



KIGOOS  
RICHMOND SUMMER SWIM CLUB

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*Kigoos ~ Fish That Swim Fast*

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**The Kigoos “Red Book”  
Swimmer Guide & Handbook**

[www.kigoos.com](http://www.kigoos.com)



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## 1. Introduction

Welcome to the Richmond Kigoos Summer Swim Club. We hope that you will enjoy your summer with the Kigoos. The purpose of this handbook is to provide an outline of the club's history and our established policies and practices.

It is our hope that all club members, especially those in their first year with the club, will find the information in this handbook useful, and feel a part of the Kigoos. Please feel free to ask questions of the executive members and coaches. Please check out our website at [www.kigoos.com](http://www.kigoos.com), watch the bulletin board and filing cabinet at the Steveston Pool, read the weekly newsletters, and check out [www.bcssa.bc.ca](http://www.bcssa.bc.ca). Parent participation is extremely important in a swim club, and we encourage all parents to be involved.

### History

The Richmond Swim Club was founded in 1959, the year after Richmond's Centennial Pool opened at Minoru. When Steveston Pool was built in 1971, the club began using it as well. The junior development group expanded to South Arm Pool when it opened. For some years, our club had practices at the Minoru, South Arm and Steveston Pools at the same time. Since 1997, after Watermania opened, the city of Richmond has provided enough pool hours for our club to practice at the Steveston Pool. But since our Club has grown to over 200 swimmers, we have had to add Minoru Pool again for our junior development program. This enables our new mostly younger swimmers to start in an indoor pool in May, and then swim at Steveston Pool in July when the weather warms up.

The word "Kigoo" is a native word for a fish that swims fast. The swimmers chose this name in 1969. Over the years, the Kigoos have produced many outstanding swimmers and equally outstanding young men and women.

### Goals of the Club

The general goals of the club are to promote:

- The skills of competitive swimming;
- For each swimmer to achieve their personal best times;
- A healthy, fun, social atmosphere for the membership;
- Support for swimming facilities in Richmond; and
- Other aquatic activities covered by the BCSSA such the Masters Program for adults.
- To create a family oriented environment that emphasizes team spirit, leadership, good sportsmanship and parent participation.



## Philosophy

The Kigoos executive is committed to creating a family oriented environment that emphasizes fun, participation, responsibility, team spirit, leadership, and competition.

The executive and the coaching staff will provide support to enable each swimmer to achieve their personal best times and continually improve their technique.

## 2. BCSSA

The BCSSA, or British Columbia Summer Swimming Association, has a website in which more information can be obtained: [www.bcssa.bc.ca](http://www.bcssa.bc.ca)

The club is affiliated with the B.C.S.S.A., which governs the rules of each member club in this association. An example of a policy that applies to all clubs is the B.C.S.S.A. harassment policy. The B.C.S.S.A. is divided into eight regions. The eight regions are Cariboo, Fraser South, Fraser Valley, Kootenay, Okanagan, Simon Fraser, Vancouver District, and Vancouver Island.

### Fraser South Region

Kigoos are part of the Fraser South Region, which is made up of the following swim clubs:

- “B3” or Boundary Bay Bluebacks (Tswassen)
- Crescent Beach (Surrey)
- Ladner Stingrays
- Kigoos (Richmond)
- North Delta Sunfish
- Sea Lions (Surrey)
- “WRASA” or White Rock Amateur Swim Club (White Rock)

Each of the eight regions, including Fraser South, host a Regional Championship during the first weekend of August. Swimmers with qualifying results from this regional meet may be sent to the Provincial Championships.

The Provincial qualifiers are those swimmers who place first, second, or third in their event at Regionals or achieve a Provincial Qualifying Time (“PQT”) during the finals at regionals. The first and second place relay teams at Regionals will also go to Provincials. Each club tries to win the most points for their region, using a points system for each ribbon earned by their club members. And then our goal as a region is to win the Provincial Championships.



The Provincials are typically held two weeks later and the location of the meet is determined / announced at the beginning of the swim season.

### 3. Registration

The summer swim season runs from May 1st to mid August. The Club's registration begins in March. There are minimum swimming skill levels required for admission to the Kigoos. The season typically begins on the first week in May, and ends in mid August with the Provincial Championships. Those swimmers not qualifying for Provincials are finished after the Regional Championships held the first weekend in August. Registration includes swim meet fees.

First time members must show their birth certificate to the Registrar at time of registration. Each new member has a **two-week trial period**. If after the two-week trial period, the swimmer decides not to remain with the Club, the swimmers fee will be returned except for a \$50 insurance fee and service charge. The Registrar must be notified in writing by the end of the trial period. No other refunds will be given unless sickness or injury force a child to withdraw. The executive must approve such refunds.

Due to B.C.S.S.A requirements concerning liability and insurance coverage, registration and payment are required before swimmers are permitted to enter the water for training.

For more information on registration, please see the Club's website.

The fees charged for swimming only cover a fraction of the cost per swimmer. Costs such as coaching wages, pool time, meet entry fees, and other direct swimmer costs amount to over \$600 per swimmer. We are able to keep our fees substantially lower than this due to a variety of means including: fundraising, revenue from our Swim Meet, and by support from the Provincial Government due to grants. We believe we offer excellent value for families in Richmond.

### 4. Volunteer Commitment

Our club is run by volunteers. Hundreds of hours are required to run our club and the functions we support. Some of the many volunteer activities include

- Participating in the Executive and/or in various committees
- Set-up and clean-up of our annual swim meets (Ice Breaker and JD Meet)
- Running our Meets
  - Administration
  - Concession



- Announcing
- Parking
- Marshalling Swimmers to their events
- Timing and Recording
- Place Judging
- Awards
- Fundraising
- On Deck Officiating
- Fulfilling the club requirements for officiating at other meets
- Coordinating Social activities
- Fulfilling the Club requirements at Regionals and Provincials.

In 2004, the Executive voted to make it a requirement for each family to commit to a certain number of volunteer hours. Today that requirement is 15 hours per family. At the time of registration, each family must submit a post dated cheque in the amount of \$200. This cheque is returned at the end of the season once a record of volunteer hours has been submitted to the Registrar. The record will indicate what activities were performed and will have been verified by an executive member.

We recognized that it may seem like a daunting task to complete the required hours. If you are new to the club or are wondering how to obtain your hours, please see any of the executives and we will be pleased to assist you.

## 5. The Executive

The Executive meets once a month throughout the year to conduct the business of the Club. The Club's constitution specifies that two general meetings and one annual general meeting be held during the year. All parents and club members 17 and over are encouraged to attend, to participate in the decision making of the Club.

Executive members are drawn from the club's parents. Executive members are elected or acclaimed at the September AGM. The president and four directors are elected every two years. The five core positions are:

- **President:** responsible for providing leadership for the total operation of the club according to the constitution and the club's objectives. Chairs executive meetings once a month and provides advice to other executive members and committee members as needed, also relies on everyone to do their assigned duties in a timely fashion.



- **Vice-President:** together with the coaching selection committee, is responsible for interviewing all applicants, and hiring the coaching staff. Assists the President, and is the coaching liaison during the summer. Ensures coaches evaluations are done during the season, and submits a review of the years coaching staff to the executive. The VP also prepares a monthly report for the executive meetings.
- **Secretary:** records minutes of all meetings and maintains all club correspondence.
- **Treasurer:** maintains the club's financial accounts, develops a budget for operations and prepares monthly financial statements for the executive meetings, makes application for the Gaming Commission Funds.
- **Past President:** responsible for providing assistance and expertise to the executive members as required.

Usually, the executive consists of ten members. Five additional directors are elected to two-year terms. The number and specific directors may vary from year to year. Typically, the other five directors are drawn from the following:

- **Registrar:** administers the registration of all swimmers, maintains the club's records of all registered swimmers and advertises where necessary. The Registrar maintains a phone list and e-mail list of all members for executive purposes. They are also responsible to submit all registrations to B.C.S.S.A. Works with the B.C.S.S.A. registration program.
- **Awards:** responsible for the purchase of all ribbons, medals and trophies provided by the club. Coordinates the awards at our IceBreaker swim meet and the awards banquet. Also provides goodie bags, and participation ribbons for the J.D swim meet. Meets with the coaches and at least two of the executive to finalize the awards recipients at the end of the swim season. Awards criteria is available from the executive and on the website.
- **Meet Manager:** responsible for the organization of all swim meets sponsored by the club. Together with the executive, prepares a swim meet schedule for the season. Prepares and sends out our meet package for the Icebreaker and J.D. Meet to all other clubs months before the swim meet. Has our meet package posted on the Kigoo web site. Receives and replies to all other swim clubs meet packages. Sends in entries each week of all those swimmers who have signed up to attend each particular swim meet.
- **Meet Entry Cards (Pinks and Blues):** "Pinks and blues" are common names for the meet entry cards. An entry card is prepared for each event the swimmer enters for all meets. The committee prepares these cards prior to our meet. This committee also maintains club records and records the swimmers times throughout the season. (Each event entry costs the club approximately \$5.00). This position helps the Meet Manager in sending in entries each week of all those swimmers who have signed up



to attend each particular swim meet.

- **Social Director:** with a committee is responsible for the planning and organization of social activities for the upcoming season. Communicates all events (date, location, maps, details, etc.) to the Webmaster and Newsletter coordinators.
- **Director of Officials:** responsible to develop and maintain qualified officials. It takes as many as 80 officials to operate a swim meet. This person also selects and assigns officials for both home and away meets. Also lets other clubs know their lane assignments in advance to coming to our swim meet. Helps coordinate clinics where parents learn how to do different jobs at a swim meet. The Officials Director also keeps a list of Kigoo parents and their qualifications for deck duties. Helps with the planning of the Mock swim meet in May, where all parents can come out and try their hand at numerous jobs of running a swim meet.
- **Equipment Manager:** Maintains and keeps an inventory of all club equipment. This individual is also responsible for ensuring the set-up and take down of the pool for home meets. Arranges with the city to prepare the pool for the set up of blocks, and poles for tarps to protect the timers. Also makes sure that all timers have their batteries changed before a swim meet and a record kept of dates the batteries were or were not changed. Arranges for the club tent to be brought to and from each swim meet.
- **Fundraising:** responsible for getting a committee together to help with different fundraising activities for the Club. eg. Selling advertising space in our swim meet programs for the Icebreaker and the J.D. meet. 50/50 draws, raffle tickets, silent auction, pub night, Grimm's sponsorship food orders.

## Committees

Committees are needed to facilitate the smooth functioning of the club's activities. The executive cannot operate the club without the assistance from the general membership. When your swimmer registers, you are making a commitment to volunteer your time! The club is only as good as the parent volunteers running it. So get involved, you will reap many rewards.

- **Concession Committee:** Coordinates the menu, purchasing, preparation and selling of food and refreshments at our swim meets as a fundraising project:

Currently we have an A/B Meet the 1st weekend of June called the Icebreaker, and then a J.D. Meet the second Wednesday of July.

- **Food for Officials Committee:** It is standard procedure to provide a generous supply of food and beverages to all working officials at our club meets. The committee is responsible for collecting the supplies and refreshments needed from the club members to keep cost down. The committee is also responsible for getting



enough runners to serve the officials on deck, in the office, at marshalling etc., throughout the meet. Food for Officials is also required for the J.D. meet held the second Wednesday of July. This can be delegated to another group or individual and often relies on Juniors and Intermediate swimmers to help!

- **Social Committee:** Assists the social director in organizing various social events before the season starts, and then running them throughout the season.

Important events are: Regional Banquet, Awards Banquet, Red and White Fun Meet, Potluck Lunch at one or more swim meets, BBQ's, pub nights etc.

- **Kigoos Swim Shop:** Orders and sells team swim suits, caps, T-shirts, warm jackets, and other Kigoo apparel. Has a stock of certain items at swim meets.
- **Newsletter Committee:** The club normally publishes a weekly newsletter during the season. This provides a way of communicating important information from the coaches, executive and committees to all swimmers and parents. All submissions must be e-mailed or submitted by disk.
- **Media / Newspaper Liaison:** Attains media coverage with the local papers for our Icebreaker Swim Meet, and Regionals held at Watermania. Submits results of the winners at each swim meet attended, and possibly a picture highlighting the event. This is free publicity for the club! It is good for the club to be visible in the community. Another good way to do this is to have a float in the Steveston Salmon Festival Parade.
- **Work Parties:** Numerous volunteers are needed to prepare the pool and grounds for both swim meets, and clean-up following the meet. Sign-up sheets and announcements are required.
- **Webmaster:** ensures that appropriate club information is post to the club website, [www.kigoos.com](http://www.kigoos.com), as well as to assist the coaches in posting their weekly updates to the club "blog" (a web "log" to diarize the current events). Executive members can submit information to the webmaster which is then updated weekly during the summer season.
- **Tsunami Coordinator:** Organizes and oversees the Tsunami winter swimming program with the help of the head coach and executive as required. Secures pool time with the City of Richmond - (Contact the Aquatic Rep.) Takes registration, and distributes a practice schedule for October to March. The Tsunami coordinator is responsible to pays the coaches and for liaising general communication between the coaches and the Tsunami parents during the season.
- **Aquatic Representative:** Sits on the City of Richmond Aquatic Board and looks out for the interests of the Kigoos Summer Swim Club. The Aqua Rep also secures pool times as requested from the Kigoos.



- **Masters Program Representative:** the Kigoos Masters program is open to adults of all swimming abilities. Coordinates pool time with the Aquatic Rep. And finds a coach for the masters program. The Master's Rep also collects registration and insurance fees, monthly swimmer fees, as well as any drop-in fees.

## Swim Meet & Deck Officials

It takes approximately 60 – 80 volunteer parent officials to put on a swim meet. Therefore, club requires that ALL Kigoo parents assist at our competitive meets. Volunteer shifts are two hours each and parents are needed to proactively sign-up at meets to help with the following duties.

The following positions require minimal / no experience. First time volunteers to any of these positions will be provided an overview.

- **Lane Timers** – sits at end of one swim lane and “times” the swimmers in their lane using a stop watch (provided by the club).
- **Chief Lane Timer** – coordinates all the lane timing
- **Lane Recorder** – records the times from the lane timers
- **Place Judges** – documents which lanes placed in which order.
- **Runners** - brings pinks and blues from each heat to the office.
- **Food for Officials** - helps prepare and distribute food and drink.
- **Concession** - helps cook food and takes orders.
- **Crash Desk** - puts the cards in order of place 1st, 2nd, 3rd etc. organizes the cards for each event/heat. Checks the times on the entry cards and verifies the final time.
- **Data Entry** - enters the verified times into the computer in a timely fashion so that results can be posted for all to see.
- **Marshalling** - helps the swimmers get into the correct heat and lane and to the blocks.
- **Announcer** - announces the event numbers, etc.

Positions requiring training at one of our clinics, or extensive training on the job:

- **Referee** – oversees all officials and runs the meet



- **Starter** – starts each event
- **Stroke and Turn Judges** – ensures swimmers swim to established criteria
- **Marshal**
- **Clerk of the Course:** Organizes the scratches, hands out the pink and blues event cards to swimmers, calls the events.
- **Electronic Timing System Recorder:** Operates the timing system, prints out the electronic time for each race/heat.

Parents interested in stroke and turn judging can attend clinics (workshops) offered by the club during the swim season. Please talk to the Director of Officials or Head Coach. Clinics will be advertised - watch your newsletter or the bulletin board at Steveston Pool. The swim meets cannot go ahead unless there are enough judges, plus all other positions. At each swim meet look for the sign-up sheet for positions needed to be filled by the Kigoos swim club members.

## 6. The Competitive Swim Program

The Kigoos are a competitive swim club that teaches the swimmers all about the competitive side of swimming. There is a minimum swimming skill requirement for admission. We also encourage good sportsmanship and team spirit.

### Junior Development Program (J.D.)

It is our aim to provide extensive stroke correction and to give each J.D. swimmer a progress report and an end of season evaluation. Swimmers who achieve a “best times” will be presented a certificate at the end-of-year Awards Banquet.

#### TRAINING

Small groups are coached by qualified junior coaches for one hour three times a week. These coaches are supervised and practice sets prepared by the J.D. Coach Coordinator. There are three levels in the J.D. program starting with Bronze, then Silver, and Gold. Swimmers are advanced to the Junior Team as soon as they are capable of competing in at least three out of the four competitive strokes.

#### COMPETITION

Swimmers who are new to competition are encouraged to attend three J.D. meets, held on Wednesday evenings at various swim clubs in our region. These swim meets are informal and a learning experience. Swimmers, who are keen, may attend approximately eight A/B swim meets from June through July plus the Regionals. Some swim meets have a six and under age division with events that are only one length of the pool. Check with your coach.



## Competitive Swimmers

Those in the Junior, Intermediate and Senior groups train up to twice a day, every weekday (on average 7 times per week) and are refining their strokes, starts, turns, and building endurance.

Swimmers are placed in practice groups according to ability, not necessarily age. After initial conditioning, swimmers are expected to attend both morning and afternoon practices, which vary from one, to one and a half hours in length. Obviously, those swimmers who are constrained by time during the school year must meet their commitment to training as best they can.

Workouts vary depending on the coach and age group, but usually follow a standard format of stretching and dry land training, several warm-up laps in the pool, directed training with specific attention to strokes, turns, and/or starts, finishing with a more relaxed cool-down. Endurance and strength are emphasized at this level and consistency in attendance is known to build stamina and character. Training builds through May and June and peaks in mid -late July. Then tapering begins. This builds the swimmer to peak performance in time for Regionals and Provincials.

### **JUNIOR PROGRAM**

The "Junior" program is classified as Division ("Div") One and Two.  
Approximate swimmer age: 8 to 10 ½ years old.

### **INTERMEDIATE PROGRAM:**

The "Intermediate" is classified as Division ("Div") Three and Four.  
Approximate swimmers age: 10 ½ to 13 ½ yrs.

### **SENIOR PROGRAM:**

The "Senior" is classified as Division ("Div") Five (and up).  
Approximate swimmer age: 13 ½ and up.

As noted above, swimmers are placed in practice groups according to ability, not necessarily age groupings.

## Swimmer Classification

### **AGE DIVISION**

Swimmers are in a division determined by month and year born. Age divisions are established by the B.C.S.S.A. and will be published once a season in the newsletter or can be looked up under the B.C.S.S.A. web site [www.bcssa.bc.ca](http://www.bcssa.bc.ca). A swimmer competes in their age division at swim meets, but may practice with another age group depending on ability.



## **STROKE TIMES**

Every year the Region prepares a list of cut-off times for each stroke in each age division, based on the previous year's median times. These are called the A or B Meet qualifying times. Slower times are called "B" times and are swum against other "B" times in a A/B meet or a "B" Meet only. The cut-off times or faster times are called "A" times. Once a child has swum an "A" time in a stroke at a meet, this disqualifies him/her to swim that stroke in a "B" meet. On reaching two or more "A" qualifying times, the child will only swim the "A" meets as directed by the Coach.

## **SUMMER SWIMMERS (OR "S" SWIMMERS)**

Summer swimmers train and compete in the summer and in the winter months train no more than two hours per week between October 1st through April 30th. The Kigoos' Winter Maintenance Program, called "TSUNAMI" allows "S" swimmers to swim under the direction of a coach, for two hours weekly, while maintaining the "S" swim standards as set forth by the BCSSA. Swimmers who train more than two hours per week in a year would have an unfair advantage over summer swimmers and are therefore put into a separate "0" category.

## **OPEN SWIMMER (OR "0" SWIMMERS)**

Open Swimmers are those swimmers who train more than two hours per week. Summer swimmers who train more than two hours per week in the "OFF" season must also register as an "O" swimmer.

Water Polo and synchronized swimming are not included in that rule. You may train a total of four hours - two in swimming and two in your choice of Water Polo or Synchronized swimming. Red Cross lessons and High School swim teams are also not considered to be "training time", and are therefore exempt from the two hour rule. Involvement in a winter or all year swim club meet automatically terminates the "S" Summer swim status.

## **7. Swim Meets and Exceptions**

A swim meet is a scheduled competition for swimmers in the BCSSA regional clubs. One club hosts a swim meet and invites other clubs in their regional section to participate.

Fees are paid to the "host" club to cover costs of the event. Swim clubs who host a swim meet use these fees, their concession sales, and other fundraising efforts to supplement the cost of their participation in neighboring club meets. Essentially, each club uses their own meet to cover the costs of participating in other club swim meets.

Kigoos hosts two summer meets annually: the "Ice Breaker" opening season meet and one Junior Development ("JD") meet. Kigoos participates in most, if not all, of the swim meets offered through our Fraser South region.



Development Meets take place during the week (usually Wednesdays) and are scheduled for the early evening and last till approximately 8 pm. Check with your coach and the newsletter for accurate start times of these meets. The A/B Meets take place on weekends and last all day, Saturday and Sunday. Warm-ups start early in the morning, check with your coach to ensure you know your responsibilities. These swim meets end in the mid - late afternoon on each day. There are approximately eight swim meets the club attends on weekends in June and July. There are also approximately four development meets in July held on Wednesday evenings for the younger or inexperienced swimmers. All swimmers are encouraged to attend as many meets as possible.

Swimmers are entered in a swim meet and fees are paid by the club up to two weeks prior to a meet. A sign up sheet is posted, please only sign up in consultation with your parents and after a commitment has been made to attend. Entry fees may be as much as \$6.00 per swimmer per event. These fees are paid on your behalf by the Club and are non-refundable. As these fees can amount to over \$30.00 per swimmer per meet....IT IS IMPERATIVE to only sign up for a swim meet if you are committed to attending the swim meet. Please notify your coach immediately, if you are unable to attend a particular meet.

The financial loss to the Kigoos is substantial and avoidable. In addition to financial loss, often other members of a relay team are disappointed by the failure of the fourth member to attend the meet. It is very important to advise your coach of your commitment to swim meets.

A Mock Swim Meet will be held in May, on a Saturday morning for all Kigoos families. This will be a two hour mini swim meet for experienced Kigoos to show new swimmers how a swim meet runs, and to show their parents the volunteer positions needed to be filled at subsequent meets. Everyone is encouraged to attend this first fun event of the season.

The Kigoos host the first swim meet of the season call the "Icebreaker" the first weekend in June at the Steveston Pool. It is an "A/B" Meet and development swimmers are welcome to attend if they get approval from their coach. There are also six and under events for those young swimmers who are accomplished swimmers and are eager, keen and willing. Kigoo parents come together this weekend, working hard to put on a successful swim meet. Everyone's help is needed and appreciated.

The Fraser South Regional Meet is held the first weekend of August, and is the qualifying meet for "A" swimmers who will advance to the BCSSA Provincial Championships. The top three competitors from individual events and the top two relay teams in each division qualify for Provincials. As well, if a swimmer in an individual event or a relay team achieves a provincial qualifying time (PQT) (A time equal to or better than the eighth place time of the previous years' Provincials) they also advance to the Provincials Championships. Times must be achieved during finals at the Regionals.



Unless they have qualified on a relay or in an individual "A" event the swimmer's season concludes with the Regional Championship Meet. "B" swimmers can only qualify for the Provincials on a relay team.

## CLUB RELAYS

The club's goal is to qualify as many relay teams as possible for the Provincial Championships. For many swimmers, this is the only way they get to swim at Provincials. Our club philosophy is to swim our fastest possible relays with speed being the determining factor in selection. However, the club also believes in 100% participation, so whenever possible, all our athletes will be part of a relay, numbers permitting. If you want to help your teammates get to Provincials, become as good a relay swimmer as you can and then we don't have to leave as many disappointed swimmers at home.

During the season, when the Kigoos compete in meets at home and in neighboring cities, relay teams will be chosen at the coaches' discretion. The teams may be made up of swimmers of different age levels and abilities in an attempt to give as many swimmers as possible the opportunity to participate and succeed. However, at Regionals, some restrictions apply to the composition of a relay team.

The following guidelines have been adopted by the executive and coaches for relay teams in the Regionals and Provincials championships:

- 1) An existing member of an age group relay team may not be bumped off that relay team by a younger swimmer. Exceptions to item #1 may be made if deemed necessary by the Head Coach. All such exceptions must be approved by the executive.
- 2) A swimmer not in attendance at the Regional swim meet may not replace a relay team member who swam at Regionals and qualified that team to advance to the Provincials.
- 3) When eight members of one age group are divided into two relay teams with two fast and slow swimmers on each team at Regionals in an attempt to qualify both teams for Provincials (this situation would occur because the Coach expects both teams to qualify), all swimmers and parents involved will meet with the coach before the Regional teams are set and should understand what will happen if one or both teams qualify. If both teams qualify, the Coach could also rearrange the teams so that the four fastest are Team A and the other four are Team B.
- 4) If a swimmer qualifies a team for the Provincial Swim Meet, that swimmer shall have a spot on a Provincial Relay Team (except as in item #3).
- 5) If a swimmer qualifies a team to finals in the Provincial Swim Meet, that swimmer shall swim the final in that team. All exceptions must be approved by the coach and the parent and/or an executive member-preferably the President or Vice President.



In keeping with the team concept of the Richmond Kigoos Swim Club, ***speed will not be the sole factor in relay selection.*** If athletes' times are similar, other selection criteria will include (but not be limited to): attendance, general attitude, team spirit, and prior relay experience. The decisions of the coaching staff regarding how relays are put together in the seasons swim meets are final. Questions, concerns and comments should be directed to the Head Coach upon conclusion of the day's events.

PLEASE REVIEW THESE GUIDELINES CAREFULLY and if you have younger swimmers, please ensure that they understand them. If you have any questions, ask a member of the executive or coaching staff for clarification.

## 8. Swim Meet Tips

The "JD" Meets take place, typically, on a weekday during the dinner hour. The "A/B" weekend meets run all day (typically Saturday and Sunday). Planning ahead ensures that swimmers eat sensibly and enjoy their time at the meet.

While food is available at most swim meets, it's not always nutritional. Parents are encouraged to plan ahead and bring healthy snacks are available for their children. Having all that you need on hand makes for a relaxing day – for swimmers and parents.

Your feedback is key to ensuring that this guide is relevant in addressing new swimmer questions – so please provide your input as additional tips, questions, and comments arise:

### Tips for Swimmers

- **Night Before** – always get a good night's sleep before a meet.
- **Pack n' Go** – swim meets start early in the morning so it's a good idea to pack everything you need the night before the meet. Here are a few tips on making your day at the meet a relaxing one:
  - ❑ **Extra towels** – be sure to bring an ample supply of dry towels.
  - ❑ **Extra suits** – if you have an extra suit for "training" bring it along so as to have a dry suit to change into for the first race.
  - ❑ **Goggles** – bring them and remember to keep track of them! Keep them around your neck or place them back in your back after a race.
  - ❑ **Water** – bring and drink lots of water to stay hydrated!. Water is better than sports drinks - save your money



- ❑ **Extra / Appropriate Clothing** – swimmers may wish to bring extra clothing as they will get damp after races. Dress appropriately as meets run rain or shine. Come prepared. And remember to label and identify your belongings.
- ❑ **Blanket / Bag** – swimmers may wish to bring a cozy blanket or sleeping bag to stay warm off deck / between races.
- ❑ **Tents, Canopies & Chairs** – even when the weather isn't wet, swimmers enjoy having a shaded place to rest and hang-out during races. Many families bring a portable tarp and/or tent to hang-out. Bring enough chairs for your family.

Talk to other Kigoo families about sharing the coordination of bringing tarps & tents. Look for Kigoos upon arriving at other club swim meets. Usually teams set-up their tents in a group area to create a "home base". It's also a good idea to camp with the other Kigoos, so that the kids can socialize and everyone can look after each others kids, especially when you are volunteering on deck.

- ❑ **Food Cooler** – healthy snacks from home are always a good idea at a swim meet. It's an early morning so you may even wish to pack a healthy breakfast!
- ❑ **Games & Books** - bring games, books, cards, music etc. for relaxation and enjoyment. If you have younger children, remember to bring colouring books or other items which will keep them entertained.
- **Kigoo Behaviour** - be on your best behaviour as you are representing a team – the Kigoos team.
- **Arrival / Coach Check-in** – as soon as you arrive at the pool, check-in with your coach to let them know you are there. Your coach will generally confirm of the events numbers that you will be swimming. Write them down to remember!
- **Morning Team Cheers** – team Kigoos are we renowned for our team cheers. All swimmers participate in the team cheers which start, first thing, the morning of a swim meet. Swimmers should ask their coaches when "cheers" start to ensure they are on deck for them.
- **Warm & Rested** – it's important to keep warm and rest between warm-ups, races, and at marshalling.
  - ❑ **Avoid Exertion** - avoid unnecessary exertion between races. Hang-out in the tents and relax
- **Race Announcements** - listen carefully for announcements! These occur throughout the day and it's each swimmer's responsibility to get to the marshalling area on time. Don't miss your race!
- **Coach Connect** - report to your coach before and after each race. Your coach will



give you tips before the race and debrief your race after

## TIPS FOR PARENTS

- Get a good night's sleep ☺
- **Prepare!** - Read the Swimmer's list above to see what to bring / pack before the big day.
- **Clothing** - dress appropriately for the weather and for volunteer "deck duties". Sensible shoes are encouraged.
- **Programs** - can be purchased for a nominal fee and contain information about swimmer's events and heats.
- **Volunteering** – be proactive about signing up for a two hour volunteer. Job examples are listed in this guide and many require no previous experience. Remember the meets only run based on volunteer participation!
- **Relax & Enjoy** - consider this your "camping" weekend with the kids, spending quality time together - they will remember this time together!
- **Swimmer Responsibilities** - ensure that your swimmer has checked with the coach upon arrival, before and after each race, and before leaving the swim meet. Your swimmer may be in a team relay or in a "final" so it's important to check before leaving.
- **Monitor Behaviour** – monitor your swimmer's behaviour, set geographic / territorial limits (know where they are) - you are responsible for your child. If parents must leave the pool area or do their two hour volunteer job, delegate the responsibility for the child to another adult.

## 9. Competitive Swim Meet Helpful Hints

Before any Swim Meet, the coaches must submit swimmers names for the various events. Check with the coach and sign up for each individual meet at least **two weeks in advance**. You are then committed to attending that meet.

Many swim meets do not allow for deck entries (last minute arrivals "I'm here, I want to swim"). Swimmers are expected to arrive prior to the meet to participate in warm-ups. Check with your coach as to the warm-up times each day (i.e. Saturday warm-up and Sunday warm-up). Following the warm-ups, swimmers should dry off and remain warmly dressed, fed, and hydrated until their event is called.



Swimmers - when your event is called:

- Proceed to your coach at the coaches table for final instructions.
- Proceed to the Clerk of the Course at the marshalling area. You will receive an entry card for each particular event.
- Check the card to ensure you have been assigned the correct card/name.
- At the marshalling area, card holders will be assigned a particular seat on a row of benches. This seat and row number corresponds with the lane and heat in which the participant will swim.
- When instructed by the Marshal, proceed to the lane indicated on your entry card. Use the passageway behind the timers and other officials.
- Once at your lane, present your entry card to the recorder. Remain behind the officials until the swimmers from the previous heat have finished their race.
- Move forward and await the instructions from the Referee.
- Climb the starting block or enter the water as instructed. Remember: Do not enter the water until the last swimmer has exited and you are instructed to do so by the Referee.
  - At this point the Referee blows his whistle and turns the race over to the Starter. On command, "Take your mark" The swimmer takes the starting position and holds it until the starting device is fired.
  - If there is a false start, it is signaled by the sound of a whistle (usually a repeating beep- beep). If a swimmer fails to stop (crowd noise may prevent the swimmer from hearing the signal), a "false start rope" is dropped across the pool to stop the swimmer. The swimmer will need to return to the starting block.
- Swimmers must touch the edge of the pool to complete the race.
- All swimmers are to remain in the water until all swimmers have completed the heat, and are advised to exit the pool.
- Leave the pool area quickly and quietly
- Report to your coach at the completion of each swim or event.
- Talk to your coach when he/she is available. .
- Check first with your coach if you must leave early. You may be entered in a relay.



Event results are posted at the conclusion of each event as soon as the office verifies the results and enters them in the computer. Swimmers are ranked by time. The following may be found on the postings:

- **NT:** No Time (a no show)
- **DQ:** disqualified ( a swimmer may be disqualified for a variety of reasons (i.e. usually for not turning, or touching the wall incorrectly, or doing a stroke incorrectly). Swimmers are notified on deck by the stroke-and-turn judge if they are disqualified, and coaches are informed of the disqualification.)
- **Finals:** the fastest six to eight depending on the number of lanes in the pool proceed to the finals where they re-swim the event. The times and order in the final is the official time. The next two swimmers lanes seven and eight in a six lane pool, or nine and ten in a eight lane pool are alternates in case the first finalists don't show up or miss the finals then the alternates are called.

## 10. Masters Program

This is for a parent or individual of any level who just wants to get some exercise swimming. A coach is provided by the Kigoos and swim times are twice a week all year round. During the fall and winter the Masters Program runs out of Minoru, and during the summer season the Masters Program runs out of Steveston Outdoor Pool. Swimmers must pay a yearly fee of \$28.00 to be registered with the B.C.S.S.A. for insurance purposes, then a \$5.00 drop in fee, or pay monthly to get a deal.

## 11. Tsunami - Winter Swimming Maintenance

The Kigoos Tsunami program is a winter swimming maintenance and stroke improvement program open to all present Kigoos summer swimmers and siblings. Space is available on a first come, first serve basis and usually fills up quickly.

## 12. Social Activities for Swimmers and their Families

The Kigoos encourage social interaction among both the swimmers and their families. Summer swimming is hard work, but is also known for its extra fun activities. Fun events in the past have included a mini triathlon, mock swim meet, grouse grind for older swimmers, individual swim group parties, food and games nights, over night camping at the pool, red and white team spirit fun meet, summer barbeques, potlucks at swim meets, regional party and the year end awards dinner.



## 13. Swim Shop – Kigoo Gear & Clothing

Club colours are red and white. A variety of garments with club logos are available through the Kigoo shop manager at reasonable prices. Each swimmer is encouraged to wear a club swim suit during competition. Competition suits should be comfortable but skin tight to avoid unwanted "drag". Any personal suit is appropriate for practices and a polyester practice suit is recommended because they last much longer. Wearing team suits and swim caps and other clothing helps foster team spirit and makes the swimmers identifiable at a swim meet. Each swimmer is encouraged to wear goggles at practices for eye protection from pool chemicals. Goggles and practice swim suits are available at Watermania (ask if they still offer a discount to Kigoo swimmers), swim meets and other swim shops.

Label all personal items brought to the pool and swim meets. Check the pool lost and found in the Steveston Pool Office.

## 14. Kigoos Awards Program Criteria

At the end of the swim season, usually in late September the club holds an awards presentation and banquet. Each year there are a number of awards that swimmers can strive to win. These awards are in addition to the ribbons and trophies that are handed out by each club hosting a swim meet throughout the season.

The Kigoo Club Awards are selected and determined by the coaches and are finalized and approved by the Awards committee. If you have any questions or suggestions regarding this program, please contact the volunteer parent that is co-ordinating the awards program.

- Best Times Certificate and Medallion** - each swimmer in the club is recognized for their personal achievements and will receive a certificate and a medallion to celebrate their personal accomplishments for the season.
- Kigoo Awards** - these awards are given to swimmers who have attained success during the swim season by exhibiting continual and steady improvement. The award is based on a number of factors including, commitment to the sport, attitude, behaviour, participation, team spirit, and volunteerism. The recipient is one who is not an individual finalist at the Provincials. This is awarded to a boy and girl from each of the Divisions (1 through 8).
- Most Outstanding** - this award is based on meet performance over the course of the season and includes accumulated points contributed to the club. This may be considered a "MVP" (most valuable player) and is awarded to a boy and a girl in Junior Development, Junior (Div 1 and 2), Intermediate (Div 3 and 4) and Senior (Div 5 and up).



- ❑ **Most Improved** - the objective criteria primarily includes the improved time of the individual swimmers over the course of the season. Subjective criteria includes a number of factors such as improvement in effort, attitude and technique. Awarded to one swimmer (boy or girl) in the Junior Development Bronze, Silver and Gold Groups. Also awarded to a boy and a girl in the Junior (Div 1 and 2), Intermediate (Div 3 and 4), and Senior (Div 5 and up) categories.
- ❑ **Kigoo Achievement Award / Bill McNulty Award** - Donated by Councilor Bill McNulty in 1999. This award is open to all swimmers in all divisions. The criteria shall include but is not limited to the following:
  - swimming performance
  - sportsmanship
  - volunteerism
  - attitude
  - role modeling
  - perseverance
  - team spirit
  - participation
- ❑ **Gerry Soika Award** - many years ago the Soika Family donated a trophy to the Richmond Swim Club to be presented as a memorial to their son Gerry. The criteria of the award has been altered throughout the years as it was originally given to the fourth member of a relay team who made it to the Provincials on the relay team, but not in an individual event. The current criteria for this award is:
  - must be a full time swimmer
  - must be a Kigoo for at least five years
  - outstanding sportsmanship
  - congenial attitude toward a team goal
  - works hard for the betterment of the relay team
  - works to inspire younger swimmers with an unselfish attitude
  - the realization that personal gain does not always reflect glory
  - J.D. coaches who are also full-time swimmers are eligible for this award
- ❑ **New Club Records** - swimmers who achieve a new club record will receive a special award indicating the event and their time.
- ❑ **Provincials** - the ultimate goal of the Kigoo Summer Swim Club Swimmers is to achieve personal best times, the club then tries to qualify as many swimmers and relays as possible, enabling as many swimmers as possible to participate in the Provincials. Each of the swimmers who qualify for the Provincials will be recognized by the Kigoos with a T-Shirt, provincial plaque and certificate listing their best swim times for the events that they participated in. The swimmers will also be given the ribbons and medals they earned from this meet at the Awards Banquet.



## 15. The Kigoos Executive

The current Kigoos Executive is post on our website, [www.kigoos.com](http://www.kigoos.com). This list is available for download (in pdf format) and offers names, titles, phone numbers and email addresses for the current year's executive.

If you require a copy of this list and do not have internet access, simply request a copy of this from your coach.

## 16. Conclusion

The Kigoos have numerous parents involved in many different aspects of running the club, from executive positions to committees working to make the swim season a success. Volunteering and fundraising are crucial to the continued operation of the club. We encourage everyone to be active and involved in your child's swim club experience. Your help is needed and greatly appreciated.