

# **TRENT SWIM CLUB**

*Club Manual  
2009-2010*

*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.*

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## 1. Why Chose Swimming?

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Swim Canada's age group swimming program is one of Canada's largest programs of guided fitness activity for children. Currently, there are over 140 swim clubs, over 10,000 registered swimmers, about 400 coaches, 20,000 officials and other 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.
- 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

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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](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).

## **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](http://www.trentswimming.com).

## 3. Fee Structure

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### 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.

See 9 for details on the reimbursement policy.

### 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

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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

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## 5. High Performance Support

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### 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 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**

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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 through a combination of options organized by members of the Board of Directors, or you can choose to buy out 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 Treasurer and Fundraising Chair 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.

## 6.1 Cheese

- Empire Cheese is ordered on a 4 week schedule
- Club receives a (approximate) 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 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 (12:45 – 3:15 but subject to change) at Kawartha Club Bingo on Clonsilla Avenue. Two TSC parents are required at each of our allotted sessions.

It is **IMPERATIVE** that volunteer family members are at least 18 years old and are properly trained by the Volunteer Coordinator at KCB. Volunteer responsibilities are listed below.

Matinee: 12:45 – 3:15 ( Matinee divided into two games 12:30 p.m. to approx.

1:45 P.M. Second game 1:45 p.m. to approx. 3:00 p.m.)

- get out poster – sign log book – GO DIRECTLY ON FLOOR.
- BEFORE END OF LAST MID-DAY MADNESS GAME – ONE GOES TO THE DOOR TO SAY GOODBYE - GREET NEW PLAYERS COMING IN.
- OTHER VOLUNTEER STAYS ON FLOOR TO CLEAN UP.
- BOTH VOLUNTEERS BACK ON THE FLOOR
- BEFORE THE END OF THE TWI-LIGHT MADNESS ONE GOES TO THE DOOR TO SAY GOODBYE
- OTHER VOLUNTEER STAYS ON THE FLOOR TO HELP CLEAN UP.
- 3:15 P.M. PUT POSTER AWAY SIGN OUT LEAVE

The hall has adopted a 'three strikes your out' policy. If the club does not have 2 representatives at the hall, properly attired and for the full session, a 'strike' is called. After 3 strikes the bingo timeslot will be given to another organization. It also means that the club receives \$0 in revenue for the session. As well, the conduct of volunteers is monitored by the Hall manager and can result loss of monthly revenues received by the Club. Losing the bingo revenue would increase each swimmers fees by approximately \$800.00 per year.

- **The penalty for a missed bingo is \$250.00.** If you miss a bingo, you will be removed from the Bingo schedule for the remainder of the swim year.
- 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.
- A bingo schedule will be distributed in late September after registration. The schedule will also be available on our website. Each family will work approximately 2 bingos over the course of the year.
- A back up list of volunteers to be contacted in the event of a no-show is available in the file folder for the TSC at KCB.
- 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 co-ordinator (fundraising Chair) 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 the bingo coordinator 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.

### 6.3 Annual Gala and Auction

This annual event takes place in late spring, and allows families to fundraise for their swimmer and the club in two ways. First, families will receive 50% of the monies raised through ticket sales (for example, one table sells for \$350, thus the seller receives \$175). Second, families will also receive 50% of the monies raised through the auctioning of items they donated.

A Gala subcommittee will begin planning the event in the fall and is open to all TSC members. The subcommittee will be responsible for locating venues, special events, and ticket sales.

## Special Events

### 6.4 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 may host the regional or other long course meet in the spring. 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!**

#### **6.4.1 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**

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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**

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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](mailto: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](http://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 by email and posted on [www.trentswimming.com](http://www.trentswimming.com) each 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 all information sources (mailboxes, [www.trentswimming.com](http://www.trentswimming.com), the bulletin board, e-mail) on a regular basis. Not all information can be posted on the website (e.g. signup forms, confidential information). If this is not possible, the individual make arrangements with another swim family to keep informed.**

## 9. Reimbursement Policy

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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. 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.)
- 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 remain the family's responsibility unless otherwise notified

- Fundraising commitment will be required for the remainder of the year.

**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.

**Resignation or time off due to Injury**

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 the standard reimbursement policy applies.