

# PORT COQUITLAM MARLINS SUMMER SWIM CLUB



## Parent Guide

(Policies and Procedures Manual)

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## **Introduction:**

Welcome to the Poco Marlins swim club. We have been a member of the BC Summer Swimming Association since 1970. This guide is intended for you to understand the basics of being a member of the Poco Marlins as well as a member of the BCSSA. You will find the swimming season packed with fun, friendship and excitement. You will have a chance to participate in practices, swim meets, and group activities throughout the swim season. The Poco Marlins practice mainly at Centennial pool at the corner of Shaughnessy St. and Lougheed Hwy. We also have some practices for the younger members at Robert Hope pool in Mary Hill in July.

The BCSSA swim season starts from May 1<sup>st</sup>. and continues until mid-August. Each swimmer will be assigned a training group which will have a designated coach. This will be your swimmer's coach for the season. Your coach will be your primary contact to the swim club. You may also contact the Marlins executive at the club website, [www.pocomarlins.com](http://www.pocomarlins.com), or by email at [info@pocomarlins.com](mailto:info@pocomarlins.com).

The club will send out emails communicating events, swim meet sign-up and volunteering requests via email. These emails will often direct you to the Marlins "Active" website where you will sign in and register for various activities.

## **Mission Statement:**

The Port Coquitlam Marlins Summer Swim Club is committed:

To provide an environment for its members to train and swim competitively in the summer.

To provide an environment for the development of personal discipline and improvement by encouragement of regular attendance, punctuality for practices, and to learn to win and to lose with pride and grace.

To focus and direct its swimmers towards self-motivation for optimum personal performance by striving for personal best times and personal excellence.

To provide the opportunity for interaction among its members in order to develop a sense of community.

To provide constructive, wholesome summer fun for its members.

## **BCSSA Structure**

The Poco Marlins swim club is a member of the BC Summer Swimming Association and thus is governed by the rules and decisions put forth by their executive members. Each swimmer in the club, through the Marlins registration fee, pays a BCSSA registration fee that registers them within the organization and provides insurance for the swimmer.

The BCSSA organization is split up in 8 regions throughout BC. The Poco Marlins are part of the Simon Fraser region. The other clubs that make up this region include the Coquitlam Sharks, Port Moody Aquarians, Burnaby Barracudas and Burnaby Mountain Mantas.

## **Parents Expectations:**

As a parent in the Poco Marlins, there are some expectations that we all must meet. Some of the expectations include getting your swimmer to and from practice on time, encouraging them to attend as many practices as possible, getting them to swim meets, encouraging them in a positive manner, and letting their coach do the coaching.

Another expectation is participation in club fundraising activities. Fundraising benefits the club as a whole so it is expected that all members will do their part in attending the bottle drive, selling raffle tickets and contributing to other fundraising activities we choose to offer.

Perhaps the biggest expectation is volunteering. With the exception of the coaches, the PoCo Marlins are entirely volunteer driven. Read about the variety of ways to contribute in the Volunteering section of this document.

Another very important expectation is for the respect of officials. The people who run swim meets are all volunteers and the jobs they perform can be difficult. The officials themselves as well as their decisions must always be treated with respect despite the fact that we may not always agree with them.

## **Swimmers Expectations:**

The BCSSA swim season can be very challenging and requires a lot of commitment and determination. Sometimes swimmers can become discouraged or frustrated with results. Being part of the Marlins swim team allows swimmers to rely on each other for encouragement and support. The coaching staff will foster this club philosophy, but it is up to the swimmers to see it through. Your expectations are to encourage, respect and support other swimmers from the team as well as respect yourself. Try to attend as many practices as you possibly can and put in the best effort that is possible.

Another important expectation is respect for your coach. Your coach is there to make you the best swimmer that you can be, that is, he or she has makes decisions for you that will give you and the club the best result. At practices, you are expected to pay attention and try your hardest to complete the workouts with as little interruption as possible. We are not saying that there won't be any fun; just that you must listen to your coach and show them that you are there to be the best competitive swimmer that you can be.

Finally, rules and officials must be observed. There are procedures and rules outlined in this manual and within the BCSSA rule book that must be followed. Also, rules at swim meets must be adhered to as they are put in place for the safety of the swimmers, parents and officials.

## **Practice Groups:**

Practices are set up in groups. The coaching staff will evaluate each swimmer and determine which group best fits your swimmers needs. They will be grouped based on swim ability and ability to complete practices set out by the coach and is not necessarily based on age. There are 5 groups, and each group will have a different practice schedule. These groups will contain swimmers with similar abilities and development levels such that practices can be designed to best suit them. Please check the practice schedule, which is distributed before the season starts, for the practice times of each group.

Each group will have a parent representative that will act as a communications point between the other parents, executive and coaches. These parents will be identified early in the season. Parents are also encouraged to create car pools that function based on the group assignments.

Most swimmers start out in the "development" group which is for young, new swimmers, and work their way up through the years to other groups. The "senior" group, is the top group, which are generally high school age swimmers that are making provincials. The other three groups, "purple", "gold" and "white" are in-between the development and senior groups. The swim groups have no relationship to the divisions your swimmer will compete in at swim meets.

Each group will have a coach or coaches. The primary coach will be your swimmers coach for the season. At swim meets, your swimmers coach will be available to help with performance and encouragement. If your coach is not at a particular swim meet, one of the other coaches will be available.

Swimmers should expect to be at swim practice 15 minutes before the start time for activation and stretching. The activation and stretching is meant to reduce injury and

improve agility. It is very disruptive to a swim practice to show up late so please make sure that you are on time. Also, it is very important that you pick up your swimmer on time as coaches have other things that they may need to do after practice and need to leave on time.

Parents of swimmers who are under the age of ten must be present for the complete practice. This is in case a swimmer cannot complete the practice or otherwise needs attention that is too distracting for the coach. As this can sometimes be a burden to parents, it is recommended that parents share this duty as long as they have the ability to contact each other.

## Coaching Staff:

The coaching staff of a swim club is a key to the success of the club. The coaching staff is your direct contact with the club as well as with your swimmer's progress. Please do not hesitate to approach your swimmers coach with the questions that you have. Your swimmer's coach is available to speak with you after practices. Please do not plan to speak with them before practice unless it is something brief and needs to be communicated specifically before practice. Parents are not allowed on deck during the practice time unless you are assisting your child with an immediate need.

The coaching staff provides the technical expertise in how to train and to swim the strokes correctly. They encourage our athletes, dealing with each individual's strengths and weaknesses. They provide guidance and leadership at swim meets and in practices. The coaches are committed to helping each Marlin have a successful season.

The Marlins coaching staff are paid members of the swim club. The coaches all report directly to the Head Coach who reports to the 1st Vice President. The head coach also attends the monthly executive meetings, advising the executive on technical matters. Many coaches are students working their way through University, and we also often have coaches that have coached for years beyond graduation.

We have two levels of employment for coaches at the Marlins. The first are our salaried coaches. They have proven themselves to be successful coaches within our junior coaching system or elsewhere. They all have current National Lifeguard Certification and act as the lifeguards at our practices and the meets we host. The second are our junior coaches. They are paid hourly and are usually seen helping with the development group and the mini-marlins. They may or may not be certified lifeguards due to the fact that you must be 16 to be a lifeguard. Swimmers interested in pursuing coaching should talk to the head coach about volunteering, which may then lead to paid coaching.

Coaches' authority prevails at both practices and at meets. The coaches' expectations regarding behavior, attendance, attitude and commitment must be met by all the team members. Our coaches have the authority to discipline team members when required.

This may mean simple talks, progressing to asking a disruptive swimmer to sit out a practice, scratching a swimmer from a relay team, to ultimately involving the executive to review a swimmer's issues with their parent(s). We also rely on the objective view of the coaches to make the fairest decisions when it comes to assigning club awards and relay positions at meets.

Should you have concerns or questions regarding your child's coach, you should first speak to the coach, if the concern is not satisfied, you should speak to the head coach. If you are still not satisfied, you are encouraged to communicate to our Coaches Committee via the 1st Vice President. The executive can be contacted via the marlins website, [www.pocomarlins.com](http://www.pocomarlins.com).

## Relay Policy

1. Relay positions cannot be challenged. The coaches' decision is final.
  2. Over the regular season, emphasis on relays will be first on participation, and secondly on competition.
  3. The coaches, based on a swimmer's best times and consistency, will determine placement of swimmers on relay teams.
  4. If more than 4 swimmers qualify for a team, the Head Coach will make the final decision on who is selected.
  5. At Regionals, team selection will be based on the following criteria:
    - a) Qualifying the most competitive relays possible, in order to qualify for the provincial championships.
    - b) Qualify the most number of swimmers possible for Provincials.
    - c) Provide a relay opportunity for as many swimmers as possible at Regionals.
- NOTE 1: Relays at Provincials will be made using the fastest combination of swimmers available at the meet.  
NOTE 2: The above criteria will be followed with a) being the first priority, b) second priority and c) third priority.
6. A swimmer from a lower Division may be moved up to complete on a team in a higher Division. Movement of a swimmer to a higher Division should not endanger the original team's chance of success.

## Typical Swim Season:

Late April - New Swimmer Evaluation. New and continuing swimmers will be evaluated for placement in the appropriate practice group.

May 1– Season starts. First set of practices will start the first afternoon as per the distributed schedule. Practices on holidays will still most likely take place. Some practices after swim meets may be cancelled at the discretion of the coach.

Last Saturday in May – Time trials. This is a practice swim meet where we will run through a set of swim events so that new swimmers and parents can experience what to expect at a typical swim meet without the pressure of being at a real swim meet. We will have marshaling, starters, stroke and turn officials and full electronic timing. This is also an opportunity for parents to learn some of the many volunteer jobs that are required to run a swim meet.

June – July – Various swim meets throughout the lower mainland. Please sign-up for the meets that you wish to attend.

Mid or late June – POCO Marlins home swim meet. We need all parents and swimmers to attend this meet if possible. All parents will need to sign-up for jobs as it is a lot of work running a home swim meet and the more people we have the easier the meet will run and more successful it will be. Every family will also be required to bring some deck food for the meet. Deck food is snacks and drinks we provide to officials and coaches while they are working the meet.

Early August – Regional Championship meet. This is the swim meet where swimmers and relay teams try to qualify for provincials. It is also the final swim meet of the year for the region and will only include swimmers from our region. Since this is a regional meet, we are responsible for helping setup, take down and run the meet. We will also be required to bring deck food for a particular day. This meet will be the last meet and the end of the season for swimmers who do not qualify for provincials in an individual event or relay.

Monday after regionals - Regional Dinner pizza party. This party will take place the evening after regionals. The medals for regionals will be handed out and the results from regionals will be given out. This is the last get together of the season for swimmers who have not qualified for provincials.

Mid-August - Provincials swim meet. This is the last swim meet of the season. It takes place over three days and moves from region to region throughout the province each year.

Late September – AGM, Awards and Year End Wrap-Up Party.

## **Competitive Swimming in the BCSSA:**

There is a total of 11 individual events and 2 relay events for both girls and boys. In most swim meets you will find all of the events, however certain divisions are restricted to certain events. For example, the younger divisions will compete in 50m Breaststroke, while the older divisions will do a 100m Breaststroke.

### **Freestyle Events:**

In the freestyle events, the competitor may swim any stroke he or she wishes. The usual stroke used is the front crawl. The alternate overhead motion of the arms, a side-to-side breathing action and an alternating “flutter kick” characterizes this stroke. The freestyle events are 50 and 100 metre distances for all age divisions. Freestyle is the fastest of the four competitive strokes and is generally the easiest and most natural to learn. As a result of these factors it commonly used as the primary training stroke.

### **Backstroke Events:**

In the backstroke, the swimmer must stay on his or her back at all times. The stroke is an alternating motion of the arms combined with a “flutter kick”. It is the swimmer’s objective to “roll” from side-to-side while maintaining a very “quiet” head position. At each turn, a swimmer must remain on their back until the actual turning action has begun. Backstroke flags are positioned 5 metres away from each wall to alert swimmers of the proximity to the wall. Swimmers must surface within 15 metres after the start of the race, and after each turn. Backstroke race distances 50m for div 1-3 and 100m for div 4 and up.

### **Breaststroke Events:**

Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pushed forward from the breast on or under the surface of the water and swept “out and back” simultaneously, but not past the hips, in the propulsive stage of the stroke. The kick is a simultaneous thrust of the legs called a “whip” or breaststroke kick. No flutter or dolphin kicking is allowed. At each turn a swimmer must touch with both hands at the same time. Breaststroke races distances are 50m for div 1-3 and 100m for div 4 and up.

### **Butterfly Events:**

The most beautiful and physically demanding stroke, the butterfly features the simultaneous overhead stroke of the arms combined with the dolphin kick. The dolphin kick features both legs moving up and down together. No flutter kick is allowed.

Butterfly races distances are 50m for div 1-8 and also 100m for div 5 and up.

## **Individual Medley:**

The individual medley, commonly referred to as the "I.M.", features all four competitive strokes. In the I.M. a swimmer begins with the butterfly, changes to the backstroke after one-fourth of the race, then the breaststroke after another quarter and finally finishes with the freestyle. The I.M. race distances are 100m for div 1-3 and 200m for div 4 and up.

## **Freestyle Relay:**

The freestyle relay is a 200 metre event with 4 swimmers completing 50 metres each. The first swimmer starts the race like other races, and each successive swimmer dives in from the blocks once the previous swimmer has touched the wall. No swimmer may swim more than one leg of the relay.

## **Medley Relay:**

In the medley relay, four different swimmers each swim one of the four strokes. No swimmer may swim more than one leg of the relay, which is swum in the order of backstroke, breaststroke, butterfly, and freestyle. The medley relay is a 200 metre event with each swimmer completing 50 metres.

## **Starts & Turns:**

Many races are lost due to poor starts and turn technique. Proper starting and turning techniques will be taught during the practices. Good starts and turns can allow a swimmer to gain advantages in an otherwise close race.

During the start, the starter visually checks that all swimmers are ready and then calls them to the starting position. Once the starter is satisfied, the race is started by an electronic tone. At this point, the swimmer dives from the blocks or, in the case of backstroke, starts from the wall in the water. Beginning swimmers are not required to dive in from the blocks. Swimmers may elect to stand on the deck beside the blocks and jumping (as opposed to diving) is also legal.

Butterfly and breaststroke require the swimmer to touch the wall with both hands at the same time. In freestyle and backstroke events you can do a flip-turn and touch with your feet only. In backstroke, you must remain on your back until you start the turn and must be on your back when you leave the wall. At the end of a backstroke race or the end of the backstroke leg in a medley, you must touch the wall with your hand while still on your back. In all the strokes, you must surface by the 15 metre mark.

## Swim Meets:

Swim meets are typically on Saturday and Sunday. Most swim meets consist of heats and finals and each swimmer can be entered in up to four events and two relays. However, some swim meets do not have finals and the heats are considered timed finals. Typically, at these swim meets swimmers are allowed to enter 6 events and 2 relays. Most swim meets offer ribbons for 1<sup>st</sup> through 8th. The swim meets that our club attends are decided by the executive with input from the coaching staff. We encourage swimmers to attend as many meets as they can but understand that there are many throughout the season and it may not be possible to attend all meets.

Sometimes, clubs will run **development meets** on the Friday night before the full swim meet or on a weekday or weekend later in the swim season. These meets are intended for swimmers that are new to competitive swimming or are very young. We encourage all swimmers that have not attended a swim meet to try one of these shorter meets.

The Regional Championship meet is the final meet of the year that is available to all swimmers. It is usually held on the August long weekend. Only teams from our region attend. From this meet you can qualify for the Provincial Championships. To do so you must place in the top three during finals at the regional championship meet. The exception to this is obtaining a "PQT" time (Provincial Qualifying Time) in finals at regionals. If the swimmer does not place in the top three but obtains a time the same or faster than the PQT time for that event they will also qualify for provincials. Also, the swimmers who finished 4 and 5 in the finalevent are the alternates for that region and could possibly swim at provincials in that event in the event that one of the three swimmers does not or cannot attend the event at provincials. Provincials are usually two weeks after the regional championships and always two weekends prior to the Labour Day weekend.

## Signing up:

There is a link on the webpage to the current year's list of meets and signup procedures. Follow the instructions, which will guide you through the process on the Active website. It is the responsibility of each parent to make sure that their swimmers are signed-up for each swim meet that they plan on attending. An email message will be sent, with a link to the signup page for that meet reminding parents at least one week before the deadline and will indicate the deadline for signing up. It is very important that you have your swimmers signed up before this date as the entries for the meet must be completed and submitted to the hosting swim club by this time. Usually entries will not be accepted past this time. Also, care should be taken when signing swimmer up for a meet. If for some reason you are unable to attend and cannot remove your swimmer before the entry deadline, the club will still have to pay for the entries. This will unnecessarily cost the club money, possibly causing increases in registration fees.

The events your swimmer will be entered in at each meet is decided by their coach. If you would like to discuss the events that your swimmer will do throughout the year then you can discuss this with their coach. However, the ultimate decision rests with your swimmer's coach.

A confirmation email will be sent a few days before the swim meet indicating which events your child is entered in. This is a good opportunity for you to double check that your swimmer is entered into the swim meet as well as check the events that they are signed up for. If they are not entered, then please notify the coach immediately as it might be possible that the issue can be remedied.

## **What to bring:**

Swim meets can be an all-day event, so it is wise to bring enough food and supplies to last the day. Also, the weather for swim meets may not cooperate and thus it may be very cold. It is important that you bring warm clothes, dry towels and other equipment to remain warm. When a swimmer is cold, they will not have their best swim, so it is important to stay warm. Many families bring pop-up canopies to the swim meet to protect them from the sun or rain, along with air mattresses and sleeping bags, portable tables, chairs, coolers, etc. The club will often setup club canopies that are meant for club members to share if they do not have a canopy or are only at the meet for a shorter period of time. We encourage families to group together around this "Marlin-town" where you can get to know other families and experience the fun and team spirit of sharing the day with other Marlins families.

## **Typical swim meet schedule:**

~6:30-7:45 Warm-ups: This is where swimmers warm-up for their events for the day. It is usually split up into Juniors (Div. 1-3) and Seniors (Div. 4-8). Juniors usually go first on Saturdays while Seniors go first on Sundays.

~8:00-1:00 Heats: Events are run in heats for each event until they are all completed. The top 6-8 swimmers in each division make finals (depending on the pool size). Relays are run at the end of the heats and are timed finals.

~1:00-2:00 Lunch Break: This may include warm-ups for finals.

~2:00-4:00 Finals: The events are run in the same order as heats.

## **Swim meet operation:**

Once the swim meet is underway, swimmers will be called for their events usually starting with the first girls event. The swimmer should first talk to their coach to get instructions on what they should focus on during their swim. After that, the swimmer

should immediately report to the clerk of the course. It is the swimmer's responsibility to make sure that they hear the call for their event and report to the clerk of the course located next to the marshaling area before the final call for their event. For some races such as finals at most meets and Provincials, if the swimmer is not present at the clerk of the course by the third call then the alternate for that event will take their place.

Once the swimmer has been called by the clerk of the course they will take their place on the benches according to the heat and lane that they will swim in. Each heat will be marshaled to the starting blocks where they will prepare to start their race. Once the last swimmer for the previous race has finished, the referee will blow a whistle indicating to the swimmer that they should proceed to their starting position. Once all the swimmers are in position, the ref will again blow the whistle indicating to the starter that all the swimmers are ready. The starter when then call "Take your Marks" and the starting indicator will sound accompanied by a flash. This will start the race.

Once the race has started, the swimmer will complete their race in the appropriate stroke or stroke combinations for the correct distance. Race officials called "stroke and turn" officials will monitor the swimmers progress throughout the race, look for correct stroke and proper turns. At the end of the race, the swimmer is to remain in the water until the start of the next race or until asked by the starter to exit the water. The swimmer should collect their gear and report back to their coach for feedback on their race.

During the race, the rules are overseen by the referee, the starter and several stroke and turn officials. They are watching for any infractions having to do with the start, the turns and the strokes. If one of the officials finds an infraction, they will write it down on a specific card and inform the swimmer's coach. The swimmer will be disqualified from the event and their time will not count. This can sometimes be upsetting for the swimmer but is necessary to improve the swimmers swimming ability. This is more common with newer swimmers and support and encouragement from the parent is important to keep them from getting discouraged. If the coach feels that the disqualification is not warranted, the coach may protest the disqualification, resulting in an officials' hearing and a decision on the disqualification.

Once the results for a race are finalized and compiled, they will be posted in a designated spot with a list of all the competitors in that division and their times. The results will also indicate who has qualified for finals.

Relay events require all four swimmers to report to the clerk of the course at the same time. If all swimmers are not present, then the relay team cannot be marshaled. If a swimmer cannot be located, an alternate swimmer may replace the missing swimmer. However, this alternate must be specified by the coach when the relay team is entered. Thus, it is extremely important that you not leave the swim meet without discussing it with your coach. If your swimmer is on a relay and leaves without the coach knowing, then the other remaining swimmers will be left waiting for the relay event only to find

out they can't swim.

Swimmers who qualify for or alternate for finals must stay for the afternoon final events. If they cannot for any reason, the coach must be notified, preferably before the heat is swum. There may be a warm-up for finals and the swimmer should discuss if they should warm-up for finals. As there are fewer heats for finals, the calling of events can happen at a much faster rate than prelims. If a swimmer is in more than one final, they should be careful to not miss their subsequent events.

## **Age Group Divisions:**

To allow for grouping of swimmers at swim meets into relatively similar ability, BCSSA uses divisions based on age. Each swim event at a swim meet is broken up into each division of swimmers and all final results are based on the division of the swimmer. The age groups are broken up into 8 divisions for both boys and girls (Div. 1- 8) as well as two divisions for winter swimmers (Ocat. 1 and 2). The divisions are split up based on 1.5 year spans such that the swimmer remains in the same division for the whole swim season. For most divisions a swimmer will spend two years in a division followed by one year in the next division. You can find the table of divisions for the current year on our website or the BCSSA site. The Marlins practice group numbers have no relation to the division groupings.

## **Volunteering:**

As a member of the club you are expected to volunteer and help out as much as you can. There are numerous ways to contribute to the club including serving in an elected or non-elected roll on the executive, helping out with social events and working at the swim meets. The Poco Marlins are a smaller club than most, but we are often known for having the best volunteerism in all of BCSSA. We hope that this sense of pride that has continued for so many years will continue to flourish in our current and new members.

To run a successful swim meet, many volunteers are needed. When we attend other clubs meets, they expect us to help out in two key areas. Timers are needed for timing in each lane and stroke and turn officials are needed to judge the swims of the racers. Before the swim meet starts, there will be a sign-up sheet where parents from all swim clubs are to sign-up for their required positions. Our club will be assigned lanes that we are must fill with volunteer timers. The swim meet cannot start until all volunteer positions are filled. Some volunteer positions require some training such as referee, starter and stroke and turn officials. Courses are run from time to time to allow parents to be able to volunteer for these positions.

It is extremely important that if you are attending a swim meet that you expect at some

point to be volunteering. Often in other clubs, a few parents will do the majority of the volunteering. This can lead to conflicts within the club and is not fair. It is important that everyone share equally in the volunteering time, not only do you gain valuable experience with running a swim meet, but you will often get a better view of your swimmer's race. It can be difficult for families with young swimmers to volunteer but we encourage one parent to do the volunteering while the other watches the kids and make sure they make it to their event.

Our home swim meet is the most important event that the club will run during the swim season. It takes a tremendous amount of organization and volunteering to be able to run the swim meet successfully. We will be asking that every family contribute several hours of volunteering on this weekend. The Poco Marlins are known for running very efficient meets and as a club we take a lot of pride in this. It is important as a club that we come together and work hard to run this meet without a hitch.

Some of the volunteer duties that will be required for our meet include concession, deck food preparation and distribution, marshaling, clerk of the course, stroke and turn, announcer, fundraising table, timing, working in the office, posting results, runner, awards, and set-up and take down. These positions will be signed up for via the Marlins active site and you are encouraged to go there and add your name to positions once the request for volunteers is made. If you are not on the list, then it is likely that you will be assigned positions that are currently unfilled.

The regional and provincial swim meets are the final swim meets of the year. As these meets are not hosted by one club, all the clubs are responsible for planning, setup and running the meet. Our club will be assigned duties that need to be filled and all families participating are expected to contribute.

## Poco Marlins Awards:

At the Marlins year end banquet in September, the coaches will hand out awards to swimmers who have made a contribution to the club throughout the swim season. Some of the awards are related to swimming excellence and some awards are related to improvement and sportsmanship. Here is a list of the awards but they can vary from year to year.

**Lynn Fripps Award:** Best overall attitude toward training and competing.

**Angie Arandelovic Award:** Overall most improved attitude or swimmer. (not to also receive a most improved swimmer by division award)

**Mel Davies Award:** To the swimmer who earned the most individual points at the Provincial Championships.

**Rick Sieb Award:** To the swimmer who embraces spirit in being a PoCo Marlin through courage, cheerleading, and/or being a great teammate.

**Swimmer of the Year:** By division, 1 girl and 1 boy from each division (Div. 5-7 grouped together).

**Coach's Choice Award:** By practice group, 1 swimmer per coach (if more than one coach in a group (ex. Development) the number of awards will be determined each year)

**New Swimmer Medals:** Each new swimmer to the club is honored.

**Best Time Towels:** Towels are given out to each swimmer who achieves 10 best times during the swim season. Can also be earned for achieving 4 best times at an individual meet, but not counting more than one best time in each event. A swimmer's first legal swim in an event counts as a best time.

\*25 metre swims do not count towards best time towels

## **Port Coquitlam Marlins' Executive**

The Executive is comprised of 13 elected positions as well as the head coach and the past president. The Executive is responsible for all of the club's activities on an annual basis. The positions are elected each year at our Annual General Meeting (AGM). The A.G.M. is held in September of each year.

Executive meetings are held once a month. You are welcome to attend and make presentations to the Executive. You are asked to contact the President to advise of your intentions and have your presentation placed on the agenda. Written copies of presentations are requested in advance.

### **Executive Rolls and Responsibilities**

(Current contact information can be found on the website)

#### **President:**

- Responsible for the overall operations of the club. All Executive members report to the President.
- Responsible for chairing the Executive meetings.
- Attends B.C.S.S.A. regional meetings and represents the club with the City of Port Coquitlam.
- Appoints the 1st Vice President to act as his representative and assume Presidential authority during the President's absence, in all club functions.

- Responsible for booking all pool times including time for practices, maintenance clinics, and swim meets.
- Leads the executive, including the head coach in discussions about which swim meets the club will participate in each year.

**1st Vice President:**

- Chairperson of the Coaches' Committee.
- Oversees the coaches, prepares coaching contracts and other documents required by the BCSSA, acts as a liaison between coaches and parents, advertises for coaches as needed.
- Organizes the swim meets, which we host.
- Holds the position of Meet Manager (unless delegated), at the swim meets, which we host.

**2nd Vice President:**

- Maintains and updates the club web page.
- Communicates club activities, meet schedules, practices and coaching reports through email and website.
- Organizes all volunteers required for all meets.
- Responsible for the training and soliciting of officials for our hosted meets as well as for other meets which we attend. (Or designate one of the senior officials to act as the Director of Officials)
- Communicates meet results to local newspapers.

**Secretary:**

- Performs and maintains all written correspondence for the Club.
- Maintains all club records.
- Files all documentation needed under the Societies Act in order to maintain our status as a non-profit organization.

**Treasurer:**

- Maintains club finances, including books of account necessary to comply with the Societies Act.
- Prepares two financial reports.
- Checks and pays all accounts.
- Provides financial report at each executive meeting.

**Registrar:**

- Processes registration for all members.
- Publishes initial and updated membership list on an ongoing basis.
- Maintains registration records for the club.
- Provides registration records to the Simon Fraser Region and to B.C.S.S.A.
- Collects registration fees for those who pay by cheque.

**Director at Large - Fund Raising:**

- Responsible for all fundraising activities.

**Director at Large - Ways & Means:**

- Responsible for seeking additional funding at the Provincial and Federal level.
- Seeks corporate/business sponsorships and maintains existing relationships.

**Director at Large - Equipment:**

- Responsible for acquisition and maintenance of our equipment.
- Responsible for the equipment set-up and take-down portion of meets we host.

**Director at Large - Awards:**

- Issues a "Best Time" ribbon for a swimmer for each meet a best time was achieved. Issues a swimmer a 'Best Times towel' at the awards evening in September if the swimmer has achieved ten best times in a season.
- Responsible for ordering trophies and ribbons for the swim meets, which we host, and for the annual awards night.

**Director at Large - Concession:**

- Oversees projects or responsibilities seen worthy of by the executive.
- Is currently responsible for overseeing and running the concession at our meet.

**Director at Large - Events Coordinator:**

- Chair of the Social Committee.
- Designates and oversees the Deck Food Manager.
- Organizes club photo sessions.
- Organizes wind-up banquet and AGM.
- Organizes all special events.
- Responsible for advertising registration in the local newspapers.
- Distributes registration fliers through schools and community locations.

**Director at Large - Swim Supplies:**

- Responsible for the sale of basic swim supplies (clothing, suits, goggles, caps, etc.).
- Organize swim apparel vendors to set up at our meets, if the board votes to have outside vendors on-site.
- Organize, order, and size the team swim suits.
- Organize provincial team t-shirts – including new logo.
- Organize logos for all team gear.

**Past President:**

- Responsible for assistance as needed to the new executive, utilizing previous experience and knowledge of previous activities.

## Non-executive Positions

In addition to the elected positions, we have the following roles that are vital to our success each year.

**Deck Food Manager:**

- Responsible for organizing all deck food at our host meets. This position reports to the Events Coordinator.

**Changeroom Maintenance Manager:**

- Responsible for finding helpers for and maintaining a schedule of keeping the changerooms and bathrooms at Centennial pool clean and stocked for the months of May and June when we are the only users of the pool.

**Group Parent Representatives:**

- Each training group will have a parent rep that relays important information to other parents of that group. They collect money for various things, hand out information and coordinate gifts for the coaches.

## Important Links:

**Poco Marlins**

[www.pocomarlins.com](http://www.pocomarlins.com)

**BCSSA Website**

[www.bccsa.bc.ca](http://www.bccsa.bc.ca)