

# **GARDEN CITY AQUATIC CLUB**



## **CLUB MANUAL**

### **POLICIES AND PROCEDURES**

**2016-2017**

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# 1. Welcome

On behalf of the Garden City Aquatic Club, I would personally like to welcome all new and returning members to our 2016-2017 swimming season. We are entering into our sixth season in the St. Catharines Kiwanis Aquatic Center (SKAC), and we are very happy to have this facility to train in. In order for the club to continue to be successful it takes the support of our parents, and this year one of our objectives is to run a swim meet. We hope that you will continue to support us by becoming an Official, volunteering at our fundraising activities and/or being part of our club committees and for other programs. There are many other ways to get involved as well. If there are any parents or swimmers that have any comments, suggestions, or concerns please do not hesitate to contact myself, Coach Beth or one of our Parent Committee members! With your involvement, we will continue to strive to make this club one of the best in Ontario.

Joseph Majtenyi  
Owner/CEO  
Garden City Aquatic Club



## 2. Mission Statement and Philosophy of Competition

Our mission is to teach and develop proper fundamental swimming strokes and racing techniques in a supportive and motivating environment. We aim to provide a cohesive team structure for swimmers to have fun as well as encouragement to compete and succeed in the exciting sport of competitive swimming.

### PHILOSOPHY OF COMPETITION

The Garden City Aquatic Club engages in a multi-level competition program within the governing body of Swim Ontario, in congruence with Swimming Canada under the guidance of the Canadian Swim Coaches Teacher Association (CSCTA). Our training program attempts to provide challenging, yet success-oriented competitive situations for swimmers of all ages and abilities. The following statements outline our philosophy:

1. Individual improvement and attainment of his/her personal goals is our primary objective. We emphasize competition with oneself. Winning ribbons, medals, or trophies is not our main focus and should be considered as a reward and result of the hard work, discipline and dedication our athlete's put forth in practice.
2. Our swimmers are praised for improving his/her stroke and/or time. It is the coach's responsibility to offer constructive criticism of an athlete's performance. It is the parent's responsibility to provide the love and encouragement that bolsters a swimmer's confidence and self-image throughout their swimming career.
3. Swimmers, working with the coaches, will work together to set realistic -yet challenging- goals. Those goals are then translated into meet performance expectations based directly on their training efforts relative to the training cycle at the given time. Swimmers are prepared and encouraged to compete in all swimming events, distances, and strokes. This policy promotes versatility and encourages the swimmer to explore his or her potential in the wide range of events offered in competitive swimming.
4. Sportsmanlike behavior is of equal importance to improved performance. Respect for meet officials, opposing coaches, and competitors are encouraged and expected. Congratulations to others during competitions, support of fellow team members of all levels and abilities, determined effort, and mature attitudes are examples of behaviors praised and rewarded by the GCAC coaching staff.
5. The Garden City Aquatic Club promotes healthy competition amongst team members, especially during training where athletes are encouraged to challenge each other. However, we will not tolerate competitive behaviours that demonstrate directed negative comments, feedback or actions towards swimmers within the team community. An action of this nature undermines GCAC's philosophy of maintaining solid team unity and violates each member's right to participate in a safe and encouraging environment.
6. All athletes are expected to act in accordance with the Swim Ontario guidelines and code of conduct available at [www.swimontario.com](http://www.swimontario.com).



### 3. Aims and Objectives

- To present a balanced program of excellence through the development of an extensive age group program to high levels of performance at the senior levels.
- To provide opportunities for social and emotional development.
- To provide physical and psychological development for each individual to his or her own ability.
- To provide opportunities to learn principles of nutrition, physiology and growth development.
- To provide an opportunity to learn sportsmanship and leadership.
- To provide training and competition to all swimmers who desire it.
- To encourage a lifelong involvement in the sport of swimming.

### 4. GCAC Club History

Founded in 2007, the Garden City Aquatic Club (GCAC) is a company incorporated in Ontario. GCAC entered into an affiliation agreement with the STAR Swim Team in Buffalo, NY in December 2009, and became a satellite team. GCAC competed from 2009 to 2012 with USA Swimming in the Niagara LSC Region in western NY. The affiliation with STAR Swimming allowed GCAC swimmers to swim as STAR members in competitions and participate in all STAR practices, seminars and social events.

In the spring of 2011, GCAC submitted application to join Swim Ontario and was successful in its bid to receive full sanctioning. As of September 2011, GCAC swimmers began to remit annual dues to Swim Ontario. Swim Ontario in turn provided administrative support services including an insurance program, a competitive meet structure, swimming grants and the establishment and monitoring of standards for meets, coaching, officials and club management. Swim Ontario functions through representation from regions through out Ontario. GCAC is a member of the Western Ontario Swimming Association (WOSA) region to which we must also pay per swimmer capita fees. WOSA will support us through the provision of a forum for coaches, well-developed programs for officials and elite swimmers and the structure for our developmental swim program.

In April of 2011, the St. Catharines city council voted unanimously in favour of handing over the Piranhas swim team to GCAC. By absorbing the established St. Catharines Piranhas program, GCAC has added a cohesive recreational component to their swim team structure.

### 5. Garden City Aquatic Club Structure

GCAC is an incorporated, for profit organization owned and operated by Joseph and Diane Majtenyi with the assistance of a volunteer Parent Board. The owners are responsible for finance, payroll and facility rentals. The Parent Board is responsible for fundraising, meet management, registration, recruitment, parent support and communication and community liaison. The owners also hire a Head Coach who is responsible for the complete swim program including the hiring and management of the coaching staff. The club`s revenues come from swimmer fees, fundraising activities and corporate donations.

#### GCAC 2015-2016 Board of Directors

**Owner/CEO:** Joseph Majtenyi

**Owner/Secretary:** Diane Majtenyi

**Parent Committee Admin:** Liz Clemmensen, Kristen Reintjes, Julia O`Gradytime, Susan Kryger

**Treasurer:** Nicholas Majtenyi

**Signing Officers:** Joseph Majtenyi, Diane Majtenyi

**Head Coach:** Beth Majtenyi

**Registrar:** Beth Majtenyi

**Club Administrator:** Diane Majtenyi



## PARENT BOARD

The Parent Board is responsible for fundraising, meet management, registration, recruitment, parent support and communication and community liaison. The Parent Board is structured with ten members working in five committees, each delegated a group of related responsibilities and supported by the owners. For example, the Finance Committee includes volunteers managing fundraising and equipment sale efforts. Committees meet separately from the Parent Board and forward information, recommendations and concerns to the owners at regular meetings. Board members are elected for a one year term and can be re-elected for an additional two years. Committees try to share the workload and expertise and should involve members-at-large wherever possible in their planning and activities.

The committees are:

**Communication** – responsibilities include communication, notice boards, minutes, record board, general meetings, media releases. Responsibilities also include feedback to the owners and coaches on the swim program, swimmer issues, evaluations, training, retention and parent meetings.

**Social** – responsibilities include the organization of social activities through the swim season such as the annual Christmas Party, awards banquets, etc.

**Officials** – responsibilities include recruitment and training of officials that are required to run swim meets.

## 6. Coaching Staff

Coaching excellence has a great influence on the quality of amateur sports. The Garden City Aquatic Club coaching staff consists of many professionally trained coaches. As member coaches of the Canadian Swimming Coaches Teachers Association (CSTCA) within Swimming Canada, they have access to one of the most comprehensive training and certification program for youth coaches of any sport in the Canada. Certified coaches in Swim Ontario programs possess training and experience in the physiology and psychology of adolescent development. Our coaching staff provides the assurances that the time your children spend in swimming will be quality time.

### COACHES RESPONSIBILITIES

- The coaches' role is to supervise the entire competitive swim program. GCAC's coaching staff is dedicated to providing a program for athletes that will enable them to learn the value of striving to improve oneself--"to be the best you can be." Therefore, the coaches must be in total control in matters affecting training and competition.
- The coaches are responsible for placing athletes in the appropriate practice groups. This is based on the age and/or ability level of each individual. When it is in the best interest of the swimmer, he/she will be placed in a more challenging training group by the coach in consultation with the parent.
- The sole responsibility for stroke instruction and the training regimen rests with the Garden City Aquatic Club coaching staff. Each groups' practices are based on sound scientific principles and are geared toward the specific goals of that group.
- The building of a relay team is the sole responsibility of the coaching staff. The coaching staff is constantly updating and improving the Garden City Aquatic Club program. It is the athletes' and parents' responsibility to make the most out of the excellent opportunity this program provides for success in swimming.



## 7. Swim Team Groups

The Garden City Aquatic Club uses a progressive age/ability group program designed to develop the child physically, mentally and emotionally in a systematic fashion. A well-defined, long-term approach of gradually increasing degrees of commitment is essential to reach peak performance levels during a swimmer's physiological prime. The emphasis in the early stages of participation must be placed on developing technical skills and a love for the sport. In the later years, a more demanding physical and psychological challenge must be introduced in the training. In this respect, "too much too soon" is more often the cause of failure to achieve maximum potential in senior swimming than in the reverse situation.

In addition to emphasizing long-term rather than short-term results, it is also important that we establish training groups of swimmers who are compatible in respect to abilities, commitment levels and goals. Unfortunately, this is not always the most convenient approach to take, but it is always the most productive.

At each level, the goals and objectives are specific and directed toward meeting the needs of the athlete. The long term goal of total excellence is always in mind. As each athlete is different, he/she will progress at his/her own rate. The coaching staff recognizes this fact by making team assignments based on a swimmer's physical, mental, and emotional level of development.

Group	<i>description</i>	Description	<i>description</i>	<i>description</i>	<i>description</i>
Senior	The Senior Team is the top group of GCAC. These athletes train to compete at the Provincial and/or National level as they work towards international competition. Placement on the Senior Team is at the sole discretion of the Head Coach. These team members are expected and encouraged to attend all practices (incl. AM training sessions), dryland and other training opportunities.				
Elite	Elite Team members are well-versed in technique and strategy. They are a full-fledged training group. Generally, they have a skill level commensurate with Provincial time standards. The Elite group may swim combined with our Senior Team, with ages ranging from 14–18 years old. Practices are offered six days a week with workouts ranging from 1.5 – 2 hours each. Elite Team members are encouraged to attend every practice, including dryland and other training opportunities.				
Dedicated 1 (D1)	These athletes have started to exhibit good swimming skills. They spend their time equally between stroke technique, training skills and processes. D1 team members are offered practices several days a week with flexibility, with workouts between 1.5 – 2 hrs each. The majority of members on this team are between the ages of 11–14 years old. D1 athletes are encouraged to attend every practice.				
Dedicated 2 (D2) (Beginner-Intermediate)	The majority of time with the D2 team is spent working on refining stroke mechanics. These athletes have begun improving their swimming skills and will be introduced to some training techniques and processes. Most of the swimmers on the D2 team are between the ages of 11-13 yrs old. D2 members are encouraged to attend all four practices per week.				
Dedicated 3 (D3) (Beginner-Intermediate)	This group has been reclassified to accommodate families and athletes with a full schedule. These swimmers train with the D2 group, however they participate in one fewer practice per week. Most of the swimmers on the D2 team are between the ages of 11-13, however some stronger 10 year old might move up into this group at the coaches discretion. D3 members are encouraged to attend all three practices per week.				
Aqua Club (Novice)	<p>The Garden City Aquatic Club novice program is a non-competitive swim program for those swimmers who may consider swimming at the competitive level in the future. The main focus of the novice program is to teach young swimmers the skills needed to swim efficiently through the water. The novice program is designed for beginners age 5+, and for any swimmer who wishes to explore swimming on more of a recreational level.</p> <p>All Aqua Club members who join GCAC are considered to be Swim Ontario non-competitive swimmers. This entails a one-time yearly fee is mandatory for insurance purposes, and also allows entry into one Swim Ontario developmental meet per year. Aqua Club members may practice with the younger competitive swimmers, as all athletes will share the same level-specific training based on their age and ability. Should our novice athletes reconsider their non-competitive status, a small registration fee can be paid to upgrade. Once a novice swimmer upgrades and becomes a full-fledged competitive member of Swim Ontario, they cannot reverse their status.</p> <p><b>*** Please note that ANY swimmer who participates in ANY swimming program of GCAC is considered to be exhibition during the Niagara Regional Summer Swim League!***</b></p>				

### Aqua Club Levels:

#### ***Fins***

This novice group is our entry level for beginners, ranging in age from 5 to 8yrs. Major emphasis is placed on stroke + kicking techniques and the fundamentals of all four competitive strokes are taught. These Aqua Club members are offered one-hour practices three times per week and are encouraged to register for one or two of them.

#### ***Medals***

This is the second level of our novice program. These swimmers continue to focus on stroke fundamentals and are introduced to racing techniques. This group ranges in age from 8 to 11yrs. These Aqua Club members are offered one-hour practices three times per week and are encouraged to register for as many per week as they like.

#### ***Captains***

This is the third level of our recreational programming. These swimmers continue to focus on stroke refinement and are introduced to advanced racing techniques. This group is intended for swimmers 13 to 18. These Aqua Club members are offered drop in swim practices twice per month, a 1.5 hr practice on Friday evenings and a 2 hr practice on Saturday mornings. Limited space available, remember to RSVP to Diane, our Team Coordinator! (info@gc-ac.ca)

*\*Please note that swimmers MUST be able to swim one continuous lap of recognizable freestyle in the pool and may be subjected to SWIM TESTS by the lifeguards at any given time.*

## 8. Equipment & Team Uniforms

### **Swim Meet Attire**

All competitive swimmers are required to wear the GCAC team gear to all swim meets. The uniform includes:

- GCAC Tracksuit
- GCAC T-Shirt
- GCAC Hoodie
- GCAC Swim Suit
- GCAC Swim Cap
- GCAC Parka

### **Practice Attire**

The following items must be worn at all practices:

- Caps, goggles, competitive swim suit (no baggy bathing suits please).



### **Additional Practice Equipment**

The following are items that all swimmers in Senior and Elite groups must have for training purposes at practices:

- Kickboard
- Mesh Bag
- Fins
- Pool Buoy
- Hand Paddles

### **Where to Purchase Equipment**

Team equipment such as goggles, equipment bags, practice suits etc., can be purchased from the Team Aquatic Supplies. For extra savings, you may use our account number: **GAR048!** Below is the address of T.A.S.:

8-4155 Fairview Street  
Burlington, ON, L7L 2A4  
Fax: 905-632-0902  
[east@team-aquatic.com](mailto:east@team-aquatic.com)

Tel: 905-632-2590  
Toll-free 1-888-259-7946  
Hours: Monday - Friday 8:30 am - 5:00 pm EST

## 9. Swim Meets



### TYPES OR LEVELS OF SWIM MEETS

**Dual Meets** – The Garden City Aquatic Club may compete with one other team in a dual meet. These meets help promote team unity, but usually limit the number of events a swimmer may enter.

**Invitational Meets** – These meets include several different teams throughout the region and/or province. These meets provide swimmers with the opportunity to reach regional, festival, provincial and national level qualification time standards.

**Western Ontario Swimming Association (WOSA) Championships** – During each short course and long course season, a swimmer may qualify to participate in this regional championship meet.

**Provincial Championships** – One of the highest levels of achievement for GCAC swimmers to strive for is the participation in the Provincial Championships. At the end of each short course (winter) and long course (spring) season, there is a Provincial Championship meet.

**Festivals** – These meets are for 13&Under swimmers who meet the time standards, and the two pre-requisite event standards. GCAC swimmers who qualify will travel to different locations throughout Ontario to compete in these meets.

**Age Group Championships, Eastern/Western Championships, Senior Nationals** – These are the highest level of competition for our senior swimmers. As with the Junior Provincials, GCAC swimmers meeting these qualifying time standards will travel to various cities throughout Canada to compete against other like athletes. Through excellence in performance, top swimmers may be invited to attend special Swimming Canada training camps as well as qualify for national teams that represent Canada in international competition by their performances.

### Additional Meet Information

- A tentative schedule of swim meets is provided at registration. It is important to note the word TENTATIVE. Updates will be done periodically by updating the website and through e-mail communication. Host clubs change plans, swimmer's needs change, and sometimes the team's plans change.
- Entry level swimmers can expect to attend one GCAC mini-meet per session, and one Swim Ontario meet per year. Four developmental meets are offered by the Western Region and run for 4 hours. Too much emphasis on competition at this level can be discouraging so meets are not a priority for attendance for all swimmers, and should not be the focus of a swimmer's membership.
- Competitive swimmers in all other groups can expect to have one to two swim meets scheduled each month. The majority of Swim Ontario the meets we will be attending are in the Central and Western Regions. Meets will be fun and will help the swimmer develop racing skills and measure progress. The exceptions are the provincial and national qualifiers who have several championship meets on their schedule. At least once a year the club organizes a travel meet for eligible swimmers.
- WOSA Championships are held annually in the February for the Short Course season and in June for the Long Course season, with time standard qualifications required.

## 10. Signing Up To Attend a Swim Meet

As swim meets are an added expense for parents, GCAC takes care to ensure that swimmers are going to meets that will benefit them and that parents have the last say in making the decision enter. Meet entry fees will be absorbed by the swimmer. The flat fee for entering developmental meets ranges from \$10–\$15. Other meets cost approximately \$7 – \$10 per individual events. There will be a small increment of \$10 added to all meet fees to cover coaching expenses for travel; \$20 for overnight meets to cover accommodation, meals, etc.





## Meet Registration Steps

1. The coaching staff will decide on the events to register a swimmer in for an upcoming meet provided that the swimmer has met all the qualifying conditions outlined by the meet organizers.
2. Once registration has been completed, a meet “entries” list showing the events a swimmer has been entered in to will be posted on GCAC website and sent via email to parents. All changes to the meet entries will be posted after the meet scratch deadline.
3. The decision to attend a meet remains with the swimmers family. If a parent/guardian decides their child will not participate, they will need to contact the Head Coach in writing prior to the firm “scratch deadline”.
4. If a parent would like to discuss event entries, this must take place prior to the scratch deadline.
5. Once the scratch deadline has passed, all entries become final and parents will be responsible for payment of meet entry fees even if their child does not attend the meet. GCAC is committed to the meet at this point and is responsible for paying the entry fees to the host club.
6. A final meet entry list will be posted on the website after the scratch deadline, prior to the meet.
7. If the coaching staff and parents agree to “deck-enter” a swimmer into an event beyond those in the final meet entry list an additional charge will be incurred by the parent commiserate with the individual meet’s policy on deck entries. The payment will need to be made in cash at the meet. The same applies for swimmers who decide to attend a meet after the deadline has passed, subject to meet capacity and host club’s discretion.

## 11. Competition

### Entry Level Swimmer and Competitive Level Swimmer.

- a. Swim Ontario has two levels of registration. Each level is exclusive and once a swimmer has registered at a “competitive” level they can no longer enter meets for “novice” level swimmers. Also, they cannot change their registration back to the novice level. This distinction ultimately protects the novice level swimmer from the competitive environment until their level of skill and confidence is suited to competitive swimming. GCAC will register swimmers at the appropriate levels.
- b. If you are unsure of your swimmers status or question the decision please contact your child’s coach.

### The Meet

There are typically 13–15 individual events and two relays for girls and boys in a swim meet. Each competition offers a variety of events and distances depending on the age group and classification. Swimmers have the opportunity to be entered in up to five individual events per day. However, if the meet reaches capacity the meet director has the authority cap the entries. Meet schedules are at the discretion of the host club.

**Freestyle:** The usual stroke used is the “crawl”; characterized by the alternate overhand motion of the arms and an alternating up-and-down flutter kick. The freestyle is swum over 50, 100, 200, 400, 800 and 1500 meter distances. If the swimmer is attempting to qualify in another stroke, the competitor may use these events in an attempt to reach that goal.

**Backstroke:** The swimmer must stay on his/her back at all times, except at the turn. The usual stroke consists of an alternating motion of the arms with a flutter kick.

**Butterfly:** Perhaps the most beautiful stroke. It features overhand stroke of the arms combined with an undulating dolphin kick. In the kick, the swimmer must keep both legs together and may not flutter scissors or use the whip kick. The butterfly was developed in the early 1950’s as a variation of the breaststroke. It became an Olympic stroke in 1956 in Melbourne. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously.

**Breaststroke:** It is perhaps, one of the more difficult strokes to master. It requires simultaneous movements of the arms on the same horizontal plane. The hands are pulled from the breast in a heart-shaped pattern and recovered under or over the surface of the water. The kick is a synchronized,

somewhat circular motion, similar to the action of a frog. No flutter, scissors or dolphin kick is permitted. On turns and at the finish, the swimmer must touch the wall with both hands simultaneously.

**Individual Medley:** It is commonly referred to as the “IM” and features all four strokes. In the IM the swimmer begins with the butterfly, then changes after one fourth of the race to the backstroke then breaststroke, and finally freestyle.

**Medley Relay:** All four strokes are swum. The first swimmer swims the backstroke, the second, breaststroke, the third, butterfly, and the final swimmer, freestyle.

**Freestyle Relay:** This consists of four freestylers, each swimming 1/4 of the total distance of the event.

**Starts and Turns:** Many races are won or lost by the swimmer’s performance in the start and turn. In the start, the swimmers are asked to step up onto the starting blocks (or in the water for backstroke) by the blow of one long whistle. The starter then commands the field to “take your mark”. When all swimmers are set (motionless) the starting horn is sounded to start the race. If the starter feels that one swimmer has moved, left early or obtained an unfair advantage, the race will be recalled. Under Swim Canada rules, one false start disqualifies the swimmer.

**The Course:** Competition pools may be “short course” (25 meters) or “long course” (50 meters). The international standard used in the Olympics is 50 meters.

## 12. Meet information and preparation

- a. Make sure you check on the location and time several days before the event. Updates are made online and notices are sent out via e-mail. Maps indicating location and directions to pools are also posted online.
- b. The meet packages and are posted online in the meets section. It contains relevant and important information in regards to warm up times and the meet schedules. Please have your swimmer on deck 15 minutes prior to the scheduled start of warm-ups. Warm-up generally begins about an hour before the meet starts. Please ensure that your athlete has something to eat no later than one hour before warm-ups.
- c. Swimmers will need team suits, shirts and caps, a 3-4 towels, deck shoes (recommended) and a filled water bottle. Be prepared and pack healthy snacks, though most pools have a snack bar.
- d. Many pools do not have good viewing areas. Consider volunteering as an official for the best view of the action! Meet programs can typically be purchased from \$2 to \$10. This helps you find your swimmers on the blocks and in their race
- e. s among other swim meet entrants.

## 13. Team Trips

- a. The majority of our meets take place in other communities. It is the responsibility of parents to transport their swimmer to and from away meets. Families often economize in time and expense by carpooling.
- b. When a large number of swimmers are competing in an event at a location two or more hours away from St. Catharines, GCAC gives consideration to organizing a team trip. This consideration depends on the number of parents who prefer to take their own swimmers to the event. If the club is undertaking a team trip, the expectation is that all swimmers will travel as a group and participate as a team. In this event all costs for travel, accommodation and food is covered equally by the swimmers attending. Chaperones are provided, as arranged by the coaches and Parent Board, and swimmers are oriented to the expected behaviours.
- c. GCAC may plan one team trip a year for provincial and/or national level swimmers. Meets resulting in a team trip have qualifying time standards, therefore every swimmer may not be eligible to participate. Provincial and national level swimmers travel as a team more often when championship meets are scheduled outside of the province.



## 14. A Parents' Guide for Watching a Swim Practices

- a. Watching a practice is like watching your child grow; it is impossible to track the progress. That is what evaluations and meets are for. During practices, it's a good time for parents/guardians to do something else, either pool-side or away from the pool. Once your child is on the pool deck they are the responsibility of the coach and you are free to leave.
- b. Please do not stand at the window or on the benches and wave to or direct your child. This is a distraction to your swimmer and others, and detracts from the coach's efforts and approach.
- c. If you have questions or concerns, please wait to see the coach after practice or use one of the methods of communication outlined in this guide.

## 15. Changes in Practice Schedule

- a. Every effort is made to keep practice schedules consistent. Practices may be canceled due to:
  - i. Pool closures, usually because of a safety hazard and occasionally due to inclement weather;
  - ii. Conflicts with swim meet schedules; when our club is hosting or because most swimmers and coaches are attending a meet elsewhere.
  - iii. Christmas, March and summer vacation breaks; vacation is a good time for a break unless swimmers are training for upcoming high-level competitive meets. Notice will be given to parents in advance of any and all breaks in the training schedule.
- b. GCAC is not able to provide replacement practices for those practices that may be cancelled. However, GCAC may offer an occasional extra practice for a nominal fee, on a first come-first serve basis.

## 16. Inclement Weather

- a. Snow storms and icy conditions are random and hard to predict in the Niagara region. Practices are seldom cancelled; so it is not an easy out for your swimmers!
- b. Parents are responsible for the decision of the safety of travel in inclement weather. If you deem it unsafe to travel then please do not plan to attend practice. The coaching staff will make every effort to get to the pool for all scheduled practices. Coaches live in town and will ensure that someone is there. The City of St. Catharines will close the pool if there is a perceived risk to their personnel and the facility cannot be adequately staffed.
- c. The City of St. Catharines announces pool closures on the radio (610 CKTB) and on their website ([www.stcatharines.ca](http://www.stcatharines.ca)). It is impossible for club staff to reach parents and swimmers at work and school when these closures happen so please listen to the radio, check online, or contact the pool directly.

## 17. Communication Tools

- a. **E-mail** is the primary means of communication between the Club, Coaches and its Members. Parents and swimmers are encouraged to check their inbox for updates on a regular basis. E-mails will be sent out regularly and as required to advise parents of GCAC business and we encourage replies to e-mails be received by stated deadlines.
- b. The **GCAC Mail Box** will be located at the pool entrance. This is the depository for any written information, fundraising proceeds and anything else that should remain under lock and key until the appropriate person picks it up. Keys are kept by the Club Administrator or designate.
- c. **Parent Meetings** are conducted by the coaching staff and Parent Board once a month throughout the swimming season. These meetings provide parents with an opportunity to receive updates on progress, meet schedules and training plans. Questions can be asked and concerns expressed. Parents are strongly encouraged to attend. Topics typically covered are:
  - i. Progress since the last meeting and goals for the next quarter. When appropriate it may also be relevant to talk about next year's plans.
  - ii. Notices and changes regarding the meet schedule.
  - iii. Educational opportunity – information about training and/or meets that will help parents to support and understand the program and their swimmer's needs.

- iv. Issues for parent's attention: examples are attendance, upcoming activities, etc. If there are no issues then none need to be raised.
- v. Opportunity for any additional parent questions.
- d. Two **General Meetings** each year. The first, held in August, is for the purpose of presenting and outlining the year's program and accept applications for registration. The second, held in June, is for the purpose of the election of the Parent Board members and the provision of a financial report. All members (parents) are encouraged to attend these two important meetings.
- e. GCAC **Social Calendar** - GCAC has a number of social events that it strives to maintain. Swimmers and families are invited to attend them all. They are:

- Various team adventures and team movies!
- "Christmas party" in December.
- "Awards Banquet" in late June to finish off the season.



## 18. Fees

- a. Club Registration fees are paid in installments, according to a published fee schedule that begins in September of each swim season. Late registrants after October 15th will pay pro-rated fees dependent upon the time remaining in the swim year. Deviations from the published fee schedule must be approved.

## 19. 2016 – 2017 Fee Structure and Practice Schedules

### -AQUA CLUB-

Parents have the opportunity to register for three sessions per year: Fall (maximum 15 weeks), Winter (10 weeks maximum), and Spring (maximum 11 weeks). Within each session, practices are offered the following days: Mondays through Fridays. Families may register for as many days/week as they like, keeping in mind the group-specific recommendations listed within the table of section 7 of this document.

#### FALL SESSION – Week of Sept. 6<sup>th</sup> to the week of Dec. 12<sup>th</sup>

Group	Day	Time	Duration	Cost	Limit
Fins + Medals	Mondays	4:30 – 5:30pm	13 wks/sessions	\$130 <sup>00</sup>	26
Medals	Tuesdays	4:30 – 5:30pm	15 wks/sessions	\$150 <sup>00</sup>	13
Fins + Medals	Wednesdays	4:30 – 5:30pm	15 wks/sessions	\$150 <sup>00</sup>	26
Medals	Tuesdays	4:30 – 5:30pm	15 wks/sessions	\$150 <sup>00</sup>	13
Fins + Medals	Fridays	4:30 – 5:30pm	15 wks/sessions	\$150 <sup>00</sup>	26

#### WINTER SESSION – Week of Jan. 2<sup>nd</sup> to the week of Mar. 9<sup>th</sup>

Group	Day	Time	Duration	Cost	Limit
Fins + Medals	Mondays	4:30 – 5:30pm	9 wks/sessions	\$90 <sup>00</sup>	26
Medals	Tuesdays	4:30 – 5:30pm	10 wks/sessions	\$100 <sup>00</sup>	13
Fins + Medals	Wednesdays	4:30 – 5:30pm	10 wks/sessions	\$100 <sup>00</sup>	26
Medals	Tuesdays	4:30 – 5:30pm	10 wks/sessions	\$100 <sup>00</sup>	13
Fins + Medals	Fridays	4:30 – 5:30pm	10 wks/sessions	\$100 <sup>00</sup>	26

**SPRING SESSION – Week of Mar. 20<sup>th</sup> to the week of Jun. 5<sup>th</sup>**

Group	Day	Time	Duration	Cost	Limit
Fins + Medals	Mondays	4:30 – 5:30pm	10 wks/sessions	\$100 <sup>00</sup>	26
Medals	Tuesdays	4:30 – 5:30pm	12 wks/sessions	\$120 <sup>00</sup>	13
Fins + Medals	Wednesdays	4:30 – 5:30pm	12 wks/sessions	\$120 <sup>00</sup>	26
Medals	Tuesdays	4:30 – 5:30pm	12 wks/sessions	\$120 <sup>00</sup>	13
Fins + Medals	Fridays	4:30 – 5:30pm	11 wks/sessions	\$110 <sup>00</sup>	26

- Discounts will be applied for swimmers registering for multiple days: a 10% discount will be applied to each additional day registered.
- Families with multiple team members will be offered additional savings: 2<sup>nd</sup> swimmer and additional receives 10% off.

**-CAPTAINS-**

Since our conception, GCAC has traditionally offered swimming opportunities for 13+Over recreational swimmers! When OFSAA changed their rules on eligibility in 2013, the size of this group decreased and our competitive base increased. [The governing body of HS swimming mandated that any swimmer who practices outside of their HS swim team is considered to be “Open” and must swim with competitive swimmers, even if they only swim once per week. (Lifesaving courses excluded.)]

Since then, we have continued to promote this recreational opportunity to a lesser degree. This year, due to the growth of our competitive team and the needs of this group, we have opted to suspend this programming on a regular basis.

We will offer drop-in opportunities several times per month on Friday evenings and Saturday mornings, \$10 per practice. We will have a special post in our website blog at the beginning of each month, and also on the team calendar.

*Check it out!!!!* You can RSVP in advance to Diane, our team coordinator, at [info@gc-ac.ca](mailto:info@gc-ac.ca) ☺

**-GCAC COMPETITIVE CLUB-**

GCAC offers five levels in the competitive club: Dedicated 3 (D3), Dedicated 2 (D2), Dedicated 1 (D1), Elite, and Senior. The training groups are determined by age and ability of the athlete, as outlined in the chart of point 7 above.

Group	Practices / Day + Time	Duration	Cost
D3	T. 5 <sup>00</sup> –7 <sup>00</sup> pm + TH. 5 <sup>00</sup> –7 <sup>00</sup> pm + F. 6 <sup>30</sup> –8 <sup>00</sup> pm (13&O// T. 5–7pm + TH. 5–7pm + S. 7–9m)	3 pr. // 5.5 hrs/wk 3 pr. // 6 hrs/wk Sept. – June	\$1100 <sup>00</sup> \$1150 <sup>00</sup>
D2	T. 5–7pm + TH. 5–7pm + F. 6 <sup>30</sup> –8pm + (13&O// S. 7–9m) + Sun. 2 <sup>00</sup> –4 <sup>00</sup> pm	4 pr. // 7.5 hrs/wk Sept. - June	\$1250 <sup>00</sup>
D1	M. 6 <sup>30</sup> –8 <sup>00</sup> pm + T. 5 <sup>00</sup> –7 <sup>00</sup> pm + W. 6 <sup>30</sup> –8 <sup>00</sup> pm + TH. 5 <sup>00</sup> –7 <sup>00</sup> pm + S. 7 <sup>00</sup> –9 <sup>00</sup> am	5 pr. // 9 hrs/wk Sept. - June	\$1350 <sup>00</sup>
Elite	M. 6 <sup>30</sup> –8 <sup>00</sup> pm + T. 5 <sup>30</sup> –7 <sup>00</sup> am/6 <sup>00</sup> –7 <sup>30</sup> am + T. 5 <sup>00</sup> –7 <sup>00</sup> pm + W. 6 <sup>30</sup> –8 <sup>00</sup> pm +	6 pr. // 10.5 hrs/wk Sept. – June	\$1450 <sup>00</sup>
Senior	TH. 5 <sup>30</sup> –7 <sup>00</sup> am/6 <sup>00</sup> –7 <sup>30</sup> am + TH. 5–7pm + F. 6 <sup>30</sup> –8 <sup>00</sup> pm + S. 7–9am + Sun. 2 <sup>00</sup> –4 <sup>00</sup> pm	7 pr. //12 hrs/wk 7 pr. //12 hrs/wk	\$1550 <sup>00</sup>

- Families with multiple team members will be offered additional savings: 2<sup>nd</sup> swimmer–receives 10% off, 3<sup>rd</sup> swimmer (and additional) –receives 10% off.
- D2 and D3 swimmers will have the option to swim one meet per month; D1/Elite/Senior will have the option to swim in two meets. During the 2<sup>nd</sup> swim meet weekend, Sunday PM swimmers will swim on Sat. AM.

Families will remit team fees with this payment schedule:

The first installment of 40% will be invoiced in September; the second installment of 30% will be invoiced in January; and the final / third installment of 30% will be invoiced in April.

Group	Total Cost	First Installment September	Second Installment January	Third Installment April
Dedicated 3 (D3)	\$1100 <sup>00</sup> \$1150 <sup>00</sup>	\$440 <sup>00</sup> \$460 <sup>00</sup>	\$330 <sup>00</sup> \$345 <sup>00</sup>	\$330 <sup>00</sup> \$345 <sup>00</sup>
Dedicated 2 (D2)	\$1250 <sup>00</sup>	\$500 <sup>00</sup>	\$375 <sup>00</sup>	\$375 <sup>00</sup>
Dedicated 1 (D1)	\$1350 <sup>00</sup>	\$540 <sup>00</sup>	\$405 <sup>00</sup>	\$405 <sup>00</sup>
Elite	\$1450 <sup>00</sup>	\$580 <sup>00</sup>	\$435 <sup>00</sup>	\$435 <sup>00</sup>
Senior	\$1550 <sup>00</sup>	\$620 <sup>00</sup>	\$465 <sup>00</sup>	\$465 <sup>00</sup>

### Practice Attendance

- Senior, Elite, D1, D2 and D3 swimmers are both encouraged and expected to attend all available practice opportunities including additional practices and dryland activities.
- Aqua Club members, based on your availability, you may choose which practices to attend keeping in mind the practice recommendations outlined by the coaching staff in section 7 of this document.

### Club Registration Fee

The club registration fee is administered yearly paid to Swim Ontario to register GCAC as an active club. This fee will be absorbed by the swim team as it is an operational expense. Each swimmer will be required to pay a \$20.00 affiliation fee.

### Swim Ontario Fees

Swim Ontario registration fees must be paid in full at the beginning of the season and is non-refundable. Novice swimmers must pay the non-competitive fee in order to participate in swim practices; they will also be eligible to compete in one sanctioned Swim Ontario meet during the year. This meet may be any of the following: developmental/novice meet (short course), competitive swim meet (short course or long course). Swimmers wishing to participate in all Swim Ontario sanctioned events may upgrade to competitive status; however once changed, this status may not be reversed. All Swim Ontario fees are paid directly to GCAC who will make payment on your behalf to Swim Ontario. Non-payment of any Swim Ontario fees will necessitate non-participation for the swimmer during practice and in any Swim Ontario Sanctioned event until payment is made.

The following fees are based on the category and ages as of December 31<sup>st</sup>, 2016.

Registration Type	Category	SNC Fees	Swim Ontario Fee	HST	Total Fee
Non-Competitive	Novice/Developmental	\$11.00	\$30.00	\$3.90	\$44.90

*This membership includes General Liability insurance coverage for your athlete under Swim Ontario.*

Registration Type	Category	SNC Fees	Swim Ontario Fee	HST	Total Fee
Competitive	Fundamental – 8&U	\$23.00	\$60.00	\$7.80	\$90.80
Competitive	Skills – 9-10	\$43.00	\$60.00	\$7.80	\$110.80
Competitive	Development – 11-15	\$63.00	\$60.00	\$7.80	\$130.80
Competitive	Open – 16&O	\$83.00	\$60.00	\$7.80	\$150.80

*This competitive membership entitles participation in sanctioned Swim Ontario meets and events throughout both the short course and long course seasons. This membership also includes General Liability insurance coverage for your athlete under Swim Ontario. Please note that membership in this category will alter swimmer eligibility to participate for points in high school swimming (athletes must compete in the “open” category), and within the Niagara Regional Summer Swim League (athletes will be considered “exhibition” swimmers).*

## Meet Dues

Meet dues are in addition to the current fee structure and are described fully in the Meet section of this document.

## 20. Payment of fees

### Methods of Payment

In order to make the payment of club fees as smooth, simple and unburdening to parents as possible, GCAC will accept four methods of payment: cash, money order / cheque (made out to 1760076 Ontario Inc.), or by credit / debit card via PayPal™. Please note that invoicing via PayPal™ will be done by request only. GCAC has elected to do these methods of payment instead of having a credit card on file, so there won't be any disputes over charges and it eliminates the risk of overcharging. Also, it keeps parents aware of the status of their accounts.

Once payment has been received and confirmed by your preferred method, your registration will be complete!

Fee deadlines are as follows:

- Swim Ontario Registration Fees – Competitive→September 9<sup>th</sup>; Non-Competitive→September 16<sup>th</sup>
- GCAC Membership Dues – as outlined in a chart in section 20
- Aqua Club Practice Fees – prior to the start of the session
- Meet Fees – immediately following the scratch deadline
- GCAC apparel – at the time of purchase



## 21. Refund Policy

### GCAC Swimmer Withdrawal

Each year there are a small number of swimmers who find it necessary to resign, either due to illness or to conflicting commitments and desires. In the easiest of terms, it would be the preference of all parties to provide a refund for the total unfinished portion of the season. Unfortunately, club costs for the swim season are fixed. The club cannot get a discount for a sixth of a coach or a twentieth of a pool. A policy that allowed for complete refunds would result in the need to issue a subsequent levy to the remaining parents or higher costs up front for a contingency fund.

The occasional request is made for special consideration, in the event of serious illnesses or misfortune. In this practice the Board is being asked to make judgments about the legibility of one set of circumstances over another. This is not a

position that the Board has chosen to put its members in. As a result the Board has confirmed the no refund policy. Fee schedules and policies are confirmed each year prior to registration.

## **GCAC Swimmer Withdrawal from the Aqua Club Practice Sessions**

Should a swimmer register and then reconsider prior to the start of the session, a full refund will be issued. If a swimmer decides to discontinue participation in the Aqua Club program up to half completion, a refund of the remaining balance of the practice fee will be returned. Should a swimmer choose to discontinue participation after the halfway point of the session, they may be withdrawn but no refund will be issued.

## **22. Policy on Outstanding Payments and NSF cheques.**

### **Outstanding Payments**

A payment is considered outstanding if a payment deadline has passed.



### **Non-Sufficient Funds**

In the event that non-sufficient funds (NSF) are shown when clearing payments, GCAC will administer a \$25 NSF fee to the swimmer's account to cover the additional administrative cost associated with having to deal with NSF situations.

### **Outstanding Payments or NSF Resolution Process**

Once a payment is determined to be outstanding or when a notice of an NSF cheque is received, the following steps will be taken:

**Step 1** - A notice of outstanding payment is sent by the person responsible for the account. This notice may be either by phone, e-mail, or a written notice sent home with the swimmer. Upon issuing of the notice, payment must be received within two weeks.

**Step 2** - A second notice of outstanding payment must be provided in writing, by the person responsible for the account, and sent by mail to the parent's home. The notice will advise the parent of the third step with a deadline of two weeks before action.

**Step 3** - Referral to the Parent Board

- If the outstanding payment or NSF is for GCAC registration fees, the Parent Board may provide an additional payment deadline and/or suspend a swimmer until payment has been made.
- If the outstanding payment or NSF is for Swim Ontario registration, the swimmer will not be allowed to participate in Swim Ontario sanctioned swim meets until payment has been made and cleared.
- If the outstanding payment or NSF is for practices, the matter will be referred to the Parent Board for review. The Parent Board may decide to provide an additional payment deadline and/or suspend the swimmer from practice privileges.
- If the outstanding payment or NSF is for other items such as equipment purchases, the matter will be forwarded to the Parent Board for review. The Parent Board may provide an additional payment deadline. In the case of purchased items, they may be held back until payment is made or returned to the vendor for a refund where possible.

### **Meet Payments**

Meet payments are an exception to the above three step process. Meet payments are expected to be made prior to the meet scratch deadline. If meet entry payment is outstanding or NSF, the swimmer will not be allowed to participate in the meet and may result in the swimmer not being invited to future meets. The original notice is considered sufficient notice.



## Reoccurring Outstanding Payments or NSF

In those rare circumstances where outstanding payments or NSF reoccurs during a swim season, the Parent Board may decide to notify the parent that their child will not be allowed to register with GCAC for the next year's swim season. Such a decision will be communicated to parents through a letter mailed to their home.

## 23. Parent Volunteering & Fundraising

- a. Parent volunteering is essential to the successful operation of the club, and is a requirement and expectation that goes with the swimmer's membership. Volunteers are required for a few hours at hosted meets throughout the season and are needed for fundraising committees, team operations, newsletters & publicity, communications and many other activities.
- b. There are two mandatory fundraising events in which the proceeds go directly to the club:
  - i. The Swim-a-thon which typically takes place around the end of March. All swimmers are expected to participate. Swim-a-thon packages will be handed out in February.
  - ii. Each family may be invoiced for five grocery coupons. They are \$20.00 each. You may choose to sell them, give them as a gift or keep them for yourself.



## 24. Officials

- a. A swim meet cannot be held without a minimum number of certified officials. Officials are volunteers, mostly parents, who officiate at swim meets in many capacities.
- b. There are 5 levels of training. It is expected that every parent train to be a Level 1 official, thus preparing them to volunteer as a timer at their child's swim meets. Level 2 officials take on tasks such as Chief Timer (makes sure all lanes are timed consistently), Strokes and Turns Judge (makes sure all turns are properly done), Clerk of Course (makes sure that all swimmers are in the correct heat and lane), etc. Level 3, 4 & 5 Officials are more involved in overseeing the management, safety and quality of a swim meet.
- c. GCAC needs parents and volunteers certified at a range of levels in order to host a sanctioned Swim Ontario meet. Becoming involved in this way not only enhances the capacity of the club, but increases understanding and enjoyment of swimming by the volunteer. GCAC plans to host our first sanctioned meet in the near future.

## 25. Swimmer Code of Conduct

Swim Ontario provides a Swimmers Code of Conduct that can be found at [www.swimontario.com](http://www.swimontario.com) and will be strictly adhered to by GCAC.

As with most sports, swimmers are expected to project an image of being mature, proud, and responsible. Expectations for proper conduct by our club are based on reasonable and considerate behaviour. These expectations are described below and all swimmers and their parents must read the code and must acknowledge electronically that they have read and will abide by the policies as part of the registration procedure. Invariably swimmer's behaviour will be monitored by parents, facility staff, volunteers and peers as well as coaches. Any and all concerns regarding swimmer's behaviour should be directed to the coaching staff.

- a. Appropriate behaviour is expected at all times while in the pool, change rooms, dry land training area or anywhere in a facility. This includes behaviour during club activities away from pools, on a travel meet or outside of a facility while waiting for a ride.
- b. Pools and training facilities are public places that are to be respected by all who use them, whether it is a home facility or a host facility; therefore running, horseplay, unnecessary loudness, misuse or damage to property or foul language will not be tolerated.
- c. Swimmers are to show respect for coaches, facility staff, officials, volunteers, parents, peers and others using the facilities.
- d. Verbal or physical harassment in any form will NOT be tolerated.
- e. Swimmers are not allowed the use of tobacco, alcohol or non-prescribed drugs during practices and at meets.
- f. Breaking the law of the land is not acceptable.

- g. Athletes are to attend practices with the intention of working. Any unnecessary disruption of practices is not acceptable.

Any infractions of the above described code will be dealt with by coaching staff in the following disciplinary manner:

- a. Verbal warning.
- b. Removal from practice, meet or function followed by parent involvement.
- c. Temporary suspension from practices and/or meets and notification from the Board.
- d. Permanent removal from the team.

The discipline of a swimmer is a serious matter that is not taken lightly by the coaching staff of GCAC. Recognizing this, the parent of a swimmer may appeal the disciplinary actions of GCAC coaching staff to the Parent Board. A letter of appeal must be sent to the disciplinary board within five days of the issuing of the disciplinary action by the coaching staff. A meeting will be scheduled between the coaching staff, parent and swimmer to discuss the matter. Following the meeting, the Parent Board may choose to: up hold the disciplinary decision, change the disciplinary decision to lesser one, or revoke the disciplinary action. The decision of the Parent Board remains final.

## 26. Parent Code of Conduct

- a. Do not relive your athletic pursuits through your children.
- b. Ensure punctuality of swimmers at practices and meets; set an example for your child.
- c. Direct all concerns in a positive, constructive manner to the Coach, Head Coach or Club Board member.
- d. Readily volunteer for timing, officiating and other club activities.
- e. Recognize that the deck is the coach's domain and parents must not interfere.
- f. Inform the club coach of any supplemental coaching being arranged for your children.
- g. Provide a positive attitude and support for all swimmers, coaches, officials and others.
- h. Accept your role as an ambassador for the Garden City Aquatic Club at meets and in the community. Project an image that we will all be proud of.
- i. Learn the rules of swimming and the policies of the Club. Rule books are available online from Swim Ontario. ([www.swimontario.com](http://www.swimontario.com)).
- j. Praise your child for trying hard and competing fairly; make your child feel like a winner every time.
- k. Respect and show appreciation for the coaches and officials, who give their time to your child.
- l. Do not force your child to participate in swimming.

## 27. Harassment Can Be Stopped

Harassment is an unwelcome and unwanted behaviour which is offensive, embarrassing or humiliating to someone. This may include written, verbal and/or physical conduct. Everyone at GCAC has the right to learn, work and develop in an environment which is free from harassment. If you feel you or a child has been harassed speak up. Tell the harasser the behaviour is unwanted, and keep a record of events. If the unwanted behaviour continues, please speak to your coach, a Board member or a parent. Keeping silent won't make the problem go away.

## 28. Process for Addressing Coaching Concerns

- a. All attempts should be made to resolve issues on a 1:1 Parent and Individual Coach.
- b. When a resolution cannot be achieved then the Parent may address the issue with the Head Coach.
- c. If the issue still remains unresolved, then the parent should address the issue with the Parent Board President.

## 29. Problem Resolutions

**Rule # 1: Talk to someone about it.**



## **Rule # 2: Make sure you are talking to the right people.**

- a. Swimmer Issues:
  - i. Concerns involving your swimmer should be first addressed to your swimmer's coach. The coach can best explain any issues regarding a program, knows your child better than any other staff or volunteer and are in the best position to help you out. You can reach them by waiting until after practice, by phone or by e-mailing them.
  - ii. You are not allowed to go on deck to talk to a coach. This is a safety issue for the management of the pool and it also impacts on the needs and care of the other swimmers. If you are having trouble reaching your child's coach or have talked to them and feel that the issue has not been addressed then please contact the Head Coach using the same process outlined above.
  
- b. Club Issues:
  - i. Concerns involving your satisfaction with the management of the club, fundraising, fees, volunteers and club functions should be forwarded to a Board member. A list of Board members with contact numbers is provided to all members. If you are unsure of who to call call the club President. Parent concerns are important to all Board members and most issues can be easily addressed with information or follow up.
  - ii. A warning about sharing your questions and concerns with someone else besides staff or Board members. As with any other organization GCAC deals with rumors and misinformation on some occasions. Most upset parents do not have the full story and find that the right information can settle the issue. Most swimmer resignations happen without discussion with the coaching staff. Conversations in the stands about concerns and frustrations seldom lead to resolution and only create broadened dissention and dissatisfaction when the management and staff of the club have not had a fair chance to address the issue. The Head Coach and Board of GCAC requests that you come to them first when you have an issue to be resolved. Do not complain to other parents or outsiders until you complain to us. We ask that you take into consideration other's feelings. Please do not spoil someone else's swimming experience without cause. Most issues can be resolved easily with prompt action, minimizing unnecessary tension amongst club families.



## **30. Privacy Policy**

### **Legislation**

- a. In Response to the federal Personal Information Protection & Electronic Documents Act (PIPEDA) and the provincial Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- b. These Acts regulate the collection, use and disclosure of personal information.

### **Information Collection**

The Garden City Aquatic Club (GCAC), in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., to be entered electronically on a club and national swimming database. Hard copy lists are also on file in club offices. They are kept in a secure location to which no one other than the club and Swim Ontario has access. The coaches and the Board of GCAC are the appointed designates for overseeing the data collection process and is ultimately accountable for compliance with this policy.

### **Purpose of Information Collection**

This information is necessary to allow our athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. The latter also applies to volunteers and coaches. GCAC also collects donor information for Swim-A-Thon tax receipt purposes.

## Security & Safeguards

- The database used for the Swim Ontario provincial registry is secure, and personal information is not accessible to the general public. GCAC's registrar has access to the database only as it pertains to club members. Swimming Canada, as the parent organization, can access personal information on all its registered members including members of GCAC. Swimming Canada uses their secure database to determine total registration numbers, swimmer rankings, as well as linking meet results. Passwords are mandatory for all identified groups to access required information.
- The database of GCAC is protected by the users, which are limited to the Head Coach, the Club Administrator and the Club Registrar.

## Limited Use of Information

- Personal information is shared with chaperones and coaches, as needed for swimmer safety. Meet managers are provided with the name and date of birth of swimmers entering competitions. Names, ages, and event results are published electronically online ([www.swimming.ca](http://www.swimming.ca)) as well as in hard copy format after the conclusion of competitions. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged swimmers.
- Swimmer, parents, Board members, volunteers and staff – names, e-mail addresses and phone numbers may be shared with club members for the purpose of the GCAC program, a team event, fundraising activity and/or a swim team social. Names may be included in newsletters, e-mail communications and activity notices.

## Consent & Withdrawal Thereof

- GCAC and Swim Ontario require consent from each family to continue with this practice. Each club registrar keeps a signed consent form on file for each registered member (athletes, volunteers, coaches, etc.) until such time at which a member wishes to withdraw consent or leaves the organization. Withdrawal of Consent for the use of personal information must be received immediately in writing by the Registrar of GCAC.
- Personal information is kept on file for the duration of a member's participation in GCAC and Swimming Canada swim programs. At the end of each season (August 31), the data is archived and will only be re-activated for those members who re-register with GCAC.
- After six years, all outdated information will be purged entirely from the GCAC and Swimming Canada databases. Hard copy lists are kept by GCAC and Swimming Canada registrar's office for a period of no more than two years, after which time they are destroyed.

## Individual Access

GCAC and Swimming Canada will be happy to provide registered individuals with personal data as it appears on the GCAC and Swimming Canada database within 30 days of receipt of a written request.

## Complaints

Complaints are to be directed to the coaches and Parent Board of GCAC who will attempt to remedy each situation as it arises, expeditiously and in strict confidence.

Approved by GCAC Directors: August, 2009.



## 31. Swimming Terminology

**Block:** The starting platform from which the swimmer dives into the water, or holds onto when starting in backstroke.

**Bulkhead:** A wall constructed to divide a pool into different courses, such as 50-meter pool into two 25-meter pools.

**Carded athlete:** An athlete whom has achieved a standard of excellence in the sport of swimming based on his or her accumulation of FINA Points. The athlete in turn would then receive funding to attend national and international competitions from the Provincial and Federal governing bodies.

**Circle swimming:** Performed at practice by staying to the right of the black line when swimming in a lane. This enables more swimmers in each lane, and for practice to run more efficiently.

**Code of Conduct:** An agreement by the swimmer at registration stating the swimmer will abide by certain behavior rules.

**Deck Entries:** Most of the time, swim meet entries are made well ahead of a swim meet. But some swim meets allow swimmers to enter an event during a meet.

**D.Q. (Disqualification):** This occurs when a swimmer has committed an infraction of some kind: i.e. freestyle kick in butterfly, one handed wall touch in breaststroke, etc. A disqualification results in the swimmer becoming ineligible to receive awards or recognition for that event, and the time will not be considered an official time.

**Drill:** An repetitive exercise involving a portion or part of a stroke, used to improve technique.

**Dry Land Training:** Training done out of the water that aids and enhances swimming performance, usually includes stretching, calisthenics and/or weight training.

**Event:** A race or stroke over a given distance. Events have one or more heats depending on the number of swimmers entered in the event.

**False Start:** Occurs when a swimmer is moving at the start so as to receive an advantage; can result in disqualification.

**False Start Rope:** A rope hung across the pool at the 15 meter mark. The rope is dropped in the pool when a race is required to be restarted or called back due to a false start. This rope is also used to judge the 15 meter mark on starts and turns. A swimmer's head must break the surface of the water at or before the 15 meter mark in all backstroke, butterfly and freestyle events.

**FINA:** Fédération Internationale de Natation, the international governing body for swimming.

**FINA Points:** Point system based on times for individual swims as compared to world record swims. This system is sometimes used for qualifying purposes on tour teams and awards.

**Finals:** The championship heats of an event in which the top six, eight, twelve or sixteen swimmers from the preliminaries compete, dependent upon the number of lanes in the pool.

**Finish:** The final phase of the race; the final 15m to the touch of the wall at the end of the race.

**Flags:** Backstroke flags placed 5 meters from the ends of the pool. They enable swimmers to execute a backstroke turn or finish more efficiently by counting their strokes from the flags to the wall.

**Goal:** A specific time achievement swimmer sets and strives to reach for individual event(s), which can be short-term or long-term. Swimmers are also encouraged to set academic and personal goals. These are usually discussed with the swimmers coach and family prior to the beginning of the swim season.

**Heats:** When there are too many swimmers in an event for all to compete at the same time, the swimmers are split into groups according to their entered times. The results of the event are compiled over all the heats of the event.



**Heat Sheet:** The meet listings indicating which events, heats and lanes each swimmer is assigned to. This is based on meet entry times. Heat sheets are available at competitions for purchase.

**IM:** Acronym for the Individual Medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

**Long Course:** A pool 50 meters in length. Long course season, which runs from April to July in Ontario, comes to an end with varying level of championships. Most meets attended during long course season.

**Masters:** Available to swimmers 19 years and older who wish to participate in an organized, coached swim program for health & fitness, and/or for competition.

**Marshalling:** A designated area of the deck at a swim meet where swimmers are placed in their heats/lanes by meet officials and are ushered to the blocks.

**Meet:** Competition designed to be a learning experience. By implementing what has been absorbed in practice, the swimmers test themselves against a clock to see how he/she is improving.

**Meet Package:** Informational packages put together by the host club of a swim meet. These can be found linked up to swim meets listed on our website, and are also summarized in the blog section of our website.

**Official:** A judge on the deck of the pool at a sanctioned competition who enforces Swimming Canada and / or FINA rules. There are stroke and turn judges, administrative officials, starters, timers and meet referees.

**Pace Clock:** Large clock with a large second hand and a smaller minute hand, used to check pace and maintain intervals in practice. Electronic versions are also available.

**Prelims:** Short for preliminaries, also called heats or trials in which swimmers qualify for the finals in the events.

**Psych Sheet:** Lists swimmers in order of their times, fastest to slowest, for each individual event. Unlike heat sheets and meet programs, psych sheets do not indicate heat and lane assignments. These are usually made available by the host club prior to the swim meet, and are linked up to the team website when available.

**Relay:** An event in which 4 swimmers compete together as a team to achieve one time.

**Scratch:** To withdraw from an event in a competition, or to remove a swimmer from the swim meet entirely.

**Seed Time:** The best time a swimmer has in an event. That time is submitted by the coach when entering a competition. It will determine where the swimmer is placed in that particular race.

**Short Course:** A pool 25 meters in length. During short course season, which runs from October to March in Ontario, even 50 meter pools are divided in half and events are often run in both pools.

**Split:** A swimmer's intermediate time in a race. Splits can be taken every lap and are used to determine if a swimmer is on pace. In a relay, a split is the time for one of the four individuals. *Negative split* means the second half of the race was faster than the first half and *even split* means times were equal.

**Sprint(s):** During meets, describes the shorter events (50 and 100 meters). When applied training, it means to swim as fast as possible for a short distance.

**Taper:** The final preparation phase involving a reduction in the training workload before an important swim meet. Sometimes tapering is accompanied by shaving, the removal of body hair.



**Timed Finals:** Events in which the race results for individual swims are the final results of the meet; meaning there will not be a second opportunity to compete in the event during a final or consolation final.

**Time Trial:** A time-only swim that is not part of a regular meet, typically swum between heats and finals. Clubs also run Time Trials in order to get qualifying times for their swimmers for a future competition.

**Swim Canada ([www.swimming.ca](http://www.swimming.ca)):** The national governing body for amateur competitive swimming in Canada.

**Swim Ontario ([www.swimontario.com](http://www.swimontario.com)):** The Ontario provincial governing body for amateur competitive swimming in Canada.

**Touch Pad:** A large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

**Warm-Down:** Low intensity swimming used by athletes after a race or main practice to rid the body of excess lactic acid and to gradually reduce heart rate and respiration.

**Warm-Up:** Low intensity swimming used by swimmer prior to a main practice set or race to get muscles loose and warm and gradually increase the heart rate and respiration.

**Watches:** Stopwatches are used to time swimmers during a competition. When fully automatic timing equipment is used, timers with stopwatches serve as a back-up method.

FIN 😊

