



Welcome to CNBO – Parent Handbook

Thank you for choosing to join our team, Club de natation Bleu et Or.

Our qualified, professional, and dedicated coaches' work hard to ensure that your swimmer will have every opportunity to succeed in this sport. We have an outstanding program that relies on volunteer parents to make it work as well as it does. The sport of competitive swimming is one of the few sports that can be enjoyed throughout an entire lifetime. Both the athlete and their families can share in this experience when involved in our club. There are as many things going on out of the pool as in it! Without the dedication and commitment of our volunteers, the sport could quite simply not function. **We need you to be part of our CNBO family!**

Parent Handbook

The purpose of this handbook is to ensure all members understand and are informed on general information regarding the sport of swimming and of our team, Club de natation Bleu et Or Inc. All information distributed in this handbook, or elsewhere, is for the exclusive use of CNBO members only.

General Information

Communication and information updates are provided on a regular basis through Email and our club website: <https://www.teamunify.com/team/cancnbo/page/home>

Email is our main use of communication for our parents and athletes, PLEASE read your emails and stay informed.

Follow us on social media including Facebook, Twitter and Instagram.



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Our Organization

OUR VISION

To be the premier competitive swimming club in New Brunswick and Atlantic Canada while striving to establish ourselves as a national leader in two key domains: Athlete & Coach Development and Organizational Structure & Governance.

OUR PHILOSOPHY

- Dedication to excellence in life and sport. All members will be expected to model the values of CNBO in the pool and in our community.
- Athletes will be supervised in an appropriate and safe environment through all levels of programming.
- Creation of a winning culture and environment that encourages all members to reach their full potential.

*The organizational objective is to follow the steps of Sport Canada's Long-Term Athlete Development (LTAD) model in all programming, technical and competition decisions.

TEAM VALUES

- **Respect** - Yourself, teammates, competitors, & community
- **Pride** - For yourself, you team, and your community
- **Commitment** - To achieving your full potential, to our team goals, to our team



values

It is expected that all members of our CNBO family (athletes, coaches, families, sponsors, and supporters) demonstrate our team values during all representation of THE CLUB.



- Offer an engaging and rewarding environment that will allow athletes in all levels to reach their full potentials.
- Re-alignment of all levels in the club with Sport Canada's LTAD model. Establishment of a clearly communicated continuum of athlete progression through our programming.
- Increased involvement amongst athletes and families through developing team and individual goals. The club will offer a variety of initiatives and activities to encourage athletes and families to reach these goals.
- Increased team building: Develop and offer opportunities for athletes to demonstrate their team spirit and love for representing our club.
- Increased professional development opportunities for all staff. We will strive to continually educate our coaches to ensure they are equipped to provide the highest quality of coaching to allow athletes to excel at all levels.





Our Club - CNBO

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CNBO (Club de Natation Bleu et Or) is a competitive swim team that is run by a board of directors, composed of volunteer parents. CNBO gives the opportunity for our swimmers to develop skills and practice a sport that they enjoy in a fun-loving atmosphere. The Club officially began operations in 1999 under the guidance of the University of Moncton and became fully independent in 2004.

CNBO now has over 80 swimmers (ages 7-19 years old). Our CNBO swimmers' range in experience from our beginners to high performance international athletes, while others swim for fun without competing.

Swimming is a sport that requires dedication and perseverance. Our athletes achieve the satisfaction and enjoyment that comes from meeting the challenges and personally defined, difficult and rewarding long-term goals.



Our Head Coach – Ryan Allen

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Ryan Allen is our CNBO Head Coach. His club coaching experience includes working with the Codiac Vikings Aquatics (NB) for 2 seasons, the St. John's Legends Swim Club (NL) for 3 seasons and with our own CNBO since the 2013-2014 season. He is an NCCP Level 3 Trained coach who holds a bachelor's degree in Kinesiology and Education.

A firm believer in continuous learning and professional development, Ryan has sought to work with some of the best coaches and programs in the country through various opportunities, including working with Swim NB and our member clubs any chance possible.

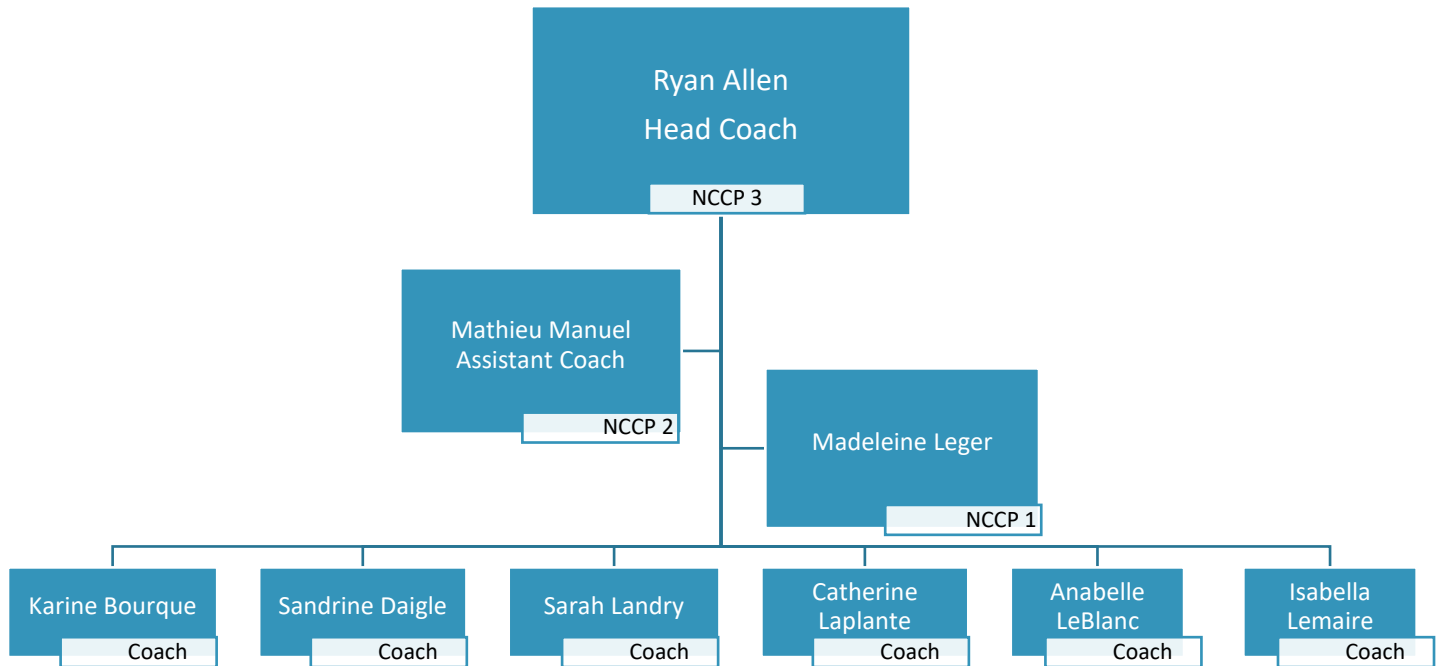
Ryan is excited to draw from his experiences while leaning heavily on all CNBO members as we look to grow together. Collaboration amongst all coaches, athletes and families will help us achieve wonderful heights.

In the last few years, Ryan has been selected for the following initiatives:

- **2020** Tokyo Paralympic games – Team Canada Coaching Staff
- **2020-2021** Swimming Canada Select Coaches Group – Olympic Program
- **2020** Tokyo Paralympic Games Familiarization Camp in Wakayama, Japan - Team Canada Coaching Staff
- **2019-2020** Swimming Canada Select Coaches Group
- **2019** ParaPan American Games in Lima, Peru - Team Canada Coaching Staff
- **2018** Swimming Canada Apprenticeship Program; Pan-Pacific Para-swimming Championships in Cairns, Australia - Selected apprentice coach
- **2018** CSCA Mentorship Program; Swimming Canada NextGen Para-Swimming Train and Race Camp at WPS World Series in Lignano Sabbiadoro, Italy - Selected apprentice coach
- **2017-2018** Swimming Canada Select Coaches Groups
- **2017** Canada Summer Games - Team NB Coaching Staff



Our Coaches





Your role as a Swim Parent

Competitive swimming programs provide many benefits to young athletes. They develop self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit.

As a parent, your major responsibility is to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue and improve himself.

Parents are not participants on their child's team, but obviously contribute greatly to the success experienced by the child and the team. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, always show good sportsmanship toward our coaches, officials, opponents, and teammates.

Children need to establish their own goals and make their own progress towards them. Be careful not to impose your own standards and goals. Do not over burden your child with winning or achieving best times. The most important part of your child's swimming experience is that they learn about themselves while enjoying the sport. This healthy environment encourages learning and fun, which will develop a positive self-image within your child.

Let the Coach, Coach

The best way to help a child achieve their goals and reduce the natural fear of failure is through positive reinforcement. We are very fortunate to have certified coaches to help with the continued development of all athletes. It is important to trust, respect and let them excel in their coaching abilities all while educating your child on various aspects of sports and life.



Get Your Child 'There' on Time

As in all sports, there are many events that your child must attend: practices, team meetings, competitions, and special events. Swimming is no different. Our coaches also have a responsibility to look after their entire group. **It is strongly encouraged to arrive 15 minutes before the start of each practice.** If your child is going to be late or miss a practice, let your coach know by email. All emails are on our Team Unify website.



Become Involved

The easiest starting point is to sign up to be an official at our swim meets. You get to enjoy the competition, meet other parents, and watch your child participate. Officiating is fun and you can progress through the levels at a similar rate as your child. Very few other sports provide this opportunity. For more information, please contact our official's coordinator at: officials@cnbo.ca.

It is also important that you read our emails and try to attend our yearly Annual General Meeting. You certainly do not need to run for a position on our Board of Directors, but you should be aware of CNBO's affairs. If you have expertise that would benefit our club, your shared knowledge is greatly appreciated.





Equipment Required during practices

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Mandatory Equipment

CNBO asks that all swimmers have the following equipment during practice. Without these essential items the swimmer cannot train properly.

- ✓ Bathing cap
- ✓ Goggles
- ✓ Swimsuit
- ✓ Sandals or flip flops
- ✓ Water bottle (plastic only, glass is strictly prohibited)
- ✓ Pull buoy & Kickboard

Recommended Equipment

Here are other pieces of equipment that your athlete will need to acquire as they progress, as per their coach's request. Links to recommended items are also included

- ✓ **Kickboard** - [Finis Alignment Kickboard | All Tides](#)
- ✓ **Pull buoy** - [Arena Freeflow Pull buoy | All Tides](#); [Aquam One-piece Pull Buoy - Junior | All Tides](#)
- ✓ **Snorkel** - [Swim Snorkel - Pro 3 – All Tides](#)
- ✓ **Fins** - [Speedo Fin Switchblade – All Tides](#)
- ✓ **Paddles** - [Elite Finger Paddles – All Tides](#); [Elite Swim Paddles – All Tides](#); [Agility Swim Paddles – All Tides](#)
- ✓ **Skipping rope**
- ✓ **Mesh equipment bag** - [EQUIPMENT NET - Bags - Swimming basics - Swim Gear \(alltides.com\)](#)

To optimize training every swimmer should have a plastic **water bottle** at the side of the pool with them.



Mandatory Equipment

For athletes attending a competition, here are CNBO's mandatory requirements before stepping on the blocks:

- ✓ CNBO Bathing cap (NO other bathing cap is permitted during a meet)
- ✓ Goggles
- ✓ Swimsuit
- ✓ CNBO T-shirt or any other CNBO team uniform
- ✓ Towel
- ✓ Water bottle
- ✓ Light snacks (crackers, fruits such as oranges, watermelon, grapes etc)



A spare pair of goggles, CNBO bathing cap and a spare swimsuit are also recommended.

Competition Swimsuit

A competition swimsuit (long) is not required, nor mandatory. For those who are interested, here are a few tips when purchasing a racing suit.

It is very important the swimmer gets the right size, especially a racing suit for competitions. As a rule, a racing suit should look like it is 2 sizes too small when it is dry. Suits will stretch when wet and if it is too big, it will be uncomfortable and cause drag. A racing suit should and can take 10 – 20 minutes to put on.

Please check with your swimmer's coach before buying a racing suit. These suits can be very expensive and last a limited time. **Please note that technique and strategy are far more important than the suit the swimmer is wearing.**



Swim meets

All competitive swimming is governed by FINA – International Federation of Amateur Swimming. FINA is responsible for the rules that apply to the highest level of our sport. Swimming/Natation Canada – SNC is the national governing body of our sport while Swimming New Brunswick – SNB is provincial.

Arrival Time

ALL CNBO athletes are required to arrive **15 minutes (minimum) before** the warmup start time.

Meet fees

There is a meet fee for every meet your swimmer will attend. This amount varies from meet to meet. Each meet fee includes: an amount paid to Swim New Brunswick and the Hosting club; and an amount for CNBO's coaching staff & travel fees. The amount for CNBO's coaching staff & travel fees is at a rate of \$15.00/day. All prices listed in Team Unify will reflect this added fee.

Example:

If your child is attending a one-day meet that is listed at \$20.00 on Swim Canada. The meet will be listed as \$35.00 for all participants (\$20.00 + \$15.00).

If your child is attending a 3-day meet that is listed at \$50.00 on Swim Canada. The meet will be listed as \$95.00 for all participants (\$50.00 + \$15.00 + \$15.00 + \$15.00). If your child is only attending 2 days, you will be charged the full amount of \$95.00.

PLEASE NOTE: Meet Fees are NON-REFUNDABLE. If you have selected "Attend" and the cancellation deadline has passed, YOU will be charged the meet fee.



Standards

Meet Standards

The sport of swimming is associated with several level of standards. To attend certain meets, an athlete must achieve a specific qualifying time for his/her age, also known as a Standard.

The first standard an athlete should aim for is a B time, followed by a A, AA, Next Gen, Eastern and Nationals.

There are also meets that have de-qualifying times, which means, an athlete can't swim a meet or event if he/she holds a certain standard in this event.

Example:

Premier Meet: A swimmer can't attend a premier meet if he/she has all A standards for the events listed in the meet. However, an athlete could participate in 1 event if he/she does not have an A standard for a specific listed event. Please note, you will be charged the full meet fee if your athlete only competes in 1 event or all 3 events.

NB Open Cup: To attend the NB Open Cup, a swimmer must have at least 1 AA standard. The swimmer must register for at least 1 event in which he/she holds an AA standard.

All Standards can be found on the Swim New Brunswick webpage or by following this link:

[Meets & Events – Swimming New Brunswick / Natation Nouveau-Brunswick \(swimnb.ca\)](https://www.swimnb.ca)



Team Unify

Our CNBO website is Team Unify. You will find various information on this website. Team Unify is also where you will register your athlete for meets/events or decline them.

It is imperative that you accept or decline all meets/events listed by our head coach at the earliest of your convenience. The acceptance or refusal, on your behalf, will help our head coach enormously and will give him the ability to plan accordingly for certain meets (booking an extra hotel room, coach/ratio) etc. There are deadlines with all swim meets, it is important to acknowledge and respect them.

To register your athlete for a swim meet or event:

- 1- Sign into your account
- 2- On the home page, you will see “Upcoming Events”
 - Team Events (All CNBO events that require an acting – Accept or Decline)
 - General Events (All other events)

Upcoming Events

Team Events	General	Registration
<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">OCT 19</div>	<p>Réunion des parents / Parents meeting</p> <p>Oct 19 2021 07:00 pm - 08:00 pm</p>	
<div style="background-color: #0056b3; color: white; padding: 2px 10px; text-decoration: none; font-weight: bold;">Edit Commitment</div>		

Upcoming Events

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<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">OCT 24</div>	<p>Jolyn (Swimwear) Pop-Up Store / Boutique (maillot de bain)</p> <p>Oct 24 2021 02:00 pm - 04:00 pm</p>	
<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">OCT 24</div>	<p>AGA Natation N.-B. Rapport financier / Swim NB AGM Financial Report</p> <p>Oct 24 2021 04:00 pm - 05:00 pm</p>	
<div style="background-color: #0056b3; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">OCT 24</div>	<p>AGA Natation N.-B. / Swim NB AGM</p> <p>Oct 24 2021 05:00 pm - 08:30 pm</p>	
<div style="background-color: #0056b3; color: white; padding: 2px 10px; text-decoration: none; font-weight: bold;">VIEW CALENDAR</div>		



Team Unify (continued)

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- 3- Select Edit Commitment (to the event you wish to register or refuse)
- 4- Once selected, you will see your account information at the top along with your athlete's name underlined. As seen, Member Commitment is "undeclared".

My Account:
Despres, Lise
5065767323
[Change Account](#) (Admin Only)

Registration Deadline:
10/19/2021

Click on Member Name to declare for this Event:

[VIEW DEMO](#)

Member Name	Member Commitment	Last Updated
<u>Celine Despres</u> *Active	⊘ Undeclared	

- 5- Select your athlete by clicking on their name
- 6- You will be prompted the following:

Member Athlete:
Celine Despres

*Declaration

--SELECT--

Notes

(days cannot attend, etc.):



Team Unify (continued)

7- It is very important to select your declaration (Yes or No) and indicate your special requests in Notes.

8- Press Save Changes

Member Athlete:
Celine Despres

*Declaration
Yes, please sign [Celine] up for this event

Notes
(days cannot attend, etc.):
Can't attend the Friday session
I would like to swim 50, 100 and 200 Free

Save Changes

9- Once saved, you will see that your athlete is either registered or has declined the event.

Réunion des parents / Parents meeting
Oct 19, 2021 (07:00 PM) - Oct 19, 2021 (08:00 PM)

My Account: Despres, Lise
5065767323
[Change Account](#) (Admin Only)

Registration Deadline: 10/19/2021

Click on Member Name to declare for this Event:

[VIEW DEMO](#)

Member Name	Member Commitment	Last Updated
Celine Despres *Active	✓ Committed	10/17/21 8:16 AM



Helpful hints

- It is important to read your emails.
- It is important to validate your Swim Canada registration every start of a new season.
- If your credit card is expired, it is important to add the new expiry date in your account.
- If your credit card has been stolen, it is very important to advise our treasurer at tresorier@cnbo.ca
- It is important to modify all your personal changes to your account.
- It is important to advise your coach if you develop any new medical condition (allergies, condition etc).

Bell Lap: In the 800m or 1500m freestyle races a bell is rung as the swimmer approaches/leaves the wall for their last lap indicating that they only have 50m (short course) or 100m (long course) to swim.

Blocks: The starting platform located behind each lane.

Bulkhead: A wall constructed to divide a pool into different courses, such as a 50 metre pool into two 25-meter courses.

Course: Designated distance (length of pool) for swimming competitions. Short Course (SC) = 25 meters / Long Course (LC) is 50 meters.

Deck: The area round the swimming pool reserved for swimmers, coaches, and officials.

Deck Entry: Entries accepted into swimming events on the first day or later day of a meet.

DQ/Disqualified: This occurs when a swimmer has committed an infraction of some kind, e.g. freestyle kick in butterfly. A disqualified swimmer is not eligible to receive awards, nor can the time be used as an official time.

Dryland Training: Training done out of the water that aids and enhances swimming performance; usually includes stretching, calisthenics and/or weight training.

Event: A race or stroke over a given distance. An event equals one preliminary with its final, or 1 timed final.

False Start: Occurs when a swimmer moves prior to the sounding of the start command.

Final: The championship heat of an event in which the top six or eight swimmers from the preliminaries compete, depending on the number of lanes in the pool.

Finish: The final phase: the touch at the end of the race.

Flags: Backstroke flags placed 5 meters from the end of the pool. They enable backstroke swimmers to execute a backstroke turn more efficiently by counting their strokes.

Heat Sheet: The pre-meet printed listing of swimmers' seed times and order of swimming in the various events at a meet.

Heats: Since there are only 8 lanes in which to race and usually many more swimmers the swimmers are divided into heats. i.e. 160 swimmers in the 50 freestyle = 20 heats. Heats are usually swum slowest to fastest with final three heats "Circle Seeded"

I.M.: Shorthand for Individual Medley. An event in which the swimmer uses all four strokes on the following order: butterfly, backstroke, breaststroke, freestyle

Lane Assignment: The lanes are filled from fastest to slowest in the following order: lane 4, 5, 3, 6, 2, 7, 1 and 8.



Glossary of Terms (Continued)

Long Course (LC): A pool 50 meters in length. Most long course meets occur in the spring and summer.

Prelims: Slang for preliminaries, also called Heats or Trials. This races in which swimmers qualify for the championship and consolation finals in an event.

Relay: An event in which 4 swimmers compete together as a team to achieve one time.

Sanction: An official status allowing a swim club to hold a swim meet. Meet must abide by all aspects of the sanction. All times for all events will be official and recognized by all governing bodies.

Scratch: To withdraw from an event in a competition.

Session: Portion of meet distinctly separated from other portions by locale, time, type of competition or age group.

Short Course (SC): A pool 25 meter in length. Most short course meets occur in the fall and winter.

Split: The time it takes for a swimmer to swim a specific segment of the race. Most events are broken down into equal segments of 50 meters. i.e. a 200. meter race has 4 x 50m segments. Each 50-meter segment could/would be timed. The first split is referred to as the “takeout” split

Swim Off: When two (or more) swimmers finish the preliminaries in a “finals position” with the exact same time

they will race the event again at the end of preliminaries (or an agreed to time before the finals) to establish seeding or placing. Swim Off times are official times.

Swimming Strokes: Freestyle, backstroke, breaststroke, butterfly, individual medley. These strokes all must be executed in accordance with the rules of swimming.

Time Standard: Also known as a Qualifying Time (QT). Some meets require swimmers to have met a qualifying standard prior to being entered in the meet. These standards are often set by the provincial section (SwimNB), the national section (SNC), the host organization, or by FINA. **Time Trial:** A time-only swim that is not part of a regular meet.

Timed Final: The race is only raced once. This often happens for the longer distance races such as the 800m and/or 1500m and is done as a time saving measure. Slower heats in the preliminaries and fastest heat in the finals.

Touch Pad: A large touch sensitive board at the end of each lane where a swimmer’s touch is registered and sent electronically to the timing system.

Warm Down (Swim Down): Low intensity swimming used by swimmers after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

Warm-Up: Low intensity swimming used by swimmers prior to a main practice or race to get muscles loose and warm and gradually increase heart rate and respiration.