



## SWIMMING CANADA SENIOR NATIONAL TEAM PROTOCOLS

### Overall Team Principles

1. Aspire to be the most professional Canadian Sporting team, across all sports.
2. Aspire to be the most professional Swimming team at the Championships/Games.
3. The team will prepare with Performance in mind. Support will be provided to allow all team members to feel relaxed, however be extremely focused to their competitive performance.
4. The team and staff will focus on the controllable and not the uncontrollable in order to prepare for their performance.
5. The targets for all selected Swimmers is to improve from their trials performance to the Championships/Games, and to improve all pre-competition rankings, maximising numbers of Swimmers progressing from heats to semi-finals and to finals (either from heats or semi finals). Focus on winning the close ones with a strong finish on all our races.
6. All Swimmers must be ready to perform in the heats and progress; this is critical particularly if a Swimmer qualifies from an evening (finals) swim at trials. Be ready and know the timelines.
7. All staff and Swimmers are to respect the job all team members have to do, and to speak to the right person should there be an issue on the team.
8. A willing, positive, 'can do' approach is essential to any successful sporting team.

### Schedules

1. A schedule will be prepared to cover all key times during the day, both for the staging camp and the competition period.
2. Meetings will be required and are an important process to give information to all team members.
3. Meetings will not be called unnecessarily. In general, the guideline over a one week staging camp would be 3 full team meetings; one on arrival, one mid-week and one prior to departure.
4. In the final venue, again, team meetings will be planned. One for arrival and one prior to competition to pass on information from the technical meetings (attended by the Team Manager and National High Performance Director).
5. Through the competition daily team meetings will be held for all the team to attend (any dispensation for rest and recovery can be given providing the Team Coach discusses this with the Head Coach). All team coaches may be asked to participate in team meetings.
6. The Head Coach may call coaches meetings (as required).
7. The Swimming Canada IST Director may call IST staff meetings.

### Coaching

1. Team Coaches will be asked to submit their group training times for both the staging camp and the final competition location to Swimming Canada as required. The Head Coach and Team Manager will review, and then inform the National High Performance Director of the timetable. The IST requirements should also be advise by the Team Coach to the Swimming Canada IST Director. A template will be developed and circulated to be returned.
2. Team Coaches will be asked to contact Personal Coaches in advance to discuss the framework for training and taper; type of key sets to be undertaken and when; primarily to ensure the swimmer is best prepared under the circumstances that present themselves in the staging camp and in the competition venue. Personal Coaches of athletes not on the team will not be requested to and should not submit sessions for their athletes (Personal coaches should also contact the Team Coach assigned to their swimmer).
3. Coaches will be required to know the whereabouts of their group at all times during the staging camp and or competition in case they are required.
4. The Head Coach will circulate Swimmer/Coach groupings for the tour after discussion with the NHPD.
5. During the staging camp Coaches will meet post morning workout (venue and time to be determined on site).

6. During the competition coaches will meet on pool deck following the final Canadian swim of the morning for quick update.
7. Selected Swimming Canada coaches (Team Coaches) are required to focus on only the Swimming Canada team at the competition or team to which they are selected to i.e. not to coach other nations Swimmers.
8. Team kit will be worn at all times.

### **Personal Coach Program**

Swimming Canada invites personal coaches of selected swimmers to all selected National teams to participate with their athlete in camps and competitions under the following circumstances:

#### **Travel:**

- All travel and accommodation logistics shall be the responsibility of the personal coach.
- Contacts for hotels / accommodation and flight numbers etc. may be obtained upon request from Swimming Canada – National Teams Coordinator or Junior Teams Coordinator.
- Personal coaches are requested to seek accommodation other than the team hotel.
- **All** expenses are the responsibility of the personal coach

#### **Participation / Training:**

- The assigned selected tour coach shall be the primary coach.
- The tour coach, in conjunction with the tour Head Coach will determine the personal coach's role.
- The personal coach will be able to consult with their swimmer's assigned coach but will not be directly responsible for their swimmer.
- Personal coaches work under the authority of the assigned coach, the tour head coach and the Swimming Canada National Coach (Junior or Senior)
- There may be closed workouts or training sessions from time to time. In such instances personal coaches (and other visitors) will not be able to attend the session.
- Meals, team meetings and other non-training sessions shall be by invitation to the personal coach only.
- All requests for outings (meals, meetings, etc) must be approved by the tour Head Coach.

#### **Participation / Competition:**

- In some instances the Head Coach may wish to bring the team together and focus their preparation prior to the competition. From that time forward the swimmer will be working solely under the tour coach's jurisdiction.
- During the competition the personal coach will assume observer status in the public area. From time to time the Head Coach may request the personal coach's assistance. Access to the swimmer will be coordinated with the Team Manager and the tour coach.
- Tickets / seating for competition are the personal coach's responsibility.

#### **Conditions:**

- The personal coach is an invitee of Swimming Canada and as such is expected to conduct him or herself in a respectful and professional manner. Should a personal coach's behaviour be contrary to the terms and conditions that the selected coaches are held to and which are viewed to negatively impact the team or Swimming Canada's reputation, then the personal coach's interaction with the team may be restricted at the discretion of the tour Head Coach.
- Personal coaches will not be afforded national team gear.

The Personal Coach Program will be reviewed when required. Swimming Canada's primary interest in managing the personal coach relationship is to assist in the development of self-sufficient and independent athletes as a key component of peak performance.

## **Withdrawals**

All swimmers are expected to race in the events they are entered into. If any withdrawals are considered the swimmer and Team Coach must then discuss for sign off with the Head Coach and NHPD, who will review and consider all performance-based decisions for the withdrawal.

## **Relays**

1. Relay practice will be scheduled for the staging camp and on competition location if required by the Relay Coach, following sign off with the Head Coach. Once signed off, the schedule will be circulated to all required.
2. Those nominated for relays and who qualified the team are always available for heats and finals.
3. The Head Coach, in consultation with NHPD, will appoint Relay Coaches.
4. Relay Coaches are to finalise with the Head Coach the heat team by lunchtime the day prior to the morning heats of the relay. This will be communicated to all in contention to swim. The Head Coach may be fully involved in all relay discussions.
5. Relay team heat sheets are to be prepared by the Team Manager and Relay Coach and signed off by Head Coach/NHPD by the evening before the heats, at the latest (Team Manager to submit).
6. Confirmation of all teams to race Finals will be made as quickly as is possible following the relay heats; considering all available information; then discussed with the Head Coach, signed off by the National High Performance Director; all Swimmers then informed face to face as to who is in or out.
7. Relay team final sheets to be prepared with the Team Manager and Relay Coach, and then signed off by Head Coach/NHPD. All to be completed prior to the afternoon team meeting (Team manager to submit).

## **Swimmers**

1. When a Swimmer has finished competing they will ensure they attend all heats and finals sessions in order to support their team with a clear expectation they will be in the stands 15 minutes before the start of heats and finals at the event.
2. When a Swimmer has finished competing they will also be required to continue to live the lifestyle of a competing athlete, they may also, at the discretion of the High Performance Director and Tour head coach, continue training daily until the end of the competition. Therefore respecting all other team members who are still competing and following the goals relating to the professionalism of the team.
3. If the swimmer is continuing to another meet following the competition they are at they will be required to continue training in order to continue to prepare for a performance at the next competition.
4. Prior to a Swimmer having finished competing there will be opportunities to depart back to the team hotel/village at pre-determined times, as advised by the team management.
5. In the case of a Swimmer requiring additional rest, the Team Coach will discuss the individual case with the Head Coach for approval, and who will then inform the Team Manager/NHPD.

## **Family and Friends**

1. The policy of no family and friends booking accommodation and staying in the Swimming Canada team hotel will be applied for all team members, Swimmers and Staff.
2. All swimmers representing Canada at International Swimming Championships and Games have been selected to compete for their country and must ensure all their actions outside of the pool environment support the attainment of their peak performance in the competition they are competing.
3. All swimmers, personal coaches not on the team and family/friends are asked to refer to all the team protocols that are listed in this document that apply to all Swimming Canada National Teams.
4. Firstly the training programme established and the competition schedule will take priority on a daily basis, and will not be compromised in order for attendance at activities such as media, team sponsor requests and or family & friends requests to meet athletes who are on national team duty. All family, friends and personal coaches not on the team are requested to note this.
5. It is recognized that on occasions swimmers may be given dispensation to meet parents, family and or friends, this will be assessed in the first instance with the coach responsible for the performance of the

athlete at the competition (the group coach), who would then consider this with the athlete before referring the request to the team Head Coach, National High Performance Director and the Team Manager.

6. Swimmers will not be permitted to engage in social activities such as meals out from the team environment and sight-seeing prior to their competitive events, unless dispensation is allowed. This is primarily the situation and the protocol will be no swimmer can do this the day prior to a competitive swim, between heats, semi-finals and finals or on the morning of a final swim. Where possible any opportunity will be considered following the conclusion of their competitive programme, and from this point the athletes are still required to live the lifestyle of a professional athlete still competing on the team, however providing all guidelines are respected time with family and friends for athletes having completed their competitive programme can be arranged following the conclusion of all heat and final sessions that they are required to attend (unless team meetings that are compulsory for all team members are called).
7. Swimmers who for example are competing at the start of the championships/Games and then are not then competing again until the end of the competition may be given dispensation to meet up with family and friends between performances.
8. All reasonable requests will be considered with the intention of maintaining peak performance in the Championships and Games.

### **Guidelines**

1. All Swimmers and Staff will operate under the Swimming Canada Team Rules, Regulations and Mandatory Requirements, and in the case of a Games team, also under the authority of any agreements put in place (i.e. Canadian Olympic Committee and Commonwealth Games associations).
2. Team curfews will not be imposed, however all team members are reminded that performance is the key for not only themselves but also their teammates and staff. All team members will be expected to ensure they have enough sleep and rest in order to perform at their best.
3. It should be noted that curfews may be implemented for the final night should swimmers be attending last night functions.

### **Media**

Please note, final team media protocols are in development and will be distributed to the team when complete.

1. At the final staging camp a day will be designated as the 'Media' day. All media requests will come through and be coordinated by the Swimming Canada Communications Manager (Nathan White).
2. All team members are reminded to support this media day. It is arranged to minimise any disruption during the team's preparation as we approach the departure from staging camp to the final championship destination.
3. In general, at any Championship or Games a press conference will be held 3 or 2 days out from the start of competition. Swimmers and Staff will be identified for the press conference. Following this session, we will undertake a media blackout until the first day of the competition. Those required to attend the press conference will be approved via the NHPD; the Communications Manager will then inform the Team Manager for information purposes, then the Team Coaches, then Swimmers.
4. During the competition Swimmers are to be available to the media through the mix zone and are to remember the focus of getting to swim down. This is particularly critical if they are in a final or semi final; have another heat swim or relay that day, or a swim the next morning,
5. During heats it will normally be a faster move through the mixed zone than in finals. It is OK to say at some point "thanks guys for the questions, I now need to get to swim down. I can talk more after my final, semi final or heat the next day" and move on. After your final swim more time can be taken.
6. Swimmers should note to comment only on your own performance. If asked about others say nothing negative; saying "they are a tough competitor" is always a good line to use. In fact, nothing negative on any issue should be said.
7. Coaches are to only comment on their own swimmers performance.

8. The Head Coach can comment on the performances of all Swimmers on the team
9. The National High Performance Director can comment on all team issues and greater Swimming Canada issues or situations from the championships.
10. Only media approved by our Communications Manager can have access to the team.
11. Once a Swimmer has finished competition they will then be permitted to undertake media activity as arranged and coordinated via the Swimming Canada Communications Manager.

### **Sponsors**

1. Only Swimming Canada sponsor engagements and functions are to be attended while on a Swimming Canada team. At no time should personal sponsor engagements or functions be attended.
2. Swimming Canada sponsors or other approved team sponsors functions may be considered for attendance, and must be approved by the Team Manager and National High Performance Director. These opportunities will only be considered once the swimmer has fully finished competing at the Championships/Games.

### **Competitive Attire**

1. Team members may wear Swimming Canada issued National Team attire only at the staging camp and competition. Under no circumstances will other team attire be allowed.
2. Swimwear worn in training must be Swimming Canada issue (suits and caps) unless otherwise authorized by Swimming Canada as per the Swimming Canada Athlete Agreement and Team Rules.
3. Swimwear worn in competition must follow the conditions as per the Swimming Canada Athlete Agreement and Team Rules.

### **IST Support and Principles**

1. Based on the size of the selected team, location of swim meet, and identified needs of the participants, Swimming Canada may choose to include any of the following support personnel on the Integrated Support Team (IST)
  - a. Team Manager
    - Manages and oversees all logistical and general operations of the entire team. Works with coaches to determine optimal training schedules, liaises with the host organization and accommodation staff to ensure all athlete needs are met, and facilitates the coordination and organization of all IST support.
  - b. IST Lead
    - Manages and oversees all IST operations, facilitates communication amongst IST members, coaches, and athletes. Ensures IST plan is implemented, and is the main point of contact for any conflict management involving IST personnel.
  - c. Physician
    - Manages and oversees all medical issues related to athlete health, team illness and injury prevention, team illness and injury management, as well as anti-doping education and management.
  - d. Physiotherapist
    - Primary health-care professional who specializes in movement and function of the body, treats and manages both acute and chronic injuries, with a major focus on injury prevention.
  - e. Registered Massage Therapist
    - Provides therapeutic treatment of targeted tissues that includes muscles, tendons, ligaments, fascia, skin, joints, and circulatory systems.
  - f. Chiropractor
    - Provides therapeutic treatment of acute and chronic back pain, neck pain, headaches, neuro-muscular function, as well as other extremity conditions.
  - g. Nutritionist

- Responsible for ensuring food safety, quality, and quantity that is optimized for both training and competition. Works as a liaison with the host organization, as well as with the physiologist and physician to ensure acute preparation, recovery, and supplementation strategies are optimized.
- h. Physiologist
    - Responsible for managing and coordinating all metabolic monitoring during training and competition. Advises and leads rest of IST team in the acute preparation strategies going into competition, manages recovery strategies, and collects all post-race data for the interpretation and distribution to the coaches.
  - i. Biomechanist
    - Provides technical support for the assessment and training and all swimming skills. Works closely with Race Analyst to ensure timely and effective feedback of all race results to the coaches, and consults with the coaches on technical and tactical issues related to race execution.
  - j. Strength and Conditioning Coach
    - Works with the athletes in consultation with the coaches in dry-land to maintain conditioning levels as identified to be appropriate throughout the preparation phase into the competition.
  - k. Mental Performance Consultant
    - Addresses the mental preparation aspects of athletes and coaches into the competition. Observes the entire team to ensure appropriate and effective interaction that creates an optimal environment for performance.
2. During Swimming Canada's formal staging camp into the event, there will be no medical or paramedical treatments performed on deck, unless there are emergency or extenuating circumstances. All treatments will be scheduled and performed at the designated treatment location, typically at the accommodation location.
  3. During the actual competition event, a primary treatment area (termed the 'Pit') will be designated and set-up to provide the necessary equipment and personnel to perform treatments for competing athletes. A secondary treatment area will be designated and set-up to provide scheduled treatments at the accommodation location.
    - a. Athletes that are no longer competing in the event are asked to schedule and arrange for all required medical and paramedical treatments to be performed at the secondary location.
    - b. Athletes that are continuing to train through the meet are asked to consult with their coaches and the medical lead to determine the optimal solution for the location and scheduling of all medical and paramedical treatments.
    - c. Although every effort will be made to provide swim training equipment storage in the Pit area, this cannot be guaranteed or relied upon based on the available space. Any space that is available will be prioritized for competing athletes.
    - d. Although the Pit area will be the central meeting point for the entire team throughout the meet, it is not intended as a social gathering point and athletes are requested to respect this space as a preparation location for athletes competing that day.
  4. At each meet, at least one person on the IST will be designated as the doping chaperone. This individual(s) will have a copy of relevant medications on hand to facilitate to WADA doping procedures. Any athlete called for doping should immediately inform either the designated doping chaperone(s) or one of the team managers in order to ensure proper support is provided to the athlete throughout the testing process.
  5. All IST are expected to conduct themselves in a professional manner throughout the entire staging camp and competition environments.

## General

1. Only team members will stay at the team accommodation, this relates to all family friends, SNC staff not part of the team and or board members.
2. Training times at the facilities used on staging camps and or competition venues can only be used for the team athletes during these times



## **Team Debrief**

1. At the conclusion of the Championships/Games a team debrief will be undertaken in the form of a one-page sheet. The process will be termed a "3+3 debrief" where all members will list 3 positives from the camps and competitions, and list 3 considerations for improvement for the next championships. Input should be based on their own individual experience rather than discussion and debate. This process will be undertaken by all team members but will be conducted separately for staff and swimmers.
2. All "3 + 3" information will be collated by Swimming Canada. Feedback will be provided to the team, as will any necessary steps for future improvements.