



## Athlete-Parent Handbook

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## 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 Head Coach at [swimacademy@canadagamescentre.ca](mailto:swimacademy@canadagamescentre.ca).

## 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 sport performance, athlete development and the Active for Life model. 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 (CGCSA) is designed to develop the whole athlete and promote a healthy love of sport in a low-pressure environment. Each team within the CGCSA offers participants access to a variety of training opportunities, both in the water and on dry land, to prevent injury and promote lifelong participation and enjoyment of physical activity.

## CGCSA Team Philosophy

The Canada Games Centre Swim Academy Summer Team exists to share the sport of competitive swimming with youth. Through team membership, training and competition, athletes will develop their swimming skills and learn the value of sportsmanship, fair play, dedication and teamwork.

The Canada Games Centre Swim Academy Summer Team believes that respect, teamwork, fairness and learning are more important than winning. We do not define success in terms of competitive rank; rather, we define success in terms of the personal development of our swimmers. Athletes on the Canada Games Centre Swim Academy Summer Team will participate in a fun, social environment at practice, during competitions and at all team events.

## General Information

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

**Facility Hours:** Monday-Friday: 5:30am-10pm; Saturday-Sunday: 7am-9pm

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

**CGC Customer Service Desk:** 902.490.2400 ext. 7

**CGC Website:** [www.canadagamescentre.ca](http://www.canadagamescentre.ca)

**Swim Academy Email:** [swimacademy@canadagamescentre.ca](mailto:swimacademy@canadagamescentre.ca)

## Athlete Registration


1. Fees shall be set by the executive annually and announced prior to the date of registration along with terms and conditions.
2. All Athletes shall pay the full fee, regardless of anticipated participation.
3. Registration will take place internally first. All CGCSA swimmers from the previous year will be given advanced member registration dates.
4. At this point, the Aquatics Coordinator, in consultation with the Registrar and Head Coach will look at the numbers and determine how many vacancies there are in each division.
5. New Swimmers will register on the respective member or non-member registration dates (depending on the participants membership status with the Canada Games Centre).
6. All new swimmers will be directed to the Introduction to Competitive Swimming program or must have previous swimming experience.
7. If there are more swimmers than vacancies, the swimmers who best fit with the existing group will be invited to join the team.

## Code of Conduct

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.

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- 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](#) 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.

**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.
- 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, dryland training, competitions, and other team events.
- Parents will follow appropriate communication guidelines.

Failure by participants or their parents to abide by the values and rules as determined by the coaching staff may result in disciplinary action.

**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, CGCSA equipment 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.

### Disciplinary Guidelines

Any CGCSA participant who breaches the Code of Conduct will be subject to the guidelines below. These will be issued at the discretion of the Supervisor/Head Coach and Aquatics 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 a 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, but will remain under supervision, following the rule of two, and will not be placed outside CGCSA parameters or in harm's way. An emphasis will be made on emotional regulation and responsibility for one's actions. Guardians will be made aware of the warning as soon as possible.

**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 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.

## 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.

We will address all issues/concerns and feedback provided, however, 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.

At minimum, a monthly Head Coach email will be sent to athletes and parents 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.

## 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 Coordinator – [Janet Parry-Campbell](#)
3. Finance Manager – Kevin Seely
4. Coaching/Training – Janet Parry-Campbell
5. CGCSA Supervisor/Head Coach – Susana Somerton
6. Registrar – Janet Parry-Campbell

### CGCSA Volunteers

CGCSA Families may be asked to participate in the CGCSA community in the following ways:

- Training and volunteering as a timer and/or official, under the organization of the officials committee.
- Volunteering at social events, under the organization of the social committee.
- Assisting at CGCSA hosted swim meets and lifesaving sport competitions.

We expect parents to volunteer for at least one meet/event 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.

## Swim Nova Scotia Policies

**Summer Swim Team** is structured for those looking to compete over the summer who are not involved in year-round swim teams. All swimmers must meet summer swimmer eligibility requirements and are required to disclose any training and competitions outside of summer swimming at registration. Our Summer Swim Team focuses on lifelong fundamental movement and sport skills through exposure to different aquatic sports, a deep respect for the tradition of teamwork, friendship, lifelong learning and athletic ability in a safe atmosphere. Swimmers will improve their skills and challenge themselves to excel to their full potential with the help of highly trained and qualified coaching staff who will strive to achieve program excellence.



**Summer Swim Team Off-Season Training** is designed to ensure that athletes learn good swimming technique, learn basic practice structure, to set goals and learn to train and work with other athlete while participating in unofficial team time trials.

- Registration is open to any resident of Nova Scotia and/or any youth in Halifax and surrounding area.
- To compete, no athlete shall have reached the age of 18 years. In addition, athletes are not sanctioned to compete if they attend a university or community college even if under the age of 18 years.
- Athletes must meet the regulations of the swimming training policy as per Swim Nova Scotia and submit the family affidavit when registering.
  - Details on the Year-Round training policy can be found on the Swim Nova Scotia website.
  - Please note: There is a one-time Swim NS fee that is paid annually (September-August)

## Competition Information

### SWIM TEAM MEETS

CGCSA swim team participants are encouraged to attend Swim Nova Scotia Summer Swimming competitions in the months of July and August.

CGCSA swim team participants are eligible to swim as exhibition swimmers in the first year-round swimming meet of the year, and information will be circulated by the head coach.

During the off-season, unofficial time trials will be held to allow swimmers the opportunity to monitor their progress.

### LIFESAVING SPORT COMPETITIONS

CGCSA participants will be encouraged to attend Lifesaving Sport competitions throughout the season. These competitions will be communicated to parents by the CGCSA Supervisor/Head Coach and often have a \$10 fee associated payable to the Lifesaving Society.

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

## Helpful Hints

### 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 age policies 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:** Collaborating with other coaches in creating, developing and implementation of Long-Term Training Plan, overseeing all CGCSA programs, overseeing coaching team as well as providing parent and athlete communication. **What they wear:** Black coaching shirt.

Each CGCSA discipline has a lead 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.

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).
- **Swim cap and goggles**
- **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 practice, we recommend bringing a lock to help secure your items.
- **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.

### Questions?

Still have questions about CGCSA? Contact our Supervisor/Head Coach at [swimacademy@canadagamescentre.ca](mailto:swimacademy@canadagamescentre.ca).