



2020-2021

ATHLETE/PARENT HANDBOOK

TABLE OF CONTENTS

Welcome	p. 3
CGCSA Program Information	p. 4
Operational Structure & Parent Volunteers	p. 5
Code of Conduct	p. 6
Behavioural Guidelines	p. 7
Disciplinary Guidelines	p. 8
Aquatics Centre Guidelines	p. 10
Communication	p. 11
Terms & Conditions	p. 11
Swim Nova Scotia Policies	p. 14
Helpful Hints	p. 15

Welcome

The Canada Games Centre is happy to welcome you and your family to our facility and the Canada Games Centre Swim Academy (CGCSA). This Athlete/Parent Handbook contains policies and procedures for the facility and the CGCSA. Any clarification of policies should be directed to the Swim Academy Supervisor/Head Coach at swimacademy@canadagamescentre.ca.

During the covid-19 pandemic, the Canada Games Centre remains committed to providing the safest space possible for the physical and mental health of our community. To support this, we continue to follow Public Health guidelines and adjust our facility services and protocols as needed. For more details please visit: <https://canadagamescentre.ca/facility-reopening/>

About Canada Games Centre

The Canada Games Centre (CGC) is a vibrant multi-sport community and recreation centre open to the public. We are an HRM-owned facility operated by a non-profit society committed to promoting physical literacy, fitness and wellness, and to supporting the needs of high performance sport & athlete development. The Centre runs sport and recreation programs, camps, fitness classes and so much more, in an all-inclusive environment.

About Canada Games Centre Swim Academy

The Canada Games Centre Swim Academy is a new approach to aquatic sports designed to develop the whole athlete and avoid pitfalls normally associated with over-training and early sport specialization. Each team within the CGCSA offers participants access to a variety of training opportunities, both in water and on dry land, to help avoid injury and dropout while ultimately increasing overall enjoyment of physical activity for life.

General Information

Canada Games Centre Address: 26 Thomas Raddall Drive, Halifax, NS

Facility Hours: Monday-Friday: 6am-9pm; Saturday-Sunday: 7am-7pm

(Hours subject to change; please visit our website for updates)

CGC Customer Service Desk: 902.490.2400 ext. 7

CGC Website: www.canadagamescentre.ca

Swim Academy Email: swimacademy@canadagamescentre.ca

CGCSA Program Information

The CGCSA program is designed to support Sport For Life's Long-Term Athlete Development principles, including lifelong enjoyment of physical activity for every Canadian.

CGCSA annual programs run from September to June and provide access to training in three sports - swimming, lifesaving and water polo.

For the 2020-2021 season, CGCSA offers annual program options for the following youth aquatic sport teams:

- Year Round Swim Team
- Multi-Sport Team
- Summer Swim Team & Off-Season Training
- *Lifesaving Sport Team (currently suspended due to COVID-19)*
- *Water Polo Team (currently suspended due to COVID-19)*

CGCSA annual program fees cover coaching; a training schedule which may include dryland, yoga, swimming, water polo and lifesaving sport training; equipment costs and Swim Nova Scotia fees. Also, all Swim Academy participants in annual programs receive a **12-month Canada Games Centre membership**.

Add-on membership options are available for family members of the CGCSA participant.

Operational Structure & Parent Volunteers

The day to day management of the CGCSA will be overseen by an operational committee consisting of Canada Games Centre Society employees. CGCSA may require the assistance of parent volunteers to assist with tasks and events held under our umbrella.

CGCSA Operational Structure

1. Manager, Recreation and Program Services – [Jillian Claxton](#)
2. Aquatics Program Coordinator – [Janet Parry-Campbell](#)
3. Finance Manager – Lianne Frizzell
4. Coaching/Training – Janet Parry-Campbell & Connor Mead
5. CGCSA Supervisor/Head Coach – [Connor Mead](#)
6. Registrar – Connor Mead

CGCSA Volunteers

Parents/guardians of CGCSA members may be asked to assist with tasks and events held at the Canada Games Centre, or off-site Swim Academy affiliated events. CGCSA may call upon parents to assist with the following:

- CGCSA hosted Winter Age Group Swim Meets
- CGCSA hosted Summer Swim Meets
- CGCSA hosted Water Polo Tournaments
- CGCSA hosted Lifesaving Sport Competitions
- Time Trials
- Officiating and Timing
- Nova Tech Swim Meets
- Parties, potlucks and other tasks

Families are expected to volunteer throughout the CGCSA season. We expect parents to volunteer for at least one meet and one time trial; however, we encourage on-going support throughout the season from athletes, parents and families to ensure the success of the CGCSA.

Athlete Registration & Screening Process

1. Registration is open to any resident of Nova Scotia and/or any youth in Halifax and surrounding area.

2. To compete, no athlete shall have reached the age of 19 years. In addition, athletes are not sanctioned to compete if they attend a university or community college even if under the age of 19 years.
3. Athletes must meet the regulations of the swimming training policy as per Swim Nova Scotia and submit the family affidavit when registering.
4. Fees shall be set by the executive annually and announced prior to the date of registration along with terms and conditions.
5. All Athletes shall pay the full fee, regardless of anticipated participation.
6. Registration will take place internally first. All CGCSA swimmers from the previous year will be given advanced member registration dates.
7. At this point, Aquatics Program Coordinator, in consultation with the Registrar will look at the numbers and determine how many vacancies there are in each division.
8. New Swimmers will register on the respective member or non-member registration dates (depending on the participants membership status with the Canada Games Centre). The coaching staff will determine the skill of each new swimmer at the screening swim session.
9. Each new swimmer's skill will be determined by the coaching staff to ensure they meet requirements for their group.
10. If there are more swimmers than vacancies, the swimmers who best fit with the existing group will be invited to join the team. This may mean time trials are held, swimmers ages are considered etc. Swimmers will be asked to swim several pool lengths appropriate for their age group.
11. Provided there are vacancies screening sessions will be held in the following time frames: August/September, December, March and June.

Code of Conduct & Participant Expectations

CGCSA athletes, parents, and coaches are to follow the Harassment Policy and Procedure as outlined by [Swimming Canada](#).

CGCSA athletes are held to a high standard of respect and integrity. This includes, but is not limited to:

- Respecting the [Canada Games Centre Code of Conduct](#).
- Treating coaches, officials, opponents, administrators and parents with respect and honesty.
- Treating all teammates with acceptance, respect and friendship.
- Taking an active interest in their own development; communicating with their coach to problem solve and learn.
- Have a positive attitude and be willing and open to learning. Contribute positively to the team atmosphere.

- Bringing forth their best effort at all times.
- Leading by example for younger athletes.
- Be an engaged bystander, acting to ensure that everyone abides by the values of the team.
- Discrimination, harassment disruptive behaviour and use of profanities will not be tolerated. Please refer the CGCSA Behavioural Guidelines in addition to [Swimming Canada's](#) and [Water Polo Canada's](#) harassment policies.
- Practicing good sportsmanship at practices, competitions and team activities.
- Praising good effort, fair competition, personal improvement and good sportsmanship.
- Understanding that winning does not define the success of an athlete.

Respectful Language:

- Profanity and foul language will **not** be tolerated.
- Verbal harassment/bullying of any kind will **not** be tolerated.

Respect for Property:

- Respect for CGC property and for other participants belongings

Providing a Safe Space:

- Participants should be aware of others personal space and boundaries and respect when others verbalize their limits
- Participation in program activities is expected
- Participants will follow pool deck policies, coaches and lifeguard's directions.

Behavioural Guidelines

The following forms of consequence-based discipline may be used if a participant is unwilling to engage positively or cooperate while in a CGCSA program:

- Limits will be set and enforced consistently and fairly.
- A brief time out may sometimes be required. A participant may be removed from an activity for a period of quiet time. A time out may be enforced when a participant is distraught and/or is emotional and needs a brief period to cool down. They will remain under supervision and will not be placed outside CGCSA parameters or in harm's way.

- Reinforcement of positive behaviour will be used at all times; coaches are encouraged to refrain from statements using no, but rather explain why something should or should not be done.
- Coaches are to assist participants in resolving conflicts that arise, and redirect participants to another activity before issues may occur.
- Parents will be called if behavioural problems persist, and the next course of action taken will be up to the discretion of the Coaches in conjunction with the Supervisor/Head Coach and Aquatics Program Coordinator.


Disciplinary Guidelines

After the above noted corrective measures have been taken to deter inappropriate behaviour, any participant who continues to disrupt CGCSA activities, is disrespectful of other participants or coaches, or bullies other participants will be subject to the below consequences. These will be issued at the discretion of the Supervisor/Head Coach and Aquatics Program Coordinator and will be discussed thoroughly with parent(s)/guardian(s).

First Warning: The participant will be taken aside and spoken to about their behaviour with their Coach and Sport Lead Coach. It will be explained that the behaviour must not continue, why it is not acceptable at CGCSA programs, and what further consequences may be if the behaviour continues. Participants may be taken away from the group into the on-deck Swim Academy office (or a similar but more private location that is still visible to others) for a period if necessary. At the end of the practice parents/guardians will be made aware that we gave their child a warning verbally.

Second Warning: Should the same behaviour continue; the participant will be removed from the CGCSA program and meet with the Sport Lead Coach and Supervisor/Head Coach to discuss why the unacceptable behaviour is continuing. This meeting will be documented, and the parent/guardian will be given a written copy of what was discussed. The parent/guardian will be required to sign off that a coach spoke with them about their child's continued behavioural challenges.

Final Warning/Dismissal: After the above attempts are made to address the behavioural concerns of a participant, they will be removed from CGCSA programming. This will occur after a meeting with the Supervisor/Head Coach



and Aquatics Program Coordinator, the participant and their parent(s)/guardian(s). A refund will not be given for the remainder of the session, and any additional session the child is registered in will be subject to the cancellation policy outlined in the terms and conditions of the CGCSA membership agreement. Depending on the severity of the inappropriate behaviour, the participant may not be allowed to participate in future activities and/or programs hosted by the Canada Games Centre. This will be at the discretion of the CGC Senior Management Team.

Automatic Dismissals: Should a participant join in any of the following types of behaviour, immediate dismissal from the program may occur. CGCSA may automatically dismiss a participant for any other extreme behaviour that staff deems intolerable and not able to be corrected.

- Physical contact/violence/harassment/bullying: Less serious incidents will be dealt with using the above-mentioned discipline methods, but in extreme cases, automatic dismissal may occur.
- Violent and inappropriate language directed at any participants or coaches.
- Drugs, unless otherwise prescribed by a physician, and alcohol of any kind consumed before or during any CGCSA Program.

CGCSA Parents/Guardians are expected to:

- Adhere to the same policies set above for all CGCSA participants.
- Coaching is the sole responsibility of the coach. All comments must be positive and encouraging. At no point should a parent be coaching, criticizing or otherwise analyzing their, or other Athletes performance.
- Parents will refrain from making derogatory comments towards coaches, officials and opponents. Any parent who does this (with or without a warning) could be suspended by the CGCSA.
- Parents will support their athlete, making sure they arrive in a timely manner to practices and competitions.
- Any questions or issues should be directed to the coach via email at swimacademy@canadagamescentre.ca to set up a meeting. At no point should a parent approach a coach during or after practices and meets.
- We will address all issues/concerns and feedback provided. We will enact a 24-hour rule. To ensure that Coaches, team officials and other parents are not being addressed or met after competitions or practices

with issues that arise, we ask that you take a 24-hour period before addressing the team and follow the proper communication channels. This allows us all the opportunity to shed emotions and stick to the facts to best address things. Please note if this rule is not followed and communication is attempted before the 24-hour period, CGC staff may not reply until the full time has been met. Communication should always be respectful.

Failure by participants or their parents to abide by the values and rules as determined by the coaching staff may result in a warning with appropriate guidelines and a timeline of improvement, a temporary suspension or an immediate and permanent expulsion from the CGCSA.

CGCSA will follow the discipline, complaints policy and appeal process, dispute resolution policy as outlined by [Swimming Canada](#).

Aquatics Centre Guidelines

Please note there are currently additional safety protocols in place during the COVID-19 pandemic. Where these rules differ from what's listed below, the [Press Play](#) protocols will take priority.

Pool Deck Policies

Please help us to maintain a safe and clean pool deck for everyone by remembering these few rules:

- Outdoor footwear, clothing and strollers are **not** permitted on the pool deck.
- Proper swim attire is required. Cut off shorts, underwear, sports bras, boxers and loose-fitting clothing like t-shirts are not acceptable swimwear.
- Food, beverages or any breakable items are **not** permitted in the pool area. Please discard chewing gum in the garbage receptacle before entering the pool.
- Anyone not toilet trained must wear water resistant swimwear to prevent contamination of the pool. Cloth or disposable diapers are not accepted.
- Personal toys (including puddle jumpers), fins, snorkels, and/or masks are NOT allowed. Should you or your child need flotation support, we have life jackets, PFDs, and flotation belts onsite, simply ask a lifeguard.

- All patrons **MUST** have a rinsing shower before entering the pool. Persons with open cuts, sores, bandages, colds, coughs or infected eyes are **not** permitted in the pool.
- Spitting, spouting or nose-blowing in the pool is strictly prohibited.
- The use of camera/video enabled devices is strictly prohibited in change rooms and washrooms. In all other areas of the facility, use of these devices is allowed provided it is for personal use only, does not disrupt the activity of others, and is in accordance with the CGC User Code of Conduct and posted Safety Standards. Please be respectful of others: avoid capturing others in the background of photos and make phone calls/send texts in the hallways.
- Lockers are for daily use only and items left overnight will be removed. Canada Games Centre is not responsible for lost, damaged or stolen property.* *Locker usage is currently suspended due to COVID-19.*

Communication

The coach for the athlete's team will be available via email or by appointment to answer any questions. Coaches will not always be available to speak with a parent during practices or competitions.


Pertinent CGCSA information, including swim meet information, schedules and more will be posted to the [CGC Swim Academy pages](#). At minimum, a monthly Head Coach email will be sent to athletes and parents every month highlighting important information. All CGCSA members will also receive the monthly CGC e-news and member notices.

A photo release form is completed during registration to provide permission for the CGC to take photos for promotional purposes.

CGCSA Terms & Conditions

The following Terms and Conditions are listed on the CGC Swim Academy Agreement:

By signing this agreement, the Member agrees to accept to follow the posted Safety Standards and Code of Conduct of the Canada Games Centre (the "Centre"). The Member agrees that there are risks associated with fitness activities and exercising and that the Centre is exempt from liability as it pertains to the Member.



The Member agrees to identify and hold harmless the Centre against any and all liability, claims, demands, damages, injuries, costs, expenses and fines which the Centre may incur, suffer or sustain due to or arising out of the Member's use of the Centre and participation in the CGC Swim Academy (the "CGCSA").


The Centre is a community facility and has obligations to host sport and community events. Memberships will not be extended, discounted or refunded for these events or maintenance closures. Please note certain areas of the facility may not be available at all times.

Cancellation Policy: There are no refunds for the CGCSA. Should you change your mind about the CGCSA, the Centre will credit your account for the amount of the program up to 7 days before the program start date. This credit must be used towards the registration of another registered program or the initial set-up of membership dues. All changes must be completed in person at the Customer Service Desk. Persons wishing to cancel after the CGCSA program begins will not be able to do so until the end of their contract term, regardless of payment plan. The Centre reserves the right to cancel any program or change session times and/or locations. Programs may be cancelled due to lack of registrants. CGCSA Memberships will not auto-renew.

Payment Conditions: The Payer agrees to pay the Centre the sums and charges specified in this agreement when due, irrespective of the amount of use you make of the CGCSA and the Centre. Unless paid in full, the Payer agrees to pay the program fees by pre-authorized payment every two (2) weeks (as applicable) and authorize the Centre to present transactions for payment against your account. Payments will be charged bi-weekly from September to June after down payment is made as outlined in program information.

The Payer may change their pre-authorized payment agreement type with 30 days' notice. They will however be required to set up an alternate method of payment for the remainder of the contract. To do so, the Payer must provide in writing their original request to change their current agreement at the Centre's Customer Service Desk.

The Payer has certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any pre-authorized debit that is not authorized or is not consistent with the terms of this agreement. To obtain more information about your right to cancel your pre-authorized debit agreement or your recourse rights, the Payer may contact their financial institution or visit www.cdnpay.ca.



Late and returned payments will have an administrative fee of \$40+ tax and the fee will not be waived. After notification of a missed payment, the Payer will have five (5) days to clear the outstanding balance or the CGCSA participant's membership and program access will be suspended temporarily. Payers who decline to pay fees when due after three (3) total missed payments will have their participant(s) withdrawn from the program automatically and membership cancelled. The payer will still be responsible for the remaining payments in the contract.

Transfer between CGCSA Teams: Participants may be asked by their coach to transfer to different groups within the CGCSA. Under these circumstances, an appointment must be made with the CGCSA Supervisor/Head Coach. The transferred membership will have the same contract expiry, terms and conditions as the original program agreement. Rates will be adjusted based on the new fees for the CGCSA.

Athlete/Parent Handbook: By signing your CGCSA membership agreement, you are acknowledging that you agree to the policies and guidelines set forth by the Centre as outlined in the Athlete/Parent Handbook and understand that they are set in place for the safety of all participants and will be enforced at all times.

Drop-off/Pick-up Policy: During CGCSA program times, a parent or guardian MUST drop-off/pick-up participants under the age of 12 to and from the coach.

Pro-rating Fees: CGCSA fees may be pro-rated for late registrants. The Centre reserves the right to restrict participants from joining after the initial start date.

Course Requirements: Participants must meet the requirements in the [CGCSA descriptions](#).

Attendance: Sessions unattended by the CGCSA participant will not be rescheduled or credited.

To access the Centre, the CGCSA Member will use the Membership Card. If the Membership Card is lost or stolen, the Member will be charged a replacement fee. Fraudulent use of Membership or Membership Cards will result in termination of the membership.

The Member confirms that the information on this agreement form is accurate at the time of completion and agrees to notify the Centre of any changes to the information provided. The Member agrees to receiving email from the Centre to the email address(es) provided and can unsubscribe at any time.

Swim Nova Scotia Policies & Competition Information

Competitive swimming consists of two seasons - Year-Round and Summer Season.

Year-Round swimming in our province is divided into three divisions: Nova Tech, Age Group and Pre-Competitive. Nova Tech swimming is designed to meet the needs of our younger and less experienced athletes by providing a dynamic and fun competitive experience. **CGCSA will focus on this division.**

Age Group swimming is designed for athletes that meet the graduation standards from Nova Tech and wish to compete in meets. Athletes that are new to the sport may still compete at the Nova Tech series of meets. Athletes wishing to compete at higher levels must achieve various time standards such as East Coast, Age Group Nationals, Eastern or Senior Nationals. Once Athletes have earned these qualifying standards, they can attend these competitions. **The Canada Games Centre recommends that athletes who are achieving year-round age group or pre-competitive swim times join a club that focuses on this division of swimming during the year-round season.**

NOVA TECH MEETS

The goals of the Nova Tech series are to promote self-improvement and friendly competition. Nova Tech is designed to ensure that athletes learn good swimming skills, set goals and learn to train and work with other athletes. Families are encouraged to attend and watch their meets; this program is unique to Nova Scotia. Registration for 2020/2021 meets will be communicated to participants by the CGCSA Supervisor/Head Coach. For more information on Nova Tech meets, visit [Swim Nova Scotia's website](#).

SWIM NOVA SCOTIA YEAR-ROUND TRAINING POLICY

Details on the Year-Round training policy can be found [here](#).

WATER POLO AND LIFESAVING SPORT COMPETITIONS*

CGCSA participants will be encouraged to attend Lifesaving Sport and Water Polo competitions throughout the season. These competitions will be communicated to parents by the CGCSA Supervisor/Head Coach.

For information on Lifesaving Sport, please visit [Nova Scotia Lifesaving Sport](#).

For information on Water Polo, please visit [Water Polo Nova Scotia](#).

**Currently suspended due to COVID-19*

HELPFUL HINTS

WAITING LISTS

Participants have the option to register for the waitlist at the Customer Service Desk. All waitlist registrants will be **notified via e-mail and have three business days to confirm their spot** if a program becomes available.

AGE REGULATIONS

As noted on the CGC Swim Academy Agreement terms and conditions, during CGCSA program times, a parent or guardian **MUST** drop-off/pick-up participants **under the age of 12** from the coach. Please also make note of the [Facility and Change Room age policies](#).

CGCSA COACHES

[CGCSA Coaches](#) oversee coaching quality sport programs to athletes of various ages, stages and abilities using fundamental movements. All CGC coaches have NCCP level coaching, or equivalent training, in their respective sports. Most also have High 5 Sport training. There will always be a CGCSA coach on deck during program times. **What they wear:** Black coaching shirt.

CGCSA Supervisor/Head Coach: In-charge of development and overseeing all CGCSA programs, providing parent and athlete communication.

Each CGCSA discipline has a lead sport coach. These coaches are responsible for assisting in the development and overseeing of each aquatic discipline. In addition, they are on deck to coach regularly scheduled practices of their aquatic discipline. **This position is currently suspended due to COVID-19.**

CGCSA coaches will coach openly, professionally, lawfully and with the best interests of their athletes and Swimming Canada. They will behave with decorum, be fair, equitable, considerate and honest in all dealings with others.

WHAT SHOULD OUR ATHLETES BRING?

Appropriate bathing attire: bathing suit, swim trunks, snug fit athletic clothing (swim trunks or athletic shorts must have a built-in liner).

Membership card: CGCSA athletes are required to bring their membership card for every practice. This will give you access to the facility and eliminate having to check-in at the Customer Service Desk. Membership cards can be reused each season after you register for the program.

Towel: Nothing better than wrapping up in a warm towel after your program.

Lock: When storing items in the lockers during the lesson, we recommend bringing a lock to help secure your items. *Locker usage is currently suspended due to COVID-19.*

Water bottle: Hydration is an important part of physical activity and recovery.

MEETING PLACE

Where should CGCSA athletes go once on deck? On the first night of CGCSA programs, athletes will be directed where to meet via a sandwich board on deck. This will direct athletes to the far side of the competition pool, by the sauna. A sign is placed here to indicate to athletes and patrons that this is the meeting area for CGCSA programs.

LOST & FOUND*

Going home with what was packed can sometimes be a challenge. We ask all athletes/parent(s)/guardian(s) to check the lost and found on a regular basis if you suspect that you are missing items. Due to the high volume of items left at the Centre throughout the year, the Canada Games Centre donates all items in the Lost & Found, two days after being found to an outside agency. Please note the Centre is not responsible for any lost or stolen items.

**Currently suspended due to COVID-19.*

QUESTIONS?

Still have questions about CGCSA? Contact our Supervisor/Head Coach at swimacademy@canadagamescentre.ca.