

TRENT SWIM CLUB

*Club Manual
2007-2008*

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

WELCOME TO THE TRENT SWIM CLUB

1. Why Chose Swimming?	3
2. History of the Trent Swim Club	3
2.1 Affiliation	4
2.2 Club Structure	4
2.2.1 Peterborough Swim School:.....	4
2.2.2 Age Group Swimmers:	4
2.2.3 Junior/Senior Group Members:	4
2.2.4 Coaching Staff.....	4
2.2.5 Board of Directors	5
3. Fee Structure	5
3.1 Registration Fees.....	5
3.2 Swim Meet Fees (Meet Account)	5
4. Swim Meets	5
4.1 Meet Notices	6
4.2 Scratching from a Meet.....	6
4.3 Parent Responsible Meets	6
4.4 Team Meets	7
4.5 Swimmer Code of Conduct	7
5. High Performance Support	8
5.1 Club Swimmers, Members Returning from University and Varsity Swimmers	8
5.2 Eligibility	8
5.3 Support Available.....	9
5.3.1 Senior National.....	9
5.3.2 Age Group National.....	9
5.3.3 Long Course Junior Provincials.....	10
5.3.4 Senior Group Year End Meet.....	10
5.3.5 Swimmers Qualifying for Multiple Meets	10
5.4 Achievement Awards	10
6. Fundraising	11
6.1 Fundraising Commitment.....	11
6.2 Direct Purchase and resale programs.....	11
6.2.1 SCRIP	11
6.2.2 Cheese.....	12
6.2.3 Chocolate and Cookie Sales	12
6.3 Bingo.....	12
6.4 Special Events	13
6.4.1 TSC HOSTED SWIM MEETS.....	13
6.4.2 SWIM-A-THON	13
7. Award Nights	14
8. Communications	14
9. Reimbursement Policy	15

1. Why Chose Swimming?

Swim Canada's age group swimming program is one of Canada's largest programs of guided fitness activity for children. Currently, about 6000 young people in Ontario are involved in amateur swimming. 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.
- Helps develop superior co-ordination by requiring a combination of complex movement of all parts of the body.
- 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!

2. 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 NCAA Championships, Pan-Am Games and Olympic Trials. Most recently, Matt Rose was a medalist at the Commonwealth Games and competed in the 2004 Olympic Games in Athens, Greece. 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”

2.1 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 along with Owen Sound, Midland, Barrie, Muskoka and Lindsay among others. For more information on the Huronia Region and it's activities, visit 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.

2.2 Club Structure

The Trent Swim Club is broken down into three groups:

2.2.1 Peterborough Swim School:

- The feeder program for young swimmers not yet ready for competition
- Swim one to three times per week depending on level.

2.2.2 Age Group Swimmers:

- These are considered to be the developing swimmers of the club.
- Swim four, five or six sessions a week depending on their assigned group.
- Participate in swim meets on a regular basis.

2.2.3 Junior/Senior Group Members:

- Higher performance swimmers who train six to eight times per week.
- Participate in a larger number of qualifying swim meets.

2.2.4 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 oversees assistant coaches and swim school instructors.

2.2.5 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 with responsibility 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 picnic. The club's Annual Meeting is held in the fall.

The Club by-laws can be obtained from www.trentswimming.com.

3. Fee Structure

3.1 Registration Fees

Fees are paid upon registration in September. Registration costs also include Swim Ontario and Huronia Region affiliation fees. Fees are broken down into two components: Club fees, which fund the operating costs of the club and Meet fees, which are used to pay meet costs. Club fees reflect the number of times a swimmer trains per week over the 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.

3.2 Swim Meet Fees (Meet Account)

Meet fees are held in trust and administered by the Team Manager. Funds are used to cover meet fee expenses incurred by your swimmer 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. Finance 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 Manager at any time.

Fees can 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.

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

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 they will compete in 25 metre pools. The second half of the season (March-June) is the Long Course Season where they will compete in 50 metre pools.

Meets are a very important part of competitive swimming. Obviously they are a measure of the swimmers progress, but they also offer an opportunity for learning and development not possible during training.

4.1 Meet Notices

Swim Meet Notices are sent out by the Head Coach via e-mail several weeks prior to each meet. This notice provides basic information about the meet including location, dates, which swimmers qualify for the meet and a scratch deadline for any swimmer unable to attend the meet.

4.2 Scratching from a Meet

All swimmers are expected to attend all meets that they have qualified for or the coach has registered them for. If a swimmer is not able to attend, then you must scratch from the meet to avoid unnecessary costs.

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 your responsibility to check both e-mail and/or bulletin boards to ensure that your swimmer does not miss meet dates and/or scratch deadlines.

Upon receipt of a scratch, you will receive written confirmation (via e-mail) of this from the Head Coach. More specific information about the meet such as start times and directions to the pool will be sent out closer to the meet date.

Swimmers will attend two types of meets throughout the year:

4.3 Parent Responsible Meets

- The majority of swim meets fall into this category
- Parents are responsible for arranging travel, accommodation and meals for their swimmer
- Car-pooling and sharing of accommodation is up to the individual parents
- On some occasions, the Team Manager may advise parents of block accommodation that has been put aside for parents. It is the parent's individual responsibility to confirm a reservation with the hotel.
- Meet times and directions to the pool will be e-mailed prior to the meet
- Swimmers need to arrive fifteen minutes prior to their scheduled warm-up time
- Healthy snacks and drinks should be sent with the swimmer so that they can remain on deck
- 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, to a maximum of \$12.50 per swimmer per day or the actual amount of the expenses, whichever is the lesser amount.
- Head Coach will notify of upcoming meets via e-mail and by a posting on the bulletin board.
- **It is your responsibility to check both e-mail and/or bulletin boards to ensure that your swimmer does not miss meet dates and/or scratch deadlines.**

4.4 Team Meets

- Swimmers travel, room and eat with their fellow team mates
- Method of group travel (bus, train, plane) and group accommodations is arranged by the Team Manager
- Details about the meet – time of departure, scheduling and location will be distributed by e-mail 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 of the swimmer's whereabouts.
- Swimmers are generally placed four to a room 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 where it 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 are selected prior to each meet and will be responsible for all swimmers
- All chaperones are required to submit a recent police check prior to chaperoning
- Head Coach will notify of upcoming meets via e-mail and posting on bulletin board.
- **It is your responsibility to check both e-mail and/or bulletin board postings to ensure that your swimmer does not miss meet dates and/or scratch deadlines.**

4.5 Swimmer Code of Conduct

All swimmers are expected to sign and abide by the Code of Conduct. Failure to do so may result in removal of a swimmer from practices and meets.

Behaviour 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.

- The Code of Conduct must be agreed to and signed by the individual swimmer to the Head Coach at the beginning of the season.
- Swimmers **must** act in a responsible manner at all times
- Behaviour that negatively impacts the Trent Swim Club will **NOT** be 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 or 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 on a timely basis.

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 in 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:

- 1 Club Swimmers who are in good standing with the Club
- 2 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 prorata 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 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 awarded as follows:

5.3.1 Senior National

Swimmers achieving a Senior National time and attending a Senior National level meet will be eligible for a subsidy paid to a max 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.

For clarity it is the intent of this policy that Senior National level swimmers be eligible 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 or 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 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 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 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 Senior Group Year End Meet

Swimmers achieving a qualifying time for the Senior Group Year End Meet, as designated by the Head Coach, will be eligible for a subsidy of \$100 to offset the cost of hotel, meet fees, mileage and meals incurred to attend the meet. Credit for the subsidy will be made to the swimmer's meet account.

5.3.5 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 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 of the Trent Swim Club, in good standing, who achieve 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 of the Trent Swim Club, in good standing, who achieve 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 of the Trent Swim Club, in good standing, who achieve 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

Membership fees cover only about 50% of expenses for the Trent Swim Club. The remaining 50% has to be made up with fundraising ventures. Fundraising is necessary to keep registration fees as low as possible. Your fundraising can be earned by purchasing (and reselling) cheese/chocolate/scrip sales or by working Bingo.

6.1 Fundraising Commitment

Each family has a pre-determined total for which they are responsible for sales fundraising and a number of Bingos for which they will be scheduled to work. If you do not wish to participate in ongoing fundraising, you can buyout by paying the fundraising commitment directly.

The amount required is determined by the finance committee on a yearly basis. Presently each family is responsible for raising \$600 per year, but this is subject to the final budget presented at the fall AGM. This is broken down into two earning periods – September to December (\$300) and – January to June (\$300). In December, you will receive a notice from the Fundraising Chairperson with your current total amount raised. At this point, if your total falls below the required amount, you will be required to submit the difference by cheque. If your balance is equal to the amount, then no additional funds will be required. Amounts exceeding the required amount will be credited to the next earning period. Balances will be totalled again in June and you will be required to balance your account again at this point. Should you have earned in excess of your fundraising quota, at the end of the year, 75% of the excess funds will go towards your meet fees account for the following swim season. Fundraising excesses are non refundable. The more money you raise, using the fundraising programs, the fewer out of pocket expenses you will incur.

6.2 Direct Purchase and resale programs

The club offers a number of opportunities for you to purchase items for resale. The club purchases at a discount and you purchase from the club at the full price. The difference is the profit that is allocated to your fundraising commitment. For example, chocolates are generally offered in the fall. The club purchase it at a 40% discount. If you purchase \$100 in chocolate, you will have raised \$40 towards your fundraising. You can resell the chocolate if you wish.

Cheese is offered on a regular basis, every 4-5 weeks.

Other items such as Gatorade, and fruits may be offered.

6.2.1 SCRIP

- A simple program which costs you nothing, except a few moments of your time to place your order
- Gift certificates are purchased in bulk by the Trent Swim Club.
- Each retailer offers a different discount. For example, a \$100.00 gift certificate from Canadian will earn you 5.0%, equalling \$5.00 going towards your fundraising commitment.

- Each family must place their order online and pay in full by the first Friday of each month and are picked up two weeks later.
- Orders cannot be cancelled once the scrip has been ordered
- Additional information about available retailers can be found at www.shopandsupport.ca

Registering for Shop and Support

Placing an Order for Scrip

Scrip Pickup

6.2.2 Cheese

- Empire Cheese is ordered on a 4 week schedule
- Club receives a 30% discount for the bulk order which is applied directly to your fundraising commitment
- Orders can be e-mailed to the Cheese co-ordinator or a Cheese order form can be completed and placed in the Cheese co-ordinators mailbox at the pool
- Payment must be made at the time of pick-up. Cheques should be made payable to Trent Swim Club

6.2.3 Chocolate and Cookie Sales

- Orders are placed in the fall with the Chocolate Co-ordinator
- Chocolates, almonds or cookies are purchased at a discounted cost from World's Finest Chocolates, with the discounted amount going towards your fundraising commitment
- Sell the goods to friends and family
- Money received from goods sold is kept by family
- Orders can be placed by e-mail or by placing order form in the Chocolate co-ordinators mailbox at the pool
- Cheques are due at pick up and are payable to Trent Swim Club
- No cancellations once the order has been placed

6.3 Bingo

Bingo is our Club's primary fundraising activity and makes up an enormous part of our operating budget. Its' success is crucial in maintaining our fiscal fitness. The TSC occupies the Saturday 'matinee' slot (11:30 – 3:30 pm) at Kawartha Club Bingo on Clonsilla Avenue. Kawartha Club Bingo is one of five pilot projects in the province offering electronic bingo. Major renovations to the building and to staffing have changed our role. Two TSC parents are required at each of our allotted sessions. It is **IMPERATIVE** that you are at the bingo hall. The hall has adopted a 'three strikes your out' policy. Losing the bingo revenue would increase each swimmers fees by approximately \$800.00 per year.

- **The penalty for a missed bingo is \$250.00.**
- At the beginning of September you decide how many Bingos you would like to work. Bingos are valued at \$125 each. We need two families for each Bingo and each family

would receive a \$125 fundraising credit. No family double ups allowed - it creates too great a risk that no one shows up.

- A bingo schedule will be distributed in late September. This will be in hard copy and distributed in each mailbox. The schedule will also be available on our website. Each family will work approximately 2 bingos over the course of the year.
- Families who want to work additional bingos their fundraising obligations would be able to do so if there were Bingos available and would receive meet account credits in the same manner as other fundraising projects (25% to the club, 75% to your meet account)
- Trading of bingo dates is permissible. Individuals are responsible for finding their replacement and informing the bingo captains of BOTH dates, the change. If a traded bingo is missed, the charge will be against the family assigned to work that date.
- You must inform your bingo captain PRIOR to 11:00 am on the day of bingo if you have had an emergency that makes it impossible for you to attend. Failure to do so will result in a \$250.00 charge.
- If your child resigns from the TSC after December 15, you are still responsible for your bingo dates during that quarter.

6.4 Special Events

6.4.1 TSC HOSTED SWIM MEETS

Trent Swim Club has an excellent reputation of hosting swim meets that other clubs enjoy attending. These meets allow your swimmer the opportunity to compete at their home pool in front of friends and family. Traditionally, our meets run smoothly because they are well organized and enjoy a high level of volunteerism from parents. Since TSC Swim Meets are well attended by other clubs, they are a significant source of revenue for the club.

The Esso Challenge Swim Meet is an annual weekend event occurring in late October. We also host a Sunday afternoon meet at the U of T in late April or early May. The hosting of other meets is done depending on pool availability and no more than two additional per year.

Meets are organized by the Meet Manager and require substantial parental participation to provide the officials and support operations to make them a success. Several officials clinics are offered every fall and we encourage you to take part in these. Here you will learn the skills required to become a swim official. Even if you haven't completed official training, there is still plenty of work for which you can volunteer. Volunteer sign up sheets will be e-mailed and posted at the pool several weeks prior to the event.

Parents will be required to work a specified number of shifts during home meets so volunteer early in order to get the jobs you prefer! Your participation is essential to make our meets a success!

6.4.2 SWIM-A-THON

Swim-a-thon is an event carried out by clubs across Canada. It is designed to raise funds for the club by having people sponsor your swimmer to swim a maximum of 200 lengths in 2 hours.

Pledges are tax deductible with an official income tax receipt issued by Swimming Canada.

Swim-a-thon is an event that all swimmers participate in and they are encouraged to increase the number of lengths -or their time to swim 200 lengths- over the previous year. Each swimmer requires a counter to keep track of the swimmer's progress. The swim-a-thon is usually held in late March.

The funds your swimmer voluntarily raises help to fund the club's various initiatives. A small percentage (5%) of the funds raised is submitted to Swim Ontario.

7. Award Nights

Two Awards Nights are held throughout the swimming season. The first one is held at the finish of the short course season (March) and the second one is held at the completion of the long course season in June.

The short course Awards Night is held at a hall whose location will be announced by e-mail and bulletin board notice 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.

The long course Awards Night is held with the end of the year BBQ at either Beavermead Park or the Riverview Zoo. This is a potluck event with a nominal amount charged for hamburgers.

8. Communications

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

Our main method of communication is e-mail. Members are encouraged to check their e-mail on a daily basis as there are many important messages which may need to be responded to in a timely manner. E-mails can be sent to all Trent Swim Club members by addressing it to members@trentswimming.com. E-mail addresses are taken at the time of registration and will be compiled into an updated group e-mail listing. Should your e-mail address change, please notify the Membership Manager so that it can be updated as soon as possible.

Using the club member email addresses for non-swim business is strictly forbidden.

We also have a web site, which is located at www.trentswimming.com. Here we post newsletters, photos, fundraising information and order forms, meet notices and registration information.

We also have several bulletin boards - one in lobby at Trent, 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.

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.

The Trent Swim Club newsletter is distributed in the mailboxes on the first Monday of every month. Here you will find notes from the coaches, event calendars, announcements etc.

It is the individual's responsibility to keep up to date by checking either the bulletin board or their e-mail on a regular basis.

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. In such circumstances TSC's reimbursement policy is as follows:

- The Membership Manager must be notified in writing
- Each reimbursement is subject to a \$100 administration fee per swimmer
- Families who are resigning are expected to honour the post-dated cheques that are required to satisfy any balances owing
- Post-dated cheques not required to pay any balances will be returned to the family
- Bingos scheduled for the quarter remain the family's responsibility
- Fundraising commitment will be required for the remainder of the quarter

If registration occurred in September

- Upon receipt of written notice of retirement to Membership Manager up to and including December 15, the TSC net fees will be reimbursed on a prorated 10 month season. The family's unused meet fees will be reimbursed. Other fees, such as Swim Ontario and Huronia registration fees cannot be reimbursed as they are non-refundable once paid
- Should the Membership Manager receive written notice **after** December 15, **only** the family's unused meet fees will be reimbursed

If registration occurred after September

- Should the Membership Manager receive a written notice of retirement up to and including their three month anniversary date, the TSC net fees will be reimbursed on a prorated 10 month season. The swimmer's unused meet fees will be reimbursed. Other fees such as Swim Ontario and Huronia registration fees cannot be reimbursed as they are non-refundable once paid.
- Should the Membership Manager receive written notice **after** the three month anniversary date, **only** the family's unused meet fees will be reimbursed.
-