



WETASKIWIN ORCAS

LIFESAVING SPORT CLUB

Members Handbook and Team Policies





Table of Contents

Team Goals	2
Club's Commitment.....	2
Coaches Commitment	2
Parent/Guardian's Commitment.....	3
Swimmer's Commitment.....	3
Attendance.....	3
Members At Large	4
Communication.....	4
Parent Meetings/Newsletters	4
Competitions.....	4
Recreational Squads and Competitions	4
Competition Entries/Fees.....	5
Competition Relay Entries	5
Competition Procedures	5
Competition Transportation.....	5
Payment Plans	5
Membership Fee & Training Fee	5
Early Bird Pricing.....	6
Refunds and Financial Commitments for Members Leaving the Club.....	6
Volunteer Commitment (Competitive Squads only).....	6
Discipline Policy	6
Lockers	6
Water and Snacks	7
Orca Apparel Policy.....	7
Pool Nationals, Surf Nationals and Rescue 2021-2022	7



Team Values & Goals

1. To develop skills based on personal bests in swimming, lifesaving, fitness, knowledge, leadership and teamwork.
2. Encourage members to participate for life through long-term athlete development and trying different pathways such as competitive lifesaving activities, SERC (Simulated Emergency Response Competition) and Surf Lifesaving.
3. To develop within our squads a feeling of family. We will support each other by being, **Encouraging, Fun and Inspiring**.
4. Show excellent sportsmanship with teammates and competitors from other clubs.

Club's Commitment

1. Operate according to policies and procedures, as outlined by the City of Wetaskiwin.
2. Operate according to policies and procedures as outlined by the Lifesaving Society.
3. To support each WOLC program and give the coaches the training and support needed to be successful.
4. To maintain accurate financial records.
5. To communicate club policies and procedures to the membership.
6. Ensure club policies are administered on a fair basis.
7. Ensure communication lines are effective and consistent.

Coaches Commitment

1. Behave in a manner expected as a staff member of the City of Wetaskiwin.
2. Ensure the swimmers understand their responsibilities as outlined in the member's handbook and the Code of Conduct.
3. Support the team goals.
4. Foster the development of swimmers in their swimming strokes from a technical point of view.
5. Assist swimmers to develop appropriate mental skills.
6. Assist swimmers to develop appropriate nutritional skills based on the Canadian Food Guide.
7. Participate with swimmers individually and/or as a group, in a meaningful goal setting.
8. Communicate appropriately with swimmers emphasizing positive feedback as much as possible along with constructive direction.
9. Communicate with parents to share concerns, resolve problems or discuss performance on an on-going basis.
10. Keeping in mind the safety of all swimmers under their direction both during practice and at competitions.



Parent/Guardian's Commitment

1. Abide by the parent code of conduct.
2. Inform Head Coach of any medical conditions or allergies your swimmer has.
3. At the beginning of the season read the 'Concussion Protocol for Parents' provided by the Head Coach.
4. Read the Members Handbook and Team Policies.
5. Attend parent meetings.
6. Ask questions and communicate any concerns with the coaching staff to the Head Coach directly.
7. Refrain from consulting with coaches or swimmers during practices.
8. Inform the coach if their swimmer is unable to attend a practice.
9. Inform the Head Coach of any injury or illness, which prevents their swimmer from participating in a practice.
10. Provide swimmer with encouragement and support and allow coaches to provide the required technical and critical direction.
11. Provide emergency contact information for out-of-town competitions.
12. Volunteer and/or officiate at competitions.
13. Meet all financial commitments.
14. Be a positive ambassador for the Wetaskiwin Orcas Lifesaving Club at all times.

Swimmer's Commitment

1. Abide by the swimmer code of conduct.
2. Attend all practices and arrive on deck ready to swim 10 minutes prior to the scheduled starting time.
3. Participate in practices for the entire session.
4. Admission to the Manluk Centre is required for swimming before and/or after scheduled practice times.
5. Swim Test wristbands can be granted by coaches of the ORCAS program only if we deem it appropriate.
6. Follow the directions of the coaches in a co-operative & respectful manner.
7. Encouraged to follow the Canada Food Guide.
8. Wear Orca clothing at competitions.
9. Respect the facility and its equipment at home and away.
10. Maintain positive and open communication with both coaches and parents.
11. Inform the Head Coach if unable to attend a practice or competition.
12. Inform the Head Coach of any outside influences or commitments that may impact swimming performance.
13. Be a positive ambassador for the Wetaskiwin Orcas Lifesaving Club.

Attendance

Efforts should be made to attend every scheduled practice. The coaches are expecting each swimmer to be on deck, ready for warmups on time. If your swimmer cannot attend a practice or cannot be on time, please let the coaches know. Repeated tardiness to practices will result in a discussion with the swimmer and their parents. All swimmers registered with the Wetaskiwin Orcas are expected to train with the team.



Members At Large

Swimmers who cannot attend regular practices must make arrangements with the coaching team. These swimmers will need to attend a pre-determined number of practices prior to the sign-up deadlines for each competition. Please talk to the Head Coach regarding this requirement and the cost associated with this option.

Communication

Keeping open and easy lines of communication are a key component of a successful club. E-mails, as well as the bulletin board at the pool, will be the main lines of communication. We will also be using the Wetaskiwin Orca Facebook page for communication with swimmers and parents. Parents are encouraged to speak with the Head Coach before or after practice with any concerns they may have.

- Phone - (780) 361 4411
- Email - orcaser@wetaskiwin.ca
- Facebook - <https://www.facebook.com/groups/wetaskiwinorcaser/>
- Constant Contact (This will be the form of communication used throughout the season for Newsletters and any Urgent notifications such as pool closures, and practice cancellations, etc.)

Parent Meetings/Newsletters

Parent meetings will be held prior to the season start and as necessary throughout the season to communicate important information to Orca families. This is a great time to give and receive feedback and have your questions answered. Please attend these meetings, if at all possible. Please see the Orca Parent calendar for dates and times.

Parent Newsletters will be sent out every month. These newsletters will contain important information about upcoming events and general team information. Parent Newsletters will be distributed via email (Constant Contact), the Orca Facebook page, and the Orca bulletin board.

Competitions

Competitions are encouraged for everyone enrolled in a Competitive Squad. Swimmers are responsible for their own behavior at competitions. The coaches will be on deck observing races and giving feedback to each swimmer. Swimmers **must** have a parent/guardian at the competition. The Orcas take pride in respecting other facilities and swimmers; sportsmanship and fair behavior are mandatory for all athletes attending a competition.

Recreational Squads and Competitions

Swimmers in the Recreational Squads are eligible to compete at our home swim meet if they wish. They will first need to participate in the Jellybean meet in December which will be held before the Home Meet in January. The swimmer will be evaluated and must be approved for competition by the Head Coach. In order for swimmers to compete they will have to be registered with the Lifesaving Society (which does carry an activation fee of \$50). As soon as this process has been completed your child will be able to compete at our home swim meet.



Competition Entries/Fees

To sign up for an upcoming competition please speak with the staff at the front desk of the Manluk Centre or sign up online. Information about upcoming competitions will be communicated through team Email and through the Orca Facebook page. The *non-refundable* entry fee, as well as a \$5.00 processing and a \$5.00 coaching fee are associated with each registration for a competition. Fees are due at the time of registration.

Competition Relay Entries

Relays will be chosen by the coaching team. In order to qualify for relays, the swimmer must attend practices on a regular basis. Depending on the competition, relays may be chosen based on participation, as well as speed and skill level. Relays for Provincials will be chosen according to times and any substitutions are at the discretion of the coaching team. Swimmers who are late registering for a competition may not be placed in relays.

Competition Procedures

1. Warm up as regulated by the LSABNT.
2. Warmups are mandatory for every swimmer competing. Arrive *15 minutes* prior to the scheduled warm up time.
3. Sit with the group and relax between your events.
 - Please note; electronics are discouraged at competitions unless it is being used for music prior to a race.
4. Team shirts must be worn.
5. After each event, athletes are to *check in with the coaches*. This gives the coach the opportunity to discuss the event and add positive comments and strategy for development.
6. Parents are asked to stay off deck, unless volunteering or approved by the coaching team and meet manager.
7. All swimmers are asked to participate in each eligible event.
8. Pack extra towels, extra goggles, swimsuit, team cap, fins, healthy snacks, and plenty of water.
9. Each swimmer is to check out with the coach prior to leaving for the day.
10. Swimmers must display exceptional sportsmanship at all times.

Competition Transportation

Transportation to and from competitions is the responsibility of the parent/guardian.

Payment Plans

A payment schedule may be arranged if necessary. A service fee may be applied to each future payment.

Membership Fee & Training Fee

The fees for all squads include a team shirt and a Latex swim cap. The Lifesaving activation fee is non-refundable. All fees are due at registration.

Please inform a Coach if your swimmer is allergic to latex.



Early Bird Pricing

Early bird pricing is available to everyone looking to register in the Orca program. To take advantage of early bird pricing, **payment must be made in full** prior to the start date of the squad being registered in. Anyone not meeting this time frame will be subjected to the full cost of the program that is listed in the information package

Refunds and Financial Commitments for Members Leaving the Club

A written letter must be submitted to the City of Wetaskiwin Recreation Administration or the Head Coach informing of your intention to leave and giving one month's notice. Lifesaving Activation fees are non-refundable. Training fee commitments will be payable up to and including the end of the one month's notice. Any member(s) in a **Competitive squad** leaving prior to **September 30, 2025** are eligible for a full refund of training fees.

Any member(s) in a **Recreation squad** leaving prior to **October 30, 2025** are eligible for a full refund of training fees.

A 10% administration fee will be applied to all refunds.

Volunteer Commitment (Competitive Squads only)

Everyone registered in a competitive squad will automatically have a \$200.00 volunteer invoice generated for their family at the beginning of the season. You may choose to pay this invoice right away if you cannot or do not wish to volunteer during the season. There are a few opportunities to fulfill this requirement throughout the season, but the most important and largest commitment is our home swim meet in January of each year. Running a successful swim meet requires many volunteers. When you volunteer, the volunteer invoice will be satisfied and will no longer be owing on your account. If by the end of the season, you have not fulfilled your volunteer commitment, the invoice will remain owing and will need to be paid to clear your account. This is a mandatory requirement for each family involved in a Competitive squad.

Discipline Policy

Members are expected to follow all facility rules. Safety is our first priority, any behavior that compromises safety of the swimmer or other patrons in the pool will not be tolerated. Our discipline policy is that of the Manluk Aquatic Centre and the City of Wetaskiwin. If behavior is an issue our coaching team will inform the member, why this behavior is unacceptable. Parent will be contacted depending on the severity of the issue and based on the Head Coaches discretion. Further disciplinary action may be taken if behavior does not improve, this could include but is not limited to the member being asked to leave the club without a credit/refund being granted.

Lockers

Lockers are available at no charge for day-use only. Please bring your own lock and be sure to lock up all your belongings.



Water and Snacks

Hydration is very important for every athlete. We require everyone to bring a water bottle (labeled with their name) to practice and competitions. We also suggest members have a healthy snack between school and practice.

Orca Apparel Policy

Members are encouraged to wear their Orca t-shirts to all club functions. These include competitions, team meals, team photos, and any special events.

Team suits are not mandatory during competitions as we recognize many swimmers prefer to purchase their own competition suits (tech suits, fast skins etc) A swimmers Competition suit must be at least 80% black or approved by the Head Coach for use in sanctioned competitions.

A current team Swim Cap is necessary for all swimmers competing at a sanctioned competition, as outlined in the Alberta and Northwest Territories Competition Manual. Therefore, swim caps (not necessarily a team cap) are mandatory for all swimmers during scheduled practices.

Team Suits, Silicone Swim Caps, and Latex Swim Caps are available for purchase at the front desk of the Manluk Centre. (please inform the Head Coach of any allergies to latex)

Periodically throughout the season we will have online stores available to purchase merchandise such as Team Clothing and Provincial Merchandise. Information will be sent via email and the Orca Facebook page when these options become available. Team Suits and Swim Caps are only available for purchase through the front desk of the Manluk Centre.

Pool Nationals, Surf Nationals and Rescue 2024-2025

The minimum age requirement for Nationals is currently 15 years of age. To register for these events swimmers should plan to attend all competitions including provincials. WOLC athletes who meet the age requirement and have achieved the time requirements can work towards competing in these events.

Practices can continue past the regular Orca season for those working towards these events. Please talk to the Head Coach for additional practice information. Cost will be dependent on the practice schedule set by the Head Coach.

For the specific dates of these events please contact the Head Coach.

These opportunities will require a great deal of commitment not only from the athlete, but their family as well. Attending these advanced competitions will incur additional costs for competition, travel, and accommodation fees. These fees are the responsibility of the family and not the responsibility of the Wetaskiwin Orcas or the Lifesaving Society.