



2023 Parent Handbook

North Vancouver Cruisers
Summer Aquatics Club

www.cruisersaquatics.com

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PRESIDENT'S MESSAGE

On behalf of the board of directors, I want to welcome you to the North Vancouver Cruisers Summer Aquatics Club ("Cruisers Aquatics"). This handbook is intended to provide key information about the club and all it has to offer. As you read it, I hope you are also inspired to take an active role in shaping the future of the club for the benefit of all of Cruisers Aquatics' athletes.

The purpose of the club is to promote an active community of engaged youth through aquatic sports. Our goal is to become a leading aquatics club within the B.C. Summer Swimming Association ("BCSSA") that inspires young athletes to reach their full potential in and out of the pool. To that end, Cruisers Aquatics relies on parent members to foster a vibrant community through leadership and volunteerism, as well as to model the club's core values (see "Cruisers Aquatics Core Values" below).

Young athletes are more likely to remain engaged in sport throughout their lives when they are given opportunities to enjoy their activities, and to participate in multiple sports rather than specializing in one sport at a young age.¹ Our club is one of the few clubs in the BCSSA that offers training and competition opportunities in all four disciplines for all members, and athletes are encouraged, though not required, to participate in the various sports our club offers.

Success is not defined by the number of medals on a young athlete's wall. We succeed as a club every time we help an athlete:

- Develop a lifetime love for aquatic sports through enjoyment and fun;
- Build self-confidence, courage and perseverance; and
- Understand that teamwork, respect, belonging, integrity and fair play are the hallmarks of excellence.

All BCSSA clubs and competitions are entirely operated by parent volunteers. In order to succeed, Cruisers Aquatics counts on all members to donate their time to plan, organize, and run events for the athletes including competitions, fundraisers, and social events. The more we, as parents and community members, put into the Club and swim season the more we all get out of it.

I look forward to working with each and every one of you towards creating an active and empowering community for all of our athletes.

Kim Bernard
President, North Vancouver Cruisers Summer Aquatics Club

¹ Swimming/Natation Canada, *Long Term Athlete Development Strategy*, p. 10 ("Specialization": "Swimming skills should be introduced at very early ages, and refined through the key motor learning Fundamentals stage. The important balance at these early stages is one of skill development versus performance development. ... Talent and elite potential are extremely difficult to assess until children fully realize adolescence. Prior to this stage, the key focus should be on the development and mastery of skills, and the acquisition and expression of a love for the sport.")

WELCOME TO CRUISERS AQUATICS!

Cruisers Aquatics is a non-profit society run by parent-volunteers that has actively promoted swimming and related sports on the North Shore since 1971. The club is an active member of the BCSSA (British Columbia Summer Swimming Association). Our purpose is to provide training and competition in an environment that encourages fun, sportsmanship, team spirit, and achieving your personal best. Children as well as parents are sure to develop friendships, have lots of fun, and create lasting lifelong memories.

KEY INFORMATION

Overview

Participating in Cruisers Aquatics means the year will be filled with friends, fitness and fun. We offer “learn to swim” programs (Splash Shallow and Splash Deep) at a discounted rate that teach younger children to swim a length of the pool unassisted. Once they can swim a full length of on their own, children graduate to full membership and participate in the beginners’ level training programs offered in each discipline. Cruisers Aquatics offers training for athletes of all ages and abilities including experienced athletes, and in addition to our main summer season, we also offer fall/winter/spring ‘maintenance’ training sessions in accordance with BCSSA practices. The club also holds a variety of social events to delight all age groups.

The club focuses on providing positive training experiences in all four aquatic sports. Regular optional competitions with other BCSSA clubs offer opportunities to build a strong sense of community with teammates and other families; they are intended to introduce younger swimmers to basic racing opportunities to give them an understanding of competition, and can help develop self-confidence and courage, and perseverance. We encourage all athletes to participate in at least one competition.

The Cruisers “Hootenanny”, generally held the weekend after the Canada Day weekend, is a must for all. It’s the only summer aquatics event other than provincials to combine all four aquatics disciplines. It is also a major fundraiser for Cruisers Aquatics, so parents are asked to volunteer throughout the weekend.

Strategic Plan

In 2017 Cruisers Aquatics held feedback sessions with members to receive constructive comments and suggestions to help improve the club. In the winter of 2018, the Board of Directors held a strategic planning session to develop a unified purpose and vision for the club, and to identify our mission, values, and priorities. The Cruisers Aquatics Strategic Plan is as follows:

PURPOSE: To promote an active community of engaged youth through aquatic sports.

VISION STATEMENT: NVC will be the leading aquatics club in the BCSSA inspiring youth to reach their full potential in and out of the pool.

MISSION STATEMENT:

A) NVC provides an empowering community for youth to develop their life skills through:

- Quality aquatics coaching
- Youth leadership development
- Structured training and competition opportunities
- Meaningful volunteerism for youth and parents
- Fun events and activities

B) The NVC is in alignment with the Swimming/Natation Canada Long Term Athlete Development Strategy

The Board of Directors is focused on the following priorities to help achieve its purpose & vision:



Fundraising

Fundraising is a key component to the financial health of our club and programs. We rely on fundraising initiatives to meet our club's expenses, focusing on minimizing training fee increases. Cruisers, as a non-profit organization, relies on and encourages our members to participate in all fundraising campaigns in order to keep the total cost of all groups in the club at a reasonable level.

Communication

Coaches are generally available before and after practice in the bleachers area of the pool deck or in the rec centre lobby to answer any questions or discuss any concerns you may have. If you can't catch a coach at the pool you can always email them. They can be reached at:

Artistic Swimming Head Coach	headcoach.artistic@cruisersaquatics.com
Diving Head Coach	kriskirkwood@cruisersaquatics.com
Speed Swimming Head Coach	george.hill@cruisersaquatics.com
Water Polo Head Coach	headcoach.waterpolo@cruisersaquatics.com

The coaches do their best to reply to your email as soon as possible, usually within one day.

Emails will be sent both by the Club Executive and your child's coach containing information about upcoming events, deadlines, social events, and competitions. It is critical that you read the emails thoroughly to ensure you don't miss any important details!

Calendar

Cruisers Aquatics uses an online calendar to make it easier to publish, distribute and update practice schedules, event information and meet times.

<https://www.cruisersaquatics.com/calendar>

The Calendar shows how much activity time the club actually offers for the price of your membership, not how much training time your children must attend. There are individual calendars for each practice group, as well as a club event calendar.

With the Calendar, you can:

- print and view in daily (agenda), weekly or monthly format; create your own family calendar, and add only the Cruisers calendars that apply to you;
- use "Settings" to receive emails of changes and updates; and,
- send the calendar and/or alerts to your mobile by email or SMS.

Cruisers Aquatics actively encourages members to participate in all of the aquatic sports. If you can't get your athlete to one practice, there may be a practice for another sport that same day that you can attend.

Speed Swimming Competition Schedule

In addition to the online calendar, there is the speed swimming competition schedule. The schedule contains detailed information about event dates, times, RSVP deadlines, locations, eligibility, and results:

- [2023 Cruisers Meet Schedule - Google Sheets](#)
- https://docs.google.com/spreadsheets/d/1RxIUscwsgUdkdOG2UXTVgOdWPwNxFr4_bkeLTXN4nDE/edit#gid=1878500234

In the world of speed swimming, a swim competition is also known as a “swim meet”. In order to attend a swim meet you must RSVP prior to the Parent Deadline. The deadlines are listed in the Meet Schedule above. To view more information about swim meets, see the Speed Swimming section further down in the handbook.

Social Events

The Cruisers Aquatics Club encourages social interaction among members. Each year a variety of social activities are hosted by the club. As with all other club events, these are all volunteer-led. This means that parents can expect the occasional email or phone call asking for their help. All parents are expected to contribute and volunteer with the club in some capacity. For more information on this, refer to the Volunteering section of this document.

Calendar of Social Events

See below for a snapshot of our google calendar. Please note these dates are as of April 8, 2023 and are subject to change. These events can all be found in our Google Calendar and will be updated if anything changes. Please check out the Google Calendar for further details on the events.

Special Events

Apr 2023 (Pacific Time - Vancouver)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
9	10	11	12	13	14	15
16	17	18	19	20	21 10am - Pancake	22
23	24	25	26	27	28	29
30 4pm - Summer 2023	1	2	3	4	5	6

Special Events

May 2023 (Pacific Time - Vancouver)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 4pm - Summer 2023	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Special Events

Jun 2023 (Pacific Time - Vancouver)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Special Events

Jul 2023 (Pacific Time - Vancouver)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
Challenge week						
23	24	25	26	27	28	29
30	31	1	2	3	4	5
					7pm - Pep Rally	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4 7pm - Pep Rally	5
6	7	8	9	10 7pm - Cheers Night	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

CRUISERS AQUATICS DISCIPLINES

Artistic Swimming

The goal of the Cruisers' Artistic Swimming Program (formerly "Synchronized" Swimming) is to create a fun atmosphere involving teamwork and commitment, as well as developing new skills. Our one competitive focus will be the Artistic Swimming Provincials, where every artistic swimmer competes in both the technical and free routines. This is the largest competition of the season and we hope everyone commits themselves to it!

Teams are formed in the first few weeks of May based on the age and ability of the swimmer. Each swimmer will be placed on a team with similar ages and abilities. Each team will then be categorized as either Beginner, Intermediate, or Advanced. Final teams will be announced at the end of May. Because artistic swim teams practice complex choreography, members are expected to attend all practices for their level. It is not possible to join an artistic swim team late.

Athletes who accept a position in an artistic swimming team must regard their placement as a season-long commitment including, and especially, attending artistic swim teams competitions. Athletes must adhere to the following rules:

- Mandatory attendance of all competitions (only exceptions being illness or injury)
- Relaying of all absences by email to the artistic team coach
- Purchase of costume swimsuits for competitions

Any athlete who does not follow the above rules runs the risk of having their team position forfeited.

Age locator for Artistic Swimming to come.

Diving

The sport of diving involves the development of athletic skills including strength, stamina, balance and coordination, while at the same time promoting artistic self-expression as the diver's body moves through the air. Both a sport and an art form, diving provides excellent opportunities for individuals to develop a broad range of athletic, artistic, and personal life skills such as goal setting, concentration and emotional control.

Cruisers Aquatics divers build friendships, encourage team members, and most importantly, have a lot of fun. Children as young as six years old are welcome, if they can take instruction and participate well in a group.

Junior and Senior divers train to perform dives from all the dive groups, including forward, backward, reverse, inward and twisting dives. In addition to the regular practice sessions, there are several optional competitions throughout the summer months, where divers have an opportunity to compete in one-meter and three-meter springboard events. Competitions are open to divers, at all levels.

Water Polo

If you are familiar with European handball, water polo is like handball in the water! If not, it is sort of like a cross between basketball and soccer. Water polo is fast paced, exciting, and extremely fun to play! It takes good team skills as well as individual strength and endurance.

In BCSSA, water polo follows beach water polo rules. Games are played 4 on 4, with both teams consisting of 2 girls and 2 boys. The objective is to swim and pass the ball into the opponents' end, and to score points by throwing into a net defended by a goalie. There are different age categories, determined by the player's age as of December 31 of the current year. In addition to the competitive teams, Cruisers Aquatics offers a novice water polo program to introduce the players to water polo in a fun and semi-structured format where the players learn some of the basic skills and rules of the game. New players are welcome to join the team at any time.

BCSSA 2023 Age Locator					
Diving & Water Polo					
Diving			Birth Year	Water Polo	
Cat "O"	3M	1 M		Cat "S"	Cat "O"
O Cat 4	20 & Over	20 & Over	2003 & earlier	Senior	O2
O Cat 3 (14 - 19)	17-19	17-19	2004	U18 17 & Under	
			2005		
	15 & 16	15 & 16	2006	U16	
			2007	15 & Under	
O Cat 2	13 & 14	13 & 14	2008	U14	
	11 & 12	11 & 12	2009	13 & Under	
			2010	U12 11 & Under	
O Cat 1	9 & 10	9 & 10	2011		
			2012		
	8 & Under	8 & Under	2013		
			2014		
			2015 & earlier		

Note: December 31 is the determining date for ages

In case of any discrepancy between this document and BCSSA rules, the BCSSA rulebook shall prevail.

Speed Swimming: Splash

Splash Program

At the entry level for Cruisers is the Splash Program. As a pre-competitive “learn to swim” program, it is offered at a discounted membership rate for younger swimmers between the ages of 4 and 7 who are not ready to join our regular practice groups. Group sizes are small with a high coach-to-swimmer ratio.

Splash is all about having fun, being safe and developing basic kicking and swimming skills. We use a games-based approach with the goal of swimming 15 meters unassisted. The Splash program teaches kids body position, balance, kick, rotation and flotation, as well as water safety and confidence.

Splash Shallow (SS)

The Splash Shallow Program introduces swimmers to swimming independently with and without flotation aids in short and fun 30min classes. Swimmers **MUST** be able to put their head under water, and kick 15m (width of shallow tank) unassisted. Splash Shallow members can participate in up to three Splash Shallow sessions per week. They are not eligible for diving, waterpolo or artistic swimming programs. When swimmers have progressed and are able to swim full lengths of the pool, they will be invited to join our full membership program.

Splash Deep (SD)

The Splash Deep Program expands the abilities of Splash Shallow and moves slightly deeper in the shallow end with 45min classes. At this level, swimmers will be introduced to the four fundamental kicks of speed swimming: Dolphin Kick, Backstroke Kick, Breaststroke Kick and Flutter Kick. Splash Deep is suitable for those who are not quite ready for the full program, but will help swimmers make the transition to swimming a full length of the pool. Splash Deep swimmers may participate in 3 splash deep sessions per week, as well as Intro to Waterpolo and Intro to Artistic Swimming.

Splash Shallow and Splash Deep members are also encouraged to participate in Cruisers social events. With a coaches recommendation, swimmers in the splash program are permitted to participate at swim meets.

Speed Swimming: Full Program

Full Membership Program

Cruisers Speed Swimming provides an opportunity for athletes to improve their technical ability and raise their confidence in the water. They will learn all four competitive swimming strokes, teamwork, and fair play. To be placed in a speed swimming training group, athletes must be able to comfortably swim one length of a 25-meter pool. If unable, athletes can participate in the Cruisers pre-competitive Splash Program.

Athletes are assessed and assigned to training groups during the first 2 weeks of May. Groups are made up of swimmers who are approximately the same age and ability level, and have one main coach. Each group will have between 4 to 7 practices per week. Athletes are welcome to attend as many practices as they choose, keeping in mind that the more practices they attend the greater the improvement they will see in their swimming ability.

Group One (Blue & Yellow)

Group 1 is generally for swimmers in Divisions 1 and 2. Most of the swimmers will be in the Blue group. The Yellow group is a smaller group for swimmers who may have some previous competitive experience or stronger foundations.

Group Two (Blue & Yellow)

Group 2 is generally for swimmers in Divisions 2 and 3. Similar to Group 1, most of the swimmers will be in the Blue group. The Yellow group is a smaller group for swimmers who may have stronger competitive skills. The exact age split between Group 1 and Group 2 will depend on the registration numbers in each age.

Group Three & Four

Group 3 and 4 are generally for swimmers in Divisions 4 and up. Group 3 is for swimmers who are at a more fundamental level, whereas Group 4 is for swimmers who already have competitive experience and are looking to advance their training.

As part of the Full Membership Speed Program, athletes can compete at a number of different swim meets throughout the summer. Participation at swim meets is not mandatory but is strongly encouraged. They are a lot of fun and are always a fantastic social and team building experience for swimmers AND parents. To learn more about swim meets, see the next section on competitions and swim meets.

COMPETITIONS

Speed Swimming Swim Meets

In the world of speed swimming, a swim competition is also known as a "swim meet". As part of the Full Membership Speed Program, athletes can compete at a number of different levels from development meets (for beginners) up to the Provincial Championships in August. Throughout the season there are many opportunities to race, but you must RSVP in order to attend. You can view the full competition schedule, along with the RSVP deadlines here:

- [2023 Cruisers Meet Schedule - Google Sheets](#)
- https://docs.google.com/spreadsheets/d/1RxIUscwsgUdkdOG2UXTVgOdWPwNxFr4_bkeLTXN4nDE/edit#gid=1878500234

Participation at swim meets is not mandatory but is strongly encouraged. They are a lot of fun and are always a fantastic social and team building experience for swimmers AND parents. They are also a great way to track your progress throughout the season. Parents of swimmers participating in competitions are expected to volunteer for at least one shift at each competition.

Meet PDF Information Packages, Entries & Results

Each meet typically publishes a meet information package with details such as location, time, fees, events, and deadlines. As Meet Packages become available they will be posted on our meet schedule ([link above](#)). At the conclusion of the meet, results will be posted there as well.

Meet Fees

Swim meets typically have competition fees of varying types. Sometimes the fee is a flat fee per meet, and other times the fees are charged by the number of races you participate in. The fees for each meet can be viewed in the meet packages published for each meet. You can view the packages as they become available on our Meet Schedule ([link above](#)).

This year, Cruisers will be covering the cost of Relays as we hope to encourage swimmers to participate in these fun team building events. Individual event costs, or flat meet fee costs, will continue to be the responsibility of the member:

- **Individual Events Fees:** each swimmer will be charged for the individual events that they are registered for. Individual event fees vary from meet to meet - within the \$8-\$15 range per event.

Members will be charged the individual meet fees (via Active) on the date of the **Scratch Deadline** on the credit card they used to register and pay for Summer 2023. Speed coaches will communicate (via email) ahead of the meet the number of individual racers a swimmer will be in.

If there are any outstanding meet fees at the end of the summer, you will receive an invoice and will be ineligible to register for any upcoming season until the balance is paid.

Race Selection

Coaches are responsible for selecting races (events) for swimmers at each meet. It is the parents responsibility to RSVP prior to the deadlines set by the coaches. Typically swimmers will race in 2 events per day for a total of 4 races per weekend. Coaches will select events so that all swimmers will have an opportunity to race in all races.

Draft entries will be posted to the Meet Schedule after the Parent Deadline. It is the responsibility of parents to review the posted entries prior to the Scratch Deadline. The draft entries will be updated with the final entries after the Scratch Deadline. See the next section for information about the different meet deadlines.

Meet RSVP's

In order to attend a swim meet you must RSVP using Active. When you submit your RSVP, please make sure to share with us in the notes any specific requests you may have. For example "only available Saturday", or, "we must leave early at 1pm", or, "Jane would really like to swim Breaststroke".

RSVP's must be received prior to the Parent Deadline. The deadlines are listed in the Meet Schedule ([link above](#)).

- The **Parent Deadline** is the last date in which the club accepts RSVPs for attending a swim meet. Parents need to RSVP before this date.
- The **Coach Deadline** is the deadline the coaches have to submit their entries to the club that is hosting the swim meet. After the deadline coaches are usually unable to make additional entries to the meet.
- The **Scratch Deadline** is the deadline coaches have to withdraw (aka. scratch) swimmers from the meet. If you withdraw from the meet before this date, you do not have to pay any meet fees. After the scratch deadline there are no refunds for withdrawal (typically for any reason including illness without exception). If a scratch deadline is not listed, the deadline is the same as the coach deadline.

Speed Swimming Age Categories (Divisions)

When you race at a swim meet, athletes are divided into categories based on their age and their "summer status". To see what division your swimmer will be in this year and for future years you can use our BCSSA Age Locator here or see the image on the next page:

- [BCSSA Age Locator - Google Sheets](#)
- https://docs.google.com/spreadsheets/d/1h_jiKMxUly9PyvRhZe9ZiDXmTaQ2BRDI9KvPNI9ZVE4/edit?usp=sharing

BCSSA 2023 Age Locator				
Speed Swimming				
Speed Swimming		Birth Month	Birth Year	1Age
Cat "O"	Div "S"			
O8 (Div VII & Over)	O8 (20 & Over)	Jan - Dec	2001 & earlier	20 years and older
		Jan - Dec	2002	
		Jan - Apr	2003	
	Div. VII	May - Dec	2003	17 - 19 years
		Jan - Dec	2004	
		Jan - Dec	2005	
		Jan - Apr	2006	
O2 (Div IV - VI)	Div. VI	May - Dec	2006	15 & 16 years
		Jan - Dec	2007	
		Jan - Apr	2008	
	Div. V	May - Dec	2008	13.5 - 15 years
		Jan - Oct	2009	
	Div. IV	Nov - Dec	2009	12 - 13.5 years
		Jan - Dec	2010	
Jan - Apr		2011		
O1 (Div III & Under)	Div. III	May - Dec	2011	10.5 - 12 years
		Jan - Oct	2012	
	Div II	Nov - Dec	2012	9-10.5 years
		Jan - Dec	2013	
		Jan - Apr	2014	
	Div I	May - Dec	2014	8 years and under
		Jan - Dec	2015	
Jan - Present		2016 & later		

April 30th is the determining date for ages. Some clubs have an additional 'division' known as Turtles or 6& unders. These swimmers must qualify as a Div 1 swimmer to qualify for Regional & Provincial Championships.

All Div 8 swimmers shall be classified as O8.

In case of any discrepancy between this document and BCSSA rules, the BCSSA rulebook shall prevail.

Artistic, Diving and Waterpolo Competitions

Artistic

- Prior to each competition, parents will receive email communication with the competition details. Please ensure to respect the deadline to confirm if your child will be attending that competition.
- Prior to each competition a swimmer is entered in, the related meet fees will be owed. Payment will be made via e-transfer. The amount owed will be communicated to parents via email.

Dive

- Prior to each meet, parents will receive email communication with the competition details. Please ensure to respect the deadline to confirm if your child will be attending that meet.
- Prior to each meet a swimmer is entered in, the related meet fees will be owed. Payment will be made via e-transfer. The amount owed will be communicated to parents via email.

Waterpolo

- Prior to each tournament, parents will receive email communication with the competition details. Please ensure to respect the deadline to confirm if your child will be attending that tournament.
- Prior to each tournament a swimmer is entered in, the related meet fees will be owed. Payment will be made via e-transfer. The amount owed will be communicated to parents via email.

If there are any outstanding meet fees at the end of the summer, you will receive an invoice and will be ineligible to register for any upcoming season until the balance is paid.

2023 BCSSA Provincials

Provincials is the annual BCSSA meet that encompasses all 4 disciplines, from clubs across the Province. Swimmers in each discipline must qualify for Provincials through the Regional meets for each discipline.

When:

August 14- 20, 2023

We are still waiting on the final schedule for Provincials. Typically Waterpolo takes place on Monday & Tuesday, Dive is Wednesday & Thursday, Artistic Swimming is Thursday & Friday, and Speed is Friday, Saturday & Sunday. Keep an eye out on BCSSA's website for the Provincial meet package and schedule!

Where:

Nanaimo Aquatic Centre, 741 Third St, Nanaimo, BC V9R 7B2

Hotels:

We highly recommend reserving a hotel now, even if you are unsure if your swimmer(s) will qualify for Provincials. Hotels always fill up very quickly, even this early in the season. BCSSA has not partnered with any hotels to reserve blocks or discounted rates.

Meet fees, shirts and swim caps:

Families will be charged for meet fees (across all disciplines their swimmer participates in) along with the V&D swim cap and t-shirt. The total owed by each family will be communicated to them before the end of August and payment will be expected within 2 weeks.

Discipline & Club Awards

At the end of each season, Cruisers has an awards ceremony to celebrate the end of the season and to recognize our outstanding athletes! Please watch for announcements and plan on attending this fun-filled night!

VOLUNTEERING

Volunteer coaching

Cruisers offers a volunteer coach program for athletes in speed swimming, diving, artistic swimming and waterpolo. It is a great opportunity for the older athletes who are looking for a pathway into coaching. Interested athletes will need to apply. For further details on how to apply, please visit our website: [Jobs — Cruisers Aquatics](#)

Volunteer coaches work alongside our paid coaches and wear yellow shirts that say volunteer. Parents may see these volunteer coaches at practices, club events and helping out at meets!

Please note, hours volunteered by volunteer coaches are not eligible hours to fulfill the parent volunteer requirement.

Parent Participation Points and Volunteering

The Cruisers Swim Club is a parent run, not-for-profit children's swim club. In order to operate, the Club relies on parent volunteers. The club uses a point and deposit system for parent volunteer hours. This system helps to ensure that we have enough volunteers to organize and run the Club, our swim meets and other Club events. It also helps us reciprocate with other clubs that help in running our meets.

We require ALL parents to participate in some way. The children love seeing us taking part in their sport, the Club runs on volunteers and it's a great way to make new friends and learn more about the sport of swimming.

This is how it works:

- Each time you volunteer, please record your hours on the [Volunteer Point Form](#). The Club does not always keep records of when members volunteer, especially when volunteering at another club's event. Do not rely on the job signups as proof of your volunteering.
- The number of points allocated to each volunteer job or task is listed below. Please note that this list is not exhaustive and there may be other ways you can help the Club for which you will receive Parent Participation Points.
- If you have more than one swimmer in the Club (for example, in Splash Deep and Group 3), you don't have to earn volunteer points for both swimmers. PPP requirements are based on the child in the higher group (group requirements are shown below).
- **Cruisers hosts a swim meet in July called the Hootenanny Meet. We need many volunteers to run our meet and everyone with a swimmer in the meet will be expected to help at least once at one of the sessions.**
- Complete and submit an electronic [Volunteer Points Form](#) for every Event you volunteer at.
- You can also earn Regular Points by officiating at other clubs' meets that the Cruisers Club competes at.
- Parent Participation Points earned do not carry forward to the next season.

2023 Volunteer Points Requirement

The number of points required per year will depend on the level of your swimmer(s). For families with two or more swimmers, the volunteer requirement is equivalent to the most senior swimmer.

The points are loosely proportional to the number of hours that each group trains, the 2022/23 points requirements are as follows:

Membership type	Points Requirement
Splash Shallow & Splash Deep	15
Full/OCAT/Alumni	20

When you register for Summer 2023, you are agreeing to the above volunteer requirements. Each family will be required to submit a cheque for \$200, payable to North Vancouver Cruisers Summer Aquatic Club. This cheque must be handed in prior to the first practice of the Summer 2023 season. Your swimmers will not be able to participate in any practices until this is received. You can hand the cheque in at the Pancake Breakfast or Summer kickoff. Upon receiving the cheques, they will not be cashed. If at the end of the summer, your family has not fulfilled their volunteer requirement, the cheque will be cashed. If your family has completed their volunteer requirement, you will be given back the cheque. As laid out on the previous page, it is your responsibility to submit your volunteer points.

Our volunteer vision is to have an exciting, invigorating volunteer program that engages all swimming families.

We are open to suggestions from members for ways of improving the club. If someone wants to volunteer to do something that is not on the list, they can contact the Volunteer Coordinator (volunteer@cruisersaquatics.com)

Key Volunteer Job Opportunities

Job Title	Volunteer Name	Email Address	Points
Board of Director Positions (20 pts)			
President	Kim Bernard	president@cruisersaquatics.com	Full
Vice-President	Suzette Dohm	vice.president@cruisersaquatics.com	Full
Treasurer	Rachel Tan	treasurer@cruisersaquatics.com	Full
Secretary	Joanne Angus	secretary@cruisersaquatics.com	Full
Director Artistic	Berangere Petit	director.artistic@cruisersaquatics.com	Full
Director Dive	Andrea Tully	director.dive@cruisersaquatics.com	Full
Director Waterpolo	Prabh Sanghera	director.waterpolo@cruisersaquatics.com	Full
Director Speed	Kaitlin Lilley	director.speed@cruisersaquatics.com	Full
Registrar	Tara Steinberg	registrar@cruisersaquatics.com	Full
Marketing Director	Nathalie Rees	director.marketing@cruisersaquatics.com	Full
Social Director	Joanna Zhu	director.social@cruisersaquatics.com	Full
Annuals Positions (20 pts)			
Volunteer Coordinator	Tamara Dawson	volunteer@cruisersaquatics.com	20
Parent Participation Points Coordinator	Tammy Compton	volunteer@cruisersaquatics.com	20
Fundraising Coordinator	VACANT	fundraising.coord@cruisersaquatics.com	20
Cruisers Tent Coordinator	Rola Bayloun	Rola-n-i@hotmail.com	20
Officials Coordinator	Ian Young & Aurelia Meradou	officials.coord@cruisersaquatics.com	20
Fundraising Coordinators			
Swim-A-Thon	VACANT		15
Group Coordinators			
Splash Shallow/Splash Deep	Jennifer Killam		15
Group 1 Blue	Alix Da Lomba		15
Group 2 Blue	VACANT		15
Group 1 Yellow	Malti Nijhowne		15
Group 2 Yellow	VACANT		15
Group 3	VACANT		15
Group 4	VACANT		15

Job Title	Volunteer Name	Email Address	Points
Training/Official Clinics			
Attending	N/A		5
Event Coordinators			
Pancake Breakfast	VACANT	Event has passed	15
Summer Kick Off	VACANT	Event has passed	15
Cheers night	VACANT		15
Pep rally	VACANT		15
Awards night	VACANT		15
Meet Officials/Volunteers			
Head Referee			8
Starter			8
Stroke and Turn Judge			6
Timing			5
Meet Chaperone			4 to 20
Meet Photographer			5/day
Catering / Hospitality			5

Key Volunteer Job Descriptions

Registrar (20 Credits)

- Cruisers Board of Directors position;
- is responsible, in consultation with the Head Coach and the Club Manager, for the development and distribution of the Club's registration package;
- is responsible for organizing, setting up, and overseeing registration day(s) and recruiting volunteers to assist with registration;
- oversees the registration of new members on an ongoing basis throughout the season;
- is responsible for computer entry of member's registration information, and for producing registration summaries and contact information for distribution on a monthly basis or as requested to the Head Coach and Treasurer;
- oversees the collection of all registration fees and other payments made in connection with the registration process and remits the payments and payment records to the Treasurer;
- ensures compliance with SwimBC, SNC, MSABC, and TriBC registration and payment requirements.
- requires good knowledge of Excel and web based programs.

Treasurer (20 Credits)

- Cruisers Board of Directors position;
- makes all the financial arrangements for the Club as directed by the Board and oversees the integrity of the financial records;
- is responsible for the preparation of the gaming grant application and for ensuring compliance with gaming grant conditions and requirements;
- is responsible, in consultation with the board and Club Manager, for the preparation of the annual budget for the Club;
- is responsible for following up with delinquent accounts owed to the Club;
- works with the Fundraising Coordinator to ensure achievement of the fundraising requirements of the Club;
- reports monthly to the Board or as requested on Club finances;
- reports annually to the membership on Club finances at the Annual General Meeting.

Volunteer Coordinator (20 Credits)

- maintains a list of current volunteers;
- responsible for filling the Cruisers volunteer positions;
- works closely with Group Representatives, Parent Participation Points Coordinator, website coordinator and Board of Directors.

Parent Participation Points Coordinator (20 Credits)

- is responsible for advising parents on the requirements of the Parent Participation Point (PPP) system;
- communicates deadlines to and collects PPP reporting forms from parents;
- creates and maintains accurate records of parent participation points attained;
- provides reports to the Treasurer and the Board twice annually, or as requested, on the point status of all member families.

Meet Chaperone (4 Credits Per Day)

- assists with the care and supervision of all the Club's swimmers at swim meets;
- assists with covid-compliance for swimmers as necessary;
- prepares or obtains meals and snacks for the swimmers;
- assists with transportation of the swimmers as requested by the coaches.

Event Coordinators (15 Credits Per Event)

- is responsible for working with the Group Representatives to organize group social activities during the season in collaboration with the social director;
- is responsible for organizing Club social activities at the request of the Board, including the reservation of facilities, advertising of the events, and the recruitment of volunteers;
- is responsible for planning and organizing the event in consultation with the Board and Head Coach;
- opportunities include:
 - o Pancake breakfast
 - o Hootenanny Meet Hospitality
 - o Cheers night
 - o Pep rally
 - o Bike ride
 - o Awards night

Fundraising Coordinator (20 Credits)

- works with the Board to identify, organize, and implement fundraising activities to assist the Club in controlling fee levels;
- works with and acts as a resource person for the individual fundraising event coordinators, including assisting with the recruitment of volunteers and the collection and recording of funds raised;
- reports to the Treasurer on a monthly basis.

Fundraising Event Coordinators (15 Credits Per Event)

- coordinates Club Fundraising Activity;
- works with the Fundraising Coordinator to coordinate fundraising event;
- opportunities include:
 - o Swim-A-Thon
 - o silent auction (?)

Group Coordinator (15 Credits)

- acts as a liaison between the parents of swimmers in the group and the Board, the Volunteer Coordinator and Coaches;
- will communicate, upon request, information from the Board, Volunteer Coordinator and Coaches to the parents of swimmers in the group;
- answers procedural questions from new parents, refers coaching issues to the group coach or Head Coach, and refers policy questions to members of the Board;
- distributes and gathers forms and payments for fundraising events, swim meets, parent participation point reporting, and social events;
- organizes at least one social event or activity per season for the group;
- assists the Board, Officials Coordinator, meet organizing committee, and fundraising event coordinators with the recruitment of volunteers from the group's parents to help with Cruisers meets and other Club events.

Officials Coordinator (20 Credits)

- is responsible for overseeing the training of Cruisers parents as officials (e.g.. timers, stroke and turn officials, clerks of the course, referees) for swim meets, including organizing officials' clinics for the training of Cruisers parents, and informing Cruisers parents of officials' clinics hosted by other clubs, to build the base of trained officials within the Club;
- maintains a roster of Club parents listing each parent's swim official status;
- works with the Meet Manager in organizing officials for all Cruisers hosted meets;
- recruits, organizes and schedules all Cruisers officials for non-Cruisers meets;
- acts as the Club's LMR Representative at monthly Lower Mainland Region Meetings, and reports to the Board on LMR proceedings and developments.

Club Photographer (5 Credits Per Day)

- Attends meets, group or club functions and take pictures of swimmers, coaches, parents, etc;
- sends pictures to Website Coordinator / marketing director.

Cruisers Tent Coordinator

- Cruisers has 2 large pop up tents that are used at our swim meets
- Responsible for ensuring tents are at all swim meets: either transporting them to and from the meet themselves or coordinating with other parents to transport them
- Will be given the key to the storage unit where the tents are kept and can be stored here in between meets. The key must remain with the tent coordinator at all times

Meet Official

- Senior Meet Officials (head referee, starter, etc) - 8 credits/session
- Stroke and Turn - 6 credits/session
- Timing - 5 credits/session All parents are requested to volunteer to time for one session at swim meets their children attend. In particular, distance events often require at least one parent to be present and timing for their child.
- Catering - 5 credits/session

President (20 Credits)

- is the Chief Executive Officer and presides at all Board and General Meetings;
- works closely with the Head Coach and the Board to identify and implement the goals, directions, and policies of the Club;
- acts always in the best interests of the Club and its membership as identified by the Board in consultation with the Head Coach;
- is the official spokesperson of the Club and the Club's official representative;
- performs all duties required for the position and as may be assigned by the Board;
- is an ex-officio member of all Club committees;
- must have served on the Board for at least one year prior to election to this position.

Secretary (20 Credits)

- is responsible for taking and producing the minutes of the Board and General Meetings, and distributing them to the Board Members within 14 days of the meeting;
- assembles the agenda and distributes it to all Board Members prior to a Board Meeting;

- is responsible for collecting all Board directed correspondence and keeping files as directed by the Board of Directors;
- is responsible for distributing Board Communications to the members;
- is responsible for filing the Annual Report with the Registrar of Companies within 14 days of the Annual General Meeting.

Vice-President (20 Credits)

- assists the President and performs all duties of the President when the President is absent;
- strikes and monitors all Club committees;
- is responsible for keeping all Club insurance policies in good standing;
- is responsible for ensuring the compliance of the Club with all municipal, provincial, and federal laws and regulations, as well as all reporting requirements in connection with the laws and regulations;
- is expected to be willing and able to assume the position of President upon the retirement of the current President, or when the position becomes vacant for any other reason.