

# Haney Neptunes Aquatic Club

## Policies



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## Administrative Policies

## HANEY NEPTUNES AQUATIC CLUB

### TITLE

#### Administration of Policies

### INTENT

To define how policies will be managed within Haney Neptunes Aquatic Club

### POLICY

Policies may be created, revised, or updated upon approval from the HNAC executive during regular monthly meetings. All policies must contain the following components:

1. **Intent:** Clearly state the purpose or objective of the policy.
2. **Policy:** Outline the specific policy rules, guidelines, or regulations.
3. **Rationale:** Provide a justification or reasoning behind the policy's necessity.
4. **Procedure for Review or Change:** Detail the process for future modifications.
5. **Policy Status:** Active or Archived (for historical purposes)
6. **Last Update:** Specify a date the policy was last updated.
7. **Last Review:** Specify a date the policy was last reviewed.

The HNAC executive will conduct an annual review of all policies and approve updates as deemed necessary.

#### Policy Accessibility:

All current and approved policies will be accessible on the HNAC website ([www.haneyneptunes.ca](http://www.haneyneptunes.ca)) within the designated "Policies" section. In the event of discrepancies or misunderstandings arising from different versions of a policy, the version available on the website will be considered the current and valid edition.

Outdated or replaced policies will be archived with a note indicating their status.

### RATIONALE

To provide clear guidelines for the creation, maintenance, and consistent administration of all HNAC policies, fostering clarity and accountability within the club.

### PROCEDURE FOR REVIEW AND/OR CHANGE

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed: October 9, 2025

# HANEY NEPTUNES AQUATIC CLUB

## TITLE

### Hiring Committee Members Policy

## INTENT

To ensure that the Haney Neptunes Aquatic Club provides the fairest method of hiring and maintaining coaching staff for disciplines

## POLICY

A hiring committee shall be responsible for the following:

- Reviewing all resumes and narrowing down to potential candidates
- Conducting interviews of potential candidates
- Submit regular reports to the executive to outline hiring recommendations and decisions, non-renewal of contracts, and to address any ongoing significant concerns with any of the coaches.
- Make the hiring decisions that is in the best interests of the Haney Neptunes

The hiring committee shall consist of at least three to a maximum five members, as follows:

1. Director of Discipline (Swim, Polo etc)
2. Two other members of the executive
3. One of the following: one other member of the executive or one member at large (not a member of the executive) with human resources experience to be appointed by the executive.

The President shall have the final decision over all hiring decisions and therefore cannot be a member of the hiring committee.

Any member of the hiring committee who is in a real or perceived conflict of interest with respect to one or more candidates for a given role will be required to recuse him or herself from participating in the competition for that role. The conflict of interest may be based on a relationship or other factor that may lead to a bias for or against a candidate. If the President determines that a conflict of interest exists and asks a member to recuse him or herself, the President's decision will be final.

For any hiring interview of any head coach, there shall be at least three people present at the interview. These three people shall consist of three members of the hiring committee or two members of the hiring committee plus the President. The director of the discipline for which the head coach is being interviewed must be one of the hiring committee members present at the interview. For any hiring interviews of assistant coaches, there shall be at least two hiring committee members present at the interview, one of which is the director of the discipline being hired for. The head coach of the discipline shall be involved in the interview and hiring process of assistant coaches.

The hiring committee shall provide regular reports to the executive for each executive meeting unless there is no report required. The reports shall include but not be limited to hiring recommendations and decisions, contract non-renewals commendations, and complaints. The reports are to provide communication between the hiring committee and the executive on all coaching staff. This will allow the executive to voice any concerns or to discuss where they feel necessary. It will also keep the executive informed of any ongoing and significant issues with any of the coaching staff.

## RATIONALE

To implement the fairest method of hiring competent and complimentary coaching staff is critical to the success of the program participants. In recognizing this responsibility the Club wishes to ensure that the Club presents the optimum environment for screening candidates to the benefit of the candidate and the interviewers.

The Treasurer is included in the hiring process to ensure that the Club's budget is being adhered to and that pay structure within the disciplines is consistent.

## PROCEDURE FOR REVIEW AND/OR CHANGE

Policy to be reviewed annually.

Policy Status: Active

Last Update: 2025

Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Lending of Club Equipment Policy**

### **INTENT**

To maintain a procedure whereby Club equipment may be loaned upon discretion of the Executive and the borrower remains accountable for that equipment until its return.

### **POLICY**

There may be lending of Haney Neptunes Aquatic Clubs equipment upon the discretion of the Executive. A deposit may be required based on the value of the equipment.

### **RATIONALE**

The Haney Neptunes Aquatic Club has invested significant funds in developing an inventory of supplies for use of program participants and as there is no insurance coverage when used by non-BCSSA members the Club wishes to ensure adequate precautions are in effect to maintain the useful life and integrity of the investment.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: Unknown  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Personnel Policy - Police Information Check

### **INTENT**

To conform to current standards as required by BCSSA.

### **POLICY**

All BCSSA member club coaches aged 19 or older are required to have a police information check completed prior to being hired and commencing coaching duties. Criminal record checks must be completed by all coaches 19 years and older for every new coaching position with a different club and every 3 years if remaining with the same club.

### **RATIONALE**

To reflect the requirements of BCSSA.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: Unknown  
Last Reviewed: October 9, 2025

## Awards Policies



## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Awards Policy - Recipient Selection**

### **INTENT**

To ensure that the recipients have been selected in accordance with the awards policies.

### **POLICY**

The executive, in consultation with the coaches, will approve all awards prior to the awards being presented. The director of awards will ensure that all recipients have been selected in accordance with the respective awards policy.

### **RATIONALE**

This check is to provide a final overview of the recipients, place the “stamp of approval” and acknowledge that the selections have been reviewed by the Executive and have been selected in accordance with the respective policies.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Awards Policy - Masters Recognition and Qualification

### **INTENT**

To recognize the participation at swim meets by Masters swimmers

### **POLICY**

All Masters swimmers who participate in swim meets qualify for Best Times, Kovats, and Aggregate certificates. Masters Aggregate winners would also have their names on any club trophies as applicable.

### **RATIONALE**

Best Times, Kovats, and Aggregate recognition is quantifiable and measurable based on personal achievement and will not unfairly displace a similar award being given to a child swimmer and is consistent with the philosophy of inviting Masters participation.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Inactive  
Last Update: 2025  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Awards Policy - Coach Eligibility

### **INTENT**

To clarify which awards the coaching staff is eligible to receive.

### **POLICY**

The coaching staff will be eligible to receive Best Times, Kovats, Aggregate, and Most Improved awards.

### **RATIONALE**

The Best Times, Kovats, Aggregate and Most Improved awards are all quantifiable and measurable awards based on personal achievement and all swimmers, coaching or otherwise, should be recognized for their accomplishments.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: Unknown  
Last Reviewed: October 9, 2025

## HANEY NEPTUNES AQUATIC CLUB

### TITLE

#### Awards Policy - Best Times

### INTENT

To acknowledge swimmers who have consistently achieved their personal best times. Times are calculated from swims in 6 and under through division 8.

### POLICY

All swimmers are eligible including coaching staff and Masters swimmers. Best Times are earned at BCSSA sanctioned Swim Meets including Regionals and Provincials and excluding the Hands Across the Fraser meet. All swims in a meet are eligible towards achieving a best time. Medals will be given at the Awards ceremony as follows:

- 8 Best Times - Bronze
- 16 Best Times - Silver
- 24 Best Times - Gold
- 32 Best Times - Platinum

### RATIONALE

This policy encourages swimmers to set goals and stay motivated by recognizing personal improvement throughout the season. Celebrating best times promotes consistent effort and a focus on individual growth.

### PROCEDURE FOR REVIEW AND/OR CHANGE

Policy to be reviewed annually.

Policy Status: Active  
Last Update: 2025  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Awards Policy – Aggregate**

### **INTENT**

To honour the boy and girl in each division who has accumulated the most points in competition.

### **POLICY**

All swimmers are eligible. The Aggregate award will be given to the boy and girl in each Division 1-8 who earns the most points at Swim Meets up to and including Regional and Provincial Championships. Each recipient will receive a “Keeper” award and will have their name engraved on the Club Trophy for the appropriate division.

### **RATIONALE**

This policy recognizes swimmers who demonstrate consistent excellence and competitiveness throughout the season. By basing the award solely on meet results, it provides an objective measure of performance and celebrates athletes who show dedication, effort, and achievement across all eligible competitions.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: Unknown  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Awards Policy – Most Improved

### **INTENT**

To reward swimmers who have demonstrated the most improvement in a season.

### **POLICY**

The most improved swimmer award will be presented to a maximum of 12 swimmers who demonstrate significant improvement throughout the summer season. The award recipients will be selected by the coaching staff and will receive a plaque and have their name engraved on the club trophy if applicable.

### **RATIONALE**

To recognize swimmers who have demonstrated the most improvement throughout the summer season. The recipients will receive a plaque rather than a “keeper” trophy.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Awards Policy - Kovats Swim Record Award**

### **INTENT**

To define the criteria and eligibility requirements for achieving the Kovats award.

### **POLICY**

The Kovats Award was contributed by the Kovats family to recognize all swimmers who establish a new club record or Haney Meet record in any division. Any swimmer regardless of age is eligible to qualify for the award providing the swimmer establishes a new Meet Record for a specific stroke and distance in any meet. In the event the record is broken during a heat it will still be considered a Meet Record until it is broken, even if that occurs during the finals of the same event at the same meet.

### **RATIONALE**

This award is contributed to encourage and reward excellence at each level of swimming. There are no restrictions as to the number of swimmers who can receive this award in any given year.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: 2025  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Awards Policy - Dunbar Award for Citizenship**

### **INTENT**

Named for the Dunbar family who were swimmers with the Club and who sponsored the Award. To honour a boy and a girl at the Junior Divisions (Div. 1 & 2), Intermediate Divisions (Div. 3 & 4) and the Senior Division (Div. 5 & up) who best demonstrate citizenship.

### **POLICY**

All swimmers except paid coaches are eligible. The coaching staff and the director of awards will select recipients who demonstrate the following qualities: helpful attitude, commitment to swimming, good conduct at practices and swim meets, and consideration of others.

### **RATIONALE**

This award promotes the values of teamwork, sportsmanship, and positive community spirit within the Club. By recognizing swimmers who exemplify good citizenship, the policy reinforces the importance of respect, leadership, and commitment both in and out of the pool. The revision simplifies eligibility by including 6 & Under swimmers within Division 1.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: 2025  
Last Reviewed: October 9, 2025



## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Awards Policy - Sportsmanship**

### **INTENT**

To honour the swimmer who best demonstrates good sportsmanship (one who is fair, generous, a good loser, and a graceful winner - Websters)

### **POLICY**

All swimmers except paid coaches are eligible. Written signed nominations that include the nominated swimmer name and a sentence or two identifying why the swimmer is eligible for the award are to be forwarded to the Head Coach any time during the regular season (until Regionals). A nomination may be submitted by any swimmer. The coaching staff will select the recipient taking into account the views of the swimmers through the submitted nominations. The winner will have their name engraved on the Sportsmanship Trophy.

### **RATIONALE**

This award reinforces the Club's philosophy that character, respect, and integrity are as important as performance. By recognizing swimmers who consistently demonstrate fairness, generosity, and positive team spirit, the policy encourages all members to uphold the true values of sportsmanship both in and out of the pool.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: 2025  
Last Reviewed: October 9, 2025

## Fees and Fundraising Policies

## HANEY NEPTUNES AQUATIC CLUB

### TITLE

#### Fee Policy

### INTENT

To define fees for the upcoming swim/waterpolo/artistic swimming season.

### POLICY

The Executive must define fees quantified for each program provided. The existing categories of participation include the following:

- Speed Swimming
- Hammond Development Swimmer
- 6 & Under Speed Swimmer
- Water Polo Player
- Artistic Swimmer
- Speed Swimming plus Water Polo Player
- Fall/Winter Maintenance programs
- Masters

All changes in fee structure for the coming year must be passed at the Annual General Meeting by the current year's membership.

### RATIONALE

Each year the Haney Neptunes Aquatic Club must define fees for the programs for the upcoming season. These fees must be competitive, provide necessary revenues to provide services, and must be consistent in respect to the amount of pool time and level of instruction.

### PROCEDURE FOR REVIEW AND/OR CHANGE

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed: October 9, 2025

## HANEY NEPTUNES AQUATIC CLUB

### TITLE

#### Fee Refund Policy

### INTENT

To clarify and update the circumstances under which a participant is eligible for a refund.

### POLICY

#### Summer Season Refund Policy

Prior to the start of a session:

- Participants are entitled to a full refund, less the Active processing fee.

After the first practice and within the first 14 days of the season:

- Participants are entitled to a refund less any incurred fees, including:

BCSSA registration fee  
Fraser Valley Regional registration fee  
Active processing fee

After the first 14 days of the season:

- Refunds will be issued only for medical reasons or special circumstances.
- All requests must be submitted in writing to the Executive for review and approval.
- Approved refunds will be prorated as applicable.

#### Fall/Winter Maintenance Refund Policy

Prior to the start of a session:

- Participants are entitled to a full refund, less the Active processing fee.

After the first practice and within the first 14 days of the season:

- Participants are entitled to a refund less any incurred fees, which may include:

BCSSA registration fee  
Active processing fee

After the first 14 days of the season:

- Refunds will be issued only for medical reasons or special circumstances, submitted in writing to the Executive for review.
- Approved refunds will be prorated as applicable.

### RATIONALE

This policy is to ensure that the club recovers any out-of-pocket expenses prior to providing a refund.

### PROCEDURE FOR REVIEW AND/OR CHANGE

Policy to be reviewed annually.

Policy Status: Active  
Last Update: 2025  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Fundraising Policy**

### **INTENT**

To identify the importance of fundraising to the operation of the Haney Neptunes Aquatic Club. This policy will allow members to offset some of the costs of club operations through fundraising instead of increased Club fees.

### **POLICY**

Every family will be responsible for a set amount of fundraising dollars as outlined at registration. Each family will be required to register for fundraising through Active and will be charged the regular Active processing fee. Fundraising fees will be processed on August 1<sup>st</sup> each year.

1. If a family's fundraising obligation is not met, their swimmers may not attend practice.
2. Families will be given the opportunity to recoup their fundraising costs. Details will be available at the start of each summer season.

All fundraising monies earned will be recorded and tabulated by the Director of Fundraising. Any changes to the fundraising amount required to be submitted at registration must be passed by the current Executive and ratified at the Annual General Meeting by the current year's membership.

### **RATIONALE**

To ensure all members have the opportunity to offset the costs of registration through fundraising efforts.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed: October 9 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Fundraising Referral Policy**

### **INTENT**

To increase the Haney Neptunes' summer registration numbers.

### **POLICY**

When an existing Haney Neptunes family recruits a new family who registers for a summer program (excluding Hammond and Masters) that family will be eligible for a \$100 credit towards their summer fundraising obligation. Recruitment can take place during the fall or winter session prior to the summer in which the credit is given. Fundraising credits can not be forwarded from one summer to another.

### **RATIONALE**

Advertisements and pamphlets have not been a successful way of bringing new families into the club and word of mouth has continued to be the most successful method of recruitment. Even though the club would be giving up \$100 in fundraising credit they would be gaining that back in registration fees and in the new family's fundraising obligations. Most importantly we would be bringing in new members who will have a chance in the following year to recruit more new members.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Inactive  
Last Update: January 10, 2012  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Master Program Fee Policy

### **INTENT**

To ensure that the cost of the program is relative to the services provided and to recognize that many Masters swimmers who are joining either already have children in the program or are just looking for an exercise program.

### **POLICY**

The Masters program will be subject to the Haney Neptunes registration fee and club fee. Fundraising fees will not apply to the Masters program. BCSSA fees will still apply. Fraser Valley fees will not apply to the Masters program.

### **RATIONALE**

The Haney Neptunes Masters registration fee is set at a rate which covers the cost of the program without the need for extra fundraising.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: February 10, 2010  
Last Reviewed October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Payment Policy**

### **INTENT**

To clarify and update the procedure the Haney Neptunes Aquatic Club will follow if a NSF payment is received.

### **POLICY**

All NSF payments will be charged back to members on a cost recovery basis. The fees owed must be paid in full promptly or the athletes are not allowed to participate until payment is received in full.

### **RATIONALE**

This policy has been reviewed to reflect the current bank charges that the Club incurs. It has also loosened the policy to allow less stringent procedures when someone is a one-time offender.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: Unknown  
Last Reviewed October 9, 2025



## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Second Discipline - Second Club (within Region) Fee Policy

### **INTENT**

To encourage the growth of both the sports of Water Polo within our region.

### **POLICY**

Athletes currently registered with another in-region club who join the Haney Neptunes for either Water Polo as a second discipline will pay the Haney Neptunes first discipline rate for that sport. They will not be charged a fundraising fee. Those athletes will have already paid both the BCSSA and Fraser Valley fees with their home club.

### **RATIONALE**

Not all clubs within our region offer Water Polo. This policy will ensure to encourage athletes who are interested in these extra sports.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed: October 9, 2025

## Membership and Participant Policies

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Speed Swimming - Competing Participant Policy**

### **INTENT**

To update the definition of a registered participant in the competition program.

### **POLICY**

A competing participant will be any individual who is able to swim a minimum of 25 metres in a recognizable stroke. The coaching staff will use discretion to assess the individual participant to determine their suitability for enrolment as a competing participant. The participant may attend any practices designated for their assigned group and may compete in any swim meets attended by the Club including Regionals.

### **RATIONALE**

To remove the previous age restriction yet keeps swimming prerequisite.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active:  
Last Update: September 12, 2023  
Last Reviewed October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Speed Swimming - 6 & Under Participant Policy**

### **INTENT**

To define a participant who is registered in the 6 & Under program.

### **POLICY**

A 6 & Under participant will be an individual who is not more than 6 years of age as per BCSSA age locator rule. The participant must be able to competently swim a minimum of 25 metres in a recognizable stroke. The 6 & Under participant may attend up to three practice sessions per week at the designated practices. There may be pre-season testing for 6 & Under swimmers. If the coach and parents/guardians agree that the participant is able to train with Division 1 (more than three times per week) and wishes to do so, the participant can be enrolled as a Division 1 participant. The fees will be adjusted to reflect the increased training and instructional time.

The participant may compete in any swim meets attended by the Club including Regionals. The coach will decide under which category, 6 & Under or Division 1, the swimmer will swim each stroke at a swim meet, with input from the parent.

When swimming in the 6 & Under category at a swim meet no points will be assessed internally as BCSSA does not recognize this category. At this level there is no disqualification of swimmers.

### **RATIONALE**

The change in age definition is made to reflect the BCSSA rules.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Speed Swimming - Master Swimmer Definition

### **INTENT**

To accurately define the category of the older or Master swimmer program to ensure that this program maintains its own distinctiveness.

### **POLICY**

A Master swimmer will be an individual who has reached their 19th birthday on or before April 30th of the current swim season year.

A Master swimmer will be a registered member of the Haney Neptunes Aquatic Club. This swimmer will attend practices that are designated for Masters swimmers and may compete at any swim meets attended by the Club under Division 8 category if a separate Masters Distinction is not available. These swimmers will not displace a Div. 8 swimmer for awards or on a relay.

### **RATIONALE**

The Haney Neptunes Aquatic Club recognizes that some older members of the Club wish to participate in the swimming activity both as exercise and for competition.

The Club also recognizes that these members provide a valuable role model for all other participants and wishes to encourage participation.

Pre-empting a younger swimmer for an award or at a swim meet by a Master swimmer is not consistent with the Club philosophy.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: Unknown  
Last Reviewed October 9, 2025

## HANEY NEPTUNES AQUATIC CLUB

### TITLE

#### Elite Athlete Policy

### INTENT

To create a way to showcase athletes who have moved on from being Haney Neptunes to full-time athletes.

### POLICY

An Elite Athlete is a member or former member of the Haney Neptunes who, in their own sport (swimming, synchronized swimming or water polo), practices a minimum of 8 hours per week with another team and who demonstrates Elite status as determined by the Executive. These Elite Athletes may represent our club at a maximum of three BCSSA swim meets in addition to Regionals and Provincials. They will not practice with our team. They must register with our team and they will be required to pay any associated costs and meet fees. They would swim in the "O" category.

### RATIONALE

These members no longer fit into our programs but would like to participate in some meets as "O" category swimmers. As a show of appreciation for their commitment and dedication to their sport we would allow this limited participation.

### PROCEDURE FOR REVIEW AND/OR CHANGE

Policy to be reviewed annually.

Policy Status: Active  
Last Update: Unknown  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Water Polo Participant Policy

### **INTENT**

To define a water polo swimming member.

### **POLICY**

A water polo member regardless of age division must be able to swim a minimum of 25 metres of a recognizable stroke and tread water for 5 minutes. This will be assessed by the coach.

### **RATIONALE**

To maintain a minimum standard of swimming skills prior to learning the basic skills of water polo swimming in the deep end of the pool.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed: October 9, 2025

## Relay and Team Selection Policies



## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Haney Neptunes Relay Policy**

### **INTENT**

To promote the team aspect of swimming and foster team spirit, while developing competitive teams for Regional and Provincial Championships.

### **POLICY**

#### **Invitational Meets**

For all meets leading up to but not including the last meet before Regionals every attempt will be made to have all available swimmers participate on a relay team. Coaches may elect to use any combination of age and ability to select relays which foster team camaraderie and are within the rules as outlined in the meet package. In preparation for the Regional Championships the coaching staff will endeavor to select the most competitive relays possible for the last meet before Regionals.

#### **Regional Championships**

The coaching staff will select swimmers for the Regional relay teams with the goal of qualifying as many relays as possible for Provincial Championships.

The criteria for selecting Regional relay teams will be based on best times. Best times will be calculated by using the average of the swimmers 3 fastest official times for the current season up to and including the final meet before Regionals. Regional relays will be named prior to the Regional Championships entry deadline as outlined in the meet package.

When times between two swimmers are similar the coaching staff have the discretion to choose swimmers based on other selection criteria which include but are not limited to:

- \* attendance
- \* team spirit
- \* prior commitment to relays

**\*\*Note:** It is important that the swimmers and their families understand that just because a swimmer was on a qualifying relay team at Regionals, they are not guaranteed a spot on a Provincial relay team.

#### **Provincial Championships**

Provincial relay teams will be announced on the day following Regional Championships. These teams will be selected with the objective of achieving the highest placing possible. It is important for swimmers to know that if they are on a relay team that qualifies for Provincial Championships at Regionals they have secured a spot at Provincials for a Haney Team, and have not guaranteed a spot on that team for themselves. It is possible for teams to change for Provincial Championships.

The criteria for selecting Provincial relay teams will be based on best times. Best times will be calculated by using the average of the swimmers 3 fastest times at all of the current seasons swim meets including Regionals. All decisions of the coaching staff are final.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Below are examples of how the coaching staff could choose to apply the relay policy. Please note the examples are only intended to illustrate how the policy could look in practice, and in no way limits how the coaching staff will choose to configure the relay teams.

#### Example 1

8 swimmers in a division

##### Scenario 1

A team 4 fastest swimmers

B team 4 other swimmers

A team places first and qualifies for provincials

B team places 4th and does not qualify for provincials

Haney has qualified one relay team for Provincials and will send the 4 fastest swimmers based on the average of three best times including Regional Championships to swim at Provincials.

##### Scenario 2

A team - 4 fastest swimmers

B team - 4 other swimmers

A team is disqualified

B team places 2nd

Haney has qualified one relay team for Provincials and will send the 4 fastest swimmers based on the average of three best times including Regional Championships to swim at Provincials.

##### Scenario 3

A team - 2 fastest swimmers + 2 others

B team - 2 fastest swimmers + 2 others

A team places first

B team places second

Haney has qualified 2 teams for Provincials. The teams will be reorganized so that the 4 fastest swimmers will be entered as the A team and the 4 other swimmers will be entered as the B team.

##### Scenario 4

A team - 2 fastest swimmers + 2 others

B team - 2 fastest swimmers + 2 others

A team places third

B team places second

Haney has qualified one relay team for Provincials and will send the 4 fastest swimmers based on the average of three best times including Regional Championships to swim at Provincials.

#### Example 2

4 swimmers in a division

1 very fast swimmer from lower division

#### Scenario 1

4 swimmers from that division swim on the relay and place 5th.

Haney does not qualify a relay for provincials.

#### Scenario 2

3 swimmers from the division + swimmer from the lower division

The team places 2nd

Haney has qualified one relay team for Provincials and will send the 4 fastest swimmers based on the average of three best times including Regional Championships to swim Provincials.

Policy Status: Active

Last Update: Unknown

Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

Relay Policy - Parent Relays

### **INTENT**

To ensure adequate insurance coverage of Parent Relays

### **POLICY**

Parent Relays are covered under the BCSSA insurance only if each parent completes an individual BCSSA Registration Form or BCSSA Club Roster prior to entering the water. These forms must then be forwarded to the Provincial offices. A form must be completed at each meet that a parent enters a Parent Relay. Parent includes legal guardian. The Parent Relay is limited to parents and guardians only.

### **RATIONALE**

To ensure adequate insurance coverage.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Inactive  
Last Update: Unknown  
Last Reviewed: October 9, 2025

## **HANEY NEPTUNES AQUATIC CLUB**

### **TITLE**

#### **Summer Water Polo Policy**

### **INTENT**

To clearly define team selection and player participation for the summer water polo season.

### **POLICY**

They must be registered with the BCSSA. Regular attendance at water polo practices is expected. All players will participate equally in exhibition games and summer invitational tournaments except when limited by swimming ability. The teams representing the Haney Neptunes at BCSSA Regional and Provincial Championships will be named on or before the Regional Championships and consist of a maximum of 13 players each (10 players if beach rules apply). Player selection and individual playing time will be based on ability and determined by the water polo coaches to ensure the most competitive teams possible. Not all children will be eligible to play during Regionals and Provincials.

### **RATIONALE**

To open regular season play to the younger ages and abilities while still remaining our most competitive at Regionals and Provincials.

### **PROCEDURE FOR REVIEW AND/OR CHANGE**

Policy to be reviewed annually.

Policy Status: Active  
Last Update: September 12, 2023  
Last Reviewed October 9, 2025