required
- Coordinates workers for all fundraising events
- Coordinates all fundraising activities
- Creates fundraising info sheet to be included in handbook/infor sheet at time of registration
- Coordinates corporate sponsor fundraising

Equipment Manager

- Orders team suits
- Orders team t-shirts
- Orders team sportswear
- Orders any other required equipment

Publicity

- Creates and distributes pamphlets about swim club at the pool
- Puts up fliers around town regarding our registration at the arena
- Creates information sheet to go home with swim lesson report cards
- Submits articles to the local paper through out the season
- Submits year end thank you to corporate sponsors to local paper
- Coordinates photo day for the club

Coach Liaison/Parent Liaison

- Facilitates communication between athletes and coaches and parents and coaches when required
- Involved in coaching selection

Awards Coordinator

- Gets year end trophies engraved for year end party
- Orders plaques for swimmers who break a club record
- Prints year end certificates for all swimmers
- Updates trophy case with team photo
- Keeps records case up-to-date

Event Coordinator

- Coordinates mini meet social, pasta party, and year end party and any other social events that arise
- Coordinates breakfast for our swimmers at the our swim meet
- Submits information for event insurance to ASSA for all social events off pool property.

Past President

- Graciously fills in when required