



Club Handbook

Team Goals

1. Develop skills based on personal bests in swimming, lifesaving, fitness, knowledge, leadership, and teamwork in all ages and stages of life.
2. Develop within our team a feeling of belonging and acceptance. We will support each other by encouraging, fun, and inspiring.
3. Show excellent sportsmanship with teammates and competitors from other clubs.

Town of Hinton Commitment

1. Set and administer the program in accordance with policies and procedures as outlined by the Town of Hinton and the Hinton Stingray's Code of Conduct.
2. Operate in accordance with policies and procedures as outlined by the Lifesaving Society AB & NWT branch.
3. Ensure Coaches are appropriately trained in the administration of the JLC program.
4. Ensure Club policies are administered fairly and equitably.
5. Ensure effective communication methods are maintained and applied consistently.

Club Commitment

1. Operate in accordance with policies and procedures as outlined by the Lifesaving Society, the Town of Hinton and the Hinton Stingray's Code of Conduct.
2. Communicate club policies and procedures to the membership.
3. Ensure effective communication methods are maintained and applied consistently.

Coaches Commitment

1. Abide by the Coaches Code of Conduct
2. Act with integrity and follow the highest standards of ethical behaviour in the course of their work to ensure that confidence and trust is maintained as per Directive HR1904.8.
3. Ensure swimmers understand their responsibilities as outlined in this Handbook and the Code of Conduct.
4. Administer lesson plans that endeavour to support the achievement of team goals.
5. Technically assess and develop swimmer's strokes.
6. Work with each swimmer to set SMART (Specific, Measurable, Achievable, Relevant, and Timely) goals.
7. Provide positive constructive feedback to swimmers.
8. Communicate with parents to share wins and concerns, as well as resolve problems, or discuss performance as necessary.
9. Ensure the safety of swimmers at all times.
10. Report all incidents of bullying, harassment, injuries, medical emergencies, or breaches of The Hinton Stingrays Code of Conduct to the Aquatic Supervisor immediately using appropriate forms/methods.

Parent/Guardian's Commitment

1. Ensure their swimmer abides by the Hinton Stingrays Code of Conduct.
2. Abides by the Parent Section of the Hinton Stingrays Code of Conduct.
3. Volunteer and/or officiate at competitions.
4. Attend team meetings.
5. Ask questions and communicate any concerns with the Coaching Staff in an appropriate manner.
6. Refrain from consulting with Coaches during practices.
7. Inform the Customer Service Clerks by phone (780-865-4412) if their Swimmer is unable to attend a practice.
8. Inform the Head Coach of any injury or illness which prevents their Swimmer from participating in a practice or where accommodating is required.

9. Provide emergency contact information for out-of-town competitions and ensure Town of Hinton Active Net account information is kept up to date.
10. Be a positive ambassador for the Hinton Stingrays Lifesaving Club.

Swimmer's Commitment

1. Abide by the Swimmer Code of Conduct.
2. Attend all practices and arrive in the changerooms ready to swim 10 minutes prior to the scheduled starting time.
3. Follow the instructions of the Coaches in a cooperative & respectful manner.
4. Bring and wear Stingrays cap at competitions.
5. Be respectful to all facilities and equipment.
6. Maintain positive and transparent communication with both Coaches and Parents.
7. At all times, be a positive ambassador for the Hinton Stingrays Lifesaving Club.

Note: Admission to the Dr. Duncan Murray Recreation Centre is required for swimming before and/or after scheduled practice times.

Attendance

Efforts should be made to attend every scheduled practice. The coaches expect each swimmer to be on deck, ready for warmups on time. If your swimmer cannot attend a practice or cannot be on time, please let the coaches know. All swimmers registered with the Hinton Stingrays are expected to train with the team.

Communication

E-mails, as well as the bulletin board at the Aquatic Centre will be the main open lines of communication. Parents are encouraged to speak with the Head Coach before or after practice with any concerns they may have.

- Phone – 780-865-6034
- Email – aquatics@hinton.ca
- www.hinton.ca/1285/Junior-Lifeguard-Club

Meetings/Newsletters/Website

Club Information Meetings will be held as necessary to communicate important information to Hinton Stingrays Parent/Guardians. This is a great time to give and receive feedback and have your questions answered. Please attend these meetings if possible. Club Newsletters will be distributed via Webpage and posted on the Hinton Stingrays bulletin board. These newsletters contain important information about the club and upcoming events.

Competitions

Attendance at competitions is encouraged for everyone. Swimmers are responsible for conducting themselves respectfully and appropriately at competitions. Swimmers must have a Parent/Guardian at the competition if they wish to attend. Swimmers can not attend unsupervised. The Coaches will be on deck observing races and giving feedback to each swimmer and are to be in attendance to supervise any one swimmer. The Hinton Stingrays take pride in respecting other facilities and swimmers; good sportsmanship and fair behaviour are mandatory for all athletes attending competitions.

Recreational vs. Competition

Swimmers in the Recreational Crew are encouraged to compete at swim meets if they wish. They are urged to participate in at minimum the home meet (Claire Jones Memorial Lifesaving Competition) prior to attending out-of-town competitions. Swimmers will be evaluated and must be approved for competition by the Head Coach. For Swimmers to compete, they will have to be registered with the Lifesaving Society. As soon as this process has been completed your child will be able to compete at our home swim meet.

Competition Entries/Fees

To sign up for an upcoming competition, please speak with the staff at the front desk of the Dr. Duncan Murray Recreation Centre or [sign up online](#). Information about upcoming competitions will be posted on the Website and on the Hinton Stingrays bulletin board. Competition registration fees will only be subjected to a refund upon receipt of a medical note provided with a Refund Request Form provided at the Front Desk. Competition registration fee refund is also dependent on the other facilities' refund policies and may vary from competition to competition. Payment must be made in full at the time of registration.

Competition Relay Entries

Relays will be chosen by the Coaching Staff. To qualify for relays, Swimmers must attend practices on a regular basis. Relays may be chosen based on participation, speed, and skill level. Relays for Provincials will be chosen according to times; any substitutions will be at the discretion of the Coaching Staff. Swimmers who are late registering for competitions may not be registered to swim any relays.

Competition Procedures

1. Warm-up as regulated by the Lifesaving Society AB NWT.
2. Warmups are mandatory for every Swimmer competing. Swimmers must arrive 15 minutes prior to the scheduled warm-up time.
3. Swimmers must sit with the team and relax between their events.
Please note: Electronics are discouraged at competitions.
4. Team caps must be worn.
5. After each event Swimmers must check in with the Coach(es). This gives the Coach(es) the opportunity to discuss the event and provide immediate feedback and strategy for development.
6. Parents/Guardians are not permitted on deck at most competitions unless volunteering or approved by the Coaching Staff and/or Swim Meet Manager.
7. All Swimmers are encouraged to participate in all eligible events.
8. Pack extra towels, extra goggles, swimsuit, team cap, fins, team shirt, healthy snacks, and plenty of water.
9. Each Swimmer is to check out with the Coach(es) prior to leaving for the day.
10. Swimmers must always display exceptional sportsmanship.

Competition Transportation

Transportation to and from competitions is the responsibility of the Parent/Guardian.

Membership Fee and Training Fee

Fees for both crews include a team shirt, a silicone swim cap, and the Lifesaving Society Athlete registration fee. The Lifesaving Society Athlete Registration fee is non-refundable.

Refunds and Financial Commitments for Members Leaving the Club

Withdrawal from the program is subject to the limitations below.

| PROGRAM WITHDRAWAL GUIDELINES | | | | |
|-------------------------------|---|--------------------------|--|---------------------------------|
| 7 + days | Refund by cheque or back to credit card Credit on Account Transfer Medical Note (All Above) | Yes Yes Yes Yes | \$10 \$10 No charge No charge | |
| 3-6 days | Refund by cheque or back to credit card Credit on Account Transfer Medical Note Provided (All Above) | Yes Yes Yes Yes | 50% \$10 No Charge No Charge | |
| 2 days | Refund Credit on Account Transfer Medical Note (All Above) | No No No Yes | | No Charge |
| Day of or Program Started | Refund Credit on Account Transfer Medical Note (All Above) | No No No Yes | | No charge, prorate portion used |

Request for Refund form must be filled out with the Front Desk and submitted to the Aquatic Supervisor for review.

Volunteer Commitment

There are multiple opportunities throughout the season to volunteer, but the most important is our home swim meet (Claire Jones Memorial Lifesaving Competition) held in November each year. Running a successful swim meet requires many volunteers. Without volunteers the execution of the swim meet is not possible. If years continue without volunteers, additional fees may be applied to club registration.

Discipline Policy

All Hinton Stingrays Members have a right to an environment free from violence, harassment, and discrimination. In order to accomplish the goal of promoting a violence, bullying, harassment, and discrimination-free environment all Members are expected to follow facility rules and conduct themselves appropriately as outlined in this handbook and the Hinton Stingrays Code of Conduct. Any behaviour that compromises the physical or psychological safety of Swimmers, other Members, or other patrons in the facility will not be tolerated. If the Coaching Staff notices any issues, they will inform the Member why this behaviour is unacceptable and how to correct their conduct. The Head Coach will inform the Aquatic Supervisor of all incidents and at their discretion will contact the Swimmer's Parent/Guardians based on the severity of the situation. Further disciplinary action may be taken if behaviour does not improve; this could include but is not limited to the member being asked to leave the Club.

Lockers

Locker rental is available at the Front Desk for \$12.25 (2023/2024 rate) per month. Lockers are available at no charge for day use only. Please bring your own lock and be sure to lock up all your belongings.

Water and Snacks

Hydration is very important for every athlete. Everyone is encouraged to bring a water bottle (labeled with their name) to practice and competitions. It is also recommended that members have a healthy snack between school and practice.

Stingrays Apparel Policy

Members are encouraged to wear their Hinton Stingrays t-shirts to all club functions. This includes competitions, team meals, team photos, and any special events. A Swimmers Competition Suit must be at least 80% black or approved by the Head Coach for use in sanctioned competitions. A current Hinton Stingrays silicone Swim Cap is required for all Swimmers competing at sanctioned competitions, as outlined in the Alberta and Northwest Territories Competition Manual. Swim caps (non-team caps) are mandatory for all Swimmers during scheduled practices. Silicone Swim Caps are available for purchase at the Front Desk of the Dr. Duncan Murray Recreation Centre.