



2011 HANDBOOK

www.vancouvervikings.com

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LETTER FROM THE PRESIDENT, EDWARD JANG

Congratulations for signing up with the #1 summer swimming club in BC. The Vancouver Vikings executives have been working furiously the last couple of months to plan another great season ahead.

For families new to the club, Vancouver Vikings is a summer club that promotes competitive swimming and water polo. Though our season is only 3½ months long, top Vikings swimmers do take the competition seriously, and have placed well in the BCSSA Provincial Championship in mid-August. In fact, some former Vikings members have become national swimmers. Although Vancouver Vikings has become very competitive and finished #1 in the province the last six years, we also place equal emphasis on Vikings swimmers having a FUN season, not just all hard work!

Our policy is to encourage Vikings swimmers to attend at least four swim meets. If your child is new, there are also development meets tailored to newcomers. Winning is secondary, achieving personal best times throughout the season is our primary goal. Our coaching staff strives to make Vancouver Vikings a top contender in the province, and hopefully the #1 team again this year.

We are fortunate to have Desmond Lam as our Head Coach this summer. The Coaching team is made up of returning and new staff, all with a number of years of competitive swimming and coaching experience. Pool scheduling is always a challenge for us to manage. We try to request as much pool time as possible but the demand for pool usage by the public is high. For this reason, we practice out of a number of west-side pools, so be aware of the practice schedule and any possible changes.

Like all non-profit clubs and organizations, volunteering is an important role parents need to play in this club. Except for coaching, all other job functions are carried out by volunteers (parents). As seasoned swimmers leave the club, so do their parents, who have taken on important roles in running this club. This has created a number of vacancies to be filled. If you are a returning or new parent to the Club, please put your name forward to volunteer to make this club a positive experience for your children as well as for yourself. There are always some jobs that need to be filled, either big or small roles. "If everyone does his/her part, no one has to do too much."

Besides volunteering, fundraising continues to be an issue for all non-profit parent-run clubs. We require ongoing fundraising to maintain this club. The income from registration fees covers approximately half our operating expenses. We rely on your efforts and participation in fund raising, to cover the balance.

Please always refer to your handbook or Viking's website for information. Both have vast amounts of information accumulated over the years. If you don't find what you are looking for, feel free to contact the executive member responsible for the area. The list of the executives is included in the handbook near the back.

We look forward to meeting many of you and to a very successful 2011 swimming season for all our members.

Edward Jang, President

LETTER FROM THE HEAD COACH, DESMOND LAM

On behalf of this summer's coaching staff, we welcome you back to the club for what will be an exciting new era of development for our great swim club. If you are a returning member, we are looking forward for another fun and exciting season at the pool. If you are new to the club, allow me to extend a warm welcome to you and your family, you have discovered an outstanding organization that will provide an amazing experience this summer.

Summer swimming provides equal opportunity to swimmers. Fun and excitement are experienced through friendly competition at swim meets where swimmers have the option to display their skills through participation and hard work from practices. These astonishing events are ways for swimmers to test themselves against other athletes as well as building new friendships with swimmers outside of the Vikings swim club. The Vikings are committed to providing opportunities to attend many swim meets during the months of June to August. I encourage every member, regardless of age and skill, to attend as many of these events as possible.

Some of the popular meets that you should keep in mind of when your filling out the swim meet forms are: **Squamish Pirates Meet** in the first weekend of June this first swim meet of the season and is a one day meet which allows swimmers to swim all the events and allows new parents to learn the ways of a swim meet; **Vikings Meet** in July represents our club's own grand and spirited racing weekend, with swimmers all over the lower mainland in attendance; **Vancouver & District Regional Champs** in early August are championships for our city and the "big meet" for many swimmers where all the local teams race to qualify for Provincials; **Provincials Championships** in mid-August hosts the best swimmers from across the province as they compete in individual and relay events – a memorable way to finish the season.

Athletics provides an individual with life skills that will be used out in society. The lessons that will be learned through swimming like hard work, time management and motivation will carry on for a lifetime. Swimming is a unique sport in which athletes will be able to learn to move efficiently through water, but also learn how to become healthier individuals.

As your Head Coach, I am extremely excited for the season to begin, be ready for a great summer of fun and fast swimming! See you at the pool,

Desmond Lam

WHO ARE THE VIKINGS?

MISSION STATEMENT

Vikings is a non-profit, parent-run, competitive summer swim club, and a member of the BC Summer Swimming Association (BCSSA). The club's goals are

- 1) to introduce young athletes to the environment of competitive swimming,
- 2) to teach them the skills required for racing, and
- 3) to encourage each athlete to attain his or her own personal best achievement in a fun and friendly environment.

The Vancouver Vikings are a competitive summer swim club, originally incorporated in 1981 as the Mount Pleasant Swim Club. We changed our name to the "Vancouver Vikings" in 1984 to reflect the club's larger demographic. We have, as a club, accordingly been in operation for more than 25 years.

We belong to the Vancouver & District Region of the BCSSA, one of the eight regions in the province. The other clubs in our region are the North Shore Winter Club Marlins, the North Vancouver Cruisers, the Squamish Pirates, and the Vancouver Super Sharks. The Cruisers and the Vikings have the most participants.

The Vikings' summer season runs from the beginning of May to mid-August, ending with the Provincial Championships. During the winter, Viking swimmers can maintain their skills by swimming with the Vikings Winter Maintenance Swim Program or the Percy Norman Swim Club.

After one month of training in May, Viking swimmers begin to compete in swim meets with other BCSSA clubs. Swim meets are hosted by individual clubs, and can be within the Vancouver & District Region or away in other regions. We frequently compete with clubs from the Simon Fraser, Fraser South, and Fraser Valley Regions.

The five clubs from the Vancouver & District Region compete in a Regional Meet. The top three swimmers in each A event and the top two relay teams from each division at the Regional Meet are eligible to join swimmers from all over British Columbia at the Provincial Championships.

This year, the Provincial Championships will be held at Watermania in August. As well as Competitive Swimming and Water Polo, the Provincial Meet includes Diving and Synchronized Swimming competitions. Previous locations for the Provincial Championships include the Aquatic Centre in Trail, the Canada Games Pool in Kamloops, the Commonwealth Games Pool in Saanich and the UBC pool in Vancouver.

CLUB PHILOSOPHY

A priority of the club is to foster a passion for swimming, and to create an atmosphere of fun while learning to be competitive. **The emphasis is on fun.** The competitive skills learned at Vikings are essential life skills that benefit swimmers not only in the pool, but also in other areas of their lives. These skills include:

1. **Character Development** through commitment, hard work, and perseverance;
2. **Striving for Excellence** through the achievement of best times, ribbons, medals, and trophies;
3. **Sportsmanship** from learning skills for successful teamwork, as well as learning to handle winning as well as losing gracefully;
4. **Building of Community** by learning to build strong and lasting friendships as well as learning to create a sense of "family" within the club;
5. **Active Lifestyle** through the promotion of health and fitness as a part of everyday life.

Aside from swimming, Vikings also organizes several social events throughout the season for both parents and swimmers. These events help foster team unity as well as provide opportunities for just having fun! Vikings has a warm family atmosphere that not only encourages but also draws parents to become actively involved in the club alongside their children.

SUMMER SWIMMING: WHAT IS IT ALL ABOUT?

Okay, you've taken the plunge, paid your registration fees, written your handful of cheques, committed yourself to volunteering, and took a brief glance at the practice schedule. Before you start having second thoughts about what you've gotten yourself into, read on and discover why thousands of parents register their children every year for summer swimming and keep coming back year after year.

What is competitive swimming?

Competitive swimming is both an individual and a team sport. Individually, each swimmer competes in events with other swimmers in his or her chosen events. The goal is not to win every single race, but to continually refine technique as well as to develop the good mental preparation skills required for competition. Although it is nice to win, the goal is more about achieving personal best times. The team aspect is found in cheering on teammates in their races, and in the relays. The coaches select the members for the relay teams. Teams may change from meet to meet and is dependent on the swimmers' availability to race as well as their times.

How is "summer" swimming different from "winter" swimming?

The summer swimming season begins in May and ends in late August. Winter swimming begins in September and ends in late July. Many parents choose to enroll their children in summer swimming because the competitive season is only 3 1/2 months long and occurs primarily during the summer months. This allows their children to throw themselves into the sport during the summer and allows them to participate in other activities during the school year.

Is summer swimming just as competitive as winter swimming?

Summer swimming has 2-3 tiers of competition level, "A" and "B" and sometimes, "C". Swimmers compete in one of the three tiers based on their times. Competition can be fierce at the "A" level and every bit as competitive as winter swimming. The season is just much shorter.

What do summer swimmers do in the "off-season"?

Most summer swimmers enrol in a winter maintenance program that is designed to maintain fitness and to continue to build on the competitive skills needed for racing. All this is done in keeping within the BCSSA guidelines, which allows summer swimmers to swim a maximum of two coached hours per week in order to maintain their summer, or "S", status. Restriction of training time is necessary in order to level the competition field in the summer. A few swimmers, but not many, choose to swim more than the allotted two hours/week. If they do this, they will have to compete in the "O" category in the summer meets, alongside the winter swimmers.

Winter swimmers do not have any restriction on training. We often get winter swimmers who train alongside summer swimmers. However, they compete in the "O" category because their training exceeds the BCSSA guidelines.

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What is BCSSA?

BCSSA (British Columbia Summer Swimming Association) is an organization of member clubs that promotes the development of athletes in these four aquatic disciplines: speed swimming, diving, water polo, and synchronized swimming. BCSSA provides opportunities for training, through various summer swim clubs, and competition organized by those same summer swim clubs throughout B.C. A highly competitive summer season runs from May 1 to September 30 followed by restricted participation in these aquatic sports from October 1 to April 30.

How are the Vikings affiliated with BCSSA?

Vancouver Vikings is one of 60 summer swim clubs affiliated with BCSSA. These 60 swim clubs are divided into 8 regions. Vikings belongs to the "Vancouver and District" region along with the North Shore Winter Club Marline, North Vancouver Cruisers, Squamish Aquatic Club Pirates, and the Vancouver Super Sharks.

Who do the Vikings compete with?

During the competitive season and prior to Regionals, Vikings compete with swim clubs from not only their own region, but from surrounding regions as well such as Fraser South, Fraser Valley, Simon Fraser, and occasionally, Vancouver Island.

What are Regionals and Provincials?

The most important swim meet of the season for the highly competitive swimmers is the BCSSA Provincial Championships, also known as "Provincials." In order to be able to swim at Provincials, swimmers must qualify at the meet known as the BCSSA Regional Championships, also known as "Regionals." These are the two most important meets of the season. All other swim meets are essentially "practice meets," in which swimmers test their training, size up their competition, and prepare themselves to peak for these two big meets.

How many swim meets are there in the season?

There are swim meets virtually every weekend in June and July. Regionals take place on the first weekend in August, and Provincials two weeks later. There are also a few "developmental meets" for junior swimmers (Div 1-3), that take place during the weekday. These meets are designed to introduce new swimmers to competition in a friendly and laid back atmosphere.

Who organizes these swim meets?

Guess what.....we do! For each team's home meet, the parents within each club are responsible for booking the pool, sending out invitations to other clubs, and coordinating the various aspects of running a meet. This includes training people to work as deck officials, timers and people to work in various stations including crash desk, electronic timing, clerk of the course, marshalling, and concession. Parents also volunteer at the other swim meets their child attends, in many of these same roles.

Parents have to work???

You bet! It's all done in fun and in support of our children in this wonderful culture of summer swimming. You see, summer swimming, like other amateur sports, is run primarily through the support of the parents with a little help from the parent organization (in this case, BCSSA). Without parents doing most of the work, there would be no summer swimming.

What exactly do parents have to do?

There are many jobs that parents do within the organization of summer swimming. All of these jobs are well within your capabilities. All it takes is a willingness to learn and to participate. The club will provide all the training required for you to be able to perform competently. The rest is just practice. It really is not that difficult. Here is a list of jobs we might ask you to help out in:

- deck duties (timing, officiating)
- assisting with club socials
- assisting in the role of "group parent"
- assisting in the running of our own Vikings meet (see section titled What you can do for the Vikings Meet for more details)
- assisting in fundraising for the club

For those parents who wish to take on a more active role, we encourage you to seek out jobs such as taking on an executive position or being the head of a committee (see section titled Sample Volunteer Positions for more details).

Is this what other parents do in the other swim clubs?

It most certainly is. It is solely the parents who run Vikings and all of the other summer swim clubs, on a volunteer basis. Aside from the coaches, whom we hire for their expertise, the parents run every other aspect of the club. We do it for the sake of our children, and for ourselves too. There's no denying it; the more you become involved in your children's swimming, the more connected you will feel with your children as well as with the club. Ultimately, the club will benefit from your support and you will reap the benefits of having acquired another "family" to hang out with in the summer. The club is only as strong and as successful as its parent support base.

How do I get involved?

Approach the volunteer coordinator, or any member on the executive, and we will find the right fit of a job for you! See the back of the handbook for a list of sample volunteer positions and the table of contents for a list of executive members and contact information. Alternatively, visit the Vikings website for contact information at <http://www.vancouvervikings.com>

CODE OF CONDUCT FOR SWIMMERS

The Viking Club Executive would like the summer swim season to be a fun, safe, and rewarding experience for all participants. The following guidelines should be kept in mind:

1. Attend practices.
2. Respect and co-operate with your coaches.
3. Work to the best of your ability to improve your swimming.
4. Display good sportsmanship.
5. Show respect for officials and pool staff.
6. When traveling, exhibit good behaviour and a positive competitive spirit as you are representing your club to the community you are visiting.
7. Look after all club property and any pool equipment you use.
8. Do not wear your outside shoes on the pool deck.
9. Refrain from the use of tobacco and drugs, including all alcoholic beverages, while participating in Vikings or BCSSA activities
10. If you qualify in heats for a consolation or championship final you are expected to stay and swim in it.
11. If you are the 1st or 2nd alternate for an event, you are expected to be at the Clerk of the Course when the event is called.

Coaches shall have the authority to set rules for the season regarding situations such as when an individual comes late to practice, or an individual misbehaves at practice. Parents will be told if there is a problem. In extreme circumstances an individual may be suspended for a period of time, or may be asked to withdraw from the Club. Please direct any concerns to the Coaches' Liaison Officer.

CODE OF CONDUCT FOR PARENTS

Children enrolled in the Vikings participate in the program for fun, exercise, and competition. The skills they learn go well beyond what is taught in the pool. The children will take these experiences with them for the rest of their lives. How parents behave is also a learned lesson. When swimmers, coaches, officials, and other parents are not treated with the respect they deserve, we unfortunately pass these attitudes on to our

children. It is this type of lesson the Vikings Swim Club does not wish to teach. Therefore, like the athletes, parents must also abide by a Code of Conduct. Parents will keep in mind at all times:

1. Children are in an organized sport for their enjoyment and not yours. Do not force an unwilling child to swim.
2. Encourage your child to play by the rules.
3. Make swimming a positive experience for your child as well as for other competitors. Applaud good effort by your child as well as by other children. Offer praise for competing fairly and trying hard. Teach your child that honest effort is as important as victory and a best time is more important than a trophy or a place at Provincials.
4. Never ridicule or yell at your child for making a mistake. Never ridicule or yell at children from another family.
5. Respect the value of volunteers and officials; they strive to do their job well. Do not question their integrity. Please voice your concerns to your club executives rather than confront the volunteers and officials directly.
6. Respect and show appreciation for the coaches and trained volunteer coaches who give their time to provide sport activities for your child, understanding that you as a parent have a responsibility to be a part of your child's development.
7. **If parents have concerns about any of the coaches or any aspect of coaching, they should first speak with their child's coach to discuss the issue in private. If parents have further concerns or if they feel the issues that had been discussed have not been dealt with adequately, they should then contact the Head Coach and/or the Coaches' Liaison to resolve the problem. Issues that arise need to be dealt with immediately, as the summer season is very short.**
8. Parents may attend Board meetings. If a parent wishes to make a presentation, they must contact the President at least a week before the meeting.
9. The BC Summer Swimming Association, (BCSSA), of which the Vikings is a member, has a harassment policy. The Vikings support and abide by this policy.
10. Harassment incidents will be treated seriously. All incidents must be reported to the Coach's Liaison. Due consultation will be held with the families involved, the Board of the Vikings, the Viking Coaches, and if necessary the Regional Harassment Officer and the BCSSA. If a parent is found to have mistreated a Viking swimmer, harassed competitors from another team, or harassed another parent or child (depending upon the severity of the incident) the parent at fault may be asked to provide a verbal apology or a written apology to be produced in a timely fashion. In extreme cases, or in cases of multiple infractions, the family who has caused the harassment will face suspension of their membership or even expulsion from the club. No refund of fees will be granted.

FEES

Registration fees cover less than half of our costs. Fundraising events such as the Vikings Swim Meet, gift certificate sales, and the bottle drive cover the balance.

Your basic fee covers **ALL** aquatic activities provided by the Vancouver Vikings Swim Club. The Vikings registration fee covers all swim practices, all swim meets, and both the BC Summer Swimming Association membership fee and the Vancouver and District Region membership fee. Our registration fee, unlike some of the other summer swim clubs, includes all swim meet entry fees so you will not have to pay extra for each swim meet your child participates in.

Summer Swimming Registration

Returning Swimmers; When: Sunday April 10, 2011 (5:00 – 7:00)

Where: Lord Byng Pool lobby

What to bring: Chequebook, child's ID (care card or passport)

Can you buy clothes?: Yes, there will be someone there to take orders, if you know your child's size. If you need to try things on, please come the following weekend (see below).

New Swimmers (never swam with Vikings before):

When: Sunday April 17, 2011 (5:00 – 6:30)

Where: Lord Byng Lobby and Pool

What to bring: Adult – chequebook, child's ID, **Swimmer** – suit, goggles, towel

Vikings clothing will be available to try on and purchase.

Swimming level: We accept swimmers from age 5 – 18, at many levels. The minimum level is that the child is able to swim 25 metres of freestyle unassisted. However, please note that acceptance of any swimmer is at the discretion of the head coach, and may be limited due to space restrictions in various groups.

Summer season rates– from May 1 to mid-August

| | <u>Registration</u> | <u>Revenue Shortfall Deposit</u> |
|-----------------------|---|----------------------------------|
| 1 st child | \$500 | \$300 |
| 2 nd child | \$500 | \$200 |
| 3 rd child | \$300 | \$100 |
| 4 th child | \$300 | \$100 |
| 6 & under | \$250 | |
| Div 7 & 8 | \$300 (includes junior leader commitment) | |
| “O” cat | \$300 (July and August only) | \$200 |

Meet deposit: \$50

Volunteer Deposit: \$200

Please contact Monika Gay, Registrar, at registrar@vancouvervikings.com for more information.

Cancellation Policy

If a member wishes to withdraw from the club prior to May 15, registration fees less \$50 will be returned. Because a portion of the registration fee goes towards the BCSSA registration as well as the Vancouver District Region membership fees, these amounts are not refundable. After two weeks, registration fees are non-refundable.

Payment may be made in two instalments of equal amounts, one by postdated cheque dated May 1st, and one dated June 1st. All cheques are due at the time of registration.

The \$300 of Safeway gift certificates that each member is required to purchase at enrolment are non-refundable.

Meet Deposit

Entering a child into a swim meet costs money. Each race, whether swum or not, costs \$6 or more. To help defray the cost of entered swimmers who do not actually end up attending the meet, a cheque in the amount of \$50.00 per family will be held in safekeeping by the club and cashed only in the event of a swimmer not competing when he or she has committed to do so. Should these funds be depleted, a second cheque for \$50.00 must be rendered before a swimmer will be eligible to enter another swim meet. Usually a child will be entered in three or more races per meet. The cost quickly adds up. The treasurer will call you if your cheque has been cashed and a replacement is needed.

Volunteer Deposit

Parents or guardians are **required** to volunteer a minimum of 20 hours prior to the Regional meet. **In addition**, 2 shifts at each of the Vikings, Regional, and Provincial meets are required if your child is swimming in these meets. For our own Vikings Meet, 2 shifts per day will be required as we are hosting this event and will be responsible for 90-95% of the labour for running this event. It may seem like a lot of volunteer hours, but many parents, especially the executive members, put in a lot more than the minimum. It takes approximately 182 people to run a swim meet! This is why we have a volunteer requirement and why summer swimming must have the motto: if everyone does his/her part, no one has to do too much. A volunteer deposit cheque for \$200 is collected at registration, and is only refunded upon receipt of documentation that the 20 hour minimum has been fulfilled. **If you do not fully complete your volunteer requirements as stated above, your volunteer cheque will be cashed. The amount taken will be pro-rated to the number of volunteer hours that you worked.**

Volunteer opportunities include participation in deck duties or officiating at swim meets. Opportunities are also available for positions behind the scenes such as volunteering to be a group parent or helping with club socials and with fundraising. For the very enthusiastic parent, positions on the executive should be considered. Please fill out a Volunteer Form at registration and indicate the area(s) you would like to work in to help keep Vikings running smoothly. A description of the various jobs required to run a swim meet as well as a list of major volunteer areas available is printed at the end of this handbook. Please contact any member of the executive if you would like to help in their area. Don't leave your volunteer requirements to the last minute as volunteer opportunities decline over the course of the season and unfulfilled hours will result in you forfeiting your volunteer deposit to the club.

A Volunteer Record Sheet is issued with the registration package and is also available on the website. **It is your responsibility to document your volunteer hours throughout the season and submit the record to the volunteer coordinator or to any member of the executive by Regionals, August 6-7 2010 (so that your volunteer cheque will not be cashed).**

The BCSSA delegates volunteer responsibilities to each club for the Regional and Provincial meets. In addition to timing, parents of qualifying swimmers will be required to fulfill their share of the meet responsibilities assigned to the Club at those meets. Unless you leap forward to offer your services in a particular area, the Volunteer Coordinator will assign the duties and communicate the assignments to you. If you are unable to fulfill your assigned duties, it is your responsibility to find a competent and reliable replacement, and to ensure that the job will be done. Please inform the volunteer coordinator of any substitutions.

POOL SCHEDULE

Because of limited pool space available to Vancouver Vikings, the pool schedule changes frequently. Sometimes, as many as six swimming pools are used! Please read the pool schedule carefully! Photocopy and keep one in your car. Check the Vikings website frequently for any changes.

Parents, ensure that your children arrive **15 minutes early (or at the time their coach advises)** for dry land exercises before swim practice. For safety reasons, please make sure the pool is open before you drive away after dropping your child off. There has been the odd occasion where the pool has had to close unexpectedly. Please be on time to pick up your children. The coaches generally remain at the pool for fifteen minutes after the end of the practice so if you need to talk to the coaches about your child's progress, this would be a good time. The coaches are only responsible for the Vikings' participants during scheduled practice times. Please do not wear outside shoes on the pool deck as the dirt gets into the pool. **No parent should be on deck talking to the coaches during practices!** Please note that there will be a decrease in the number of practice sessions scheduled to non-provincial qualifying swimmers after the Regional meet as the coaches will be using that time to prepare the provincial qualifying swimmers for the Provincial meet.

Pool Locations

KE Kerrisdale, 5851 West Boulevard

LB Lord Byng, 3990 West 14th Avenue

HL Hillcrest 4575 Clancy Loranger Way (Ontario Street & 30th Avenue)

SG St. Georges Pool, 4175 W. 29th Avenue

VAQ Vancouver Aquatic Center, 1050 Beach Avenue

JCC Jewish Community Center, 950 W. 41st Ave

WM Watermania, 14300 Entertainment Boulevard, Richmond

* **Please note:** St. George's School prohibits any unauthorized cars from entering their campus. **Please DO NOT drive your car onto the campus** to drop your children off at the pool. You must park your car on the street and walk your children in. **DO NOT park on the campus parking lot AT ANY TIME. Any violation of this rule will result in the loss of the use of the pool for the Vikings swim practices.**

* St George's Pool is one of the pools that is used heavily throughout the summer, as well as during the off-season for winter maintenance. The pool staff is very particular about keeping the pool and deck area clean. Please abide by their rules to ensure that our club will maintain the privilege of using this site. The rules include no food or beverage on deck and, most importantly, **NO OUTDOOR SHOES ON DECK.**

FUNDRAISING PROGRAM

Registration fees cover only a portion of the costs of running the club. In order to operate the club with a fee structure that will not discourage some from joining, we undertake a variety of fundraising activities. **Fundraising is not optional** – all families are expected to contribute to the ongoing success of the club by participating in the fundraising activities.

Each family is expected to raise a minimum fundraising contribution depending on the number of enrolled children in their family. The amounts for the 2011 summer season are as follows:

| | |
|-----------------------|-------|
| 1st child | \$300 |
| 2 nd child | \$200 |
| 3 rd child | \$100 |
| 4 th child | \$100 |

(* Children 6 and under \$0)

At the beginning of the season each family will provide a postdated cheque to cover their family's fundraising contribution this is called the Revenue Shortfall Deposit. During the swim season each family will participate in fundraising with their direct earnings offsetting their fundraising balance. At the end of the swim season if a family has not met their fundraising target (or revenue shortfall deposit) they will have the opportunity to pay off the balance in their fundraising account. In the event that a family's fundraising target is not met and the balance is not paid, their revenue shortfall deposit cheque will be cashed.

Some of the fundraisers that are planned for this year are as follows:

1. VIKINGS MEET

Every year, the Vikings host a swim meet and invite clubs from our own region as well as surrounding regions to participate. **THIS IS THE BIGGEST FUNDRAISER FOR THE CLUB** and requires the support of all Vikings swimmers and parents to make it a success. All swimmers are required to come to the Vikings meet, unless there are extenuating circumstances, and parents must volunteer their time to help run this event.

* this event does not contribute funds to lower the fundraising balance.

2. GIFT CERTIFICATE SALES

This year the club will sell a variety of gift cards from retailers such as Safeway, Stongs and White Spot. This gift certificate program is a win-win fundraiser for the club and club members. The gift card can be used just like cash, has no expiry date. You can use them for your regular shopping or sell them to your friends, neighbors, relatives and people at work. The amount of funds raised by the club with your purchase will be attributed directly towards your fundraising target. For example when you purchase \$300 worth of Safeway

Gift Cards with an 8% commission, you will receive \$24 towards your target.

3. BOTTLE RETURNS

Bottle returns occur all during the summer swim season. Bottles may be returned to Return It bottle Center at 3311 West Broadway. When you return your bottles you will not receive the cash but your return total will be noted by the Return It staff as a Vikings contribution. Please **print** your name in the summary book when they record your returned amount. You will be credited for the full return amount towards your fundraising target. Return it will give Vikings a cheque for the entire amount raised by our club at the end of the summer season.

Please start saving any and all refundable bottles, cans, etc....

4. 50/50, RAFFLE, SILENT AUCTION

As we will be holding a 50/50 draw, a raffle, and a silent auction during the Vikings Swim Meet on July 23, we will need donations of any new or unused items to auction off. Please start putting aside any items you think will be appropriate now in preparation for the upcoming Vikings Swim Meet. Funds raised on a donated item will be credited directly towards the donors' fundraising target.

5. ADVERTISEMENTS IN THE VIKINGS SWIM MEET PROGRAM

Place an ad in the Vikings swim meet program. Prices vary according to the size of ad you would like to put in. The size of ad can be as small as a business card to a full page. Funds raised on advertising will be credited directly towards the fundraising target of the family who sold the advertisement.

6. SWIMATHON

Swimmers are given a goal of a specific number of lengths to swim in a specified time based on their ability level. They are then asked to obtain sponsors per lap and to raise funds for the swim club during the swim-a-thon. The amount of money that a swimmer brings to the club is credited directly towards their family's fundraising target.

7. Corporate Sponsorship

Opportunities exist to be a direct sponsor to the Vikings Swim Club. A family who obtains a sponsor for the club will obtain fundraising credits. Please see the Vancouver Vikings web site for further details.

HELP! GET INVOLVED! WE NEED VOLUNTEERS!

We need a number of families to assist with the above-mentioned fundraising activities. Time spent working on these will count towards the volunteer commitment to the club. If you are interested in helping with these activities or have any questions and any other ideas regarding fundraising for the club, please feel free to contact Katherine Andersen or Marc Gilberg, Fundraising Coordinators at gilberg@telus.net.

Please refer to the Vikings web site under Fundraising for further details on these above mentioned opportunities.

NEWSLETTER

The club newsletter, produced by the coaches, will be available on-line only in the interest of saving paper. Please be sure to visit the Vikings web site on a weekly basis at <http://www.vancouvervikings.com> to keep up to date with club news, pool schedule changes, and social events. The website is our primary means of communication with club members so check it often to avoid missing out on important information.

SOCIAL ACTIVITIES

Over the summer, Vikings has several fun activities in addition to regular swimming practices. Coaches, along with their group parents and parents from the Vikings social committee, organize group social events as well as entire club social events. Read your newsletters to find out what is happening. The coaches are always open to suggestions regarding fun things to do.

Blue and White Meet

Our first event of the season is our "in house" Blue and White meet, please check our website for the date and location. There will be individual events and fun relays. All parents are invited to attend. This is a good opportunity for new parents to get an idea of what a swim meet is all about, as they are encouraged to find out how to work a stopwatch and how to record times. A breakfast social organized by club parents will take place after the meet.

Vikings Family Social

A club social for the entire family will be organized for sometime at the beginning of the season. More information will be given at the start of the season.

Individual Group Socials

Each swim group will have their own socials organized by either the coach or the group parent whether it be a beach party, bowling, laser tag, go-cart racing, movie night, or a hike up the Grouse Grind. All ideas are welcomed. Keep your eye out for these fun events.

Pasta Dinner and Dessert Night

After Challenge Week and shortly before Regionals, the Vikings team gathers together for a traditional pasta dinner and dessert evening. Games and skits can be included in the fun. The idea is to give the swimmers a treat after having survived Challenge Week, to load them up with carbohydrates to help them swim fast and play well at Regionals, and to rally team spirit. Parents who wish to serve on the Vikings Executive for the next season are nominated. Each family brings a pasta dinner to serve eight people and either a salad or a dessert to share. Details to follow.

Annual Awards Banquet

The club holds its annual awards evening and potluck dinner on the first Sunday after Labour Day. This is a fun evening to share creative dishes brought by our club parents and to reminisce about the past summer with your friends. As well, it is a time to thank all of our coaches for their hard work throughout the season and to honour those swimmers and water polo players who deserve special recognition for an excellent season.

PRIVATE LESSONS

A fairly common occurrence in summer swim clubs each season is for a few families to approach a club coach about the possibility of arranging private coaching beyond the regularly scheduled training sessions available to club members. As these arrangements are sometimes misunderstood by other members, the following guidelines have been set forth under which the Executive expects any private coaching would operate if given by the Vikings' coaching staff:

1. No Viking member should in any way feel that extra coaching sessions are necessary for successful participation as a competitive swimmer in the Viking Swim Club. A member who chooses to make arrangements for private coaching will be treated no differently from those who do not. It is club policy to provide quality training throughout the season for every member of the club.
2. Viking coaches are not to approach any club member with an offer of coaching for a fee during the summer swim club season.
3. Any approach to a Viking coach by or on behalf of a Viking club member is a private matter between the two parties. Neither the Viking Swim Club nor BCSSA is involved. The parties are not covered by our insurance.
4. A Viking coach is free to enter into any private coaching arrangements provided this does not impinge upon their responsibilities to the club.
5. Private coaching should not be done within one hour of a regularly scheduled Viking's practice.

ELIGIBILITY FOR COMPETITION

In order to be eligible to compete, you must show your birth certificate or BC Care Card, fill in a registration form and the mandatory volunteer form, and submit the appropriate fees and your family meet-deposit. During the season meet entry sheets are handed out to each swimmer.

Only swimmers who hand the sheet back in to their coach on time will be entered in the meet. **The Viking Club does not pay for deck entries.**

All swimmers are entered in swim meets on the basis of their age category and time qualifications. Most first-year swimmers begin in Development Meets. The focus at these meets is on participation and fun. As their times and skills improve, swimmers are moved up to 'B' meets.

There are times set for each stroke and age group. These times are known as Regional 'A' qualifying times. (See the table of Regional 'A' Qualifying times in this handbook.) When swimmers have achieved two 'A' times, they are considered 'A' swimmers and will not usually be entered in 'B' meets. They would not be allowed to compete in a 'B' event if they already have an 'A' time in that stroke, except perhaps as exhibition. 'A' swimmers compete in 'A' meets. Many meets which the Vikings attend are A/B meets. This means events for A swimmers as well as events for B swimmers will be offered. These meets can be run as two separate meets, with A events following B events, or as one meet with a line drawn on the results page to separate competitors with A times and those with B times.

'S' and 'O' STATUS

An 'S' swimmer is an individual whose participation in any organized aquatic activity between October 1 of the past year, and April 30 of the current year, has not exceeded two hours in any calendar week (Sunday - Saturday) with the following exceptions:

1. Water safety, rescue or leadership programs offered by the Red Cross, YM/YWCA, Royal Life, etc.
2. School Physical Education programs or activities conducted for a maximum of six weeks as part of the curriculum of the school at which the swimmer is normally in attendance.
3. Participation in swimming activities for the specific purpose of competing in any swim meet recognized in the official program schedule of the Annual Swimming Championship organized by any School Athletic Association between **October 1 and November 30**. Training for the school meets cannot be carried out under the direction and/or supervision of a winter swim club. For those students participating in school sanctioned programs, they are allowed to participate between October 1 and February 28th in up to two hours per week of training with their elementary school team in addition to their two hours of winter maintenance with their BCSSA team and still maintain their "S" status.
4. Also, any winter swimmer who achieves a CASA National qualifying time in a non-BCSSA meet will be classified as an 'O' swimmer permanently.

AGE GROUPS

SWIMMING

Swimmers are separated into divisions on the basis of age.

“S” Swimmers:

Division 1: Born after April 30, 2002

Division 2: Born between November 1, 2000 and April 30, 2002

Division 3: Born between May 1, 1999 and October 31, 2000

Division 4: Born between November 1, 1997 and April 30, 1999

Division 5: Born between May 1, 1996 and October 31, 1997

Division 6: Born between May 1, 1994 and April 30, 1996

Division 7: Born between May 1, 1991 and April 30, 1994

Division 8: Born before May 1, 1991

O Swimmers:

Category 1: Same age as Division 1 – 3

Category 2: Same age as Division 4 – 6

Division 8: 17 years of age and over

VIKINGS SWIM CLUB MEET

The Vancouver Vikings are hosting an A/B meet on July 23/24th at Vancouver Aquatic Center. The coaches would like **all Vikings swimmers** to participate!

INFORMATION REGARDING MEETS

Parents: please be aware that our coaches cannot drive your child to and from practices, swim meets. The club has no insurance to cover damages in the case of an accident.

Meets are full-day activities, usually held at outdoor pools. The majority of families bring their own tent. Vikings families try to set up their tents together but it is first come first serve for getting those precious spots so it is not unusual for the team to be scattered throughout the campsite. One solution is to arrive early and save a spot for another Vikings family.

Vikings must be prepared for the weather. Bring an old sleeping bag to use in the tent. If it is cool, bring lots of warm clothes (fleece is good), extra towels and an extra change of clothing. If it is warm, bring sunhats, cover-up clothes and sunscreen.

Meets usually take most of the day, so bring books, games and activities to keep you occupied. Families should bring along food in the form of nutritious high-energy snacks and a light lunch. Greasy or junk food is not recommended for competitors. Please bring a water bottle and lots of liquids! Ideally, each swimmer should have their own cooler to store their food. Parents are responsible for their swimmers at all times. Coaches are working on deck at meets. Coaches are not expected to monitor children who have been dropped off at pools without designated caregivers on meet days.

INFORMATION FOR SWIMMERS ATTENDING A SWIM MEET

Programs are usually available for sale at or near the concession stand. Please listen to the announcer and watch the board at the Clerk of the Course to determine when you should report to marshalling for your event. **Parents, please take your young children to the bathroom before taking them to marshalling for their event.** Sometimes it is a half hour wait before your child actually enters the water. Also, all swimmers should try to keep themselves warm in the marshalling area. You will perform better in your race. There is usually a basket for clothing behind the timers and recorders in each lane. At marshalling each competitor in an event may be given a card, pink for girls, blue for boys. This card tells the swimmer the event, which heat to swim in and which lane. Look after this card! In a cardless meet, the swimmer needs to stay with the group of swimmers in his/her heat. If you miss your heat and are not present at the block at the start of your heat, you will be scratched. There will be either six or eight lanes in the pool; a swimmer will therefore sit on a bench with either five or seven other competitors if the heat is full, or less if it is not. A parent marshal will assist each swimmer to find the correct bench to sit on in marshalling with other children in the heat. Swimmers move along the benches when asked to do so.

When it is their heat's turn to approach the pool each swimmer hands their card to the person, the recorder, sitting behind the timers at the end of the designated lane. Swimmers should not approach the blocks until the timers have finished timing the heat of swimmers ahead of them. After the race, swimmers do not leave the water until all swimmers in their heat have finished. Often, (but not in backstroke), the swimmer will be asked to stay in the water close to the wall until after the next heat of swimmers have started their race.

HELPFUL HINTS FOR A TYPICAL SWIM MEET

Races at swim meets typically start at 8:00am and end around 4:00pm depending on the size and format of the meet. If there are finals, they may continue until 6:00pm, or even later. Smaller meets will end earlier and larger meets, i.e., Burnaby Barracudas, will end a little later. Virtually all meets will take place on Saturday and/or Sunday except for a few development meets, which will take place on a weekday.

Warm up usually starts between 6:15 - 6:30am. All swimmers need to be on deck and ready to go 15 minutes before entering the water for stretching. Warm-up is mandatory. Swimmers should expect to be scratched for the day if they miss the warm-up.

There is ample parking at all sites. However, it is a good idea to get there early in order to claim a spot for your family in a strategic location so that you can have shade from the sun and/or a good view, especially if it is an outdoor pool.

As swim meets can last for a long time, it is important to pack wisely to ensure that your day will go smoothly. In terms of clothing, it is suggested that swimmers pack one towel per race as well as extra bathing suit(s), goggles, and dry clothes to change into. Warm clothes are essential as the weather can change over the course of the day. Pack rain gear or sunscreen as the weather dictates.

Most facilities will have a concession stand but choice of food is limited and may run out by the middle of the day. Pack nutritious meals, snacks, and drinks for the entire day. A cooler is a good idea to keep food fresh and cold.

Swim meets may be long but they are lots of fun. They are a lot like large family picnics! Because there will be lots of families and lots of tents, arrive a little early to claim a spot or two for the entire Vikings family. Attending swim meets are one of the best ways to make friends and to get to know people in the club.

NUTRITION

Vikings should give careful consideration to the quality and quantity of their diet. The following are some guidelines for competition-day food.

Pre-competition meal (night before) should be a hearty nutritious meal. Small and frequent nutritious snacks are preferable to large meals on the day of the competition. Try to eat at least two hours before getting in the water.

Drink water beyond thirst requirements, as it is easy to become dehydrated during practices and meets.

Suggested Snacks:

- Crackers with cheese or peanut butter
- Bagels
- Dried or fresh fruit
- Yogurt
- Applesauce
- Nuts
- Veggies and dip

RELAY TEAMS

Relay teams are made up of four swimmers, usually four girls or four boys from the same

division. Sometimes a younger swimmer is asked to swim up a division. Parents and swimmers should understand relay teams are formed at the discretion of the coach. It is an honour to be chosen. The selection of teams is usually based on a combination of an individual's speed and skill. Factors such as sportsmanship, attitude and availability, as well as the formation of other relay teams, are also taken into account. Relays constitute the major team aspect of the club and the total picture is considered in terms of what is best for the membership as a whole. It is possible to be on either the medley relay team or the free relay team or both. Swimmers who have indicated they will attend a meet and who are chosen for a relay team should be aware of the disappointment their failure to show up for a meet causes the three other swimmers chosen for the relay team. There must be four swimmers on the team!

DEVELOPMENT MEETS

There are several meets held during the season, which are designed for members who are new to competitive swimming. These meets are intended for beginner swimmers in Divisions 1 to 3 and for swimmers who have had little meet experience. Development Meets are a good opportunity for both swimmers and parents to "get their feet wet" in a setting where all participants are newcomers to competitive swimming. Most development meets are held on weekday afternoons.

ATTENDANCE AT SWIM MEETS, COSTS, AND AVAILABILITY OF SWIMMERS

Swim meets begin in June and are held virtually every weekend until Regionals in early August. Swimmers, in consultation with their parents, decide which weekends they wish to compete in meets. It is beneficial to discuss the meet schedule with your coach. Please look at the schedule of meets listed in the handbook.

You do not have to attend every meet! You do not have to attend both days of a two-day meet, but you are strongly encouraged to attend a reasonable number of meets throughout the season. Swimmers new to the club are expected to attend two development meets and two regular swim meets (including the Vikings Meet) throughout the swim season. Returning swimmers are expected to attend at least four regular swim meets (including the Vikings Meet and the Regionals) throughout the swim season.

The Vikings Club pays at least \$6 for each event a swimmer enters and \$8 for each relay. If a swimmer competes in four individual events that works out to a minimum of \$24.00! Entry fees for swim meets are a major club expense and are non-refundable. They are paid out of general funds. The Vikings is one of the few clubs who does not require a separate cheque for meet entries in addition to registration fees, so please only sign up for the meets that you plan on attending.

To enable the Vikings to continue to offer a first-class swim program at a reasonable cost, we wish to ensure that only swimmers who indicate they will be attending a meet are entered. **The Vancouver Vikings will not pay for deck entries.** Deck entries are last

minute decisions by the swimmers to compete in the meet and must be paid for by the swimmers' families in cash on deck at the meet. (Please be aware that most host clubs will not accept deck entries.) If you do not attend a meet that you said you would, then the cost of the races will be taken from your meet deposit cheque of \$50.00. A second meet deposit cheque of \$50.00 may then be necessary before your child will be eligible to enter any further meets.

During the summer each swimmer will be given meet entry sheets. Please check "yes" or "no" for each meet and for each day if it is a two-day meet. ***Make sure your completed meet sheets are handed back to your coach as soon as possible.*** Entries are made on a "first come, first served" basis. Sometimes it is not possible for the host club to accommodate all our swimmers who wish to attend the meet. Entries have to be submitted to the host club by our head coach three weeks prior to a meet. No refunds are granted. Please also realize if you sign up for a meet you will most likely be placed on a relay if at all possible.

All swimmers must recognize the commitment the club is making on their behalf when they indicate they will attend a particular swim meet. If you do not show up, you have taken the place of another Vikings member who might have wanted to attend the meet but could not because all places were taken. Also, you will be disappointing your relay teammates. If you signed up to attend a meet and do not show up, your meet fee cheque will be cashed. (See "Fees" in Handbook).

During the week before a weekend swim meet, information regarding that meet will be published on the website. Directions on how to get to the meet, warm-up times, and other pertinent information will be given. A validation list of the swimmers events will be posted on the Vikings website.

Swimmers who attend both days of a two-day meet can enter 4 individual events over the two days. Swimmers who attend one day of a two-day meet can enter 3 individual events on that day.

OFFICIALS

At **swim meets**, parents must fill many jobs, such as timer, marshal, stroke and turn judge, place judge, starter, and behind the scenes jobs working at the "crash desk" (where the results are tabulated) or doing computer entries. If parents do not do these jobs there will be no meet! Parents usually work one or two shifts each day, a shift lasting two or three hours. Some jobs require just a brief orientation; others need some type of training. Experience can be gained by attending the various instruction clinics that will be offered throughout the season. The first clinic to attend is the "level one", which is where you will learn how to use a stopwatch. The "level two" is the "stroke & turn" clinic, and the "level three" is the "starter & referee" clinic. Watch for dates for when these clinics will be offered. Working alongside experienced volunteers is an invaluable method of gaining skill and confidence in your own abilities. The Vikings will hold a level one clinic early in the season to explain to new parents how a meet runs and outline the very basic job requirements. Also, plan to attend the 'Blue and White Meet' to learn about the structure of a swim competition. The Club will also be holding a stroke & turn clinic later on in the season. Officiating at a Development Meet is an excellent way to obtain on-deck experience. We need to increase the number of officials in our club and maintain a strong Vikings presence on deck. Vikings is the second largest club in the Region, yet we have few deck officials. We need to maintain our presence on deck!

BCSSA OFFICIALS' CERTIFICATION PROGRAM (COMPETITIVE SWIMMING)

Level 1 – Junior Pin – *Green*

Complete both the theoretical and practical components for 3 out of 4 positions:
Lane Timer; Lane Recorder; Marshal; Place Judge

Level 2 – Intermediate Pin – *Red*

Complete both the theoretical and practical components for all of Level 1 and both of the following positions:

Stroke and Turn; Crash Desk

And 2 of the following positions:

Chief Timer; Clerk of the Course; Electronics (understanding of)

Specialty Pin – *Orange*

Be certified in both theoretical and practical components of any one of the following specialties:

Clerk of the Course (S1); Computers (S2); Chief Meet Recorder (S3); Electronics (S4);
Meet Manager (S5)

The individual must have a minimum of three years experience within their specialty, including experience at Regionals.

Level 3 – Senior Pin – *Light Blue*

Be certified in both the theoretical and practical components of all Level 2 positions and 3 of the Level 3 positions. Must have experience at Regionals in at least 1 of the senior positions and have completed a Harassment Clinic: Starter; Referee; Meet Manager; Chief Meet Recorder

Level 4 – Master Pin – *Navy Blue*

Must have a working knowledge of, and proficiency in, all aspects of the pool deck.

Must have worked at Provincials in a Level 3 – Senior position.

Must conduct clinics for both the theoretical and practical components.

Write the Masters' exam.

The Masters evaluation is done by BCSSA's VP Officials (or designate).

CLOTHING

Swimsuits

The Vikings team swimsuit for swim meet competitions and water polo games is a solid royal blue suit. The swimsuit style for girls is a fastback tank and a jammer style for boys. As of 2009 the Vikings swimsuit is **mandatory** at swim competitions, while any swimsuit may be worn to practices. Swimmers are welcome to continue using their Vikings suits from last year if they are still in good condition. In addition special racing suits such as Aquablades or Fastskins will exempt a swimmer from the mandatory use of a Vikings swimsuit.

The club will be selling both Speedo Endurance polyester and Nike Lycra swimsuits at cost to all club members. This is about 30% lower than retail prices.

We carry stock of the logo'd polyester swimsuits. These are chlorine resistant, do not fade, and resist stretching over time. They are an excellent practice swimsuit and may also be worn for swim competitions. These suits will be available for sale at registration and throughout the season as stock permits. It is best to place your orders early to ensure delivery by early June.

We are also taking orders for Lycra swimsuits. These swimsuits are preferred for speed racing as they have slightly less drag than a polyester suit. Although the Lycra suits look good initially, the constant exposure to the chlorine in the pool water will cause them to stretch and fade. As such, it is best to save the Lycra team suit for swim meet use only. We do not have stock of these suits. All orders for Lycra swimsuits with the Vikings logo must be placed by the end of registration to ensure their delivery by the beginning of the swim meet season.

All swimsuits should fit tightly, keeping in mind that new swimsuits will stretch. Water polo players often prefer to wear two suits at a time. The new tight one is underneath while the old one is on top. Alternatively female polo players may prefer to wear water polo swimsuits with a higher cut at the neckline.

Other clothing

Goggles also need special fitting to get a good seal on the face so they will not leak or fall off when the swimmer hits the water during a race. The retail specialty stores are usually good at providing the needed assistance in this area.

Caps – All swimmers **must** wear their Viking swim caps at meets so coaches can identify them. The club sells a heavy weight silicone cap at registration and during the season.

Deck shoes are a good idea to keep from slipping on wet surfaces around the pool.

Club Clothing - The club offers a wide range of clothing bearing the Viking's logo. This includes sweatshirts, sweat pants, T-shirts and Speedo brand parkas. Wearing our team

clothing will help members create a dominating presence on the pool deck at any event. **Team clothing must be ordered at registration in order to arrive in time for the start of our season.** We only place one bulk order for clothing per year so we will be unable to fill orders later in the season.

Care of Clothing

Swimsuits: To prolong the life of your suit, rinse it in cool clean water after use. Chlorine removal detergent, available at most swimsuit specialty shops, is recommended for use once per week. Hang up your suit to dry, but not in the sun. Do not dry your suit in the dryers found in the change rooms.

Swim caps: Swim caps do not last forever. Silicone caps, however, seem to last longer for some swimmers. Take care in putting the cap on. Fingernails have been the cause of some caps shredding. After each use-dry your cap inside and out & try putting a small amount of baby powder on the inside.

Labelling: Please label all your belongings, including your swimsuit, cap, goggles, clothes, towels and all possessions you bring to a swim meet or practice. Sometimes it also helps to put the club name on your clothing. It may increase the chance of your items being returned. Goggles constantly get lost. Keep them around your neck or in your hand in the showers. Put them away in your swimming bag at meets and practices when not being used. Leave all valuables at home.

VIKINGS WINTER MAINTENANCE

Vikings operates a Winter Maintenance Program to support our swimmers over the off season. This program runs from September to April. The program is divided into two sessions: September to December, and January to April. The Winter Maintenance Program is primarily for swimmers who are already in the summer program, or for new swimmers who are planning on joining the summer program the following season. Because it is geared towards the needs of the Vikings summer swimmers, swimmers in the Winter Maintenance Program will only be able to swim 2 days per week in accordance with the BCSSA guidelines. The program focuses on stroke correction and refinement of techniques for speed swimming and competition. The winter program offers Junior Leading opportunities for swimmers 12 years and above. This is a great way to develop leadership and communication skills for those who can commit to one or two hours a week. **Should you require further information, do not hesitate to contact Club Registrar Monika Gay at registrar@vancouvervikings.com**

YOU ASKED US

How many swim practices per week should I attend?

For swimmers in the top groups, it is recommended that they try to make all the scheduled workouts. The coaching staff understand that while school is in session, this can be very hard and is not always possible. Swimmers must also understand, though, that the season is only three and a half months long and we need to have them come to as many workouts as they can during school to get them into shape and ready to swim fast. After school ends the expectation is that swimmers in the top groups attend all the workouts unless they have other commitments. Each workout of the week has a different purpose with regards to physical and technical improvements so if swimmers miss three or four workouts each week they lose out on these things and it makes it harder for them to improve.

For swimmers in our junior groups it is recommended that they attend 60 - 100% of the workouts depending on how much they think they can handle. For younger swimmers more training is not always better, so attending every workout is not always necessary. If you are a new member do not feel the need to jump into 100% attendance right away. Talk to your child to make sure they are not overly tired and are enjoying the workouts as that is the most important thing at their stage of development. We recommend that all of our younger swimmers try to attend their one morning workout each week so they get used to getting up early. The coaching staff wants each swimmer to have fun and will plan workouts accordingly. For those hoping to move up to the top groups we recommend that you try to attend as many workouts as possible - if not all. The coaches need to see that you have the dedication to swim with the more demanding senior groups and full attendance will also maximize your improvement.

Is it all right if I go away to summer camp or on a vacation for a week or more?

Yes, you may go away. Please tell your coach when you will be gone. Swimmers, make sure your meet sheet is handed in. You could design and carry out your own swim practice while you are away. Try to plan holidays so that they do not conflict with our own Vikings Meet, Regionals and Provincials (see the 2011 Swim Meet Schedule).

If I'm in Division 2 does that mean I swim with Group 2?

No, not necessarily. Swimmer assessments will take place the first weekend in May, allowing each Viking to be placed in a group at their appropriate level. Group 1 is the top group; Mini Vikings is the Development group.

What time should I arrive at a swim meet?

You should plan to be on deck, in your swimsuit, cap and goggles, ready for our warm-up time. Warm up is not an option. Allow time to find the pool, find the entrance, find your teammates, etc. before warm-up!

Do I have to stay for relays?

Yes! If you have been chosen for a relay, your three teammates are depending on you. Our club earns team points for relays as well as individual events.

What strokes will I swim on a typical swim meet weekend?

Saturday events are individual medley (IM), free and fly and the medley relay. Sunday events are 100 free, back and breast, 50 fly for Div. 5 and up, and the free relay. Parent relays take place on Sundays, so don't forget your suit!

Do parents have to stay at swim meets and tournaments or can they drop off their children and pick them up later?

At least one parent must attend. Children of all ages look forward to their parents watching them compete, and would most likely be disappointed without their encouragement. Swim meets are organized and run by parent volunteers, and parents from all clubs are expected to assist at each swim meet their children enter. The Vikings has encountered problems with older teen swimmers being left at meets to fend for themselves. Even if you trust your child to behave him or herself, we still require your help on deck.

Why is my entry time for an event at a swim meet not always my latest best time for that event?

The reason is because the meet entries have to be done up to three weeks in advance. The host club will not know your latest best time when they prepare their program. So surprise them! The initials "NT" followed by a swimmer's name is an abbreviation for "No entry Time".

If my coach asks me to swim a 100m IM, what does that mean?

25 meters is one length of a short course pool, such as Lord Byng or Percy Norman. 50 meters would be two lengths, 100 meters four lengths, and 200 meters would be eight lengths. An IM is an individual medley. Swimmers begin with one length of butterfly, followed by one length of backstroke, one length of breaststroke, then one length of freestyle. Older swimmers compete in a 200m IM. This race is eight lengths - two lengths of each stroke. 6 & Under competitors usually swim 25 meter events. A pool such as the Vancouver Aquatic Centre is a long course pool and is 50 meters in length.

How can I keep up my swimming skills during the winter?

The Vikings Winter Maintenance Program is a good choice for swimmers, as is the Percy Norman Swim Club. These are professionally coached swim programs designed to help you with stroke technique and maintain your endurance. Oftentimes, both these programs are coached by the same coaches from Vikings. These programs run from September to April.

Remember if you want to maintain your 'S' swimmer status, you can only have two hours per week of coached swim time.

AWARDS

Awards are presented at the annual banquet in September. To be eligible a swimmer must have competed in a minimum of three meets on three different weekends, prior to Regionals. Additional aggregate and improvement awards may be awarded if there are swimmers deserving of the awards. Check out the trophy case in the hallway to Kerrisdale Pool to see the display of trophies awarded to Viking Swimmers.

Geri Holburn Award:

This award was donated in the memory of a teen-aged Viking swimmer who died of cancer while still a member of the club. This is considered the most prestigious award and is only presented if an exceptional individual is identified. It is awarded to a senior club swimmer who is a good all-around swimmer, exhibits good sportsmanship, helps when asked and encourages the younger swimmers of the club. Division 5 to 7 swimmers, coaches and members of the executive submit recommendations to a committee who will choose the recipient.

Aggregates:

Swimmers accumulate points based upon their achievement at swim meets attended. In addition, the top 'A' swimmer from our club in each event, at each meet, is given three points (six points at Regionals and Provincials). The boy and girl attaining the most points in each division are awarded a trophy.

Vikings Awards

A Vikings award is given to one boy and one girl in each division. This award will be for a combination of good sportsmanship, effort, attitude, and improved times for the swimmer's four best strokes.

'O' Aggregate:

One boy and one girl swimming in the 'O' category will be awarded a trophy for high point accrual in this category.

2010 VIKINGS' AWARD WINNERS

| Division | Aggregate Award | Vikings Award |
|--------------|------------------------|--------------------------------------|
| Div 1 Boys | William Lin | Stephen Lin |
| Div 1 Girls | Emily Yang | Jocelyn Chambers Alexandra Turvey |
| Div 2 Boys | Kenny Liu | Jonathan Gilberg Matthew Kieffer |
| Div 2 Girls | Dorothy Lin | Erin Brooks Hannah Lisonbee |
| Div 3 Boys | Jamie Fannin | Jonathan Chou |
| Div 3 Girls | Elizabeth Suen | Lauren Caswell Lucy Wicken |
| OCat 1 Boys | Qaasim Karim | |
| OCat 1 Girls | | |
| Div 4 Boys | Michael Jakac-Sinclair | Geoffrey Ching |
| Div 4 Girls | Mariah Ho | Kiersten Gilberg |
| Div 5 Boys | Patrick Sheppard | Brian Tsang Liam Wicken |
| Div 5 Girls | Poljanka Johnson | Emma Madden-Krasnick |
| Div 6 Boys | Johnny Liu | Timothy Ho |
| Div 6 Girls | Fandi Gu | Tracy Leung Jodie Ng |
| OCat 2 Boys | Travis Kam | Brian Lo |
| OCat 2 Girls | Micah Gay | |
| Div 7 Boys | Grant Jones | |
| Div 7 Girls | | |
| Div 8 Boys | | |
| Div 8 Girls | Laura Sze | |

| |
|----------------------------|
| Junior Leader Award |
| Timothy Ho |
| Jodie Ng |

The Vikings would like to congratulate these athletes on an outstanding season!

COACHES

All parents should be aware that a committee, comprised of volunteers from our executive, hires our coaches. These individuals work very hard to ensure the Vikings hire the best capable instructors for our swimmers, with consideration also given to the ability of the staff to work together for the benefit of the team. Each coach is interviewed at least once, reference checks are made, and each of our coaches must undergo a criminal record check.

The executive is pleased to welcome back our returning coaches and a warm welcome to our new coaches!

Desmond Lam - Head Coach I am very excited to returning to the Vikings for my 15th season with the club. This will be my 6th season as a coach for the Vikings and first as Head coach. Swimming and athletics has always been a huge part of my life and has helped me developed skills that will last much longer than my sporting career. I believe that a sport like swimming can provide lessons of time management, dedication, self confidence, respect for others and a strong work ethic will carry into your education and future career. I look forward to passing on these skills to all the Vikings swimmers this season.

I am currently a year away from finishing up my Undergraduate degree at the University of Alberta in Human Kinetics. U of Alberta has one the top athletic programs in the CIS and as part of my degree I have got to learn from varsity coaches who have also worked at the National and Olympic levels of sport. Experiencing different styles of coaching in variety of sports has given me a good understanding of how to coach different types of athletes at a developmental and competitive level. I want all the swimmers to have fun time, but also understand that fun can be different for every athlete. I am passionate about sharing my experiences in athletics with all the Vikings swimmers and look forward to working with the coaching staff to provide a positive experience to the Vikings this summer.

E-mail: swims.fast@hotmail.com

Geoff Jones - Swim Coach - Geoff is an experienced international elementary school teacher who is currently teaching Kindergarten at St. John's School. He likes sharing his enjoyment of aquatics with younger swimmers and while teaching abroad has coached various teams in Australia, Thailand and Ukraine. Geoff's love for swimming and coaching all started with the Vancouver Vikings when he trained as a swimmer and water polo player. Since then, Geoff has coached the both the Vikings development and senior swimming groups, the Percy Norman Swim Club, Vancouver Pacific Swim Club and the York House Swim Team. He is thrilled to be back in Vancouver and looking forward to another great season with the Vikings. E-mail:jonesgeoffrey@gmail.com

Elliot Lee - Swim Coach - Hello Vikings! My name is Elliott, and I'm currently in my second year of my science undergraduate at UBC. I am a Backstroke/Freestyler, and I have been swimming since I was 7 as a winter and summer club swimmer. I have been involved with the Tumbler Ridge Minnows, Comox Valley Sharks, Winskill Dolphins, and am currently a member of the UBC Thunderbirds varsity swim team. Last season was my first year coaching with the Surrey Sea Lions, and I cannot wait for the season and my second year of coaching to start with the Vancouver Vikings! I have a deep love for the sport of swimming and anything associated with it, and I am proud to pass on all the knowledge I've gained over the years. The Vancouver Vikings are an extremely respectable club and I'm excited for the experience to coach and build the reputation for future years. E-mail:elliott_lee01@hotmail.com

Ian Leith - Swim Coach - I am very excited to start my first year coaching with the Vancouver Vikings. I am currently in my 3rd year at the University of Alberta in their business program and am majoring in Accounting, and look to get my CA certification once I graduate. I have swum on the U of A varsity swim team for 3 years now, and have been swimming with numerous amounts of swim clubs, including the Richmond Aquanots, Richmond Rapids, Vancouver Pacific Swim Club, and the Canadian Dolphins Swim Club.

I have been a swimmer for more than 15 years, and have had coaching experience with CDSC, and was the head coach for my high school swim team, which was Point Grey. Swimming with a wide variety of coaches has allowed me to experience many different coaching styles and continuously build on my coaching style. I believe that swimmers should always have fun while they are at practice, however I wish that all the swimmers I coach improve to the best of their abilities. I looking forward to my first year with the Vancouver Vikings and working with the 2011 coaching staff. E-mail:ileitch@ualberta.ca

Tracey Nguyen – Swim Coach - Tracey is a second year Business and Education student at the University of Victoria, where she is was a former member of the UVic Varsity Swim Team. This is Tracey's third year coaching with Vikings, and her thirteenth as a member of the club. During her years with Vikings, she has been the recipient of several awards including provincial medals and meet records. Tracey also comes from a rich background of winter swimming, where she was a former member of the UBC Dolphins Swim Team and both a junior and senior coach for Pacific Coast Swimming. In past years, she has also coached for the Percy Norman Swim Club and Vikings Maintenance Program. Tracey is looking forward to be returning to coach the Vikings this summer and share her knowledge of swimming with Vikings swimmers.

E-mail: nguyent@hotmail.com

Vancouver Vikings Swimming Group Structure 2011

| Groups | Description | New Swimmer Standards* | Commitment |
|----------------|---|--|--|
| Mini Vikings 2 | A group for young novice swimmers, who have partially developed their stroke technique, that explores racing while teaching the basics of competitive swimming strokes. Generally graduates to Mini Vikings 1. | 5-10. Has completed Swim Kids 6 or equivalent – able to complete 25m swim unassisted and familiar with BK FR. Strong capacity for in-water flutter kick desirable. | - 2-3 60 min practices per week - Development Meets (strongly encouraged) Compulsory: - Vikings Meet |
| Mini Vikings 1 | A group for Mini Vikings who demonstrate strong technique and commitment to racing centered around preparation for competitions and future training in the Junior group. Generally graduates to Junior. | 5 to 11 years old. Has completed Swim Kids 7 or equivalent – able to complete 50m unassisted and familiar with BR BK FR. Strong capacity for in-water flutter kick required. | - 3-4 45-60min practices per week. Compulsory: - Developmental Meets - Vikings Meet - Regional Championships - Provincials Championships (if qualified) |
| Junior | A group for adept junior swimmers who possess a strong technical foundation aimed at race preparation and performance at the Regional and Provincial meets that also prepares swimmers for training in the Intermediate group. Can graduate to Intermediate 1 or 2. | Between 9-12 years old. Has completed Swim Kids 10 or equivalent – able to complete 100m unassisted and shows competency in BK BR FR as well as familiarity with FL. | - 5-6 60min practices per week Compulsory: - Vikings Meet - Regional Championships - Provincials Championships (if qualified) - 2 other regular season meets |
| Intermediate 2 | A conditioning group focused on stroke improvement for early adolescent swimmers with competitive aspirations and/or recreational intentions that also prepares swimmers for training in Senior group. Can graduate to Senior. | Between 12-15 years old. Has completed Swim Kids 10 or equivalent – able to complete 150m unassisted and shows competency in BK BR FR and familiarity with FL. | - 5-6 60min practices per week Compulsory: - Vikings Meet - Regional Championships - 1 other regular season meets - can graduate to INT1 or Senior Group |
| Intermediate 1 | A committed and competitive group for swimmers of appropriate age and skill level focused on performance at the Regional and Provincial meets that also prepares swimmers for training in the Senior group. Can graduate to Senior. | Between 12-14 years old. Proficiency in all four strokes. Previous competitive swim experience. | - 5-6 60-90min practices per week Compulsory: - Vikings Meet - Regional Championships - Provincials Championships (if qualified) - 2 other regular season meets |
| Senior | The top group for competitive swimmers of appropriate age and skill level aimed at race preparation and performance at the Regional and Provincial meets. | 14 years old and over. Proficiency in all four strokes. Adequate fitness level and possessing previous competitive swim experience. | - 5-7 60-90min practices per week - Vikings Meet - Regional Championships - Provincials Championships (if qualified) - 2 other regular season meets |

*Placement of swimmers within groups is ultimately done at the discretion of the Head Coach. The above are guidelines used but do not reflect pool space constraints, the total number of club members, and other such factor that influence swimmer distribution across the groups and change from year to year. BK = backstroke or backcrawl; BR = breaststroke; FR = freestyle or frontcrawl; FL = butterfly

| Position | Name | Phone | E-mail |
|-----------------------|------------------------------------|--------------|-------------------------------------|
| President | Edward Jang | 604-338-8654 | edwardjang@shaw.ca |
| Past President | | | |
| Vice President | Ken Caswell | 604-555-1212 | kccas1100@shaw.ca |
| Treasurer | Stanley Mah | | s.mah@telus.net |
| Secretary | Helen Nichols | 604-733-5307 | lisonbee@shaw.ca |
| Coaches Liaison | Gwen Chambers | | gwenjchambers@aol.com |
| Registrar | Monika Gay | | registrar@vancouvervikings.com |
| Meet Manager | Claudia Laroye | | claudia@laroye.ca |
| Pool Schedulers | Ken Caswell | 604-555-1212 | kccas1100@shaw.ca |
| Communications | Nancy LePard | | dougnnancy@shaw.ca |
| Fundraising | Katherine Andersen Marc Gilberg | | fundraiser@vancouvervikings.com |
| Awards | | | |
| Water Polo | | | |
| Clothing | Lee Ford | | leeclancyford@shaw.ca |
| Social | Nicola Zeunert Mary Madden | | nicola@cw2.ca marymadden@shaw.ca |
| Volunteer Coordinator | Annie Ma | | anma168@hotmail.com |
| Equipment Manager | | | |
| Winter Maintenance | | | |
| Director Of Officials | Sheila Ho | | shillamtyho@telus.net |
| Vikings Website | James Yang | 604-728-8286 | admin@vancouvervikings.com |
| Members at Large | Angie Haveman Don White | 604-323-2358 | whitedo@shaw.ca |

Vikings 2011 Executive

JUNIOR LEADER PROGRAM

Senior swimmers can volunteer as Junior Leaders to assist younger swimmers at swim and water polo practice and meets. The Junior Leader program develops leadership, teaching and swimming skills as well as help develops stronger bonds between swimmers throughout the club. The responsibilities that come with being a Junior Leader are in addition to, and not in replacement of your swimming and/or water polo commitment.

Who can apply?

Any Vikings swimmer in Division 4 & up (12 or older), committed to volunteering one or two hours a week

Do Previous Volunteer Coaches need to re-apply?

Yes

How do I apply?

Contact Desmond Lam @swims.fast@hotmail.com

Who needs to attend the training?

All Junior Leaders new and returning.

Swimmers who do not make an effort to attend the training will not be Junior Leading.

What about the North Vancouver training clinic?

The North Vancouver Cruisers run a training clinic for volunteer coaches and open for other clubs in the region in April. If you are in Division 4-5 and have not taken the North Vancouver Regional training clinic you are strongly encouraged to do so. Please sign up at registration in early April to find out more information.

When will Junior Leading start?

It will start the second week of May. Please watch for information to follow.

You may contact Desmond Lam swims.fast@hotmail.com

VIKINGS 2011 SWIM MEET SCHEDULE

| <u>Date</u> | <u>Host Club</u> |
|----------------------|--|
| May 29 th | Squamish Pirates |
| June 11/12 | Richmond Kigoos Icebreaker Meet |
| June 18/19 | Ladner Stingrays Super 7 Meet –Watermania |
| June 25/26 | North Shore Winter Club Marlins Meet |
| July 2/3 | Kelowna Ogopogo Club 64 th Annual Invitational Meet |
| July 9/10 | North Vancouver Cruisers Hootenanny – UBC Pool |
| July 16/17 | Burnaby Barracudas Meet – Central Park Pool |
| July 23/24 | Vancouver Vikings 'Meet at the Beach' - VAQ |
| July 30/31 | North Delta Sunfish Meet – Sungod Pool |
| Aug 6/7 | Regionals – North Shore Winter Club |

Brief Description of Swim Meets:

RICHMOND A/B: The "icebreaker". This meet is held at an **outdoor** facility in Steveston. It is a good meet for you and your coaches to find out early in the season where you place relative to other swimmers in your division.

SQUAMISH A/B: An **indoor**, 6 lane pool. Lovely facility, great surroundings. Pool located just north of Squamish on your right.

NORTH VANCOUVER CRUISERS A/B: Held at UBC.

NORTH SHORE WINTER CLUB A/B: **Outdoor**, 6 lane pool in a club setting. 1325 East Keith Road, North Vancouver.

VANCOUVER VIKINGS A/B: **Indoor**, a two day meet held at Vancouver Aquatic Center. All Vikings swimmers please attend! Parents, your help is essential to make this day a success for our swimmers and our guest competitors. This is also the major fundraising event for our club.

NORTH DELTA SUNFISH A/B: Held at the Sungod Recreation Center 7815-112th Street, Delta, B.C. This is an indoor, 6 lane pool.

REGIONAL MEET

Regional Swim Meet

Vancouver District "Regionals" is actually two meets combined. The B meet is the last meet for B swimmers. The A meet is the qualifying meet for Provincials for A swimmers. Swimmers must have competed in one BCSSA sanctioned meet during the summer to be eligible to enter the A meet. Squamish will be hosting the Regional Meet this year. Depending upon your times, you may compete in either the 'A' or the 'B' tier. Medals are awarded to the top three finishers in each individual event in both the 'A' and 'B' tiers. **The top three finishers in each "A" event and the top two relay teams in each division are eligible to go to Provincials.** Swimmers who attain PQT's (provincial qualifying times) in the finals of their 'A' events at Regionals are also qualified for Provincials for that event, even if they don't finish in the top three. There are also PQT's for relay teams. "O" swimmers must better the de-qualifying time as well as place in the top three.

Please indicate on your Regional Meet Sheet if you can attend Provincials. If you change your mind, the last chance to let your coach know is at the end of the Regional Meet. If you cannot go, then the person who finished fourth will be eligible. It is only fair they be told as soon as possible.

What happens after Regionals?

The swim club practices continue for those swimmers who qualify for Provincials in one or more individual events, or as part of a relay team. The club also offers a few fun practices for swimmers who do not qualify for the Provincials.

PROVINCIAL MEET

The BCSSA Aquatic Championships will be held in Richmond BC, at Watermania on August 15th to 21st, 2011. The regional swim practice for the swim team is usually held on Thursday evening, with competition on Friday, Saturday and Sunday. You need to have qualified at the Regional Meet to participate at the regional swim practice as well as the Provincial Meet.

Swimming: Swimming will be held on August 19-21-23, 2011. There will be a Regional swim practice for the team, usually held on the Thursday evening, with competition on Friday, Saturday and Sunday. You need to qualify at the Regional Meet to participate at the Regional swim practice as well as the Provincial Meet.

The following is the order in which events are usually swum at Provincials. More details about Provincials will be available at a later date.

- Friday, Aug 19 - 50m Free, 100m and 200m IM, and the Medley Relays.
- Saturday, August 20- 50m and 100m Fly, 50m and 100m Back, and the Free Relays.
- Sunday, Aug 21 - 50m Fly Divisions 5 - 8 and O Cat. 2, 50m Breast, 100m Breast, 100 Free, and the Regional 'S' and Regional 'O' Relays.

2011 VANCOUVER DISTRICT REGIONAL 'A' QUALIFYING TIMES

Please see the BCSSA website, at: www.bcssa.bc.ca for this year's A times. Vancouver District Region does not have "B" swimmers in Div 6 - 8.

Provincial Qualifying Times (PQTs) will be posted at Kerrisdale Pool when they are available from the BCSSA.

SAMPLE VOLUNTEER POSITIONS

Executive Member: Participates in the running of the Club.

Group Parent: Represents one of the group levels as a liaison between the parents and the club executive. He or she is responsible for telephoning in conjunction with events and to confirm volunteer duties.

Fundraising Sales: Assists in fundraising sales (e.g. hanging flower baskets' sale; the bottle drive; the sale of Safeway Gift Certificates) in separate events and at the Vikings Meet.

Sponsorship: Check this if you would like to be a sponsor or if you would like to help to solicit sponsorships.

Clothing Sales: Assists with the sale and distribution of club suits to the swimmers.

Meet Managing Committee: Assists on a sub-committee to help organize the Club Meet.

Social/Refreshments: Helps run Club social events throughout the season such as the Pasta Potluck and Awards Banquet, and prepares and serves food at the Blue and White and Vikings Meets.

Awards: Assists the Awards Coordinator in organizing the ribbons at the Vikings Meet and trophies for the Awards Banquet in September. Also helps to distribute medals and ribbons after each swim meet.

Equipment Transport and Set-Up: Assists the Equipment Manager in the storing, the transporting and the setting up and taking down of the tent and timing equipment at the swim meets.

Computer: Assists the Registrar with registration-related computer work. Assists the Computer Coordinator with meet-related computer information and assists the Head Coach with meet entries.

Communications: Helps with publicity (e.g. the distribution of posters and brochures to community centers, pools, and elementary schools) and assists with communication for the club during the swim season. Updates the Vikings Handbook each season.

Volunteer Coordinator(s): organizes volunteers to help with club functions as well as swim meets.

HOW CAN YOU HELP OUT AT THE VIKINGS MEET?

The Vikings Meet will be held on July 23/24th 2011 at Vancouver Aquatic Centre.

Hosting a meet requires a great deal of planning, and we need “all hands on deck” during our Meet. To make our Meet successful, *everyone* has to pitch in. We will, accordingly, be asking everyone to do at least two shifts in jobs other than timing. The Volunteer Coordinator will contact you sometime before the Meet to ask what you’d like to do. If you worked in a particular position in previous years, the coordinator may ask you to assist in that area again, but if you need a change, please let us know! And if you’re new to the Vikings, don’t be shy – volunteer for a position knowing that we have others in the Club with experience to guide you and make sure that you enjoy yourself!

We will need volunteers for the following positions:

1. **Setup Crew:** Starting Friday evening at approximately 6:00 pm, the Setup Crew sets up blocks, flags, tables, canopies, timing equipment, etc. *All Grade twelve swimmers are asked to help on the Setup Crew.*
2. **Announcer:** The Announcer announces the events and heats over the speaker system. A strong, clear voice is an asset.
3. **Clerk of the Course:** The Clerk of the Course processes scratches and deck entries and organizes swimmers into their lanes. The Clerk of the Course also posts the events being marshaled on an events board, and distributes time cards to swimmers as they are called to their events.
4. **Marshalls:** The Marshalls, working with the Clerk of the Course, organize swimmers by heat and lane on benches as their events approach. An effective Marshaller has patience, a sense of humor, and confidence-building skills.
5. **Lane Timers:** Using a stopwatch, the Lane Timers time swimmers from the start signal (light flash) to the final touch. The Lane Timers then give the times to the Recorders. Lane Timers are supervised by a Chief Timer.
6. **Recorders:** Recorders push the electronic plungers when the swimmers make their final touches at the wall, and record times on the swimmers’ cards.
7. **Place Judges:** Three Place judges sit on each side of the pool. They record the ranking of swimmers as they finish their races; this serves as a back-up to the timers’ data and the electronic timer data.
8. **Runner:** The Runner collects cards from Lane Timers, Place Judges, and Stroke & Turn Judges after each event, and delivers them to the Crash Desk.
9. **Crash Desk:** Several volunteers run the Crash Desk, and calculate final times and places based on the records from the Lane Timers, electronic timers, and Place Judges. This position requires a calm disposition and good numeric skills.
10. **Computer Volunteers:** These volunteers verify and enter the final results into the computer program to print results sheets for posting, and print labels for the ribbons. This position requires good computer keyboard skills.
11. **Fundraising:** These volunteers are stationed in the lobby to sell programs, raffle tickets, and to run the silent auction.
12. **Hospitality:** These volunteers help to set up the food preparation area, prepare and

serve food, and assist with tear down after the Meet. Our Club has a great reputation for terrific food, and the Hospitality Volunteers are essential if everyone is to be kept fed and happy. *Note: all families will be assigned an item of food to bring on each day of the Meet. Watch the newsletter for food assignments.*

- 13.** Tear Down Crew: The Tear Down Crew disassembles tables and other equipment, and generally cleans up after the Meet. *All Grade twelve swimmers are asked to help with tear down.*
- 14.** Assistant Volunteer Coordinator: The Assistant Volunteer Coordinator makes phone calls to remind people of their assignments at the meet, and to help find volunteers to fill remaining positions.
- 15.** Awards: The Awards Volunteers put labels on the ribbons and aggregates.
- 16.** Stroke & Turn Judges: The Stroke & turn Judges ensure that swimmers are executing strokes in accordance with the BCSSA rules and regulations.
- 17.** Starter: This volunteer starts the races.
- 18.** Referee: The Referee assists the Starter by ensuring that all swimmers are on the blocks and ready to go, and also assists the Stroke & Turn Judges by identifying any stroke violations.