



Natation compétitive Competitive Swimming



Procedures, Rules and Regulations

Coach Handout | D-CS-CH-240626-EN

First Revision: This document reflects the 2024 changes. This handout is intended to be used by head coaches and other swimming coaches.

June 26, 2024

This document was produced by **The Vice-President of Competitive Swimming.**

The Northshore Aquatic Association
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NOTICE

This document is complementary to GA-sanctioned provisions.

The information contained in this document is complementary to the rules of the NAA Constitution.
In case of discrepancy, the Constitution, as well as the other sanctioned rules and regulations of the Association, prevail.

Please report any editing mistake to the **Vice-President of Competitive Swimming.**



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Office of the Vice-President of Competitive Swimming

This document can be consulted online at <https://naaswim.com>

The Northshore Aquatic Association formally archives this document as:
[D-CS-CH-240626-FR]

A request for archived records may be submitted to the Vice-President in charge of the concerned aquatic discipline, or to the Secretary of the Association.

The alteration and misuse of this document is prohibited without the authorization of the Association.

The Northshore Aquatic Association (NAA) is a non-profit organization in Montréal, Québec, serving annually thousands of children and families spread across 16 community pools. For over 60 years, the NAA organizes each summer over a hundred accessible, recreational aquatic competitions for its communities.

*Want to join the NAA? See what we can do for you. Reach out to the NAA Executive:
<https://naaswim.com/naa-executive/>*



Sixty Years Strong.

We, the Northshore Aquatic Association, have come together and organized ourselves to promote and develop our unique aquatic community.

For six decades, we have shared a passion for inclusive and accessible summer aquatic activities, and an unwavering commitment to preserving these aquatic traditions for the generations to come.

Over the years, we have witnessed many of our former members compete at the highest levels of their respective sports, something for which we highly pride ourselves. We have collectively worked hard on achieving our goal of providing a safe, healthy, supportive and encouraging environment to every child who dreams of pursuing their aquatic sport.

But, more importantly, we value our own members, who are at the centre of this strong community that we have built. We recognize, the success of our mission is rooted in the spirit of volunteerism that we jointly foster at all of our member pools. We understand that the success of our youth relies on a greater involvement of our community, and that the aquatic experiences and opportunities that we create have an immense impact on their future endeavours.

Our way of life has become essential to the communities and families we serve. The NAA will always remain a fun and participatory environment for all.



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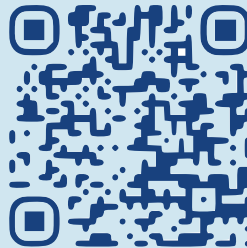


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IMPORTANT DATES AND DEADLINES*

June 26	-----	2024 Coaches' Meeting
June 26	-----	Head Coach, Backup Coach and Executive Contact Submission
June 27	-----	First Officials Clinic [ECC]
June 29	-----	Enrolment in the Joint Meet Organizing Committee
July 1	-----	First Swimmer List Submission
July 3	-----	First Dual Meet
July 6	-----	First Volunteer List Submission
July 13	-----	Summer Swim Meet Pre-Registration
July 20	-----	Summer Swim Meet [THO]
July 27	-----	Time Trials Registration Deadline
July 31	-----	Last Dual Meet
August 3	-----	Time Trials [ECC & VER]
August 10	-----	NAA Championship Meet (Big Meet) [BWD]



<https://forms.gle/c4CnE1ccqgWRHSu79>

Please provide your contact information.

* Dates in blues are submission deadlines



2024 COMPETITIVE SWIMMING UPDATES

Change in Divisions and Loss of Three Pools

The NAA is saddened to start the season without PPK, BAL and WPK. The Association stands ready to support all pools against the threat of permanent closure.

Joint Meet Organizing Committee and the NAA Championship Meet

Per amendment of the Constitution on May 13, 2024, all member pools must contribute to Meet Organizing (Summer Swim Meet, Time Trials or Big Meet), every two seasons. A Joint Meet Organizing Committee has been established to encourage collaboration amongst pools.

The Northshore Aquatic Association will be directly organizing Big Meet at Briarwood Pool. Any person wishing to help with its organization is asked to reach out to the NAA. All members pools must bring a tent.

New Integrated Results Sheet and Time Database, Statistics; Live Results

The Vice-President will develop a database, which lists the recorded times of swimmers throughout the summer. This database will be shared with coaches in order to help track swimmer progression.

Swimmer results from Dual Meets will be publicly available online, in realtime (certain exceptions apply).

Updated Swimming Resources on the Website

Updated documents and additional resources will progressively be added to the website. The organization of website files will also be reorganized.

Over the next year, new guides will be created to help coaches, officials and member pools.

Review of Constitution

The Vice-President plans on revising the Constitution for 2025, in order to simplify and condense the 'Swimming' section. All members who has suggestions and/or comments should reach out to the Vice-President.

Progressive Translation of Documents

After the website, important documents are next-in-line to be progressively translated throughout the 2024 season.

Projects

The NAA is completing a historical project. Any member who wishes to share old images of NAA activities are kindly asked to send them to the Vice-President.

Feedback and Surveys

The Vice-President will be conducting a thorough revision of activities, to assess member level of satisfaction. Any member having feedback should reach out at swimming@naaswim.com.

Call for Volunteers!

The NAA is seeking volunteers to help it run its activities! Any interested person should reach out to the Vice-President at swimming@naaswim.com.



THE HEAD COACH—ROLES AND RESPONSIBILITIES

If you are the head coach in charge of the swim team of an NAA member pool, congratulations! It is an incredible job that can be very rewarding and fun.

However, it is a job that holds many responsibilities: towards the participants, your member pool and towards the NAA. In order for NAA swimming activities to run smoothly, it is imperative that head coaches fulfill their responsibilities to the NAA—whether that may be submitting registrations or swimmer lists on time, properly coordinating Dual Meets with the visiting team, or encouraging members to participate in our activities.

The Primary Liaison between the NAA and the Member Pool

You are the first and most important liaison that the Vice-President has with member pools. It is important that you stay in contact with the NAA, and that you reach out when there are issues.

In many situations, the head coach is also responsible for relaying information to their respective committees, and for briefing their member on the objectives, priorities and needs of the NAA.

The First Person responsible for Resolving Conflicts

When issues that may arise at a Meet, the head coach is the first and most important person in resolving conflicts. You are essential to ensuring that minor problems do not escalate.

The Main Promoter and Ambassador of NAA Swimming Activities

Head coaches are the face of NAA Swim Team activities at their respective pools. They are first-in-line to give a positive image of swimming in their membership.

No one knows your membership as well as you. You can make a big difference in encouraging participation at our Meets!

Mobilizing and Organizing Support for Events

No event is successful without the volunteers, officials and support that each pool contributes. As the head coach, you are at the centre of this mobilization:

- Recruiting volunteers and officials;
- Recruiting swimmers;
- Finding equipment for meets.

Remember:

None of our activities are possible without **your** dedication! Keep it up! It might be a difficult and overwhelming at some times, but everything you do has an incredible impact on the entire community.

Thank you!



SAFETY AT COMPETITIVE SWIMMING EVENTS

Code of Conduct

It is essential that coaches, parents and athletes accept and respect the NAA Code of Conduct. The Code of Conduct will be categorically enforced. Please consult the code of conduct, available on the website of the NAA. **All persons witnessing a breach of the Code of Conduct must report the situation to the Vice-President of Competitive Swimming.**

Safety Regulations and Policies

On May 13, 2024, the General Assembly unanimously adopted one regulation and two policies concerning safety during NAA-sanctioned activities. Please consult the following documents, available on the website of the Association:

- **Regulation on Safety at Competitive Swimming Events**
- **Policy on Volunteering at Competitive Swimming Events**
- **Policy on Violence, Abuse, Harassment and Misconduct**

Amongst other provisions, these documents cover the following:

- The presence of an assigned coach for each group on deck during warm up periods
- Offensive or unsportsmanlike behaviour or symbols, and aggressive or violent conduct
- Interference with the operation of the meet
- The obligation to report dangerous situations
- The safety and integrity of volunteers, and the obligation to provide a source of water to all volunteers. The conduct of any person in authority.
- **The obligation to maintain a record of all volunteers at each event for a minimum of two (2) years, with the volunteer sign-in sheet, and provide a copy of each sheet to the NAA.**
- The rights of all members and the obligation to respect coaches, volunteers, officials and organizing members
- Mandatory reporting of situations of violence, abuse, harassment, misconduct, and the compromised security of a minor.

All coaches, swimmers, volunteers, officials and parents must comply with these Policies and this Regulation.

Upon observing an individual who does not comply, a member pool or coach must correct the individual. The individual is thereafter responsible for ensure future compliance. If repeated incidents, serious hazards that endanger the lives/wellbeing of volunteers, or a refusal to comply, are observed, the member pool must take appropriate actions to ensure compliance. **The member pool, referee or coach retains the authority to expel an individual for serious breaches to the Policies and Regulation, or take any other appropriate action. Please study these documents thoroughly.**

The NAA and the Vice-President retain exclusive rights to act in any manner and without delay, when informed of a situation in violation of these three documents, or in any other situation compromising the safety, security or integrity of a member.



CATEGORIES AND EVENTS

Stroke and Distance of Relay Events

Below are the determined strokes and distances for relay events.

8 & Under	100 m Freestyle
9 & 10	200 m Freestyle
11 & 12	200 m Freestyle or Medley
13 & 14	200 m Freestyle or Medley
Open	200 m Freestyle or Medley

A **coin toss** at the Annual Coaches' Meeting will determine the stroke of the **11 & 12**, **13 & 14** and **Open** categories for the NAA Time Trials and Championship Meets.

To determine the relay stroke of the **11 & 12**, **13 & 14** and **Open** categories at dual meets, the following formula is used:

- **Boys'/Men's events** Determined by the head coach of the Hosting Team
- **Girls'/Women's events** Determined by the head coach of the Visiting Team

Event Numbers

Races are completed in chronological order of event number. **The Summer Swim Meet does not include relay events, nor an open category. Para events are combined-gender.**

Note: The event numbers for Freestyle and Backstroke are "swapped" at Time Trials and at The Championship Meet.

		8 and Under	9 & 10	11 & 12	13 & 14	Open	Para (Big Meet)
Girls / Women	Freestyle	1	3	5	7	9	P1
	Breastroke	11	13	15	17	19	P11
	Backstroke	21	23	25	27	29	P21
	Butterfly	31	33	35	37	39	P31
	Relay	41	43	45	47	49	_____
Boys / Men	Freestyle	2	4	6	8	10	P1
	Breastroke	12	14	16	18	20	P11
	Backstroke	22	24	26	28	30	P21
	Butterfly	32	34	36	38	40	P31
	Relay	42	44	46	48	50	_____



DUAL MEETS— SCHEDULE AND DIVISIONS

The NAA will run two (2) divisions in 2024. See below.

The schedule, location and starting times of the Dual Meets, Summer Swim Meet, Time Trials and the Championship Meet are published on the NAA website. **Dual Meets begin at 18:00 (warm up at 17:30).**

	Division A		Division B		Division A	Division B
	Away	Home	Away	Home		
1	VYC	ELM	VER	FOR	ECC	TMR
	THO	ECC	TMR	WAL		
	GLE	FVW	SUR	WES		
			BWD	CSL		
2	ELM	THO	WAL	FOR	ELM	BWD
	ECC	FVW	SUR	VER		
	VYC	GLE	CSL	WES		
			BWD	TMR		
3	ECC	GLE	WES	BWD	GLE	WAL
	THO	VYC	SUR	WAL		
	ELM	FVW	VER	TMR		
			FOR	CSL		
4	VYC	ECC	WES	FOR	THO	FOR
	GLE	ELM	BWD	SUR		
	FVW	THO	WAL	VER		
			CSL	TMR		
5	FVW	VYC	FOR	BWD	WES	VER
	ELM	ECC	TMR	SUR		
	GLE	THO	VER	WES		
			WAL	CSL		



Rescheduling the Date of a Dual Meet

The date of a dual meet can be rescheduled if the following conditions are met:

- (a) The host team and the visiting team agree to changing the date of the dual meet;
- (b) The host team and the visiting team agree to the newly planned date of the dual meet; **and**
- (c) The host club notifies the Vice-President of Competitive Swimming.

Postponing In-Progress or Delayed Dual Meets

Meets having already commenced may only be postponed if the following conditions are met:

- (a) One hour has elapsed since the scheduled start of the meet;
- (b) The pool manager/head coach of the host team and the visiting team both agree to changing the date of the dual meet; **and**
- (c) The pool manager/head coach of the host team and the visiting team agree to the newly planned date of the dual meet.

Rescheduled in-progress dual meets will resume races at the event after the last event has been swum. It is not suggested to proceed with a dual meet when environmental circumstances might lead to significant delays. **Should no agreement be achieved, the Vice-President of Competitive Swimming shall determine the new date of the dual meet.**

The Vice-President is authorized to postpone or cancel events, when it is a matter of safety.

Assigned Lanes

At Dual Meets, the head coach of the host pool and the visiting pool should agree in advance to the assigned lanes at a dual meet, so to promote efficiency. It is customary to assign one team odd lane numbers, and the other, even lane numbers.

DUAL MEETS—VOLUNTEERS AND OFFICIALS

The head coaches of both teams must communicate with each other at least one (1) day before the Dual Meet in order to coordinate volunteers for the meets.

Both teams should provide officials according to the scheme below.

Nonetheless, it is the responsibility of both teams to act in good faith, in order to provide the necessary officials, regardless of this table.

Home Team	Visiting Team
1 Referee	1 Chief timer
1 Starter	1 Stroke and turn judge
1 Timer, with watch, per lane	1 Timer with watch per lane
1 Stroke and turn judge	3 Ribbon judges
1 Chief finish judge	1 Chief finish judge
1 Recorder	1 Recorder
False start rope operators	
Runners	



DUAL MEETS—ELIGIBILITY

By amendment of the General Assembly on June 10, 2024, **currently-employed staff members or instructors of NAA-affiliated pools are hereby authorized to compete.**

All swimmers must be included in the submitted list prior to participating in swim meets. To compete in NAA events, members must have paid for a membership specific to the summer season—that is, the membership does not include a winter membership or a specialized sport membership. **Athletes may not compete, regardless of discipline, for more than one NAA pool per season.**

List of Swimmers

NAA-affiliated pools must complete the swimmer lists provided by the Vice-President. This *Google Sheets* formatted list will be sent to head coach, and will be the centralized list used for result sheet entries. Additional swimmers thereafter must be registered through the form on the NAA website. **The following information will be requested:**

- (a) Pool Code (e.g., WAL)
- (b) Last name of the swimmer;
- (c) First name of the swimmer;
- (d) Gender (M/F);
- (e) Date of birth of the swimmer;
- (f) Staff participant; and
- (g) Eligibility to the Summer Swim Meet (section 2.8.2.2 of the Constitution)

Age Group

The age of a swimmer is determined on June 30th of the applicable year.

- A swimmer can participate in their respective age category, or that of any older age group.
- **Any** swimmer can participate in the 'Open' category.

Number of Authorized Events per Swimmer

- Swimmers competing **in any category except the 'Open' category** can participate as follows:

Either,
(a) **2** individual events and **1** relay; **or**
(b) **1** individual event and **2** relays.

- Regardless of age, swimmers **only competing in the 'Open' category** can participate as follows:

3 individual events and **1** relay.

- Swimmers participating **in another category, in addition to the 'Open' category**, are limited to:

2 individual events and **1** relay.

Number of Authorized Entries

Teams are permitted to enter at least **3 athletes into each individual event**, and at least **3 relay groups into each relay event.**



DUAL MEETS—REGISTRATION AND RECORDING

The Meet Result Sheet has been redesigned in 2024. All registrations and results shall be submitted online, via the new standard Results Sheet.

Swimmer Registration Procedure

Refer to the 'Dual Meet Registration, Recording and Submission Manual' for further information.

Result Recording Procedure

Refer to the 'Dual Meet Registration, Recording and Submission Manual' for further information.

Result Submission Procedure

Refer to the 'Dual Meet Registration, Recording and Submission Manual' for further information.

Result sheets are automatically submitted to the NAA through the sheet. Head coaches will not be required to print and sign a paper copy of the scoresheet. Results not having used the standard Results sheet will be rejected.

DUAL MEETS—RESULTS

In 2024, Dual Meet results will be publicly available, in real time, during the meets.

[LIVE.NAASWIM.COM](https://live.naaswim.com)

In the case that a pool does not have access to internet, results will be available within 48 hours.

A consolidated time database will be created and made available to coaches, in order to assist with tracking a swimmer's progression.

DUAL MEETS—SCORING

By amendment of the General Assembly on May 13, 2024, **swimmers from all heats at a Dual Meet are eligible to score points, should they be one of the top two (2) swimmers of their pool in the overall rank.**

Additional Heats

Each team at the dual meet have the right choose a minimum of three events for an additional scoring heat. Head coaches must be notified of such heats 24 hours before the dual meet. More heats can be added upon agreement of both head coaches. **Additional heats must be automatically accepted until the Dual Meet is expected to last past 20h30**, whereby it shall be at the discretion of Meet Management.

The 8 & Under and 9 & 10 categories are automatically given a second heat. This does not count against the three selected events mentioned above.



IMPORTANT: By convention, the fastest swimmers must always be added to the first heat, notwithstanding the fact that all heats count towards points. **Consciously entering the fastest individuals in other heats than heat 1 may be deemed unsportsmanlike.**

Exhibition

Individuals swimming exhibition in a certain event, do not count towards points in that event. Individuals competing as an exhibition swimmer must explicitly mark their card with an 'E', to the left of the event number. Otherwise, the swimmer will become eligible to score points, according to their rank in the event.

A participant may only swim more events than permitted by the Constitution, if they are marked as exhibition in the additional events.

An individual swimming exhibition must always be included on the submitted swimmer list.

Points System

Only the first two finishing swimmers from each team will score points, regardless of the heat in which they swim, according to the table below:

Place	Points
1	8
2	6
3	5
4	4

The first finishing relay from each team will score points, according to the table below:

Place	Points
1	8
2	4

Tie in a Race

In the event two (2) swimmers tie for a race during any meet, they shall both receive the points corresponding to the highest position. The next place will receive the score corresponding to the points after the tie.

SPECIAL MEETS—REGISTRATION AND ELIGIBILITY

The Vice-President would like all member pools to do their best to recruit swimmers for Summer Swim Meet and Time Trials.

Participation is at the core of the success of our collective community, and essential to the continuation of the NAA's mission. Each member plays a part in encouraging children and families to attend our events.

Please refer to the most recent statistics on participation, available in the Season Programme and Orientation [D-CS-SPO-240422].



Registration Procedures

Registration for Summer Swim Meet and Time Trials will be completed via the Google Sheets link provided by the NAA.

Summer Swim Meet

To be eligible for the Summer Swim Meet, a swimmer must meet the following conditions:

- (a) The swimmer is 14 years of age or younger; **and**
- (b) The swimmer has not participated in any winter aquatic program in the previous **24 months**. This includes “winter” swimming, synchronized swimming, waterpolo or triathlon. Taking swimming lessons during the winter season, or partaking in school-run swimming competitions are not activities considered to be a winter aquatic program.

Per convention, “recreational” swimmers are considered as winter swimmers.

The number of entries and authorized events per swimmer is as follows:

- (a) **Swimmers may swim in a maximum of 3 events.** These events may be in either their own age category, or one older than theirs.
- (b) **Teams are permitted 3 entries per individual event.**

The Vice-President of Competitive Swimming can accept or refuse substitutes or deck entries.

- **Substituting entries** may be accepted on the day of the meet. Such requests must be made with the Clerk of the Course, at the latest, 30 minutes before the start of the meet.
- **Deck entries** may be accepted on the day of the meet. Such requests must be made, at the latest, 30 minutes before the start of the meet. The conditions above must be met.

Time Trials

To be eligible for Time Trials, swimmers must meet the following conditions:

- (a) Compete in at least 2 dual meets; or
- (b) Compete in at least 1 dual meet, if the pool of individual was only scheduled **for less than 5 dual meets**.

Any swimmer in violation of this rule will be disqualified; the totality of the points they had amassed for their team will be revoked.

The number of entries follows the rules below:

- (a) **Teams are permitted 3 entries per individual event** (8 & Under; 9-10 categories).
- (b) **Teams are permitted 2 entries per individual event** (Other categories not listed above)
- (c) **Teams are permitted 1 entry per relay event.**



The Championship Meet

The top 12 swimmers from each event will be admitted to the NAA Championship Meet. However, in a single event, a maximum of 2 swimmers from the every pool is accepted.

Alternates for relays are accepted and are not required to have swum at Time Trials. The names of alternates must be written on the back of the NAA swim card used for Time Trials—a maximum of 2 names can be written. The order of swimmers may not be changed; the alternate takes the position in the relay of the absent swimmer.

- **Formal scratches for individual events** must be completed with the Clerk of the Course, at the latest, 30 minutes before the scheduled start of the competition.
- **Formal scratches for swimmers in relays** must be completed, at the latest, by the time the individual events of the Championship Meet end.

SWIMMING REGULATIONS IN EFFECT

Disqualification

The regulations of the Swimming Canada (SNC) are in force at NAA meets, with the exception of rules that do not confer a competitive advantage on a participant, **as determined by the standard NAA infraction report**. Infractions not covered by the standard report must be assessed by the meet referee.

Disqualified swimmers must receive no time (9:99.99) and must not contribute to the points of their team.

Individuals competing in the '8 & Under' category may only be disqualified for swimming the wrong stroke. At Summer Swim Meet, this rule will also apply to the '9-10' category.

Combination of Heats and Events

Heats and events must be combined regardless of gender or age category to avoid participants swimming alone, provided such decision combines swimmers of similar calibre and swimming the same stroke. **Combined races are still scored according to the event numbers indicated on the swim cards.**

A coach may request before the referee that a swimmer competing alone in a heat be re-assigned to a race amongst which competitors of the swimmer's calibre are observed. The request must be accepted if logistically possible.

False Starts

Only one false start is permitted. The announcement "The false start rule is now in effect" in either English or French must be made before a second start. Should a swimmer false-start thereafter, the race will not be stopped. A swimmer who false starts will be disqualified at the end of the race.

Assistance during Races

Individuals competing in the **8 & Under category** may complete their race with a **flotation device** and/or with **an assisting lifeguard**.

Assisting lifeguards must start in the water. Swimmers may start from the block, from the side of the pool, or in the water with one hand on the wall. **Any swimmer completing a race with assistance, whether a flotation device or an assisting lifeguard, will be considered an exhibition swimmer.**



NAA STANDARD SWIM CARD

The NAA provides standard swim cards at the Annual Coaches' Meeting. The standard swim card must be used for every entry into an event, individual or relay. For each individual race in which a swimmer will compete, a new card must be completed. The details, in red, on the sample card must be filled out before the race. In certain cases, the organizing pool may request that the heat and lane number be left blank.

Cards must be returned after the end of the meet. **Pools must retain completed cards for the entire season. The NAA reserves the right to audit the cards.**

The 2024 cards are glossy. The NAA recommends to test the pens and pencils to be used ahead of the meet. Sharp pencils or ballpoint pens work best.

Sample Swim Card — Individual Event

Event / Épreuve 36	25 400 1500	50 500	100 800	200 1650	Free / Libre Breast / Brasse IM / QNI	Back / Dos Fly / Papillon MR / RQN FR / RL	SCY / PCV SCM / PCM LCM / PLM	Age 11-12	Entry time/ Temps soumis : .
Name(s) / Nom(s) 1. Charlie Brown					2. _____				
3. _____					4. _____				
Club Walters					City of Club / Ville du club Dorval				
Heats / Préliminaires					Final / Finale				
Timer / Chronomètreur 1		: .		Timer / Chronomètreur 1		: .		: .	
Timer / Chronomètreur 2		: .		Timer / Chronomètreur 2		: .		: .	
Timer / Chronomètreur 3		: .		Timer / Chronomètreur 3		: .		: .	
Official time Man <input type="checkbox"/>					Official time Man <input type="checkbox"/>				
Temps officiel Elec <input type="checkbox"/>					Temps officiel Elec <input type="checkbox"/>				
Heat / Départ 1		Lane / Couloir 4		Consolation <input type="checkbox"/>		Lane / Couloir		: .	
				Final / Finale <input type="checkbox"/>				: .	

Association aquatique Northshore
Natation compétitive

Northshore Aquatic Association
Competitive Swimming

Résultats | Results: live.naaswim.com
natation@naaswim.com | swimming@naaswim.com

Sample Swim Card — Relay Event

Take note of "E" in top-left corner, for Exhibition Swimmers

Event / Épreuve E 36	25 400 1500	50 500	100 800	200 1650	Free / Libre Breast / Brasse IM / QNI	Back / Dos Fly / Papillon MR / RQN FR / RL	SCY / PCV SCM / PCM LCM / PLM	Age 11-12	Entry time/ Temps soumis : .
Name(s) / Nom(s) 1. Charlie Brown					2. Peter Pan				
3. Bugs Bunny					4. Donald Duck				
Club Walters					City of Club / Ville du club Dorval				
Heats / Préliminaires					Final / Finale				
Timer / Chronomètreur 1		: .		Timer / Chronomètreur 1		: .		: .	
Timer / Chronomètreur 2		: .		Timer / Chronomètreur 2		: .		: .	
Timer / Chronomètreur 3		: .		Timer / Chronomètreur 3		: .		: .	
Official time Man <input type="checkbox"/>					Official time Man <input type="checkbox"/>				
Temps officiel Elec <input type="checkbox"/>					Temps officiel Elec <input type="checkbox"/>				
Heat / Départ 1		Lane / Couloir 4		Consolation <input type="checkbox"/>		Lane / Couloir		: .	
				Final / Finale <input type="checkbox"/>				: .	

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VOLUNTEERS

Volunteers are essential to upholding the mission of the NAA and to sustaining its operations. Affiliated pools shall take all efforts to promote engagement amongst their members and to secure volunteers for NAA events.

The NAA will maintain a list of volunteers in order to help with the organization of key-NAA competitions. Meet organizers may reach out to the Vice-President of Competitive Swimming should they not be able to find volunteers. The NAA will make the best efforts to fill missing volunteer roles.

The following information must be provided in separate columns:

- (a) Last name of volunteer;
- (b) First name of volunteer;
- (c) Email address, and/or phone number; and
- (d) Applicable SNC Qualifications, if any.

Provided volunteers must have accepted to be contacted for NAA events. A signup form will be available on the NAA website for individuals wishing to express their desire to volunteer after submission of the lists by pools. Individuals seeking to suspend their volunteer contributions to the NAA may contact the Vice-President of Competitive Swimming.

Volunteer Sign-In Sheet

Per section 5.1 of the *Policy on Volunteering at Competitive Swimming Events*, all individuals volunteering, in any capacity, must complete the sign-in sheet at each Competitive Swimming event in which they participate. By signing the sign-in sheet, the individual acknowledges having read the Volunteer Agreement, and agrees to the terms therein.

Sign-in sheets must be retained **with utmost confidentiality**, by the member pool, for two (2) years and **may not be used by the member pool for any purpose.** The NAA reserves the right to request the records at any time within two (2) years.

The member pool must never make a copy of these records and must destroy them after two years. An electronic copy of these records cannot be maintained.

2024 Volunteer Programme

The Northshore Aquatic Association is seeking students interested in completing volunteer work this summer.

Volunteers may be presented with the opportunity to acquire recognized certifications in swim officiating, and to learn about community work and how our activities are organized. Students may complete various tasks, some of which take place at the pools, whereas others can be completed online (e.g., document translation, basic work with Google Sheets, writing documents, etc.).

Students contribute according their own availabilities, and any volunteer work performed by a student will be signed/attested to for academic purposes.

For more information and to sign up, reach out to the Vice-President of Competitive Swimming or visit the following page:

<https://naaswim.com/volunteers>



We'll sign volunteer hours

The Northshore Aquatic Association is looking for volunteers to help run its 35+ community swimming events in the West Island every summer.

Pick up some new skills, discover a new sport, and have some fun! There are no commitments: volunteer when you can. If you volunteer at one of our large events this summer, you'll even get free food!

Questions? Email swimming@naaswim.com





PROTESTS

The NAA demands that all parties take every possible action to avoid submitting a Protest.

Discuss with the involved parties. Understand both sides of the disagreement. Come to an understanding that is fair and reasonable for all.

With the season only lasting eight weeks, it is in the interest of all to refrain from unnecessary conflict, and to resolve issues amicably amongst parties.

Protests must be submitted to the Vice-President of Competitive Swimming in writing. The submission must be accompanied by **\$50.00 in cash**.

Protests shall only be accepted, if submitted within 24 hours of the challenged incident. In the case of Time Trials or the Championship Meet, protests shall only be accepted within **30 minutes** of the challenged incident.

Because of the \$50.00 cash fee, the Vice-President of Competitive Swimming will only accept submissions handed to him directly, or handed in-person at the address below. No electronic submissions will be considered valid.

Address for protest submission:

1400 av. Dawson, Dorval, Québec, H9S 1Y4

REPUTATION OF THE NAA

Image of the NAA

All members must take reasonable steps to protect the reputation of the NAA and promote its mission, vision and values. The logo, branding and taglines of the NAA are not to be used without prior authorization. Usage must conform to the directives of the NAA.

Projects

It's the NAA's 60th anniversary! The NAA welcomes and encourages any initiatives seeking to improve the visibility and community reach of the organization. Please address proposals relating to community activities, media campaigns, partnerships or other swim-related activities to the Vice-President of Competitive Swimming.

Surveys and Suggestions

Throughout the summer, the Vice-President will share surveys with the membership, in order to gain an understanding of level of satisfaction with regard to the Association's activities and resources.

Social Media Accounts

Follow the NAA on Facebook and Instagram! **Send us photos and videos, and we'll share it too!**

- **Facebook:** <https://www.facebook.com/naaswim/>
- **Instagram:** [@naaswimming](https://www.instagram.com/naaswimming)

Dual Meet and other swimming updates will be posted on social media.



COMMUNICATION

Providing Contact Information

The following information must be provided at the Annual Coaches' Meeting:

- (a) Name, email and phone number of the **head coach**;
- (b) Name, email and phone number of an **alternate coach**;
- (c) Name, email and phone number of a **pool executive**; and
- (d) **Gmail account with which Results Sheets will be shared.**

Failure to provide the information above may result in non-transmitted information to certain members. The Vice-President of Competitive Swimming will not contact coaches without the information above.

The contact information above will be distributed to all head coaches. **Coaches must inform the Vice-President if they do not wish to share a portion of their contact.**

Pools are also requested to ensure that the information, publicly available on the NAA website, is valid. Modifications can be made by contacting the Vice-President or NAA Webmaster.

Communicating with the Vice-President and the NAA

Attempts to intimidate, harass, threaten or insult the Vice-President or NAA volunteers will be categorically condemned. The use of foul or abusive language will not be tolerated.

Offenders will consequently be penalized or reported, according to the gravity of the infraction. The Vice-President of Competitive Swimming reserves the right to disregard any inquiry violating this policy.

- General Public: swimming@naaswim.com | natation@naaswim.com
- Member pools and Coaches: vpswimming@leniyo.com

The Vice-President of Competitive Swimming is committed as much as possible to answering inquiries within 72 hours. Coaches are encouraged to consult official NAA resources before communicating with the Vice-President of Competitive Swimming, as answers to common questions are readily available.

Should the request or inquiry be of urgent nature, the following must be added, verbatim, at the beginning of the email subject **(with the brackets)**:

[URGENT]

Communicating with Volunteers of the Vice-President

Additional volunteers are expected to work with the Vice-President throughout the 2024 season. They may reach out to coaches or member pools in the completion of their tasks.

Any volunteer working with the Vice-President of Competitive Swimming's team will communicate from an email ending in "**@vpswimming.leniyo.com**". The name of the volunteer will always be mentioned in the email.

Concerns or complaints regarding volunteers are to be sent directly to the Vice-President of Competitive Swimming.



Complaints

Administrative complaints are to be sent via email, directly to the Vice-President of Competitive Swimming. As stated in the Code of Conduct, **parents must address concerns regarding decisions made by officials directly with coaches.**

Official complaint forms will be available on the website of the Association. Complaints may also be sent directly to the Vice-President of Competitive Swimming. **All complaints pertaining to Violence, Abuse, Harassment, Misconduct or other safety regulations of the Association will be received.**

Anonymous complaints will be accepted; however it is strongly recommended to provide basic contact information. Individuals may also file a complaint with the *Officier des plaintes de la protection de l'intégrité dans l'exercice du sport*. Criminal acts shall be directly reported to competent authorities.

INFORMATION FOR COACHES AND MEMBER POOLS

Updates via Email

Email communications will remain the primary means of communication between the NAA, member pools and coaches, for Swimming programs. Any official inquiry must be sent via email.

Information regarding safety will be sent via email.

MAILING LISTS:

- Coaches: headcoaches@vpswimming.leniyo.com
- Member Pools: membership@vpswimming.leniyo.com

Updates on the Website

Press releases, communiqués and information intended for the general public will be posted on the website of the Association.

Limited-Access Facebook Group

A closed Facebook group, as well as a messenger group, will be maintained for all coaches and member pools. This group will be an open forum for sharing information relating to Swimming programs.

www.facebook.com/groups/naaswimming/

RESOURCES AND DOCUMENTS

All resources and documents can be found on the website of the Association, either under the "Swimming" section, or in the "Resources" section.

NAA Swim Records

Swim records will be gradually updated on the website.



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