



**SWIMMING**  
PRINCE EDWARD ISLAND

**Clinic Communication Procedure**

- 1) Swim PEI Executive Director will send out a reminder and notice of the clinics one week prior to the Swim PEI registered age-group athletes, club presidents and the head coaches.
- 2) To Register: Registration will go through the Swim PEI Executive Directors office. Cut off for registration will be the Wednesday before each clinic. Space is limited to 25 swimmers and it will be on a first come, first serve basis. Swimmers can register 3 ways. By phone call to Swim PEI, email or by mailing the registration form to the Swim PEI office. Cost for each clinic is \$20 and cheque can be mailed to the Swim PEI office and made out to Swim PEI.
- 3) Clinics are open to all Island swim coaches. Club swim coaches are encouraged to attend. There are no limits to the number of coaches who may attend. Swim Coaches are required to notify the Swim PEI Executive Director on the Friday prior to the clinic if they plan to attend. Swim coaches wanting registration information pertaining to their individual athletes attending/or not the swim clinics, contact the Executive Director's office by phone 1-902-569-0583, 1-800-247-6712 (toll free) or by email [cgcrozier@sportpeip.e.ca](mailto:cgcrozier@sportpeip.e.ca)
- 4) Swim PEI's Technical Director will submit the clinic drill plan to all Island head coaches the day after the clinic to ensure club coaches are privy to the techniques introduced to the swimmers.
- 5) Questions: All questions concerning the clinics can be directed to the Swim PEI Executive Director by phone or email. Questions can then be directed to the appropriate parties by the Executive Director.
- 6) Should an event be postponed or cancelled, the Swim PEI Executive Director will immediately send out an email notification to the Swim PEI online registered swimmers, club presidents and the club head coaches; as well as have posted on the Swim PEI website homepage. Those athletes incorrectly entered into the SNC online registration program will not receive the information. Only those athletes correctly entered will receive the information. It is the responsibility of each club registrar to ensure accurate information is entered into the data base. Should a club register encounter difficulty in this regard, they should contact the Executive Director for assistance.

**Provincial Team Communication Procedure:**

- 1) A list will be compiled by the Swim PEI Executive Director that includes the swimmers names and all contact information.
- 2) Beginning Monday November 10<sup>th</sup>, 2008 all provincial team communications will go through the Executive Director. This includes communication in regards to practices, meets and events. All presidents and head coaches will be included in the communications with provincial team swimmers.

- 3) Any questions or concerns regarding the Swim PEI provincial team will be addressed to the Swim PEI Executive Director. The Executive Director will then communicate questions and concerns to the appropriate parties.
- 4) Should an event be postponed or cancelled, the Swim PEI Executive Director will immediately send out an email notification to the Swim PEI online registered swimmers, and as a courtesy also to the club presidents and the club head coaches; as well as have posted on the Swim PEI website homepage.

### **Swim PEI Website Communication Procedure:**

- 1) All public documents approved by the Swim PEI board will be posted on the [www.swimpei.com](http://www.swimpei.com) website within 7 days by Brian Procter, Swim PEI Webmaster. Swim PEI's Executive Director will provide the Webmaster all documents for web posting.
- 2) Only board approved documents & press releases will be posted on the Swim PEI website; except in cases where Swim PEI has appointed a head coach for a specific team. A Swim PEI team head coach of a provincial team may utilize the SWIM PEI website as a means for communicating with his/her team. i.e. Canada Games head coach may decide to have his/her annual training plans posted on the site. Swim PEI registration forms as developed by the Executive Director will also be posted on the website.
- 3) Upon posting on the Swim PEI website, the Webmaster will forward to the club presidents (or a designate of their choice) the documents for posting on their individual club website (this will be an individual club decision as to post or not).
- 4) Documents approved to date for posting include:
  - a) Strategic Plan 2008 – 2012
  - b) 2008 – 2009 Technical Manual which will include annual meet schedule, clinic schedule, officials training schedule, and provincial team practices and locations.
  - c) Canada Games Selection criteria.
  - d) Technical Directors Job Description
  - e) Executive Directors Job Description
  - f) Communication Procedure

*Katie Hamilton  
Swim PEI, Executive Director  
P.O. Box 302  
Charlottetown, PE  
C1A 7K7  
569-0583 Phone  
368-4548 Fax  
cgcrozier@sportpei.pe.ca*