

# Welcome to the Trent Swim Club

## Club Manual



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Please note: In all instances of discrepancy Trent Swim Club's Bylaws supersede this Parent Manual document and will be the policy of record for the swim season.

*On behalf of the Trent Swim Club Coaches and the Board of Directors, we would like to welcome all new and existing swimmers and families to a new Trent Swim Club season.*

Swim Canada's age group swimming program is one of Canada's largest programs of guided fitness activity for children. Currently, there are over 150 swim clubs with 10,000 registered swimmers, 400 coaches, 20,000 officials and countless volunteers throughout Ontario. Swim Ontario divides the province into six regions. Age group swimming builds a strong foundation for a lifetime of good health and fitness.

Advantages of swimming as a sport:

- Develops high quality cardiovascular fitness, the most important key to physical fitness.
- While in some sports, an hour of practice may yield as little as ten minutes of meaningful exercise, age group swimming teams use every precious minute of practice time developing fitness and technique.
- No other sport does a better job in proportional muscular development by using all the body's major muscle groups.
- Enhances children's natural flexibility by exercising all their major points through a full range of motion.
- It helps develop superior coordination by requiring a combination of complex movements of all parts of the body.
- It is the most injury free of all youth sports.

Swimming is a sport that will bring children fitness and enjoyment for life.

You are never too old to enjoy a swim!



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## **Meet our Coaches**

### ***Dan Stratton - Head Coach, Senior & Junior Coach***

25 years as head coach, assistant head coach, associate coach, and coaching intern with age group and varsity swimming programs in Ontario. Seven years at SSMAC as head coach with three national medalists, several national finalists, and multiple provincial medalists and finalists. Over 17 years serving in Western swimming region serving with Chatham Pool Sharks, Lambton Laser, Bluewater Otters and women's varsity swimming at Western University. During this time, Stratton was coach of record for Para swimmer, Darda Geiger selected to 2000 Paralympic Games for Canadian swim team competing in Sydney, Australia. Geiger was a gold medalist and set a world record that stood for eight years as a member of Team Canada and Stratton was awarded the Canadian Swimming Teachers and Coaches Association (CSCTA) gold medal award of distinction as a result. Stratton is a NCCP swimming level 3 certified coach since 1993, a graduate of the Canadian Sport Institute Pacific, Victoria, BC. Stratton was the lead NEOR team coach at the Ontario Summer Games in Toronto 2012. Stratton has been an Ontario Swimming Coaches Committee (OSCC) board member since 2009, has been a program coordinator for Northeastern swimming region since 2013, and continues to be active in Swim Ontario committees. Stratton has been an NCCP swimming 101 learning facilitator for Swim Ontario since 2014. Stratton graduated from the University of Waterloo in 1989 with a BSc in Kinesiology and was a varsity water polo and swim team member from 1985-1989.

### ***Kent Crockower - Age Group Coach***

Kent swam for the Peterborough Y Swim Club-Trent Swim Club from 1974-1985. Kent was the summer Junior National Champion in backstroke 1983 and competed at summer and winter Sr. Nationals in 1984 and 1985. Kent was also a finalist at the 1985 CIS championships.

Kent taught for over 25 years in elementary and secondary school levels. Kent coached St. Mary's Secondary's swim team in '97 and '98 and in both years they won the COSSA championships. In doing so, Kent led 19 swimmers to OFSSA and qualified 7 of 10 possible relays for OFSSA in both championship seasons. Kent was also instrumental in coaching the Peterborough Triathlon Club's Youth Team (2008 to present) with countless podium finishes and 3 athletes qualified for the Ontario Summer Games.



## History of Trent Swim Club

Gord Minty formed the YMCA Swim Club in 1939. Minty coached and developed several of his swimmers into Canadian champions. Among these swimmers was Alan Marshall after whom the Trent University Pool is named.

In 1980, the Peterborough YMCA Swim Club moved from the 'Y' up to the new Alan Marshall Memorial Pool at Trent University. The club's name was changed to the Trent Swim Club and became part of the Eastern Ontario Swim Region. In 1985, the club joined the Huronia Region and quickly broke most of the regional records.

The Trent Swim Club has developed regional, provincial and national record holders. The club also has a rich history of developing university team captains and qualifiers in the NCAA Championships, the Pan-Am Games and the Olympic Trials. Matt Rose was a medalist at the Commonwealth Games and competed in the 2004 Olympic Games in Athens, Greece. Most recently, Cynthia Pammatt and Bill Cox both represented the Trent Swim Club at the 2012 Olympic Trials. Members are consistently ranked among the top ten in the country for their age group.

Throughout its history, the Club has developed swimmers at all levels of competition – from beginners participating in the development meets to those competing at national and even international events. Over the last seventy five years, the Peterborough YMCA/Trent Swim

Club has consistently proven the truth behind its moniker....

***"The Best Small Club in Canada"***

## Affiliation

The Trent Swim Club is a member of Swim Ontario, which is the sanctioning body for aquatic sports in Ontario. The province is divided into regions with Trent being part of the Huronia Region. For more information on the Huronia Region and its activities, visit [www.huroniaswimming.com](http://www.huroniaswimming.com). Your swimmer will have a registration ID with Swim Ontario, which will stay with him/her throughout his/her entire swimming career. For more information about Swim Ontario, visit their website at [www.swimontario.com](http://www.swimontario.com). The "records and ranking tab", followed by the "search an athlete" tab on the Swim Canada site at [www.swimming.ca](http://www.swimming.ca) will give you all sanctioned swim times for any athlete that has competed at a sanctioned swimming event in Canada.

## Club Structure

The Trent Swim Club is broken down into four groups:



## ***Trent Swim School***

This is our program for young swimmers who are learning the strokes for competition. Swimmers will swim one or two times per week depending on individual performance level.

Bronze level athletes swim once a week and silver level athletes swim twice a week. Neither group participates in swim meets.

## ***Masters***

The Master's program is designed to accommodate adults swimmers interested in joining a swim team to train in a group environment. Our masters swim program includes various levels of swimming experience from those looking to improve their technical swimming skills to those looking to have the opportunity to race all in a fun and inclusive environment. Each year 3 sessions are offered.

## ***Age Group Swimmers (AG1, AG2 and AG3)***

These athletes are considered to be the developing members of the club. These athletes swim three, four or five sessions a week depending on their assigned group and they do participate in swim meets on a regular basis.

## ***Junior/Senior Group Members***

These athletes are higher performance swimmers and they train seven to eight times per week depending on their assigned groups. They participate in a large number of qualifying swim meets.

## ***Coaching Staff***

The coaching staff consists of two full time coaches that are responsible for the delivery of the program. The full time staff is responsible for the mentoring and monitoring of assistant coaches and swim school instructors. The Board of Directors is responsible for hiring the full time coaches. The full time coaches also make recommendations with respect to hiring part time and volunteer coaching positions.

## ***Board of Directors***

The Board of Directors consists of a President, Vice-President, Treasurer, Secretary and key volunteers who serve as Chairs of the Club's committee structure. The Board meets regularly throughout the year and is responsible for the Club's policies, procedures and financial viability.

Elections of directors are made in June of each year at the club's Annual General meeting which can be held at the year-end awards ceremony or



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another designated time. The club's Annual Meeting is held in the fall. The Club by-laws can be obtained from [www.trentswimming.com](http://www.trentswimming.com).

## **Attendance Policies**

### ***Purpose***

1. To ensure that TSC competitive stream swimmer(s) are adequately prepared, ready and equipped to deal with menu of strokes, distances and skills required to succeed.
2. To continue a culture of physical readiness, healthiness, fitness, excellence consistent with LTAD policies from Swimming Natation Canada (SNC) and Swim Ontario.
3. To ensure that the program model is standardized across all registered swimmers in that respective group and that training programs are fully maximized.

### ***Policy***

This policy applies to all swimmers registered in the competitive stream with the Trent Swim Club.

### ***Procedure***

1. A swimmer registered in each respective group of either the age group (AG), Junior and/or Senior program will have an understanding of the role and responsibility of that level of registration.
2. Prior to acceptance of promotion into the higher level within AG, Junior and/or Senior program the swimmer and parent should review the schedule and attendance expectations and determine if their individual and families schedule can accommodate an enhanced training schedule. It is expected that all swimmers will strive to achieve a 75 percent attendance rate.
3. Moves up will take place on September 1st, January 1st and April 1st of each year. The swimmer will be allowed 2 practices in a possible move up group before the family makes a decision to accept or decline a move up.
4. If a move up is declined, the head coach and president will communicate with the family to understand reasoning and determine plans for moving forward.
5. If the head coach deems that a long term attendance issue is preventing a swimmer(s) progress within the competitive program, then a parent meeting with the respective swimmer, parent and coach may be required.
6. Allowing a swimmer that arrives at workout without the minimum training equipment, including swimsuit, cap and goggles to remain on



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deck for the duration of the scheduled training session is at the discretion of the head coach.

7. If an extended absence from training is required, and not related to an injury, including family vacation, academic break, academic issues and/or family crisis, it is expected that the individual circumstances be communicated to the head coach in a timely fashion. Regular updates (weekly) should be communicated to either the head coach, group coach and/or club registrar.
8. In the situations outlined above, there will be considerations made in terms of eligibility to attend future meets weighed on factors including length of absence, attendance prior to absence, notification period and any other pertaining issues.

Attendance at practice is essential to individual swimmer development and to the overall development of the team.

Swimmers are expected to be ready to swim when practice is scheduled to begin.

### ***Meet Attendance Policy***

All swimmers are encouraged to attend scheduled team meets. This is a competitive sport in which we not only compete as individuals, but also as a team. We need all team members at team meets (regional meets) in order to get our best possible result. This is not only from a point earning perspective, but also from a team support perspective.

Prior to every swim meet there will be a Swim Meet Notice emailed to you. All information about the upcoming swim meet can be found at [www.trentswimming.com](http://www.trentswimming.com) (team unify website). Take note of the pertinent dates including the scratch deadlines. For each meet you must indicate if your swimmer will "attend" or "decline" on the team unify website prior to the indicated dates. If you are unable to attend the meet, you must "decline" on the Team Unify website and we recommend letting your swimmers coach know you are not able to attend the meet. Once the sign up/scratch deadline has passed if you "accepted" we will assume that you are attending the meet. You are then responsible for any cost associated with that competition.

When attending meets swimmers are expected to show up on deck a minimum of 15 minutes before the scheduled warm up time and wearing the proper Trent Swim Club attire.

This will allow the swimmer plenty of time to loosen up and get ready to get in the water once the warm up starts. The swimmer is expected to check in with the coach when they arrive. This will help prevent the coach from



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thinking that the swimmer is not in attendance. Failure to do this could lead to the coach scratching the swimmer from the competition.

## **Injured Swimmer Policy**

### ***Purpose***

1. To ensure that an injured swimmer is assessed and treated by a licensed healthcare professional.
2. To ensure that the injured swimmer's health is a priority and to prevent further harm.
3. To modify future work outs according to the restrictions and assessment set forth by the treating provider.

### ***Policy***

This policy applies to all swimmers registered in the competitive stream with the Trent Swim Club.

### ***Procedure***

1. A swimmer who is injured as a result of swimming or any other sport/activity, and has not attended practice for more than 7 consecutive days, must be assessed by a licensed health care provider prior to re-entering the pool. Providers include but are not limited to; doctors, nurse practitioners, chiropractors and physiotherapists.
2. If restrictions are placed on the injured swimmer, they must be documented in the form of a note from the treating provider.
3. Future workouts will then be structured to accommodate the swimmer's ability and recommendations from the health care professional.
4. If a swimmer experiences prolonged healing time, swim fees are reimbursed as follows:
  - a. one month's reimbursement will be paid in full if the swimmer does not enter the water for a period of 30 days consecutively, not calendar months.
  - b. entering the water even once during that 30 days voids full reimbursement.
  - c. failure to provide a medical slip documenting restrictions will nullify full reimbursement.
  - d. if a swimmer is injured just prior to a meet, that swimmer will be credited the amount as long as the withdrawal is not past the deadline for submission.
  - e. Fees will not be credited if the injury occurs after the submission deadline.



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5. Failure to provide a medical slip documenting restrictions may result in the swimmer being prevented from participation until one can be provided. This would be the respective coaches discretion.
  6. Allowing an injured swimmer on deck during practices or at a meet is at the discretion of the head coach.

## **Fee Structure**

### ***Registration Fees***

Fees are paid upon registration in September through the team's online registration system or upon your first registration with the Trent Swim Club.

Initial registration costs include Swim Ontario affiliation fees which are paid once per season to register the swimmer with Swim Ontario. The registration fee amount is based on swimmers competitive or non competitive status with Swim Ontario. Swimmers in AG1, AG2, AG3, Junior or Senior are registered as competitive. Swimmers in Swim School and Masters are initially registered as non-competitive. If swimmer moves up into a competitive program throughout the year the difference between the two fees will be charged by Swim Ontario for the change of registration status and fee will be charged to swimmer.

Swimmers participating in AG1, AG2, AG3, Junior and Senior register for the swim year (Sept-June) and fees are applied on a monthly basis. Swimmers in the Masters and Swim School program's fees are applied on a per session basis.

For the AG1, AG2, AG3, Junior and Senior groups fees are broken down into two components:

The first component, Club fees, funds the operating costs of the club. These fees reflect the number of times a swimmer trains per week over the possible ten month swim session (September – June). If, during the course of the session, your swimmer progresses from one group to another your monthly fees will be adjusted to reflect the change.

The second component, Swim Meet fees, are used to pay meet costs. If, during the course of the session, your swimmer progresses from one group to another your swim meet fees will be adjusted to reflect the change in group. If your swimmer does not use this money at meets, it will be refunded to you.

### ***Swim Meet Fees (Meet Account)***

Meet fees are held in trust and administered by the Team Treasurer.



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Funds are used to cover the meet expenses associated with the individual meets attended by the swimmer during the season. These expenses constitute entry fees for your swimmer participating in the meet along with the shared coaches expenses associated with having the coach(es) attend the meet to coach and support your swimmer. Coach expenses include accommodation/travel/meals. When participating in a team travel meet all expenses including transportation, accommodation and food will be shared amongst those who signed up for the meet on team Unify.

Members are also given the option of using their meet account to cover additional costs during the year such as the awards banquets/swim clothing orders/Pan Am Bus etc.

The Board and the Head Coach work together at the beginning of each season to provide an estimate of the meet fees. This number can vary depending on the number of meets your swimmer(s) attends.

It is very probable that the meet account will need to be 'topped up' during the year.

Updates on individual accounts will be provided throughout the year. You can request a status report from the Team Treasurer at any time.

You cannot register for the following year until all fees have been paid from the previous year.

Reimbursement policies for swimmers who, for various reasons, do not compete during the season are set out in subsequent sections of this manual.

### ***Volunteer Commitment***

The volunteer commitment is critical to the sustainability of the club. In order to host races in the province the club requires volunteers that have been specifically trained through the online and/or in person officials' courses. These courses are generally quite simple to complete and are helpful in providing you with the skills needed to enjoy individual swimmer performance and volunteering at a meet.

Swim Ontario provides oversight and guidance to swim clubs in the province and maintains specific thresholds of the numbers of officials required at the various levels in a swim club (calculated according to the number of swimmers registered in each club).

Parent volunteer activities will be tracked throughout the year. Balances are applicable to the current swim season only with nothing being carried forward into the next swim season. Any outstanding amount will be indicated to you at the end of the year and is available for viewing at your online



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account. We understand that due to various other commitments, not every family can meet their 'service hours' commitment. As an alternative the Trent Swim Club also offers the opportunity to 'buy out' the commitment at a rate equal to the current minimum wage per hour.

See [Appendix A](#) for the full "Volunteer Commitment" document.

## **Swim Meets**

The swim season is divided into two parts.

- The first half of the season (September – February) is the Short Course Season, where swimmers will compete in 25 metre pools.
- The second half of the season (March-June) is the Long Course Season where swimmers will compete in 50 metre pools.

Meets are a very important part of competitive swimming. They are a measure of the swimmers' progress, and they also offer an opportunity for unique learning, and they give development opportunities not possible during training and they help team spirit.

### ***Meet Notices***

Swim Meet Notices are sent out by the Head Coach via e-mail and are posted on the website several weeks prior to each meet. You can also view the information provided with the app "OnDeck" that you can download. This notice provides basic information about the meet including location, dates, identification of swimmers qualified for the meet, and a scratch deadline for any swimmer unable to attend the meet.

### ***Scratching from a Meet***

All swimmers are encouraged to attend meets that they have qualified for. If a swimmer is not able to attend a meet then written notification of a scratch before the deadline is needed to avoid unnecessary costs becoming the responsibility of the family.

If your swimmer is unable to attend a swim meet, the Coach must be notified, in writing, **by the scratch date** on the swim meet notice. Failure to do so will result in all applicable meet fees being charged to your meet account as the club must pay the meet fees to the host club based on swimmers attending by the scratch date. It is the responsibility of each swimming family to monitor e-mail and our team website or app OnDeck to ensure that swimmers do not miss meet dates and/or scratch deadlines.

Upon receipt of a scratch, you will receive written confirmation (via e-mail) of this action from the Head Coach.



## ***Types of meets***

Swimmers will attend two types of meets throughout the year: Parent Responsible Meets and Team Meets.

### ***Parent Responsible Meets***

The majority of swim meets fall into this category with parents being responsible for arranging travel, accommodation and meals for individual athletes. Car-pooling and sharing of accommodation is up to the individual parents and on some occasions, the Team Manager may advise parents of block accommodations that have been put aside for parents as a booking option. It is the parent's responsibility to confirm and book a reservation with the hotel.

Meet times and directions to the pool will be e-mailed and posted on the website prior to the meet.

Swimmers are required to arrive fifteen minutes prior to their scheduled warm-up time and to check in with their coaches to avoid being scratched from the meet. The swimmer should pack healthy snacks and water. They should also have deck footwear.

Entry fees (amount charged per event by the host club) and coaching expenses will make up the amount to be charged to the individual swimmers' meet account. Coaching expenses are determined by dividing the costs incurred by the coaches to attend the meet (mileage, hotels, food) by the number of swimmers registered for the meet. The maximum coaching fee is \$15 per swimmer per number of days of the meet, or the actual amount of the expenses, whichever is the lesser amount.

The coaches will notify families of upcoming meets via e-mail and by a posting on our club website at [www.trentswimming.com](http://www.trentswimming.com).

It is the responsibility of each family to check both e-mail and the website to ensure that your swimmers do not miss meet dates and/or scratch deadlines.

### ***Team Meets***

Swimmers travel, room and eat with their fellow team mates. If any exceptions are required, request is to be made to the president and head coach for approval. The family will still be responsible for all shared expenses, including travel, food and accommodation, as if no exception has been made. Method of group travel (bus, train, and plane) and group accommodation is arranged by the Team Manager.

Details about the meet – time of departure, scheduling, location, and contact information will be distributed by e-mail and posted on the website by the



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Head Chaperone prior to the departure date. Swimmers must remain with the team for the entire meet. Should a circumstance arise where a parent must remove a swimmer, it is essential that a chaperone be notified directly by the parent of this arrangement.

Swimmers are placed four to a room whenever possible and every effort is made to keep them within their age group or squad. Parents are asked NOT to request special rooming assignments on behalf of their swimmers. Should a personality conflict arise, it should be brought to the attention of the Coach and this information will be dealt with in strict confidence.

Costs will be calculated the same as for parent responsible meets, except that the cost of travel, accommodation and food will be added in. The total is then deducted from individual meet accounts. Chaperones requests are collected prior to each meet and the selected chaperones will be responsible for all swimmers. All chaperones are required to have a current vulnerable sector police check on file with the Trent Swim Club prior to chaperoning an event.

It is the parent's responsibility to check both email and the [club website](#) to ensure that a swimmer does not miss meet dates and/or scratch deadlines.

## **Swimmer Code of Conduct**

All swimmers are expected to sign and abide by the Code of Conduct made available at registration at the beginning of each season. Failure to do so may result in removal of a swimmer from practices and meets.

See website for more details.

Behaviour at meets that is considered dangerous or unacceptable by the chaperones and coaching staff will result in the swimmer being isolated or sent home at the swimmers expense.

Trent swimmers have a well established practice of acting in a responsible manner. Behaviour that negatively impacts the Trent Swim Club is NOT tolerated.

Swimmers are the responsibility of the Chaperones and will defer to their authority. Swimmers will not leave the team for any reason. Parents must advise the chaperones and coach should special circumstances arise. Inappropriate behaviour will result in the swimmer being sent home at the parent's expense. Should this not be possible, the individual will be removed from the meet and strictly chaperoned with any additional expenses being



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covered by the parent. Property damage caused by a swimmer will be charged to the parent.

The coaching staff will have the authority to suspend a swimmer from future Team Meet(s) and/or Parent responsible meets if deemed necessary for the benefit of the Club.

## **High Performance Support**

Club Swimmers, Members Returning from University and Varsity Swimmers

- **Club Swimmers** – Club swimmers are those swimmers who are full time members of TSC. All Club swimmers must be registered with Swim Ontario as Trent swimmers, pay swim fees and participate in fundraising.
- **Members Returning from secondary education** – Former Club swimmers (swimmers that were registered and paid club fees through their high school years) who are swimming for a university varsity team are welcome and encouraged to return and continue their training with the club during school breaks and during the spring/summer long course season. All swimmers must be registered with Swim Ontario as Club swimmers, be in good standing with the Club and receive the approval of the coaches. There are no training fees assessed to returning university members but swimmers are responsible for all meet fees and other fees they incur and such fees must be paid to the Club in a timely manner. Returning swimmer accounts must be in good standing or the swimmer will not be allowed to swim.

In general, returning swimmers are not to bump full time club swimmers from relay teams. It is however possible that the coach may decide to 'swim' a returning swimmer over a full time club swimmer in a relay if they feel that the club swimmer has poor attendance and/or they feel that it is to the benefit of the club swimmer to not race the relay.

### ***Eligibility***

High Performance Support is available to club Swimmers who are in good standing with the Club

### **Support Available**

As part of the annual budgeting process an amount will be designated as support for High Performance swimmers.

In the event that the budgeted amount is not sufficient to provide the full amount of support to all Club and returning swimmers support will be





awarded across all award categories on a pro-rata basis. Returning swimmers are eligible for Senior National Level support for a number of years equal to the years they were a Club swimmer.

The Board, at its discretion, may vote during the year to increase or decrease the amount budgeted for High Performance Support or to extend the period for which Returning swimmers are eligible for Senior National Level Support.

Support will only be provided to swimmers attending and competing at the designated national level meets. Swimmers are expected to be in clothing identifying them as Trent Swim Club members while on deck and, if a cap is worn, to swim in Trent Swim Club caps. Support will be provided as follows:

High performance support will be available for those swimmers attending National level meets. High performance support will be available up to \$500 per swimmer who qualify and attend the meet to help offset the cost of travel and accommodation to attend the meet. Subsidies may be applied to any National level meet at the discretion of the board and the Head Coach up to the \$500 per swimmer per swim year.

## **Fundraising Commitment**

Fundraising is an integral part of helping our club succeed. There are various opportunities throughout the year to help support the club in fundraising initiatives. Fundraising efforts will be offset with the applicable incentive that is attributed to that fundraising activity up the maximums listed below.

<b>Number and Level of Swimmer</b>	<b>Fundraising Maximums</b>
One or more AG1 swimmer	10% program fee
One AG2 swimmer	20% program fee
Two or more swimmers, both AG2 or above	20% program fee each swimmer

### ***Fundraising Opportunities***

Opportunities to fundraise are listed below and all are optional. Any surplus monies raised will be applied directly towards your swim fees. Activities are available throughout the year and will be communicated via email.





### ***Corporate sponsors***

50% of sponsorship will be eligible for fundraising up to the fundraising maximum listed above.

### ***Bingo***

Bingo fundraising is a significant source of revenue to the club. In recognition of our Bingo volunteers each bingo session that is worked will equate to \$100 applied towards your fundraising efforts up to the fundraising maximum eligible for your swimmer(s). Further information in regards to Bingo can be found on our website and through the Bingo Co-Ordinator. If participating parent is responsible for a penalty incurred by the club from the Bingo hall the \$100 will not be applied to their fundraising totals.

Fundraising is optional for all swim families.

## **Communication**

Our main method of communication is through email and our club website. Members are encouraged to check their email and visit the website on a regular basis as there are many important messages which may need to be responded to in a timely manner.

## **Reimbursement Policy**

Competitive swimming is a sport that will reward your swimmer immensely, by demanding commitment and focus. Nevertheless, a swimmer will occasionally choose to leave the club mid-season, or be required to leave the club due to an individual situation. In such circumstances the Trent Swim Club's reimbursement policy is as follows:

The Coach, Membership Chair and the Treasurer must be notified in writing. It is not sufficient to notify the coaching staff alone. The resignation date is the date the letter is received and not the last date the swimmer was in the pool. Email, with an acknowledgement is sufficient, but it is the responsibility of the parent to ensure the email was received. (Email can get filtered out, misdirected or otherwise lost.)

Upon notification The Treasurer will prepare a final statement of account. The final statement of account will be calculated as follows:



## ***Club fees***

If notice of resignation is received prior to December 31 the club fees will be prorated based on a 10 month season and reimbursed accordingly.

Due to budgetary constraints a reimbursement of club fees will not be issued if resignation occurs after December 31. The family will be responsible for the remaining of the fees (January, February, March, April, May & June fees).

The volunteer commitment will be prorated and assessed as of the date of resignation. Any unfulfilled commitments will be converted to a dollar amount as applicable and will be included in the final statement of account.

Injury, regardless of how the it occurred, can cause a swimmer to resign or have to take time off. Notwithstanding the injury and in all cases the aforementioned reimbursement policy applies (please refer to the injured swimmer policy).

In all cases a swimmers unused meet fees will be reimbursed.



## **APPENDIX A - Volunteer Program**

The volunteer commitment is critical to the sustainability of the club. In order to host races in the province the club requires volunteers that have been specifically trained through the online and/or in person officials' courses. These courses are generally quite simple to complete and are helpful in providing you with the skills needed to enjoy volunteering at a meet.

Swim Ontario provides oversight and guidance to swim clubs in the province and maintains specific thresholds of the numbers of officials required at the various levels in a swim club (based on the number of swimmers of each club).

### ***Hosted Swim Meets***

Trent swim club hosts two swim meets per year.

All families (parents or swimmers 14 and over) are EXPECTED to work a minimum number of sessions at every hosted meet. Jobs vary from meet preparation, set up/tear down, officiating, food/concession coordination, concession staffing and food preparation.

### ***Service Hours Commitment***

<b>Number and level of swimmers</b>	<b>Service hours commitment</b>	<b>Service hour buy-out</b>
One or more AG1	12 hours	Current minimum wage x 12
One AG2 swimmer	24 hours	Current minimum wage x 24
AG1 and AG2 - two or more swimmers	32 hours	Current minimum wage x 32
One AG3/Junior/Senior	36 hours	Current minimum wage x 36
Two or more swimmers - AG3 and above	44 hours	Current minimum wage x 44

### ***Opportunities to Earn Service Hours***

Service hours are used as a measure however please note that they are not intended to equate to the hours actually worked. A list of activities and the



associated hours are listed below along with a brief description of the activity. Additional information is available about the activities in the following tables.

Additional volunteer activities may be added from time to time as seen as necessary by the Board of Directors.

### ***Volunteer Service Hours***

<b>Position</b>	<b>Description</b>	<b>Service hours</b>
Official at home meets	Work a minimum of one session at a home meet as an official	4
Officiating at away meets	Work as an official at an away/out of town meet	4
Official at time trial	Work as an official at a home time trial event	2
Safety Marshall	On-deck Safety Marshall at a home meet	1
Equipment setup/take down	Help in the setup and takedown of the timing equipment	2
Attendance to officials clinic	Complete the course and receive the necessary signatures that you attended the clinic	1
Food coordinator	Organize food volunteers and supplies before and during the meet. This position is for all hosted team meets within the swim season	8
Food volunteer	Work one session at one of our team meets to supervise the food supply and clean-up afterwards. Simple provision of food does not equal to service.	2
Swim-a-thon coordinator	Organize and coordinate this fundraising activity	4
Attendance at AGM	Family attendance at the yearly AGM and Awards Banquet	1



Fundraising coordinator	Coordinates a specific fundraising activity supervised by the Fundraising Director	4
Bingo coordinator	Organize and coordinate this fundraising activity throughout the swim season	16
Board member	Active member of the TSC Board of Directors. Attend at least 80% of the meetings and filing specific duties.	24
Head Chaperon	Lead chaperon at the away team meets - organizes the food requirements, room coordination, and supervises/recruits chaperones	32
Chaperon	Chaperon at an away team meet for a weekend	24
Member at large	Committee member, administrative duties, team wear, etc...	10
Officials chair/Club officials administrator	Committee member, supervise officials (team & meet)	16
Meet Manager	Runs and organizes the club's hosted meets	32

## ***General Volunteer Descriptions***

### ***Officials***

There are a number of different official positions that are required to run a meet. Approximately 40 volunteers are required per session to run a meet.

Official Development-Credit will be given as a volunteer takes the required courses and works the required meet sessions as listed above. Incentives for level 3 and higher official designation can be found on the website.

### ***Foods coordinator***

The volunteer will prepare a list of foods needed for a meet. This list will be passed out to members for them to sign up to bring food. The Foods coordinator will collect that list and send a reminder to parents about their commitment. The foods coordinator will also collect the names of volunteers



who will work at the various sessions during the meet to feed coaches and officials.

### ***Foods volunteer***

The volunteer will work at one session of a meet supervise and deliver food and water to coaches and officials during a session of a meet.

### ***Swim-a-thon Coordinator***

The volunteer will prepare, distribute and collect the swim-a-thon packages for the swim-a-thon. This event occurs in late March and is required of all swimmers by Swim Ontario. This is a once-a-year commitment.

### ***Chaperone***

The volunteer will attend a team meet with the swimmers. During this time the chaperone will supervise their swimmers at all times, prepare food for swimmers as needed and ensure the safety of the swim Sunday night. This is a one-time commitment as per the head chaperone' credit will be given for more than one meet if more meets are attended by a chaperone. A current vulnerable sector police check is required for these position.

### ***Officials' Manager***

The volunteer will serve on the meet committee. The volunteer will collect names of officials as required for home and away meets. The officials' manager will keep record of the courses and levels achieved by volunteer officials. This position runs all year long.

### ***Team Wear***

The volunteer will serve on the team committee. The volunteer will circulate descriptions and prices of optional and required team wear. The volunteer will collect and place orders for team wear.

The volunteer will collect payment and transfer the information to the treasurer to aid in accounts management. The volunteer will prepare shirts for Team Champs along with the head coach. This position runs all year long.

### ***Head Chaperone***

The volunteer will serve on the team committee. The volunteer will work with the team manager in organizing team meets. The volunteer is responsible for building a team of chaperones for the meet and collecting police checks for those volunteers. The volunteer is also responsible for planning meals and the meet schedule in advance of the meet. The head chaperone passes budget information after the meet to the team manager for remuneration and account balancing. This position runs all year long.



### ***Bingo Coordinator***

This position runs all year long. The volunteer collects the names of interested parents and builds the bingo volunteer list for the year. The volunteer passes the list plus any changes in the list to the VP for fundraising credit. The volunteer organizes the training for new bingo volunteers. The volunteer liaises with the bingo group, attends meetings as needed, and files appropriate paperwork for the club related to bingo.

## ***Additional Meet Official Information***

### ***Referee***

This is the top official at the meet. The Referee is the final authority on disqualification disputes and changes in swimmers in heats. The referee ensures that all are ready for starts and signals this to starter.

### ***Starter***

The Starter signals the start of a race.

### ***Chief Timer***

The Chief Timekeeper maintains a constant check on the accuracy and efficiency of all the Timekeepers. Timers report any problems with times to the Chief Timer.

### ***Assistant Chief Timer***

The Assistant Chief Timer assists the Chief Timer in their duties.

### ***Head Lane Timer***

The Head Lane Timer checks each swimmer to ensure that the swimmer's name, lane, heat number, etc. is correct. Ensures the swimmer has completed the required lengths of the pool; rings the bell in long distance races and may act as relay-take-over judge if appointed.

### ***Timers***

Timers accurately measure and record swim times; splits are also recorded during swims as needed.

### ***Strokes and Turn Judge***

The Strokes and Turns Judge watches swimmers from the flags to the end of the pool back out to the flags again for correct strokes and turns. They disqualify swimmers whose technique is not correct. They watch relay take-over's and disqualify teams if technique is incorrect.



### ***Clerk of Course***

The Clerk of Course ensures that all deck entries and scratches are recorded before the beginning of a session. Swimmers are called to the Marshall's Table by Event as posted by the Clerk of Course. Swimmers are sent to the Marshalling area to await instructions to move to the starting blocks.

### ***Chief Finish Judge***

The Chief Finish Judge's role is to compare manual or semi-automatic (plungers) times with the primary electronics time and to make changes only if a pre-determined discrepancy is detected.

### ***Recorder/Scorer***

The Recorder/Scorer ensures the accuracy of the results from the Chief Finish Judge. The Recorder/Scorer compiles and posts results for both preliminary and final swims and provides team scoring.

### ***Marshall***

Marshalls move the swimmers behind the blocks as they come within one or two heats of the race.