



# **SWIMMING**

NEWFOUNDLAND & LABRADOR

## **Policy Manual**

September 2018

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# Article 1. General

## Section 1.01 Fund Raising

- (a) Swimming Newfoundland and Labrador (SNL) and any club affiliated with it may accept support for its activities in accordance with Swimming Canada (SNC) policy.

## Section 1.02 Budget

- (a) All expenditures by Swimming Newfoundland and Labrador must be referenced to an approved "Budget" item. If the proposed expenditure has not been included in the approved budget, the vote authorizing such expenditure shall stipulate the precise budget item "from which funds will be diverted."
- (b) The budget for the following fiscal year should be presented at the AGM just prior to that year.

## Section 1.03 A Member in good standing shall be defined:

- (a) There shall be no fees owing to the provincial organisation (SNL)
- (b) There shall be no outstanding issues with regard to all policies and procedures.

## Section 1.04 Code of Conduct

The behavior of all competitors, coaches, volunteers, officials and spectators at Swimming Newfoundland and Labrador events will conform to the following Code of Conduct. Breaches in this Code will result in the penalties expressed in this policy.

The Rulebook of Swimming/Natation Canada will govern the conduct of all swim competitions sanctioned by SNL. For Masters Competitions, the Masters Swimming Canada Rules, Procedures and Guidelines will supervene where applicable.

1. SNL will not tolerate the use of violence, abusive or profane language or behaviour at any time.
  - a. In particular, during swim competitions SNC Rule CSW 2.1.6.5 and 2.1.6.6 will be enforced.
2. SNL expressly forbids the use by athletes of performance enhancing drugs, as defined by the Canadian Centre for Ethics in Sports or SNC.
3. SNL expressly forbids the consumption of alcohol or legal cannabis products by participating swimmers, coaches, volunteers, officials or staff during the hours of competition at any swim meet. SNL expressly forbids the consumption of alcohol or legal cannabis products by persons under the legal drinking age at any time during any swim competition or SNL sponsored/sanctioned events. *(amended 2018 AGM)*
4. SNL expressly forbids the use of any illegal substances at any swim competition or SNL sponsored/sanctioned events.

5. SNL expressly forbids the willful damage, defacement or destruction by any person of personal property or of any facility or property.

SNL expressly may impose any additional conditions of personal or professional conduct as may be appropriate for the athletes, coaches and support staff of the Provincial Teams. SNL has the authority to discipline members for serious infractions of its rules of conduct, including the authority to withhold financial support or to revoke travel, selection and other privileges.

SNL encourages all member clubs to adopt internal policies governing the conduct of their members, including adoption of the Code of Conduct of SNL.

SNL may assist clubs to investigate or adjudicate breaches of their internal Codes of Conduct, upon the request of the clubs, where clubs lack sufficient expertise or resources to conduct a fair and impartial investigation and adjudication.

### ***Penalties***

Any breach of items contained in this Code of Conduct, may result in the immediate expulsion of the person or persons from the SNL sponsored competition or event.

Any breach of this Code of Conduct may be referred to the Discipline Committee of SNL for investigation and adjudication. Serious breaches of the Code of Conduct may constitute cause for suspension or expulsion of any member. SNL has the authority to suspend or expel affiliated clubs, coaches, volunteers, officials, spectators or swimmers for cause.

## Article 2. Registration

### Section 2.01 General

The registration procedure must be followed providing all information as requested to ensure accurate registration.

- (a) Registration must be pursuant with the SNC registration policy and guidelines.
- (b) Registration must be completed via the SNC online registration system and each club must identify to the Executive Director the club registrar by September 30 of the current year. This individual will receive a login ID and Password to the registration Site [www.swimming.ca/registration](http://www.swimming.ca/registration) .
- (c) All information must be provided on the SNC Registration System for Club Executive members, Swimmers and Officials.
- (d) The Club registrar must create a Swim Canada invoice and a copy must accompany the registration payment.
- (e) Accurate and complete registration, including payment (this may be in the form of a post-dated cheque to be dated no later than October 10<sup>th</sup> of the current year), must be received at the SNL office by September 30<sup>th</sup> of the registration year. A late fee will be charged, of 1% of the total club registration for each day the registration is late. New clubs shall pay within 60 days of acceptance.
- (f) National fees are those set by SNC. Provincial fees are proposed by SNL and ratified at the AGM of Swimming Newfoundland and Labrador's as per in the Articles of Association, Article 3 - Annual Dues and Assessments
- (g) The registration year shall be September 1<sup>st</sup> to August 31<sup>st</sup>. Any new swimmers must be registered prior to entering the water (practice) and fees must be paid in accordance with Section 2.01 i. Swimmers renewing their registration must be registered as per SNL policy Section 2.01.h
- (h) Competitive registration fees must be paid before participating in any SNL/SNC sanctioned meet or SNL sanctioned event.
- (i) Swimmers will not be permitted to swim during a competition or practice until club registration is paid in full and the club is a member in good standing with SNL.
- (j) The Club will ensure that the registration is completed and accurate as per the Policies.
- (k) All individuals attending tryout or team building sessions, conducted by a Member Club in good standing, are covered under the existing insurance policy. Clubs are required to record the names and addresses of attending individuals and send this information via email to the Executive Director. This is intended as a short-term registration and after a period of 10 days the individual must be registered as per Article 3 of the Articles of Association.
- (l) The privacy of all registration information is as per SNC policy agreement. This can be found on the SNC and SNL websites.

## **Section 2.02 Registration Procedure**

### **(a) Club Registration**

The club registrar must provide all information as required on the SNC Registration site including:

- (i) Club Name and Address,
- (ii) Facility name and Address
- (iii) Identification and contact information of all Club Officers: i.e. President, Vice-President, Secretary, Treasurer, Meet Manager, Chair of Officials, complete coaching staff, Registrar, Swim for Hope contact, Fundraising Chair, etc.

### **(b) Swimmer Registration**

The club registrar must provide all information required on the SNC Registration site:

- (i) All personal information for each swimmer
- (ii) Swimmer Status Competitive, Masters, Pre-Competitive and Swimmers with a Disability

### **(c) Coaches Registration**

The club registrar must provide all information required on the SNC Registration site including:

- (i) All personal information
- (ii) Verification of registration and certification shall be confirmed by SNL with the NLSCA as of the October 31 registration date. SNL will make this information available to all Meet Managers and Club Presidents.

### **(d) Official Registration**

The club registrar must provide all information required on the SNC Registration site including:

- (i) All personal information as per Swim Canada.
- (ii) Certified level

## **Section 2.03 Starting a New Club**

### **1. PURPOSE, SCOPE, and APPLICATION of the POLICY**

Swimming Newfoundland and Labrador (NL) is continually looking to increase membership and provide more opportunities throughout the province for participation in competitive swimming.

We encourage an open and accessible approach to affiliation of new clubs and the development of our sport. To this end, Board of Directors will properly manage and make decisions based on Swimming NL policy for new club affiliations, taking into account the best interests and goals of swimming in Newfoundland and Labrador.

## **2. EXCLUSIONS from the POLICY**

In the case of a community in Newfoundland and Labrador where there is currently not a Swimming NL affiliated program. Swimming NL reserves the right to adjust the time lines and approval of the application as long as the application meets the minimal criteria as set forth in this policy.

## **3. POLICY BODY**

### **GENERAL PRINCIPLES**

Swimming NL will consider new club affiliations which meet one or all of the following:

- a. Demonstrate a commitment to support the SNC Athlete Development Policy
- b. Demonstrate a committed athlete base which is substantial in relation to the size of the club's community
- c. Show evidence of developing and supporting swimmers at all levels
- d. Demonstrate a commitment to hosting swim meets, developing a base of qualified officials, and to fully participating in the activities of the swim community/region
- e. Offer minimal interference with operation of existing clubs, displaying evidence of co-operation in the allocation of facility time and other issues
- f. Demonstrate evidence of long-term financial viability
- g. The club affiliation will be granted only to the principle operators stated on the initial application by the club, be it either a societal or incorporated body. The affiliation cannot be transferred to any other party without written approval of the Swimming NL Board of Directors.

## **4. ADMINISTRATIVE DOCUMENTATION**

Applications for affiliations must contain the following documentation:

- a. General club information:
  - i. Proposed club name and abbreviation/code



- ii. A mission statement, purpose, and/or goals of the club
- iii. Name and address of the pool(s) utilized by the club

b. Outline of proposed weekly training schedules (water time) supported in writing by the aquatic facility management

c. The names, addresses, email addresses and phone numbers of the proposed swimmers registering with the club

d. The names, addresses, and phone numbers of the proposed Board of Directors

e. The names, addresses, phone numbers, work experience, and NCCP certification level of the coaches (coaches must meet minimum certification levels established by the CSCTA)

f. A proposed annual operating budget

g. Proof of societal or incorporated status

h. Copy of the Letter of Notification to all existing clubs in the community, written notification must be made at the same time that the new club is working with the facility to access pool time.

## **5. TIME LINE**

a. The application for affiliation must be received 60 days prior to the scheduled meeting of the Swimming NL Board of Directors at which it will be considered.

b. The applicant will be advised of the decision of the Board of Directors in writing, within 15 days of the board meeting at which the application is considered.

c. Should the board consider the application to be incomplete, it will return it to the applicant for re-submission.

d. Should the application be approved, the new club may begin operation immediately.

e. The Executive Director of Swimming NL shall conduct a review of the new club's operations at the end of each of the first and second year of operations.

f. If a new club in its first two years of operation ceases to adhere to the original application for affiliation, the Board shall have the power, upon notice to the Club, to suspend that club.

## **6. ORAL SUBMISSIONS**

- a. Representatives of the proposed club or existing clubs affected by the application may make an oral submission to the board at the time they consider the applicant.
- b. Such presentations will be limited to 15 minutes per club.
- c. Application for such a presentation must be made 15 days prior to the Swimming NL Board meeting.

## **7. RIGHT OF WAIVER**

The Board reserves the right, in its sole discretion, to waive or modify any or all of the above criteria or steps of procedure, if they deem it to be in the best interests of swimming in the province of Newfoundland and Labrador.

### **Article 3. Transfer of Swimmers**

All transfers between clubs within or between provinces shall follow the procedures as detailed in The SNC's National Swimmer Transfer Policy. This policy is clearly defined on the SNC web site at the following link

<http://www.swimming.ca/NationalSwimmerTransferPolicy>

## **Article 4. Officials**

### **Section 4.01 General**

- (a) A registration database of swimming officials is maintained by SNL to ensure
  - (i) Adequate insurance coverage
  - (ii) Adequate numbers of officials at all levels
  - (iii) Clinic attendance and completion
  - (iv) The development of a strong officiating community, and
  - (v) The promotion of certified officials
- (b) The Club and/or the official shall be responsible to:
  - (i) Ensure that they are registered
  - (ii) Update the Club Chair of Officials and the Club Registrar of changes in certification level
  - (iii) Maintain a log of clinics completed, with date and name of instructing official
  - (iv) Maintain a log of sessions worked on deck

### **Section 4.02 Certification**

- (a) Officials are certified as per SNC policy visit SNC Web site at <http://www.swimming.ca>
- (b) All officials must be registered annually by the member club as per SNL registration policy Section 2.02 d

## **Article 5. Discipline, Dispute, Appeal & Harassment**

### **Section 5.01 Discipline Procedure**

- (a) Committee may be established as necessary to consider alleged incidents
  - (i) Of breaches of the code of ethics of swimming
  - (ii) Of breaches of codes of conduct established by the section
  - (iii) Of breaches of codes of conduct established for provincial, inter-provincial, or national competitions
  - (iv) Of conduct unbecoming the sport of swimming
  - (v) Of use of any item on the World Anti-Doping Agency (WADA) list of prohibited substances, including supplements
  - (vi) Any other issue deemed appropriate by a majority of the provincial executive
- (b) The Discipline Committee shall consider matters referred to it by any of the following
  - (i) The executive of the Provincial Section,
  - (ii) The executive of an affiliate
  - (iii) The meet manager of a competition
  - (iv) The provincial sponsoring committee of a national competition
  - (v) The provincial government department responsible for sport
- (c) Matters referred to the Discipline Committee shall be in writing
- (d) Matters reported to the Discipline Committee shall be reported within thirty (30) days of the discovery of the incident.
- (e) The Discipline Committee shall convene a meeting to consider the matter, within fifteen (15) days of receiving the report.
- (f) The Discipline Committee shall consist of:
  - (i) The Vice-President, who shall be the chair;
  - (ii) The Director of Competitions
  - (iii) The Coaches' Representative
  - (iv) Director of Officials
  - (v) A swimmers' representative.
  - (vi) The Executive Director shall act as secretary to the committee, but shall not vote.
- (g) In the event that any member of the Discipline Committee has an interest in the matter being considered or is otherwise unavailable, the Executive of the Provincial Section shall appoint an alternate.
- (h) The committee shall consider all information available regarding the matter being

considered, including but not limited to, any past reprimands from SNL or other governing sports bodies.

- (i) The committee shall invite any person it chooses to give evidence, but the person against whom the complaint is made and the person(s) who initiated the complaint shall be given the opportunity to give evidence.
- (j) Decisions of the committee shall be by vote and the chair shall vote only in the event of a tie.
- (k) Decisions of the Discipline Committee shall be reported in writing to the Executive of the Provincial Section within five (5) days following the conclusion of hearings into the matter.
- (l) The Executive of the Provincial Section shall communicate the decisions of the Discipline Committee to the person against whom the complaint was made, within five (5) days of receiving the report of the Discipline Committee.
- (m) The Discipline Committee shall have the power to:
  - (i) Issue a written reprimand
  - (ii) Suspend/ expel the person against whom the complaint was made from Provincial Section sponsored or sanctioned activities
  - (iii) Suspend/expel the person against whom the complaint was made from membership on a provincial swim team;
- (n) Suspend/expel the person against whom the complaint was made from membership in Swimming Newfoundland and Labrador. The person against whom the complaint was made shall have the right to appeal in writing the decision of the Discipline Committee, to the Executive of the Provincial Section, within ten (10) days of receiving the decisions of the Discipline Committee. This appeal would follow the appeal process set out in section 5.03

## **Section 5.02 Dispute Resolution**

This policy applies to any dispute between the members of SNL, its staff, committees or volunteers arising from their respective responsibilities and obligations as set out in any Policies of SNL. This policy shall not apply to internal disputes within member clubs, or to disputes between members (individuals and/or clubs), except where such disputes involve the interpretation or application of a Policy of SNL. SNL encourages all member clubs to adopt internal policies to govern internal disputes within member clubs, or to disputes between members (individuals and/or clubs).

This policy applies specifically to disputes over any decisions of SNL, its committees, staff or members regarding conditions of membership or program benefits, such as athlete eligibility for team selection, athlete eligibility for financial assistance, coach selection for special teams, awards, grants, and any other benefits of membership. This policy may not be used to debate the merits of a policy unless the policy can be shown to

be unfair to an identifiable group. This policy may not be used to debate budgetary allocations among programs, nor to debate operational matters within SNL.

This policy may not be used to adjudicate disputes arising from interpretation of the rules of swimming as set out in the Rulebook of Swimming/Natation Canada. This policy may not be used to resolve disputes involving the policies of any jurisdiction superior to SNL (that is, SNC or Sport NL, or any matters governed by FINA or other international authorities).

Breaches of personal conduct, as defined in the SNL Code of Conduct or in the Harassment Policy, shall be referred to the Discipline Committee.

For the purposes of this policy, “days” means days irrespective of holidays or weekends.

### **Initiation of Complaints**

SNL shall only initiate a process of dispute resolution when requested in writing by a member. The member who requests dispute resolution (the complainant) must identify the other party or parties involved (the respondent), must state, in general term, the nature of the dispute, and must identify the policy that governs the matter.

The Executive Director will, upon receipt of a request for dispute resolution, inform the President. The President will inform the respondent that a complaint has been received, and will initiate the process to resolve the matter. SNL staff will assist either party if required, and will keep both parties informed of the progress of the resolution process.

Either party may withdraw or concede the matter, in writing, at any stage of the process. If the complaint is withdrawn or conceded, the President will inform both parties. The written withdrawal or concession will be the permanent record of the disposition of the matter. The withdrawal or concession shall be unconditional, and there shall be no additional consequences against either party if the complaint is withdrawn or conceded. Either party may, at any stage of the process, submit a remedy for the dispute. If the suggested remedy is acceptable to both parties, it shall be adopted as binding upon both, and no further resolution shall be required. A written statement of the agreed remedy shall be signed by both parties, and shall be the permanent record of the disposition of the complaint.

### **Submission of Written Statements**

The President, or the Executive Director if delegated by the President, shall request the complainant and the respondent to submit a written statement of each party’s account of the matter in dispute. Each party shall supply copies of any supporting documentation,

together with the names and contact information for any persons who might be able to provide additional relevant information.

All written documentation must be received within 14 days of request. Failure by either party to submit written documentation shall cause the matter to be decided based upon any other information received, and shall forfeit the party's right to present additional evidence. SNL shall supply a copy of each party's submission to the other party. The complainant and the respondent shall have 7 days within which to submit a rebuttal statement in response to the original written submission of the other party. Additional rebuttals will not be permitted thereafter.

### **Formation of the Dispute Resolution Panel**

Upon receipt of the written documentation, the President shall strike a dispute resolution panel. A dispute resolution panel must include at least three persons, one of whom must be a member of the Board of SNL. A dispute resolution panel may include all members of the provincial executive. Any person who is involved, directly or indirectly, in the dispute may not be a member of the panel. The complainant and respondent shall be informed of the composition of the panel, and shall have the right to contest the appointment of any member of the panel if there is apprehension of bias or conflict of interest in that member's appointment. The panel will choose a Chairperson from among its members. SNL staff will assist the panel as required, and will ensure that minutes are kept of any meetings of the panel.

### **Meetings of the Dispute Resolution Panel**

Within 7 days of receipt of the written documentation, the dispute resolution panel shall meet, either by teleconference or in person, to review the documentation. Both parties will be informed of the date of the meeting, but shall not be present or be represented at the meeting. The panel shall decide whether it can reach a decision based upon the written submissions received, or whether additional information must be provided in writing or in an oral hearing. If additional information is required, the panel shall inform both parties of that requirement, and shall set a date for a further meeting of the panel. Any additional written information shall be submitted in advance of that meeting.

If an oral hearing is required, at the discretion of the panel, this oral hearing may be in person or by teleconference. If either party does not attend an oral hearing, the hearing will proceed in that party's absence and a decision may be made on the information then before the panel. The panel will instruct the staff of SNL to require the attendance of any individuals who it determines may be able to supply evidence concerning the facts of the matter, or may be able to assist the panel to interpret the disputed policy. Additional individuals may, but need not necessarily, include any person identified by the complainant or the respondent as having information relevant to the issue.



## **Authority to Decide**

The dispute resolution panel will have the authority to decide the matter, either at its initial meeting or at a subsequent meeting. The decision shall be the decision of the majority of the members of the panel including the Chairperson. The decision of the panel shall be final and binding upon both parties and upon SNL. The Chairperson will prepare a written statement of the decision of the panel, and will ensure that the complainant, the respondent and the Board of SNL receive a copy of the decision within 7 days. The decision shall be effective on the date it is made.

## **Decision**

The panel may decide:

1. To uphold the complaint.
2. To deny the complaint.
3. To design a remedy that, in the opinion of the panel, will resolve the dispute provided that such remedy is not contrary to the Policies of SNL.

The panel may make a specific order, such as reinstatement, suspension or revocation of membership or of a member's rights and privileges, including the right to compete, train, coach, manage or receive financial support. Any suspension must specify the period of time for which the suspension applies.

The panel may not impose any additional penalty, such as fines, against a member. The panel may order restitution of monies improperly paid or collected by a party to the dispute, where the payment of such monies was a consequence of the matter under dispute.

The panel may not revoke or revise any policy of SNL. However, if the panel finds that a policy is unclear or unfair, or is open to significant misinterpretation or misapplication, the panel shall advise the executive or the responsible committee of the executive to review that policy at its earliest opportunity.

## **Costs**

SNL will be responsible any costs incurred by the panel in the execution of its responsibilities and any staff or administrative costs. SNL will not be responsible for any costs incurred by the complainant or by the respondent, regardless of the final disposition of the matter. SNL will reimburse the out of pocket expenses of members of the panel, and of any person who is required by the panel to give information or assistance to the panel. Out of pocket expenses will be reimbursed according to current SNL expense practices. SNL will not reimburse any person whose attendance is requested by the complainant or the respondent, but not otherwise required by the panel to attend. No

person will receive any honorarium, stipend or other payment for service on or appearance before the panel.

## **Appeal**

The facts of the matter cannot be disputed or revisited at appeal. Any appeal of a decision of a dispute resolution panel shall follow the SNL Appeal Policy. Note that failure to comply with timely submission of the written information and/or failure to attend an oral hearing of the panel do not constitute grounds for an appeal.

## **Referral to other agency**

Matters that cannot be resolved satisfactorily within SNL may be referred to an outside agency such as, but not limited to, SNC or Sport NL. This option should be exercised by the executive at any stage in the process if the parties cannot be guaranteed a fair and impartial investigation or hearing of the matter by a dispute resolution panel of SNL.

Any complaints that allege a violation of the Criminal Code of Canada or of any applicable provincial statute will be referred to the appropriate law enforcement agency for investigation.

## **Section 5.03 Appeal Procedure**

This policy shall apply to any appeal from a decision of the Discipline Committee or of a Dispute Resolution Panel in respect to the conduct of a member or members or in respect to the interpretation or application of a Policy of SNL. This policy does not apply to:

- disputes over the interpretation of the rules of swimming, which may not be appealed;
- matters of employment, budgetary allocation, or to the operational structure or staffing of the office of SNL; and
- decisions of any jurisdiction superior to SNL, nor
- matters internal to clubs. SNL encourages all member clubs to adopt internal policies to govern internal disputes within member clubs, or to disputes between members (individuals and/or clubs).

For the purposes of this policy, “days” means days irrespective of holidays or weekends.

An appeal will not be considered unless the Executive Director receives a Notice of Appeal in writing within 21 days of the date a decision on a matter was

communicated to the appellant. Written notice must include the name and address of the appellant, an identification of the decision being appealed, and the grounds for the appeal. When the Executive Director receives a written notice of appeal, the Executive Director will immediately inform the President of SNL, who shall appoint an Appeal Panel to decide the matter.

***Grounds for Appeal:***

A decision cannot be appealed on its facts alone. An appeal may be heard only if there is evidence that the Discipline Committee or Dispute Resolution Panel:

1. made a decision for which it did not have the authority as defined in the Bylaws or respective policies of SNL;
2. failed to follow procedures as laid out in the Bylaws or policies of SNL;
3. made a decision which was influenced by bias, where bias is understood to be a lack of neutrality to such an extent that the decision-maker is unable to consider other views;
4. exercised its discretion for an improper purpose;
5. made a decision for which there is no supporting evidence; and/or
6. made a decision which was grossly unreasonable.

Further, the appellant must establish that the decision was prejudiced against the appellant as a direct consequence of the grounds adduced.

***Appeal Panel:***

The Appeal Panel shall consist of three members, who shall ordinarily be members of the provincial executive of SNL. The panel will select one of its members as Chair. At no time shall a SNL employee be a member of the panel.

The members of the Appeal Panel must have had no significant prior knowledge of or involvement in the decision being appealed, must have no significant relationship with any of the affected parties, and must have no other actual or perceived bias or conflict.

In the event that one or more positions on the Appeal Panel cannot be filled by executive members who meet the qualifications aforesaid, the President shall appoint a sufficient number of qualified members of SNL to sit on the Appeal Panel.

### ***Conduct of Appeal:***

The Executive Director shall supply the Appeal Panel with a copy of the decision under appeal and with a copy of the written notice of appeal, together with any supporting documents. Within five days, the Appeal Panel will review the material, and will decide whether to admit or dismiss the application. An application can be dismissed if, in the opinion of the Panel, the Notice of Appeal does not set forth sufficient grounds for the appeal, or if the grounds (even if true or accurate) would not result in a successful appeal. If the application is dismissed, the Appeal Panel will inform the appellant in writing, stating the reasons for its decision. The decision of the Appeal Panel shall be final and binding, and shall not be subject to further appeal.

If the Appeal Panel does not dismiss the application, it shall set a date for a hearing of the appeal, and shall determine whether the hearing will be an oral or a documentary hearing. The Hearing shall be held not less than 14 days and not more than 21 days after the date the Panel received the application. The Panel may conduct preliminary meetings (by conference call or in person) if necessary to expedite the actual hearing of the appeal. Documentary hearings are also preferred to expedite the process.

The Appeal Panel shall govern its own procedures, provided that:

1. all parties to the appeal shall have at least 14 days' notice of the date, time and place of the hearing;
  2. all parties to the appeal shall have the right to submit documentary evidence in advance of the hearing, and shall have the right to see any documents submitted for consideration by the Panel. Documents must be submitted not less than 7 days before the date of the Hearing;
  4. all parties shall have the right to speak to the appeal, and to bring evidence in support or refutation of the grounds alleged, provided that such evidence is relevant;
  5. the Panel shall have the right to request the participation of any other individual, and to hear the evidence of any other individual who might have knowledge of the matter under consideration;
  6. quorum of the Panel is all three members;
  7. all members of the Panel shall vote, and the decision of the Panel shall be the decision of the majority of the members of the Panel;
  8. oral hearings may be conducted by telephone with the prior agreement of all parties;
- and
10. the onus shall be on the appellant to establish on the balance of probabilities any factual basis for the appeal and the grounds of the appeal themselves.

### ***Decision of the Appeal Panel:***

Within 7 days of the hearing, the Panel shall issue a written decision with the reasons for the decision. In making its decision, the Appeal Panel shall have no greater authority than that of the original decision-maker. The Panel may decide:

1. to confirm the decision and dismiss the appeal;
2. to void the decision and refer the matter back to the original decision-maker for a new decision; or
3. to vary the decision where it is found that an error has been made and that the original decision-maker cannot correct the error for reasons such as lack of a clear procedure to do so, lack of time, or lack of sufficient neutrality.

A copy of the written decision shall be provided to all parties. A copy of the decision shall be retained in the offices of SNL together with the original decision on the matter.

The decision of the Appeal Panel shall be final and binding on all parties.

### ***Costs***

SNL will be responsible any costs incurred by the panel in the execution of its responsibilities and any staff or administrative costs. SNL will not be responsible for any costs incurred by the complainant or by the respondent, regardless of the final disposition of the matter. SNL will reimburse the out of pocket expenses of members of the panel, and of any person who is required by the panel to give information or assistance to the panel. Out of pocket expenses will be reimbursed according to current SNL expense practices. SNL will not reimburse any person whose attendance is requested by the complainant or the respondent, but not otherwise required by the panel to attend. No person will receive any honorarium, stipend or other payment for service on or appearance before the panel.

### ***Referral to other agency***

Matters that cannot be resolved satisfactorily within SNL may be referred to an outside agency such as, but not limited to, SNC or Sport NL This option should be exercised by the executive at any stage in the process if the parties cannot be guaranteed a fair and impartial investigation or hearing of the matter by a dispute resolution panel of SNL.

Any complaints that allege a violation of the Criminal Code of Canada or of any applicable provincial statute will be referred to the appropriate law enforcement agency for investigation.

**Section 5.04 Harassment**

- (a) The Swimming/Natation Canada Harassment Policy shall be the harassment policy of Swimming Newfoundland and Labrador.

## Article 6. Sanctioned Meets

### Section 6.01 General

The SNL Competitions Committee will provide guidance and assistance in hosting of meets. Host clubs will work with this committee to provide consistency in the quality of competitions. Meet information packages will be developed by the host club and approved by the Competitions Committee.

- (a) All clubs must use Hy-Tek Team Manager and Meet Manager.
- (b) Each year Swimming Newfoundland and Labrador shall attempt to hold Provincial Championships. The Competitions Committee shall be responsible to develop all Championship meet invitations and make the meet package available to the Host club.
- (c) Qualifying standards are established by the Competitions Committee in consultation with the Newfoundland and Labrador Swim Coaches Association (NLSCA).
- (d) A Club may be approached and/or they can submit an application to the Competitions Committee, to host a Championship meet.
- (e) All Clubs are responsible for the complete timing system while it is in their possession, from receiving the system from the courier to returning the equipment to SNL.
- (f) It is the responsibility of the individual Club to identify that all components are received and in working order.
- (g) It is the responsibility of the individual club to ensure that all components are packaged properly and any missing or defective components are identified to the Chair of Technical Properties immediately in writing.
- (h) All Clubs are to ensure that they are operating with the most current version of Team Manager and Meet Manager.
- (i) SNL will promote a safe environment for training and competition for all swimmers. Through its Director of Officials and/or the Competitions Committee, SNL will ensure that all clubs are aware of the minimum facilities requirements as outlined in Appendix B of the Rulebook of Swimming/Natation Canada. Where necessary, at their request, SNL may assist clubs to lobby their civic or municipal authorities for the provision of safe swimming facilities.
- (j) SNL expects that all swimmers, coaches, spectators and volunteers will observe the posted safety rules of any facility, and will obey the instructions of lifeguards and designated pool staff in respect to public health and safety regulations.

### Section 6.02 Sanctioning

- a. All meets and time trials must be sanctioned and approved by the Competitions Committee in order to have times officially recorded and recognised by SNL. **Meet/Time Trial sanction request is to be done online through the SNC meet manager's option. [www.swimmeet.ca](http://www.swimmeet.ca)**

- b. All meets will be bid for prior to the AGM. The bid must include the Meet Application Form included in the Meet Bid Package.
- c. A sanctioning fee of \$50.00 per meet and \$25.00 per time trial shall apply, and must accompany the bidding application. Time trials held in conjunction with a sanctioned meet shall be exempt.
- d. The meet schedule will be distributed to all clubs before April 15. The Competitions Committee must receive all bids on or before the 15<sup>th</sup> of May



- e. Adjustments (e.g. changes in dates) may be made with sufficient advance notice and with the approval of the Competitions Committee in consultation with the Executive and any clubs that may be adversely affected by such change.
- f. The Competitions Committee may approve additional meets. Notice of such change must be sent to the Executive and all affected clubs.
- g. Meet invitations, including Team Manager entries files, must be sent to the Competitions Committee for sanctioning on-line at the SNC website, at least eight (8) weeks before the entry deadline.
- h. That posting of the complete meet program, package and entry file of every provincially sanctioned meet be sent out to all clubs at least sixty (60) days prior to the first day of the meet.
- i. Entry deadlines must be received 10 days before the first day of the meet or as outlined in the meet invitation.
- j. For all invitational meets, the meet manager must send a complete meet package to the Competitions Committee. This meet package must be sent no later than six (6) weeks prior to the start date. The following items shall be considered:
  - i. Conformity with SNC and SNL Regulations and Policies
  - ii. The facility and appropriateness for the competition.
  - iii. In consultation with Director of Officials, the availability of officials
  - iv. The type and number of events offered.
  - v. Time available to conduct competition.
  - vi. Other factors that may affect the proposed competition
  - vii. The availability of people to safely set-up, dismantle, store and/or ship the electronic timing system
  - viii. House Meets are encouraged as a means of providing pre-competitive swimmers the competitive experience and are a welcomed variation in the training schedule for more experienced swimmers. House Meets are not sanctioned by SNL, and times are not considered official.

### **Section 6.03 Time Trials**

- (a) Time trials are to be conducted as per SNC rule, C.S.W. 3.6.1 and 3.6.2
- (b) An application for a sanctioned time trial must be submitted online using the SNC Registration System to the Competitions Committee one (1) week in advance of the proposed trial and follow the normal sanctioning request.
- (c) Results of a sanctioned time trial must be uploaded to the SNC Registration System within one (1) week of such a trial.

### **Section 6.04 Meet Format**

- (a) Invitational Meets

- (i) Meets shall be held in accordance with SNC swimming rules and provincial sanctioning procedures. Clubs are encouraged to be creative, innovative, and flexible in structuring the meet format in order to encourage excitement and variety in the competition. Attempts should be made by meet managers to use different team and individual scoring options as well as awards criteria to foster such variety.
- (ii) Clubs are encouraged to follow the Long Term Athlete Development Model when designing the meet package.
- (iii) There shall be clear descriptions in meet invitations on how the meet will be conducted. (E.g. length of each session, duration of the lunch breaks, etc.)

### **Section 6.05 Eligibility**

- (a) Swimmers and clubs must be registered with SNC to compete in sanctioned meets or time trials. Pre-competitive swimmers who have paid their pre-competitive fees may only swim in time trials and house meets. A Pre-Competitive swimmer moving to competitive must be registered as a competitive swimmer and fees must be paid to SNL prior to the start of the meet.
- (b) No swimmer shall be permitted entry in SNC sanctioned meets, House meets and time trials unless he/she is duly registered with the provincial section for the current swim season.
- (c) It shall be the responsibility of the Meet Manager, in consultation with the Executive Director to confirm that each swimmer is properly registered with the provincial section before seeding that swimmer into the meet. This process can be completed via Swimming Canada.
- (d) Long Course qualifying times are required for long course meets if available, or short course times are converted using the standard 102% conversion factor.
- (e) All entries shall have SNC swimmer registration number.
- (f) To be eligible for Provincial Championship meets, a swimmer must:
  - (i) Be registered and in good standing with SNL by the registration deadline of the meet,
  - (ii) Have participated in at least two provincially-sanctioned two or more session invitational meets within the current swim season, with the following exceptions:
    - 1) Labrador clubs be allowed an exemption to the rule that swimmers have to attend at least two provincially sanctioned two or more session invitational meets within the current swim season in order to qualify for champs. The exception would be that swimmers must attend one sanctioned meet on the island of Newfoundland during the current year, prior to champs in order to qualify.
    - 2) Swimmers who have registered after the SC season must compete in only 1 (one) provincially sanctioned meet.

- 3) St. Pierre swimmers, who must have competed in at least one provincially sanctioned invitational meet during the current swim season.
  - 4) University swimmers, who must have participated in the current swim season at the university level
  - 5) Clubs from other provinces as long as the swimmers are in good standing with SNC and their respective PSO
- (iii) Have achieved the required time standards.
- (g) Upon receipt of written requests from the coach, the Competitions Committee may consider exemptions. Requests must be received by the Competitions Committee no later than 7 days prior to the deadline for meet entry and must include supporting documentation.
  - (h) No team shall be permitted to participate in a Championship meet when there are fees outstanding to SNL.
  - (i) All coaches on deck at sanctioned meets must be certified as NCCP Level I, Level II, or Level III. New coaches will receive an “interim” designation for September 1 to August 31 of that calendar year which will exempt them from this provision when registered for membership by the NLSCA, SNC, and CSCTA.
  - (j) Winter club coaches must have all appropriate fees paid to the CSCTA and NLSCA before entries will be accepted at all invitational and Championship meets held in the Province. The Meet Manager or designate shall have the authority to ensure the above.

#### **Section 6.06 Billet, SNL Guidelines**

- (a) It is the position of Swimming Newfoundland and Labrador that the responsibilities for the co-ordination of billet arrangements rest with the host club for in-province meets. Arrangements to host visiting swimmers are made solely between the host and visiting club.
- (b) The following are suggested as guidelines to assist the host club in making arrangements. Meet Managers are required to indicate on the Bidding form and in the meet invitation if these (SNL Billet Guidelines) or other (Specify) guidelines will be enforced.
- (c) Completed SNL Billet Request Form must be forwarded to the host meet manager no later than the meet entry deadline.
- (d) Swimmers will only be billeted with current SNL families of the host club.
- (e) A minimum of two swimmers from the same club will be placed with a billet host.
- (f) The return portion of the Billet Request Form must be returned to the visiting club at least 3 days prior to the meet for distribution to parents/guardians.
- (g) Billet placements are to be considered an “offer” to accommodate a visiting swimmer. Responsibility rests with the visiting club and ultimately the parents/guardians of the visiting swimmer to determine and accept the suitability of the offer.

- (h) Visiting teams are required to check-in with the host billet co-ordinator on arrival to ensure that the appropriate introduction and placement of visiting swimmers takes place. The Billet host bears no responsibility for the visiting swimmer until this occurs.
- (i) In the event of last minute changes to the billet requirements (i.e. placement is not needed) the billet co-ordinator or meet manager must be contacted as soon as possible so that alternate arrangements can be made if necessary.
- (j) Swimmers whose parents/guardians are attending the meet are not eligible to be billeted.

## **Section 6.07 Records**

- (a) Record times will be kept in accordance with SNC Rule Book except when specifically stated otherwise in this manual.
- (b) The SNL Coaches Representative will keep time records for all age groups: 10 and under, 11-12, 13-14, 15-17, Open and Masters for all Long and Short Course events.
- (c) Records will be maintained in all events and age groups of summer clubs.
- (d) All records must be swum as a distance swims, no conversions will be accepted.
- (e) The Executive Director will circulate an updated list of record times in Hy-Tek format to the Meet Manager prior to a sanctioned meet. Such records shall be posted on the SNL Web site
- (f) Coaches will be responsible for forwarding copies of new time records established to the Technical Director within one (1) week of the completion of a sanctioned meet. Appropriate forms for recording records are available from the Meet Manager or from the on the SNC or SNL web site.
- (g) Swimmers must be a registered and in good standing with Swimming Newfoundland and Labrador to be eligible for Provincial Records.
- (h) Record times achieved out of province must be submitted on the appropriate SNC form. This is the responsibility of the swimmer's coach.
- (i) Copies of new records must be sent to the Technical Director along with the Timer card and/or a copy of the electronic tape and official copy of the meet results for that event.
- (j) The meet manager is responsible to forward all documents to SNL.
- (k) New records will be published by Swimming NL and announced to the association membership no later than 7 days after the record application has been received by Swimming NL.

## **Section 6.08 Entrance fees**

- (a) Championship meet entry fees are set by Swimming Newfoundland and Labrador and ratified at the AGM. Entry fees for are \$75 per swimmer, which includes:
  - (i) \$2 per swimmer to go to the timing system fund and
  - (ii) \$10 to Swimmer Development.
- (b) Meet entry fees for an invitational:
  - (i) Two or more session meets in pools other than the Aquarena are
    - 1) \$40 per swimmer including
      - a) \$2 per swimmer to be forwarded to the Section for the electronic timing system and
      - b) \$10 per swimmer to be forwarded to the section for Swimmer Development

- (ii) Two or more session invitational meets at the Aquarena
  - 1) \$75 per swimmer including
    - a) \$2 per swimmer to be forwarded to the Section for the electronic timing system fund and
    - b) \$10 per swimmer to be forwarded to the section for Swimmer Development.
- (iii) One session meets at all pools when not using electronic timing
  - 1) \$12 per swimmer including
    - a) \$7 per swimmer to be forwarded to the Section for Swimmer Development
- (c) All fees must be paid in full prior to the start of the meet. The Meet Manager reserves the right to refuse access to the meet for non-payment of fees.
- (d) A Member applying to host an additional meet of inter-provincial or higher level competition under Section 6.02 (f) may, at the time it requests meet sanction, file a written request that the Executive approve meet fees that exceed those permitted by Section 6.08 (a) or (b) above. The Executive may, at its sole discretion, approve or deny such a request. *(amended 2018 AGM)*

## **Section 6.09 Officials**

- (a) Clubs hosting invitational meets are required to assume all associated cost to import any required officials and technical support for the meet.
- (b) The Provincial Director of Officials shall approve the referee and starter for all sanctioned meets.
- (c) The Meet Manager will report to the Provincial Director of Officials the names of all officials who participated in any meet, indicating the position(s) worked. (Master sheets will fulfil this requirement.)
- (d) The Meet Manager shall forward to the Chairperson of Officials all written protests and written decisions of juries of appeal.
- (e) A Chief Inspector of Turns may be on deck to facilitate either the timely notification of DQ's or to fill in for an Official processing a DQ.
- (f) Clubs participating in sanctioned meets shall be required to provide Officials for each session. As a minimum, Clubs registering:
  - (i) 5 swimmers or less – 1 Official per session
  - (ii) 6 to 20 swimmers – 2 Officials per session
  - (iii) Over 21 swimmers – 3 Officials per session

- (g) The Meet Manager or designate, shall be responsible to ensure that there are sufficient Officials from the Host club to fill vacant positions not covered by Officials from the participating clubs.
- (h) Clubs are required to submit the list of officials with team entries
- (i) Exception to this requirement will be granted to St. Pierre and Labrador.

#### **Section 6.10 Championships**

- (a) Each year Swimming Newfoundland and Labrador should consider the holding of a championship meet, as per the Meet Bid Package.
- (b) The host club will receive a hosting grant of \$1000.00.
- (c) The Provincial Section will forward a copy of the Championship Meet Package and Meet Information to all clubs at least two (2) months prior to the scheduled date.
- (d) Provincial Section Responsibilities:
  - (i) The Competitions Committee will be responsible for the Meet Information being available to the clubs.
  - (ii) The Director of Officials for the Section will arrange to provide all senior officials and in conjunction with the host meet manager will co-ordinate the assignment of all other officials for the meet.
  - (iii) SNL will be responsible for financial costs associated with pool rentals, awards, senior officials travel /expenses.

#### **Section 6.11 Awards and Trophies**

- (a) SNL will establish an Awards Committee to be responsible for the selection of candidates and submit resumes for all Provincial and National awards.

#### **Section 6.12 Media**

- (a) At Provincial Meets (3 or more sessions) and Provincial Championships, the Executive Director is responsible to send the results to the media on the Monday afternoon following the completion of the meet.
- (b) The Meet Manager is responsible to send results, ready for distribution, to the Executive Director including all Top Achievers, potential Provincial Record Breakers and final team standings by 9:00 a.m. Monday morning following the meet.
- (c) Individual teams who want to include specific stories/stats in a media release can also contact media on their own and may forward a copy of the information to the Executive Director for inclusion on the SNL website.

## **Article 7. Selection Committee**

### **Section 7.01 Committee Responsibilities**

- (a) Each year the Provincial Executive shall establish one or more Selection Committees
- (b) The functions of a Selection Committee may include:
  - (i) To select a firm schedule of events for which clubs will be requesting support for their swimmers. This schedule should be available by October 1. It is important that this schedule promote on-going development by choosing elite meets appropriately spaced throughout the competitive season.
  - (ii) In conjunction with the Treasurer, set the amount of financial assistance to be given swimmers travelling to out-of-province meets when special grants are given specifically for that purpose.
  - (iii) To select a Provincial Team if applicable.
  - (iv) To select a Canada Games Team if applicable.
- (c) When necessary to rank swimmers for other awards, the following procedure should be used.
  - (i) Ranking points will be done on the basis of the sum of the FINA points for swimmers' two best times.
  - (ii) The times have to be substantiated and swum within one (1) year from the time of assessment, at a provincial invitational level meet or better.
  - (iii) Short course times will be converted to long course times using 102% conversion.
  - (iv) The two events must differ in distance and/or stroke.
- (d) When a Provincial Team has been selected to represent the Section and are traveling out of the province to attend a meet the expenses incurred will be divided equally among all swimmers. The incurred expenses will be based on the most economical means of travel.

### **Section 7.02 Provincial Coach and Technical Director Selection**

- (a) Interested parties must apply to the selection committee in order to be considered for a position
- (b) All applications must provide a criminal background check (including vulnerable sector verification) from their local law enforcement agency. An applicant may be deemed ineligible based on the findings of such checks.
- (c) Coaches must agree to coach all swimmers.
- (d) The Selection Committee shall be appointed by the Executive
- (e) The selection committee shall have the authority to make the final appointment for provincial coach and technical director



## **Article 8. Provincial team travel policy**

**This policy applies to all SNL provincial team activities including out of province travel, training sessions and camps. Clubs are encouraged to adopt similar policies for their needs.**

### **Section 8.01 Swimmer Responsibilities**

- (a) Coaches and chaperons chosen to participate in the SNL provincial team are only responsible for those swimmers who have been chosen to the Team. If male and female swimmers are required to travel with the team there must be a male and female adult travelling with them in a position of responsibility eg Coach, manager, chaperone.
- (b) Coaches or Chaperons will not be responsible for swimmers attending out-of-province meets or camps that do not travel with team. All swimmers must remain, and return with the group at all times
- (c) Swimmers must provide current medical histories and written medical consent when travelling with the team.

### **Section 8.02 Provincial Coach Responsibilities**

- (a) Shall confirm the travel opportunities, training sessions and camps connected with the Provincial Team not later than October 1<sup>st</sup> of each swimming season.
- (b) Where only one coach is appointed, duties will then include the normal duties of a coach, plus the duties of a manager/chaperon.
- (c) Where a coach and a manager/chaperon are appointed, there will naturally be considerable overlap in duties.
- (d) A coach will be expected to:
  - (i) Assume complete charge of the team.
  - (ii) Delegate to the manager/chaperon such duties as outlined for that position.
  - (iii) Assist all swimmers at warm-up, e.g. suggest type of warm-up, conduct time sprints, etc.
  - (iv) Ensure that each swimmer knows events in which he/she is to compete and discuss each event with him/her with regard to tactics, possible scratch, etc.
  - (v) Familiarize themselves with meet regulations, especially those pertaining to scratch, entry/re-entry, etc.
  - (vi) Attend meetings for coaches as may be called by the meet management.
  - (vii) Set curfew and lights-out hours and personally ensure that they are obeyed.
  - (viii) Conduct workouts when the stay is of sufficient length.
  - (ix) Endeavour to prepare all swimmers mentally for a superior performance.

- (x) Ensure that all team members conduct themselves in a manner, which will do credit to the province and to swimming.
- (xi) Shall have the right to discipline team members to the extent of scratching from events/activities, sending home on the first available transport, etc. A disciplinary report may be filed which should be carefully considered in the selection of any swimmers for future SNL provincial teams.

### **Section 8.03 Manager/Chaperone Responsibilities**

- (a) Assume the responsibility to see that all swimmers are ready to leave for the pool at the appointed time.
- (b) Remain at the pool in case of emergency.
- (c) Ensure that all swimmers conduct themselves in a creditable manner.
- (d) Assist the coach whenever instructed.
- (e) Look after the paying of all bills at hotel, taxis, etc.
- (f) All managers and chaperones must provide a criminal background check (including vulnerable sector verification) from their local law enforcement agency. An applicant for a manager/chaperone role may be deemed ineligible based on the findings of such checks.

## Article 9. Financial

### Section 9.01 Expenditures

- (a) All expenditures must be by reference to the approved budget item. If the proposed expenditure has not been included in the approved budget, the vote authorizing such expenditure shall stipulate the precise budget item from which funds will be diverted.
- (b) Two lists shall be generated monthly, just prior to each executive meeting. One list shall be of expenses/cheques written in the previous month and the other shall be of payments expected to be made in the following month.
- (c) A limit of \$500.00 shall be placed on cheques written prior to Executive approval. Normal operating expenses shall be exempt.

### Section 9.02 Travel

- (a) The Section will be responsible for the costs incurred by people travelling on behalf of the Section, providing the travel has been approved by the Executive.
- (b) The Treasurer may advance an amount to cover the costs of travel and accommodation, prior to the date of travel, provided there is no account outstanding. Such advances must be accounted for with applicable receipts and an expense claim form, to the treasurer within two weeks of completing the travel. Travel expense form is available on the SNL web site <http://www.swimnl.nfld.net/>.
- (c) In order to avail of funding, individuals are expected to attend all sessions of the designated meetings. Failure to do so will result in forfeiture of the right to reimbursement.
- (d) **Labrador Fund**
  - (i) This fund represents a financial support system to assist Coaches, Swimmers and Officials in Labrador to attend SNL sanctioned training camps and training sessions in Newfoundland. This does not apply to swimmers or coaches attending swim meets.
  - (ii) The \$5.00 per swimmer fee will be based on the Provincial competitive swimmer registration.
  - (iii) Whereas a maximum of \$850 per Labrador club shall be provided from the Labrador Fund to assist the clubs in sending 2 delegates to the AGM if only one (1) delegate is able to attend the amount will be \$425 per club.
  - (iv) \$550 per club per year be used to promote swimmer/coaching development in Labrador for either of the following:
    - 1) Bringing a Master Official to Labrador to conduct clinics and run a sanctioned time trial.
    - 2) Sending a coach out for training or bringing a trainer to Labrador
    - 3) Sending a swimmer to a provincial training camp or bringing a trainer to Labrador

- (v) A balance in this fund may be carried year to year if not used.
- (vi) The following criteria shall be followed when applying for additional funds
  - 1) Event must be a SNL designated training and/or development session
  - 2) Application must be made to the Swimming Newfoundland and Labrador Secretary no less than 30 days prior to the event
  - 3) Travel plans must be arranged by the attendee with the approval of the SNL Executive.

### **Section 9.03 Expenses**

- (a) Transportation:
  - (i) Air - The Section will pay the most economical airfare available at the time. Where possible those travelling must avail of seat sales, advance booking reductions, etc.
    - 1) SNL will pay for the use of a personal car and the mileage rate will be as posted on the Provincial Governments website as of the day of travel
  - (ii) Individuals are encouraged to avail of car pools whenever possible.
- (b) SNL will reimburse for meals. The meal rate will be set in line with the Provincial Government meal rate as of April 1, in any year, to be in effect for the following fiscal year commencing Sept 1st.
- (c) Whenever overnight accommodations are required the following guidelines will apply:
  - (i) For the annual and semi-annual meetings in particular, the Section will attempt to arrange hotel accommodations at a reduced rate. When such arrangements have been made in sufficient time, then delegates will be expected to avail of them. Rates will be based on double occupancy.
- (d) Additional expenses incurred will be reimbursed as follows:
  - (i) Taxi fares (when on SNL business), substantiated by receipts
  - (ii) Car rental fees provided such rental receives prior Executive approval.

### **Section 9.04 Officials Travel Assistance**

- (a) When officials travel under the direction of the Chairperson of Officials, and perform multiple duties (i.e. Officiate at a sanctioned meet and conduct officials clinics), the expenses for that official will be a 50 - 50 split between SNL and the club(s) involved, provided the following guidelines are adhered to:
  - (i) An application including the following must be submitted to the Chair of Officials for approval prior to booking travel arrangement
  - (ii) A detailed itinerary must be approved by the Chair of Officials
  - (iii) A detailed budget outlining all costs to be incurred, and not limited to accommodations, per diem and travel. This budget shall also outline other funding sources,, such as government or corporate sponsors

- (iv) The clinics to be conducted must be Level 2 clinics and approved by the Chair of Officials prior to booking of travel arrangements. Approximate attendance numbers must be submitted at this time.
- (b) SNL reserves the right to limit or refuse funding if these guidelines are not met.
- (c) Travel assistance will be paid by the section to certified officials designated by the Chairperson of Officials to work major positions at Provincial Championship Meets.
- (d) Travel assistance for Officials to attend a national meet in order to achieve their Level V certification.
- (e) SNC Senior Officials Travel program, visit SNC's official Web site for the procedure.

**Section 9.05 SOTA (Swimmer Offshore Travel Assistance)**

- (a) Is a process designed to financially assist swimmers in our section to attend SNC designated meets. A completed expense form (from SNL website) and appropriate documentation (meet entry sheets, results etc) are required.
- (b) The SOTA year will run for a twelve- (12) month period beginning on September 1 of each year.
- (c) SOTA funds must be applied for by August 31<sup>st</sup> in the current fiscal year for which the meet is swum
- (d) A qualifying swimmer can apply for SOTA funding for each meet attended, to a maximum funding of \$1500.00 in a swim calendar year.
- (e) The SOTA levels shall be designated as per SNC standards:
  - (i) Senior National: A swimmer who attends a Senior National competition shall be eligible for a maximum of \$500.00.
  - (ii) Open National: A swimmer who attends Open National competition shall be eligible for a maximum of \$400.00. (ie. Grand Prix)
  - (iii) Eastern/Western National: A swimmer who attends an Eastern/Western National competition shall be eligible for a maximum of \$300.00. (ie. Eastern/Western Championships)
  - (iv) Age Group National: A swimmer who attends a Age Group National competition shall be eligible for a maximum of \$300.00.
  - (v) Tri-meet \$200.00

## **Section 9.06** Coaches Professional Development

Swimming Newfoundland and Labrador will encourage and support the development of our coaches in the following manner:

- a) SNL will sponsor in province NCCP courses with sufficient need, and will charge according to NCCP policy.
- b) SNL will provide funding towards the registration of coaches in NCCP Level II and III swimming courses.
  - i. Funding request should be made to SNL 30 days prior to the course registration deadline to allow for approval and release of funds.
- c) Funding maximums per participant are:
  - i. Level 2 \$200.00
  - ii. Level 3 \$400.00
- d) Course participation must be confirmed through the NCCP Course Registration System before funding will be distributed.
- e) Honorariums, per participant, will be awarded on providing proof of new NCCP swimming certification as follows:
  - i. Proof of certification must be directly from CAC records.
  - ii. Coaches applying must be currently registered with NLSCA, the CSCTA, SNC and actively coaching within NL
- f) Honorariums, per participant, are as follows:
  - i. Level 2 \$200
  - ii. Level 3 \$400
- g) All coaches must provide proof of NCCP certification where required by SNL policy to the SNL office.

## **Section 9.07** Swimming NL Interprovincial Meet fund

Any and all surplus revenue residing in the restricted East Coast Fund shall be reallocated to the restricted Interprovincial Meet Fund. These funds are to be reserved to offset future SNL hosting expenses associated with any newly developed or implemented Interprovincial Meet. A Interprovincial Meet shall be deemed as any Short Course or Long Course meet hosted by SNL within SNL's jurisdiction that involves one or more provincial sections other than Newfoundland and Labrador (SNL).

## **Section 9.08** Swimmer Development Fund

- (i) This fund represents a financial support system to assist with Swimmer Development initiatives.
- (ii) The \$5.00 per swimmer fee will be based on the Provincial competitive swimmer registration.

- (iii) The \$15.00 per swimmer fee will be based on the Provincial pre-competitive swimmer registration.
- (iv) A balance in this fund may be carried year to year if not used.

## **Article 10.      Healthy Eating Policy**

The members of Swimming NL will do their best at Swimming NL sanctioned events to:

- Offer fruit more often
- Offer a variety of whole grain products
- Offer skim, 1% or 2% milk
- Offer lower fat milk alternatives (yogurt, cheese)
- Provide smaller portion sizes
- Serve plain water
- Choose green options when possible
- Always encourage healthy options



## **Article 11. Policy**

### **Section 11.01 Policy Changes**

- a The Executive may make changes to the policy subject to ratification by the Board of Directors at the AGM. Failing such ratification, the proposed changes will be null and void.

### **Section 11.02: Adoption of SNC or Sport NL Policy where no SNL Policy exists**

In the event that a matter comes before SNL for which there is no SNL policy, SNL reserves the right to use policies of SNC or Sport NL to guide its conduct. In such cases where SNL relies on policies from one of these organizations, any affected parties will be advised of this decision.

**SWIMMING NEWFOUNDLAND LABRADOR**  
**SUMMER CLUBS**  
**POLICY MANUAL**

June 4, 2006

**ARTICLE 1.           GENERAL**

**Section 1.01           Definitions**

- (a) “Summer Club” shall mean a club associated with Swimming Newfoundland and Labrador which offers organized coaching to swimmers effective June 1<sup>st</sup> of any given year, for dryland training and effective the date **secondary** school closes in any given year, for in-pool training and ceases training following the Summer Club Short Course Provincial Championships.
- (b) A “Summer Swimmer” is a competing member of a Summer Club and meets the Summer Swimmers’ eligibility requirements outlined in Article 7.
- (c) A “Winter Swimmer” is defined in Article 2, Section 2.01 **Membership**.

**Section 1.02           Summer Club Designation**

Each year, Summer Clubs intending to enter competition under the designation as a Summer Club, shall give notice of such to the President of Summer Clubs.

**ARTICLE 2.           ANNUAL GENERAL MEETING**

**Section 2.01           Annual Meeting**

- (a) The President of Summer Clubs shall send out an agenda and call an Annual General Meeting.
- (b) All Summer Clubs shall be given reasonable notice for the date and time set for the meeting.

- (c) The meeting shall be open for attendance to as many representatives from each Summer Club as they choose, at the expense of the respective Summer Club.
- (d) Each Summer Club with ten or more eligible swimmers shall have one vote on any motion in the meeting.

## **Section 2.02                    Order of Business**

The order of business at the Annual General Meeting when possible shall be:

- (a) Confirmation of credentials
- (b) Minutes of the previous Annual General Meeting
- (c) Unfinished business
- (d) Business arising from the minutes
- (e) Presentation of reports
- (f) Correspondence
- (g) Notices of motions
- (h) Consideration of resolutions
- (i) Election of Summer Club Executive
- (j) New business
- (k) Adjournment

## **Section 2.03                    Notices of Motion**

- (a) Notices of motion for consideration at the Annual General Meeting shall be in writing and must be received by a representative of each Summer Club thirty (30) days prior to the date of the Annual General Meeting.
- (b) Notices of motion received subsequent to such deadline shall not be considered at the Annual General Meeting unless acceptance of such motion is approved by a 75% majority vote of the Summer Clubs who are present and eligible to vote.

- (c) All decisions and resolutions on matters are binding upon all Summer Clubs, if passed by a simple majority vote of the Summer Clubs who are present and eligible to vote.
- (d) There must be a quorum of 50% plus one Summer Clubs present and eligible to vote, in order for motions to be voted upon.

### **ARTICLE 3. EXECUTIVE**

#### **Section 3.01 Election of Executive**

- (a) The Executive of the Summer Clubs shall comprise of:
  - (i) President
  - (ii) Vice-President
  - (iii) Secretary-Treasurer
  - (iv) Provincial Meet Manager
  - (v) Director of Officials
  - (vi) Director of Swim Statistics/Office Manager.
- (b) Voting for members of the Executive shall take place at the Annual General Meeting.
- (c) A member of the Executive shall hold office from the date of his/her election for a term of two years.
- (d) The immediate past President shall be encouraged to remain in contact with the President to allow a smooth transition period. He/she may be asked to perform certain duties at the request of the Executive, and shall report to the President.
- (e) If, after the election of an Executive member, that person is not willing or unable to fulfil his/her duties and responsibilities, and tenders his/her resignation to the Executive, the Executive shall appoint an alternate member who shall remain in that position for the remainder of the term.
- (f) A quorum for any meeting of the Executive shall be 50% plus 1.
- (g) The Executive shall meet at the call of **50% plus one of the members of the Executive.**
- (h) The Executive shall be the liaison of the Summer Clubs with the Swimming Newfoundland and Labrador and shall be responsible for the

overall operations of the Summer Clubs as an associate of said provincial organization.

## **ARTICLE 4. COMMITTEES**

### **Section 4.01 Appointment of Committees**

The Executive of the Summer Clubs may appoint committees from time to time and assign such duties and responsibilities to the said committee as is necessary.

## **ARTICLE 5. FINANCIAL**

### **Section 5.01 Budget**

Each Summer Club is authorized to devise a budget and set its club's registration fees and expenditures.

### **Section 5.02 Fund Raising**

Any registered Summer Club pursuant to Article 6 below, may accept support for its activities in accordance with the Articles of Association of Swimming Newfoundland and Labrador.

## **ARTICLE 6. REGISTRATION**

### **Section 6.01 Club Registration**

Registration of all Summer Clubs and all fees and dues payable shall be set and are in accordance with Article 3 of the Articles of Association and Article 2 of the Policy Manual for Swimming Newfoundland and Labrador, as it relates to Summer Clubs.

### **Section 6.02 Date set for Registration**

- (a) Registration of Summer Clubs and individual Summer Swimmers with Swimming Newfoundland and Labrador, shall be the earliest of:
  - (i) the day prior to the commencement of activities of the Summer Club; and

- (ii) July 1<sup>st</sup> of any given year.
  
- (b) Registration with Swimming Newfoundland and Labrador, together with all applicable fees must be received on or before the registration deadline and include the required swimmer information. This registration must be submitted on an excel file.
  
- (c) This provision does not preclude a Summer Club from accepting registration from an individual swimmer beyond the deadline noted herein, as long as it meets the registration deadline for the Championship Meet and all applicable fees are paid to Swimming Newfoundland and Labrador.

**Section 6.03 Registration Fees**

- (a) Summer Club fees payable to Swimming Newfoundland and Labrador are \$25.00 per Summer Club.
  
- (b) Summer Swimmer fees payable to Swimming Newfoundland and Labrador are \$26.00 per swimmer.
  
- (c) Championship Meet fees shall be set according to the Meet operating costs and no deficit shall be incurred. These fees are more particularly outlined in Article 9 below.

**ARTICLE 7. ELIGIBILITY**

**Section 7.01 Summer Swimmer Eligibility**

The following criteria shall set the eligibility of a Summer Swimmer to compete in invitational and provincial Summer Club Meets:

- (a) Winter Club Pre-competitive, Competitive Swimmer, inactive for 2 years.
  
- (b) A Winter Club Swimmer who enters a winter swimming program after October 1<sup>st</sup> in any given year, for the first time, and does not continue after December 1<sup>st</sup> of the same year.
  
- (c) All other swimmers.

**Section 7.02 Registration Procedure**

**The registration procedure for first time registrants as a Summer Swimmer with any Summer Club shall be set from time to time by the Executive.**

**Section 7.03 Non-Competitive Swimmers**

Any ineligible Summer Swimmer may register with any Summer Club and practice with said Club, but is not permitted to compete in any invitational or provincial Summer Club Meet until such time as that swimmer is considered an eligible Summer Swimmer under Section 7.01 above.

**ARTICLE 8. INVITATIONAL MEETS**

**Section 8.01 Invitational Meets**

- (a) Any Summer Club may host an invitational meet at a time and place of its choosing, and may offer such events as it may decide from time to time.
- (b) There shall be no Meet entry fees charged to any other Summer Club and/or Summer Swimmer for attendance at any invitational Meet.
- (c) The host Summer Club shall pay rental fees to Swimming Newfoundland and Labrador in the amount of \$5.00 per Summer Swimmer when the complete system (touch pads, computer, OSM-6, electronic starter box...etc.) is used or \$1.00 per Summer Swimmer when either the electronic starter box and/or the stop watches are used.

**ARTICLE 9. SUMMER CLUB SHORT COURSE PROVINCIAL CHAMPIONSHIP MEET**

**Section 9.01 Provincial Meet**

- (a) There shall be a Summer Club Short Course Provincial Championship Meet held annually in accordance with Swimming/Natation Canada swimming rules and provincial sanctioning procedures.
- (b) The time and place of the provincial Championship Meet shall be determined from year to year at the Annual General Meeting of the Summer Clubs; however it is the intention of the Summer Clubs that this Championship Meet take place the weekend before Labour Day Weekend.

- (c) The events offered at the provincial Meet shall be determined annually at the Annual General Meeting of the Summer Clubs.
- (d) The number of events Summer Swimmers can swim at the provincial Meet shall be determined annually at the Annual General Meeting of Summer Clubs.
- (e) All Summer Swimmers shall establish legitimate entry times for this provincial Meet.
- (f) Summer Club Record Times shall be maintained in all events.
- (f) All awards to be given out at the provincial Meet shall be determined annually at the Annual General Meeting of the Summer Clubs.

**Section 9.02 Fees Payable at Provincial Meet**

The following fees are payable for each Summer Club for participation at the provincial Meet **which are subject to change, as determined from time to time by Swimming Newfoundland and Labrador:**

- (a) \$5.00 per Summer Swimmer when the complete system (touch pads, computer, OSM-6, electronic starter box...etc.) is used or \$1.00 per Summer Swimmer when either the electronic starter box and/or the stop watches are used; plus
- (b) \$2.00 per Summer Swimmer **per event**; plus
- (c) \$6.00 per relay team.

**Section 9.03 Relay Teams**

- (c)(a) Each Summer Club may enter one relay team for each relay event offered.
- (b) The maximum of two swimmers can move up to an older age group to swim on the relay team for that age group in each relay event, only if there are not enough swimmers in that age group to complete the relay team.



**Section 9.04 Deck Passes**

Each Summer Club participating in the provincial Meet shall be given a **maximum of three** coaches' passes per team and one manager's pass for deck access during the Meet. **Special Needs passes shall be provided as required on a case by case basis.**

**ARTICLE 10. COACHES**

**Section 10.01 Certification Required**

- (a) All coaches on deck at the Championship Meet must be registered at a minimum, as a CSCTA Skills Coach.
- (b) The Meet Manager for the provincial Meet or his/her designate shall have the authority to ensure the above and that all fees in relation to said certification have been paid in full prior to accepting entries from the Summer Club to which the said coach is affiliated.

**ARTICLE 11. CHANGES TO POLICY**

**Section 11.01**

Subject to the provisions of Section 2.03 above, Summer Clubs may seek a change to this Policy Manual by bringing on a Motion at an Annual General Meeting.