

# TRENT

**Trent Swim Club PO Box 124, Peterborough, Ontario, K9J 6Y5**

*Excellence by Choice*

*Welcome to the Trent Swim Club!*

**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 the 2012-2013 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 co-ordination by requiring a combination of complex movement 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!*

# TRENT

Trent Swim Club PO Box 124, Peterborough, Ontario, K9J 6Y5

*Excellence by Choice*

## Your 2012/2013 Trent Swim Club Board

<b><i>President</i></b>	Frank Ferrari	705-768-3085	<a href="mailto:frank.ferrari@gmail.com">frank.ferrari@gmail.com</a>
<b><i>V-President</i></b>	Joe Tompkins	705-743-3907	<a href="mailto:joeandgloria@sympatico.ca">joeandgloria@sympatico.ca</a>
<b><i>Treasurer</i></b>	Jason Becker	705-745-1631	<a href="mailto:jbecker@bdo.ca">jbecker@bdo.ca</a>
<b><i>Secretary</i></b>	Lyn Nottingham		<a href="mailto:rounder@pipcom.com">rounder@pipcom.com</a>
<b><i>Membership</i></b>	Debbie Daley		<a href="mailto:drdaley@nexicom.net">drdaley@nexicom.net</a>
<b><i>Meet Manager</i></b>	Jim Stever	705-742-5109	<a href="mailto:james_stever@kprdsb.ca">james_stever@kprdsb.ca</a>
<b><i>Fundraising/ Communications</i></b>	Martin Piche	705-772-9682	<a href="mailto:martinpiche@telus.blackberry.net">martinpiche@telus.blackberry.net</a>
<b><i>Team Manager</i></b>	Terry Matwey		<a href="mailto:tmatwey@sympatico.ca">tmatwey@sympatico.ca</a>
<b><i>Members at Large</i></b>			
	Shauna Longmuir	705-227-3357	<a href="mailto:slongmui@flemingc.on.ca">slongmui@flemingc.on.ca</a>
	David Woodside	705-775-1144	<a href="mailto:woody@nexicom.net">woody@nexicom.net</a>
<b>Head Coach</b>	Sean Dwyer		

# TRENT

**Trent Swim Club PO Box 124, Peterborough, Ontario, K9J 6Y5**

*Excellence by Choice*

## Meet our Coaches

### ***Head Coach Sean Dwyer - Senior & Junior:***

Sean was a member of the Trent Swim Club from the ages of 10 to 19. Upon graduation he accepted a scholarship for swimming and cross country running at the University of Indianapolis. During this time Sean also represented Canada at the World Junior Triathlon Championship (1992).

After graduating with a BSc in Human Biology and Sports Medicine, Sean attended the University of New Hampshire for one year to study exercise science. He returned to Peterborough and worked at the Peterborough YMCA as strength and conditioning coach. During this time Sean competed in the Ironman Canada and Ironman Hawaii Triathlon and was a consultant in the writing of the Triathlon Level 1 coaching manual.

Sean is entering his seventh year as Head Coach for the Trent Swim Club and his thirteenth year supporting the Trent University Swim Team. Sean is a fully certified NCCP Level 3 swim coach, Level 2 distance running coach, Level 1 triathlon coach, a certified ASCA Level 4 swim coach and a certified Kinesiologist. During the summer of 2004, Sean was named head coach of the Canadian team competing at the Triathlon Long Course World Championships in Sweden.

Sean has received a number of coaching awards, including:

- ✓ 2002-2003 OUA Men's coach of the year award
- ✓ 2008 CSCTA Domestic Excellence Award Selected to Swim Ontario Youth Tour Team Coaching staff 2008 and 2009

### ***Head Age Group Coach – Rachael Kloosterman***

Rachael Kloosterman is a former member of the Oshawa aquatic club where she qualified for the Olympic trials at 15 years old before attending Ohio University to swim with the Bobcats while she completed her undergraduate degree in exercise physiology. Upon graduating, she spent a year volunteering as a student athlete mentor and continued to swim, bike and run recreationally. In August 2012, she completed her Masters studies in Recreation studies where she focused on outdoor recreation and youth development.

Most recently, Rachael traveled to Turkey to coach open water swimming with an open water swim tour company, Swimtrek. She gained valuable experience from swimmers and coaches from around the world, and now looks forward to continuing to learn from and share my experiences with the Trent Swim Club and University swimmers!

### ***Coach - AG1 and Swim School – Tony Liew***

Tony was swimming with the club for six years, and took a break during his high school years at St. Peter's Secondary School. In this time Sean Dwyer, Nicole Dwyer and Iain McDonald coached him. One of Tony's most memorable moments with the club was as a member of the boy's team that swept all 4 relays at Junior Provincials.

Tony was a lifeguard for 3 years before returning back to the club to swim as well as coach. He also has some coaching experience helping with tennis and badminton for a variety of ages. Tony is currently enrolled at Fleming taking Fitness and Health Promotion. Tony is also in the process of getting the coaching 101 certification. Tony is currently helping out with dryland training with AG2 and AG3 two times a week.

### ***Strength Coach - Nick Stone***

Nick has a Bachelor in Sport and Recreation and a Masters Degree in Exercise Science from AUT University in Auckland, New Zealand. After graduation, Nick worked for several years as the senior supervisor of the AUT university sport and fitness centre. In addition, he was a regional sport science provider with the New Zealand Academy of Sport and acted as strength and conditioning coach and as applied exercise physiologist for elite athletes from the basketball New Zealand and swimming New Zealand high performance programs. Since moving to Peterborough in 2008, Nick has been a professor on the Fitness and Health Promotion program at Fleming College and sits on the board of the Ontario Society for Health and Fitness. Nick holds designations as a Certified Strength and Conditioning Specialist with the National Strength and Conditioning Association and as a Certified Exercise Physiologist through the Canadian Society for Exercise Physiology.

### ***Masters Coach – Jennifer Purvis***

Jennifer Purvis, formerly Beckberger. I have been a competitive swimmer for 20 years, competing in nationals for over 10 yrs. Former National gold medalist and Canadian record holder and 8 year member of the national team. Coached by Trent McNicol throughout my entire career, I received a full athletic scholarship to Arizona State University where I competed at NCAA's. Became an NCAA all American while receiving a degree in Design Studies Built Environment and Sociology. I competed in the 2011 Pan Am Games in Mexico, bringing home 2 medals. I finished my career off as a 2012 Olympic trials finalist with personal best times. I coached many kids over the years at various clubs in Canada and the USA and was assistant masters' coach for the 2009-2010 season with Arizona Sun Devil masters in Tempe AZ.

# Trent Swim Club Manual

*The mission of the Trent Swim Club is to provide an environment that allows our swimmers to develop skills and attitudes which lead to excellence in competitive swimming and in their development as young people.*

1. History of the Trent Swim Club.....	7
1.1 Affiliation .....	7
1.2 Club Structure.....	7
Trent Swim School.....	7
1.2.2 Age Group Swimmers (AG1, AG2, AG3) .....	8
1.2.3 Junior/Senior Group Members .....	8
1.2.4 Coaching Staff.....	8
1.2.5 Board of Directors .....	8
2. Attendance Policies.....	8
2.1 Practice Attendance Policy .....	8
2.2 Meet Attendance Policy .....	9
3. Fee Structure .....	9
3.1 Registration Fees.....	9
3.2 Swim Meet Fees (Meet Account).....	9
3.3 Volunteer Commitment .....	10
4. Swim Meets.....	10
4.1 Meet Notices.....	11
4.1.1 Scratching from a Meet .....	11
4.2 Parent Responsible Meets.....	11
4.3 Team Meets.....	12
4.4 Swimmer Code of Conduct .....	12
5. High Performance Support.....	13
5.1 Club Swimmers, Members Returning from University and Varsity Swimmers.....	13
5.2 Eligibility.....	13

5.3 Support Available.....	14
5.3.1. Senior National.....	15
5.3.2 Age Group National.....	15
5.3.3 Long Course Junior Provincials.....	15
5.3.4 Swimmers Qualifying for Multiple Meets .....	16
5.4 Achievement Awards .....	16
6. Fundraising Commitment .....	16
6.1 Fundraising Opportunities.....	17
7. Award Night(s) .....	19
8. Communication .....	19
9. Reimbursement Policy.....	20
10. High Performance Swimmer at Risk.....	20
Volunteer Commitment .....	23
Opportunities to Earn Service Hours .....	23
General Volunteer Descriptions.....	24
Additional Meet Official Information .....	26

# 1. History of the 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 Pammett 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 sixty years, the Peterborough YMCA/Trent Swim Club has consistently proven the truth behind its moniker....

**“The Best Small Club in Canada”**

## 1.1 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 their 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.

## 1.2 Club Structure

The Trent Swim Club is broken down into three groups:

### Trent Swim School

This is the feeder 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 do not participate in swim meets.

Silver level athletes swim twice per week and do not participate in swim meets.

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

These athletes are considered to be the developing swimmers 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.

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

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

### **1.2.4 Coaching Staff**

The coaching staff consists of one full time Head Coach who oversees the entire club program in conjunction with a volunteer Board of Directors. The Head Coach is also responsible for the mentoring and monitoring of assistant coaches and swim school instructors.

### **1.2.5 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 and are held at the year-end awards ceremony. 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).

## **2. Attendance Policies**

### ***2.1 Practice Attendance Policy***

All swimmers are expected to attend their required number of weekly workouts. If at any point during the season a swimmer's overall attendance falls below 80% the coach may choose NOT to allow the swimmer to attend any meets until attendance is back above the 80% threshold. If at any point in the three week period prior to a meet attendance falls below 75% the coach may remove a swimmer from a meet. The swimmer is still responsible for any fees associated with that meet. Swimmers are encouraged to make-up a missed workout by making arrangements with their coach.

Attendance at practice is essential to individual swimmer development and to the overall development of the team. Team mates count on every member's attendance at practice. Each individual brings a certain level of energy and excitement to every practice. We need all team members at practice in order to create a supportive and positive training environment.



It is important to arrive at practice early enough to get ready to swim (i.e. to put on caps and goggles, to help set up the pool, and to fill water bottle). Swimmers are expected to be ready to swim when practice is scheduled to begin.

## **2.2 Meet Attendance Policy**

All swimmers are expected to attend all scheduled 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 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 meet there will be a Swim Meet Notice emailed to you. All information about upcoming swim meets can be found at [www.trentswimming.com](http://www.trentswimming.com). Take note of the scratch deadlines. If you are unable to attend the meet, you must notify the Head Coach before this date. Once the scratch deadline has passed 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 (Trent swim cap and shirt). 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 thinking that the swimmer is not in attendance. Failure to do this could lead to the coach scratching the swimmer from the competition.

## **3. Fee Structure**

### **3.1 Registration Fees**

Fees are paid upon registration in September and are to be paid in full at registration time (September), OR in a series of post-dated cheques. A schedule of post-dated cheques is printed on the fee structure chart in the registration package.

Registration costs also include Swim Ontario and Huronia Region affiliation fees.

Fees are broken down into two components:

**Club fees** fund 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, you will be assessed a pro-rated amount associated with the increased training time.

**Meet fees** are used to pay meet costs. If, during the course of the session, your swimmer progresses from one group to another, you will be assessed a pro-rated amount associated with the increased number of meets your swimmer will likely attend.

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

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

Funds are used to cover meet fee expenses incurred by swimmers during the season. These expenses constitute entry fees and team travel expenses including transportation, accommodation and in some instances food.

Members are also given the option of using their meet account to cover other costs during the year such as the Christmas Brunch or awards banquet.

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 complete during the season are set out in subsequent sections of this manual.

### **3.3 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 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 of \$50 per 4 hours of commitment.

**See Appendix A for the full “Volunteer Commitment” document.**

## **4. 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 development opportunities not possible during training.

## **4.1 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. 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.

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

All swimmers are expected to attend all meets that they have qualified for or meets that they have been registered in by the head coach. 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 meet, the Head 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 (the club must pay the meet fees to the host club). It is the responsibility of each swimming family to monitor e-mail, our team website, and/or bulletin boards 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.

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

## **4.2 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 accommodation that have been put aside for parents as a booking option. It is the parents' 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 day, or the actual amount of the expenses, whichever is the lesser amount.

The Head Coach will notify families of upcoming meets via e-mail and by a posting on our 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.**

### ***4.3 Team Meets***

Swimmers travel, room and eat with their fellow team mates. **If any exceptions are made by the coaching staff for the swimmer the family will still be responsible for all shared expenses.**

Method of group travel (bus, train, and plane) and group accommodations 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 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 Head 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 police check.

**It is the families' responsibility to check both email and the club website to ensure that a swimmer does not miss meet dates and/or scratch deadlines.**

### ***4.4 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.**

**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 a special circumstance 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 covered by the parent .

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

The Head Coach 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.

## **5. High Performance Support**

### ***5.1 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 University*** – Former Club swimmers 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 Head Coach. 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.

***Varsity Swimmers*** – Trent University Varsity swimmers are welcome to participate in Club practices at the discretion of the Head Coach. All Trent University swimmers who train during club times must be registered with Swim Ontario as Club swimmers. Swimmers are responsible for all meet fees and other fees they incur and such amounts must be paid to the Club on a timely basis.

### ***5.2 Eligibility***

High Performance Support is available to:

- Club Swimmers who are in good standing with the Club
- Members Returning from University who are in good standing with the Club and participate in a

clinic or other event for the age group swimmers as scheduled by the Head Coach.

### ***5.3 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. As an example a returning swimmer who was a Club swimmer for two years would be eligible for support for two years.

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 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:

### **5.3.1. Senior National**

Swimmers achieving a Senior National time and attending a Senior National level meet will be eligible, at the Board's discretion, for a subsidy paid to a maximum of \$500 to offset the cost of hotel, meet fees, mileage and meals incurred to attend Senior National level meets. Swimmers are required to provide receipts for their expenses.

Senior National level swimmers will also be eligible, for up to \$500 to offset the cost of airfare to attend Senior National level meets. Swimmers are required to provide receipts for their airfare.

Subsidies may be applied to any Senior National level meet, or meets, at the discretion of the swimmer and the Head Coach.

It is the intention of this policy that Senior National level swimmers be eligible, at the Board's discretion, for a total of \$500 in expense subsidy and \$500 in airfare subsidy annually. Unused portions of the subsidy may not be carried forward to a subsequent swim season nor is money to be applied against expenses incurred in a prior season.

### **5.3.2 Age Group National**

Swimmers achieving an Age Group National time, and attending Age Group Nationals, will be eligible at the Board's discretion, for a subsidy of \$250 to offset the cost of hotel, meet fees, mileage and meals incurred to attend the Age Group National meet. Credit for the subsidy will be made to the swimmer's meet account.

In those years where Age Group Nationals are held in a location requiring a flight to attend the meet swimmers will be eligible, at the Board's discretion, for further assistance to a maximum of \$250 to offset the cost of airfare. Credit for the subsidy will be made to the swimmer's meet account.

### **5.3.3 Long Course Junior Provincials**

Swimmers achieving a Long Course Junior Provincial time and attending the LC Junior Provincial meet will be eligible, at the Board's discretion, for a subsidy of \$250 to offset the cost of hotel, meet fees, mileage and meals incurred to attend the LC Junior Provincial meet. Credit for the subsidy will be made to the swimmers meet account.

In those years where Long Course Junior Provincials are held in a location requiring a flight to attend the meet swimmers will be eligible for further assistance to a maximum of \$250 to offset the cost of airfare. Credit for the subsidy will be made to the swimmer's meet account.

### 5.3.4 Swimmers Qualifying for Multiple Meets

Swimmers who attend any, or all, of Long Course Junior Provincials, Age Groups Nationals and Senior Nationals, will be eligible, at the Board's discretion, for the subsidy applicable to each level of achievement. Swimmers who elect to attend the Senior Group Year End Meet in preparation for Long Course Junior Provincials, Age Groups Nationals and/or Senior Nationals are not eligible for the Senior Group Year End Meet subsidy. For all swimmers, attendance at any meet is in accordance with normal Club policy and is always at the discretion of the Head Coach.

### 5.4 Achievement Awards

Members in good standing with the Trent Swim Club, achieving a Swim Ontario Jr. Provincial time standard, will be awarded one white T-Shirt, emblazoned with the 'Trent Swim Club', and 'Jr. Provincial Qualifier'. This is a one-time award.

Members in good standing with the Trent Swim Club, achieving a SNC Senior, or Age Group National time standard, will be awarded one white T-Shirt, emblazoned with the 'Trent Swim Club', and 'Senior/Age Group National Qualifier' (whichever applies). This is a one-time award.

Members in good standing with the Trent Swim Club, achieving a SNC Senior National time standard, will be awarded \$250 to be used to purchase the High Performance swim suit of their choice. This suit will be solid blue in colour (TSC Team Colors). This is a one-time award.

## 6. Fundraising Commitment

The fundraising commitment helps the club to meet its financial commitments while trying to keep fees at a reasonable rate. With high pool costs and fulltime salaries, swimming is an expensive sport. The fundraising component of the overall program helps to augment the swim fee commitment and allow the club to operate.

Your fundraising activities will be tracked through the year. The balances only apply to this year; nothing is carried forward to next swim season. Any outstanding amount will be indicated to you at the end of the season and available for viewing in your online account. Where a family has not met their fundraising commitment the club will bill that family the remaining amount at the end of the season.

In general, for each dollar raised by a family a percentage contributes to the family's fundraising commitment. The family chooses to fundraise from the selection of options listed below to meet their commitment or pays out the commitment at the end of the year. Each family has a fundraising commitment based on the level of the swimmer(s) in their family

Number and level of Swimmer	Fundraising Commitment per Season
One or more AG1 swimmer	
One AG2 swimmer	\$200.00
2 or more swimmers, both AG 2	\$250.00



One AG3/Junior/Senior	\$300.00
2 or more swimmers, one AG3 or above	\$400.00

## 6.1 Fundraising Opportunities

Opportunities to fundraise are listed below. Some activities are available through the full year and others will occur in either the September – December session or the January - June session.

<b>Year Long Opportunities</b>	<b>Description</b>
<b>Corporate Sponsorship</b>	<p>The club accepts bronze, silver and gold level sponsors and 25% of the net proceeds of the sponsorship are applied to the fundraising commitment of the family that lands the sponsorship.</p> <p>For example a Silver sponsor costs \$1000, net of sign costs, etc. proceeds are approximately \$700 of which \$175 (25%) is applied the account.</p> <p>- Optional</p>
<b>Empire Cheese Sales</b>	<p>The Club receives a 30% discount for bulk orders, 50% of which will contribute to the swim family fundraising commitment.</p> <p>For example, if you order \$100 worth of cheese, then you will earn \$15 towards your fundraising commitment.</p> <p>Orders can be e-mailed to the Cheese co-ordinator, or using the online form from the website <a href="http://www.empirecheese.ca/order-info/">http://www.empirecheese.ca/order-info/</a></p> <p>- Optional</p>
<b>Bingo</b>	<p>Bingo fundraising raises \$250 per volunteer per bingo.</p> <p>50% of the profit (\$125) applies to the swim family commitment amount.</p> <p>- Optional</p>
<b>Kelsey's/Montana's Card</b>	<p>Kelsey's and Montana's have partnered with the swim club.</p> <p>Every time you visit either of these establishments the club will receive 10% of the total food bill in sponsorship money. Each family will receive a sponsorship card. Usage of the card helps the club, but is not applied to the swim family commitment total.</p> <p>- Optional</p>

<b>Session 1 Opportunities</b>	<b>Description</b>
<b>World's Finest Chocolates</b>	<p>There is a profit of \$25 per case of chocolates sold. 50% (\$12.50) of the profit per case is applied to the swim family commitment.</p> <p>Each case contains 30 boxes of chocolate and each box sells for \$2.00. The family must put up the cost of the chocolates at order time.</p> <p>- Optional</p>
<b>Retail Card</b>	<p>The retail card program allows families to sell retail cards to the public and receive credit for 50% of the profit (up to \$5 per card) generated on each sale.</p> <p>Cards cost \$20 each and contain savings at 20 local vendors.</p> <p>- Mandatory 3 cards per family</p>

<b>Session 2 Opportunities</b>	<b>Description</b>
<b>Little Caesar's Pizza</b>	<p>This program allows families to sell pizza kits. Kits vary in structure such as 3 large pizzas, 9 individual pizzas, crazy bread, etc, giving family and friends many different options and combinations when placing their orders.</p> <p>Kits vary in price from \$15 to \$20 depending on the selection.</p> <p>Families will be given a few weeks to gather their orders and collect for sold kits, and then submit their order forms to the fundraising coordinator.</p> <p>Families can apply 50% of the \$5 per kit profit towards their fundraising commitment.</p> <p>- Optional</p>
<b>Gala/Silent Auction</b>	<p>In the spring the club will hold a Gala and Silent Auction. The Gala will be structured with a small premium on ticket prices to ensure the cost of the event is covered.</p> <p>Swim families will solicit the prizes for bidding, from local businesses and apply 50% of the profit on the sale of the item to their account.</p> <p>Example: John Smith receives a donation from a local</p>

	<p>Home Hardware of a garden set. If the garden set is purchased for \$100 in the auction then John's fundraising account receives credit for \$50.</p> <p>- Optional</p>
<b>Car Wash</b>	<p>The club will host a car wash in the spring. The event will feature the local fire departments pumper truck which should be attractive to the public.</p> <p>Families participating will receive credit for their share of the 50% of the overall profit of the event.</p> <p>- Optional</p>

**You do not have to participate in fundraising, however each family is responsible for the fundraising commitment - this means you must pay the club the difference between what you have earned in fundraising and your families fundraising commitment.**

**There are several programs the club runs to help meet your fundraising commitment.**

## **7. Award Night(s)**

An Awards Night is held near the end of the swimming season in June.

The short course Awards Night is held at a hall whose location will be announced by e-mail and the club website several weeks before. There is a dinner followed by an awards ceremony. There is a charge for the dinner which is payable the night of the event.

A Christmas brunch is usually held the last Saturday practice, prior to Christmas, with a nominal charge that is payable the day of the event. An email and bulletin board notice is provided several weeks prior to the event.

## **8. Communication**

At various times during the season, you may receive information from the coach, president, bingo coordinator, cheese coordinator, meet manager, team manager, swim wear coordinator, accounting, social committees, etc.

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

The Trent Swim Club has a web site, which is located at [www.trentswimming.com](http://www.trentswimming.com) where the following gets posted: newsletters, photos, fundraising information and order forms, meet notices and registration information.

Each family is assigned a mailbox on the pool deck. Anything that is hard copied will be put in mailboxes, i.e. swim-a-thon. Cheques can also be placed in the appropriate mailbox for payment of various items. Please do not leave cash as the Club is not responsible for any misplaced money.

Trent Swim Club also has several bulletin boards - one in the lobby at Trent and two on the pool deck. Please try and be in the building at least once per week to catch up on anything that may be posted. This could include sign up sheets, newspaper articles etc.

## **9. 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 Membership Chair must be notified in writing. It is not sufficient to notify the coaching staff. 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/guardian 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:

1. In all cases a swimmers unused meet fees will be reimbursed.
2. Club fees
  - (a) 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.
  - (b) Due to budgetary constraints a reimbursement of club fees will not be issued if resignation occurs after December 31. Instead the fees will still be prorated based on a 10 month season and a credit of 30% of the balance that would otherwise be refunded will be available towards next year's registration fees.
3. Both the fundraising and 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 injury occurred, can cause a swimmer to resign or have to take time off. There is no special arrangement for injury and in all cases the aforementioned reimbursement policy applies.

## **10. High Performance Swimmer at Risk**

The club may, through the Board of Directors, waive the basic club fees for any special needs child who has the determination, ability, and attendance and is deemed as a high performance competitive swimmer, meeting or succeeding a Provincial level to their age group. Special needs is defined here as

any child currently receiving any form of Social Assistance. **This is limited to one athlete per season.** An official letter of application from the family to the Board of Directors must be provided, outlining the family's circumstances with their official request for waiving part/all Trent Club Fees. The family must enter into an agreement providing, at minimum, 20 volunteer hours to Trent Swim Club per season.

It is the obligation of the family, to notify the Trent Swim Club Board of Directors within 5 business days of no longer receiving any form of Social Assistance. A mutually agreed upon payment structure will be put in place.

The family will be given reasonable opportunity to fulfill their fundraising obligations to Trent Swim Club.

The Head Coach may consider an abbreviated meet schedule for the swimmer.

Funds may be raised through the Trent Swim Club Alumni and/or Sponsorship to help offset the travel and meet costs for the swimmer. Volunteers are encouraged to support the swimmer at any parent responsible meets, when possible.

## Trent Swim Club Practice Schedule for 2012-13

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Senior	TRENT 4-5pm pool  5-6pm dryland	TRENT 5:30-7:30am pool	TRENT 5:30-7:30am pool  4-5pm dryland *  5-6pm pool *	TRENT 5:30-7:30am pool	TRENT 4-6pm pool	7-8:30am pool  8:30- 9:30am dryland  6:30-8pm pool
Junior	TRENT 4-5pm dryland  5-6pm pool	TRENT 4-5:30pm pool	TRENT 5:30-7:30am pool	TRENT 5:30-7:30am pool	TRENT 4-5pm pool  5-6pm dryland	TRENT 7-9am pool
AG3	YMCA 4-5:30pm pool	TRENT 5:30-6:30am dryland  6:30-7:30am pool	TRENT 5-6pm pool	TRENT 5:30-6:30am pool  6:30-7:30am dryland		TRENT 5-7pm pool
AG2		5:30-6:30am pool  6:30-7:30am dryland		TRENT 5:30-6:30am dryland  6:30-7:30am pool	TRENT 5-6pm pool	TRENT 5-6:30pm pool
AG1	TRENT 4-5pm pool		TRENT 4-5pm pool			TRENT 8:30-9am dryland  9-10am pool

# APPENDIX A

## 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 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).

Your volunteer activities will be tracked through the year. The balances only apply to this year; nothing is 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 in your online account. We understand that due to various other commitments, not every family can meet their 'service hours' commitment, so the Club offers the opportunity to 'buy out' the commitment at a rate of \$50 per 4 hours of commitment.

<b>Number and level of Swimmer</b>	<b>Service Hours Commitment</b>	<b>Service Hours Buy Out</b>
One or more AG1 swimmer	8 hours	
One AG2 swimmer	16 hours	16 hours can be bought for \$200
2 or more swimmers, both AG 2	20 hours	20 hours can be bought for \$250
One AG3/Junior/Senior	24 hours	24 hours can be bought for \$300
2 or more swimmers, one AG3 or above	32 hours	32 hours can be bought for \$400

## *Opportunities to Earn Service Hours*

Activities are listed below as being worth 4 or 8 hours and included in the appropriate table. A brief description is included with each activity and additional information is available about the activities following the tables.

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

<b>4 Hour Volunteer Categories</b>	<b>Description</b>
<b>Official at meet</b>	Work one session at a meet as an official; this can be at our meet or at an out of town meet
<b>Official Development</b>	Receive the two signatures required to make you an ``official`` official in
<b>Foods Coordinator</b>	Organize food volunteers and supplies for our meet(s) before the meet
<b>Foods Volunteer</b>	Work one session at one of our meets to supply food to officials and Coaches
<b>Shadow Board Member</b>	Attend at least 3 board meetings to learn about the board and various
<b>Limited time Volunteer</b>	Serve as a volunteer in a position that occurs at a limited point during the year, for one weekend. Positions are: swim-a-thon co-coordinator and may include chaperone for a weekend.

<b>8 Hour Volunteer Categories</b>	<b>Description</b>
<b>Non-Board Volunteer Lead</b>	Lead volunteer for specific non-board activities. Roles include officials manager; team wear; head chaperone; bingo co-ordinator; social convenor; plus other positions as they are created
<b>Board Member</b>	Active member of the TSC Board of Directors, attending at least 80 percent of the meetings and filling specific duties relating to the specific role held.
<b>Shadow Board Member</b>	Attend at least 5 board meetings to learn about the board and various
<b>Limited time Volunteer</b>	Serve as a volunteer in a position that occurs at a limited point during the year. Positions are: head chaperone

## **General Volunteer Descriptions**

### **Officials**

There are a number of different official positions that are required to run a meet. Approximately 30 volunteers are required per session to run a meet.



Official Development-Credit will be given when a volunteer takes the required courses to achieve their next officiating job. Credit will be given after the volunteer receives the two official signatures to be signed off at that new position. Officials' positions are elaborated on at the end of this document.

### **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 co-ordinator will collect that list and send a reminder to parents about their commitment. The foods co-ordinator 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.

### **Shadow Board member**

The volunteer will attend at least 5 board meetings throughout the year to learn about the various board positions. The positions are: President; vice-president; treasurer; membership chair; secretary; meet manager; team manager; communications chair; member-at-large.

### **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 swimmers away from the pool. Team meets usually begin on Friday and end late Saturday 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 police check is required for this 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 Co-ordinator**

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.

### **Social Convenor**

This position runs all year long. The volunteer plans and organizes the social events for the club. The volunteer advertises the events and tracks attendance. The volunteer collects payment for events and transfers that to the treasurer.

### **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 1 or 2 heats of the race.