

*The  
Swim Parents'  
Handbook*

Presented by:



Board of Directors

and



2008 - 2009

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## [A Message from the Windsor Aquatic Club President:](#)

Welcome to all of our new and returning families to Windsor Aquatic Club for the 2008-2009 season. We are very proud to have you as members of this fabulous competitive swimming club.

We know that here in Windsor you have a choice of where to register your sons and daughters for competitive swimming. You have chosen a club with a remarkable history. Many parents, teachers, doctors, and friends tell us that they swam with the club at some point in our 38 year history. Why has this club been so successful over the many years? Because Windsor Aquatic Club was founded by a group of dedicated parents and the tradition has continued. We are a not-for-profit club with a Board of Directors made up of parents whose children are swimming at all levels of competitive swimming.

Windsor Aquatic Club employs an award winning and highly respected coach, Rod Agar. He has brought continued recognition to Windsor for his successful coaching style. Rod works closely with the Board of Directors to strengthen our goals of being a club that is Committed, Compassionate and Competitive. Our swimmers are very committed to attending practices and learn incredible discipline from this sport. From our White swimmers who attend two hours per week to our elite Senior swimmers who practice 17.5 hours per week, each swimmer must find a way to juggle their homework, family responsibilities and other sports around their commitment to their coaches and to their practice schedules. We are a compassionate club. Our coaches are dedicated to helping every swimmer to improve and reach their best potential, not just the fastest swimmers. We are extremely proud to be the only club in Windsor and one of only a few clubs in Ontario with swimmers with a disability. Our SWAD swimmers have brought our club many records to be proud of! We are a competitive club that has achieved success Regionally, Provincially, Nationally and Internationally. This year we sent two swimmers to the 2008 Olympic Trials in Montreal!

We are at a disadvantage here in Windsor by not having a 50m pool to practice in. When long course season starts in March our swimmers have to travel to Oakland Michigan once per week to practice in a 50m pool - which is not enough practice time. Yet we consistently are able to compete and break records against clubs who have the best pools available. Why? Because of our great coaches, dedicated swimmers and parents who go to great lengths to get their children to practices and meets.

Please read through the booklet provided and forward any questions that you may have to the volunteer parents on the Board. In order to keep costs as low as possible we rely on you to volunteer your time at meets and for fundraising initiatives.

Please help us to make the 2008-2009 the best season yet!

Cathy Coppens, President of the Board of Directors  
Windsor Aquatic Club

### A Swimmer's Bill of Rights:

- The right of the opportunity to participate in sports, regardless of ability, gender, or ethnicity.
- The right to have qualified adult leadership.
- The right to participate in a safe and healthy environment.
- The right to play as a child as opposed to as an adult.
- The right to proper preparation for participation in the sport.
- The right to be treated with dignity by all involved.
- The right to equal opportunity in striving for success.
- The right to have fun through sport.

### Your Role as a Parent:

Competitive swimming programmes provide many benefits to young athletes. They develop self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit.

As a swimmers' parent, your major responsibility is to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, and by coming to meets.

Parents are not participants on their children's teams, but contribute to the success experienced by the youngsters and their teams. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents, and team mates.

### ***Be enthusiastic and supportive!***

Remember that your children are the swimmers. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals.

Do not overburden your children with winning or achieving best times. The most important part of children's swimming experience is that they learn about themselves while enjoying the sport. This healthy environment encourages learning and having fun, which will develop a positive self-image within each child.

### ***Let the coach COACH!***

The coach is the only one qualified to judge a swimmer's performance and technique. Your role is to provide support. The best way to help children achieve their goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that this is a learning experience. Encourage all efforts, and point out the things done well. As long as their best effort was given, you should make your child feel like a winner.

## Windsor Aquatic Club Annual Awards:

Each year the Windsor Aquatic Club presents a number of awards at its annual Awards Banquet. While the awards have changed over the years, the intent is always the same: to recognize and acknowledge the achievements of members and swimmers of WAC.

In an effort to promote the concept of "TEAM", the following awards are given out each year: Compassion, Commitment and Competitive awards are presented to each group.

The **Compassion Award** is for the group member who embodies the spirit of teamwork by supporting their team mates. The **Commitment Award** is presented to the group member who displays the most dedicated attitude at both meets and practices throughout the season. The **Competitive Award** is given to the group member who displays the most competitive spirit at practices and meets throughout the season.

We also present "**Overall Age Group**" awards for each gender. These awards are based on performances done during the past season. The "**Outstanding Achievement**" award is presented to the swimmer who reached the highest level of competitive success over the past season.

"**Time Drop**" awards are also presented to recognize the amount of time each swimmer has improved in total for all events over the entire season. Certificates are presented to all swimmers who have qualified for the Ontario and Canadian Championships as well as any WAC club record setters.

The selection of the award winners is done by all the coaches together at the end of the swim season, just before the Awards Banquet. This is always a difficult but enjoyable task since there are often many swimmers that could qualify for most of the awards at each of the levels.

As parents it is important to be aware of these awards and to discuss the importance of being part of the Swim "Team" with your swimmers. Getting recognition for a job well done is a tribute to you as well as your swimmer and recognizing the input of all the swimmers makes this club a better place to be.

## Swimming; The Sport:

### The Skills:

The four competitive strokes are freestyle, backstroke, breaststroke, and butterfly.

In **freestyle** events, one may swim any stroke one wishes; however, usually, the stroke used is the front crawl. This is characterized by an alternating over-hand motion of the arms and an alternating up-and-down flutter kick.

In the **backstroke**, the stroke consists of an alternating motion of the arms with a flutter kick. On turns, some part of the swimmer's body must touch the wall.

The **breaststroke** pattern requires simultaneous movements of the arms on the same horizontal plane. The hands are pulled from the breast in a heart-shaped pattern, and are recovered under or over the surface of the water. The kick is a simultaneous, somewhat circular motion, similar to the leg action of a frog's. No flutter, scissor, or dolphin kick is permitted. On the turns and at the finish, the swimmer must touch the wall with both hands at the same time.

The **butterfly** is the most beautiful of all four strokes. It features a simultaneous over-hand stroke of the arms, combined with an undulating dolphin kick. The swimmer must keep both legs together and may not use the flutter, scissor, nor breaststroke kick. The butterfly was developed in the early 1950's as a variation of the breaststroke. It became an Olympic event in 1956 (Melbourne).

The **individual medley** commonly referred to as the I.M., features all four strokes in the order of butterfly, backstroke, breaststroke, and freestyle. Each stroke is performed for one fourth of the distance to be swum.

The **freestyle relay** events consist of four athletes, each swimming one-quarter of the total distance of the event.

In the **medley relay**, all four strokes are swum. The first athlete swims backstroke, the second does breaststroke, the third swims butterfly, and the final athlete swims freestyle.

Many races are won or lost by a swimmer's performance on the start or turn. On the start, the swimmer is called to the starting position by the starter, who visually checks that all swimmers are motionless. When all athletes are set, the gun or starting horn is sounded to start the race. If the starter feels that one of the swimmers has moved, left early, or received an unfair advantage, the race continues and the offending swimmer is disqualified upon finishing.

### The Strategies:

The sprint races (50 and 100 metre distances) are all-out races from start to finish.

The middle distance events (200's or 400's) require a sense of pace, as well as an ability to swim controlled sprints.

The distance events (800m and 1500m freestyle) require the swimmers to constantly be aware of where they are in the field, and how tired they are. Starting too fast, can sap a swimmer's strength for the finish; while starting too slowly, can separate the swimmer from the pack and make catching up impossible.

There are a number of ways to pace a middle distance or a distance race. Swimmers may elect to swim the race evenly, holding the same pace throughout the race and sprinting the last 100; or they may negative split the race. Negative splitting occurs when a swimmer deliberately swims the second half of the race faster than the first half.

### The Course:

Competition pools may be short course (25 m) or long course (50 m). The international standard is 50 metres. World, national, as well as provincial records are accomplished in metre pools (SC and LC). Although some Canadian and many US pools have been constructed in the imperial measuring system (yards), meets and records in Canada are only sanctioned and recognized in short course or long course METRE pools. Converted yard times are inaccurate and not allowed in Canada.

### The Rules:

The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gains an unfair competitive advantage over another swimmer. The technical rules for each stroke may be found in the Swimming Natation Canada Rule Book.

Trained officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, the result is a disqualification from that event, with no official time for the race, and no opportunity to receive an award/score for the team.

Disqualifications may also result from actions such as not getting to the starting blocks on time, false starting, walking on or pushing off the bottom of the pool, pulling on the lane lines, or un-sportsmanlike conduct.

### Violations:

**Freestyle** – walking on the bottom; pulling on the lane rope; not touching the wall on a turn; or not completing the prescribed distance.

**Backstroke** – turning past the vertical onto the stomach and gliding or kicking into the wall on the turn (the roll to the stomach must be a part of a continuous turning action); pushing off the wall on the stomach after a turn; not remaining on the back throughout the race; turning on the stomach before the finish.

**Breaststroke** – an illegal kick such as flutter, dolphin, or scissor kick; alternating movements of the arms; taking two arm strokes or two leg kicks while the head is under water; touching with only one hand at the turns or finish.

**Butterfly** – alternating movements of the arms or legs; pushing the arms forward under instead of over the water surface; a breaststroke kick; touching with only one hand at the turns or finish.

## Swimming in Ontario:

Ontario has one of the best-organized swimming systems in the world. Swimmers of all levels, from the youngest novice to the oldest Master swimmer, are part of a system that encourages swimmers to participate and excel in swimming. The system is constantly being reviewed and improved. The goal is to produce an environment that will facilitate both participation and excellence.

The first level in Ontario swimming is the Novice level. It is aimed at swimmers who are new to the sport of swimming, its goal is to teach swimmers the skills they need to become better swimmers. Skill development is the number one priority in novice swimming. The concept of **FUN**damentals encompasses this idea. Novice swimming should be fun and instructional in nature. Competitions, such as the ones offered in the St. Clair-Erie Aquatic League (S.E.A.L) in Western Ontario, are short, low pressure ones designed for novices. S.E.A.L. meets are held monthly in close proximity to a swimmers hometown. The events at these competitions are planned to encourage clubs, coaches and swimmers to develop skills in all four competitive strokes and individual medley. These competitions also restrict participation to swimmers of a certain level by de-qualifying times.

The second level is the Regional Level. It is aimed at swimmers who have progressed through the novice level. Competitions are often larger and faster. They may have qualifying standards and they culminate in the Regional Championships, which are held short-course (25 metre pool) and long-course (50 metre pool). Swimmers who have qualified for the Provincial Championships are de-qualified from swimming that event at the Regional Championships. Any swimmer who has achieved Provincial Championship qualifying times may not swim that event at the Regional Championships. The qualifying standards for the Regional Championships are equal to the Provincial "C standards.

The third level is the Provincial Level. Swimmers who swim at the provincial level attend invitational meets as well as either the Senior or Junior Provincial Championships, which are held short-course (25 metre pool) and long-course (50 metre pool). Provincial level swimmers have met qualifying standards, set by Swim Ontario, that allow them to enter most meets in Ontario with the exception of meets with de-qualifying standards.

The fourth level is the National Level. National level swimmers have met standards set out by Swimming Natation Canada (SNC) and may enter high-level competitions that include Eastern Canadian Championships, National Championships and Selection meets for international competitions such as Pan-Am Games, Commonwealth Games and the Olympic Games.

The fifth and highest level is the International Level. These swimmers have been chosen by SNC to represent Canada at international competitions.

Swimmers who are attending University either in Canada or elsewhere fit into one of the five categories and often return to their home club after the school year is completed.

The standards referred to above are usually based on the results from relevant competitions averaged over a four or five year period. 16<sup>th</sup> or 24<sup>th</sup> place is the time that is most often used. These standards can be viewed and downloaded from the Swim Ontario [www.swimontario.com](http://www.swimontario.com) or Swimming Natation Canada [www.swimming.ca](http://www.swimming.ca) websites.

## Competitive Programmes at WAC:

### Senior 1 / Post Secondary:

The mission of this group is to provide each swimmer with a program that offers the opportunity to progress to the Senior National time standards and train for competition at and beyond the Senior National level. The group will be made up of the most dedicated, technically advanced, fit and elite swimmers of the club. This group will require the highest level of commitment to swimming and academic excellence. Provincial time standards in at least two Olympic events as set by Swimming/Natation Canada and Swim Ontario are requirements for consideration to the Senior I group. This level is for swimmers aged 14 and over. This group swims up to 17.5 hours per week.

### Senior 2:

The mission of this group is to provide each swimmer with a program that can develop your swimming technique and endurance and to progress through to Provincial time standards and the Senior I group. The group will require a very strong commitment to swimming excellence. Western Ontario Regional Championship standards as set by Swim Ontario and the Western Ontario Swimming Association are a requirement for consideration to the Senior II group. This level is for swimmers aged 13 and over. This group swims up to 13 hours per week.

### Senior 3:

The mission of this group is to provide an opportunity to swim competitively for athletes with a variety of different goals. The opportunity for technique, fun and fitness will be a focus of this program as will the opportunity to progress through to the Senior I or II groups. The opportunity to compete will certainly be offered, however, is not required. The Senior III program will present the enjoyment and challenges swimming can offer, but without the pressure of a more competitive group. Admission to this group will be limited to existing Club members only, who are 13 years old and over. This group swims up to 8 hours per week.

### Gold:

The mission of this group is to provide you with a program that can develop your swimming technique and endurance and to progress through to Provincial time standards and to the Senior II group. This group will require a very strong commitment to swimming excellence. Western Region 'D' standards as set by Swim Ontario and the Western Ontario Swimming Association are a requirement for consideration to the Gold group. This group swims 8 hours per week.

### Blue:

The mission of this group is to create the opportunity for you to develop your swimming technique and endurance and to progress toward admission into the Gold group. This group requires a strong commitment to competitive swimming. Swimmers in this group will continue to learn the values of dedication and commitment. Western Region 'E' standards as set by Swim Ontario are a requirement for consideration to the Blue Group. This group swims 5.5 hours per week.

### Orange:

The mission of this group is to provide you with the opportunity to gain an introduction into the competitive stream and to progress to the Blue group. Technique, fun, and fitness will be the focus, with an introduction to competitive swim meets. Swimmers in this group will learn the values of dedication and commitment. Pre-requisite - proficiency in all four competitive strokes. This group swims 3.5 hours per week.

White:

The mission of this group is to offer you the opportunity to participate in a first class competitive swimming development program. This program will teach the fundamentals of propulsion in the four competitive strokes, the racing starts and turns, and develop stamina. Participation in meets is included. Group sessions are designed to create a fun team atmosphere. Once a sufficient level of proficiency is reached, advancement into a more competitive group is welcomed. This group is for swimmers age 5 and over and swims 2 hours per week.

Note: You may sign up for one 12 week session at a time (as a non-competitive swimmer) or sign up for the whole season.

## Registration and Documentation:

Swim Ontario and WAC requires that all registration forms are to be completed prior to swimmers getting into the pool for insurance purposes. It is the Club's intention to ensure that all documentation is completed and accurate within the first two weeks of swimming. It is the parent's responsibility to advise the swimmer's coach of any change to the swimmers health and personal information.

Swimmers will not be allowed to swim if there is an outstanding balance on their account from the previous year, until the account is settled.

## Membership Fee Structure for New Competitive Swimmers

### Registration Fee:

Competitive registration for each season will be published in a separate attachment and will consist of registration and membership fees and bingo cheques as outlined.

### Multi-Swimmer Family Discount:

Multiple swimmers in a family can take advantage of the following discounts:

#### For Competitive Swimmers:

- 1<sup>st</sup> swimmer pays full price.
  - 2<sup>nd</sup> swimmer receives 25% off lowest cost fee \*
  - 3<sup>rd</sup> swimmer receives 33% off lowest cost fee \*
  - 4<sup>th</sup> swimmer (lowest cost swimmer) is free \*
- \* Discount does not include registration fee.

### Bingo Obligation (per family):

As a non profit organization WAC does a number of bingos during the year to help offset costs to our swimmers and families. For every four hour bingo session that you work, you will receive one Bingo Credit to be used towards your bingo obligation. Bingo credits are accumulated and then turned into the office in exchange for your cheque. Each bingo cheque is worth one Bingo Credit or four hours of bingo. Every family must include four (4) cheques in the amount of \$100.00 to be dated January 1<sup>st</sup>, February 1<sup>st</sup>, March 1<sup>st</sup> and April 1<sup>st</sup>, of the current year. If you do not plan to work any bingos, please advise the office and your cheques will be cashed according to the above mentioned schedule.

### The Uniform:

WAC has a team uniform that is mandatory for all competitive swimmers when attending swim meets or travelling with the team. Competitive swimmer's uniform will consist of a WAC swim cap and a WAC t-shirt. Additional WAC clothing is available to lend itself to Team spirit.

### Non-Resident Fee:

This fee is collected by the City of Windsor for all swimmers who are registered and swim at Adie Knox Herman Pool. The rate is \$10.00 / swimmer. If you own a business in the City of Windsor, you do not have to pay this fee, but your business address must be on your registration form to be applicable.

### Misc. Information:

1. If you join the club late in the year, the swimmer must pay the full registration fee plus a pro-rated membership.
2. If you change groups during the season, you will be charged a pro-rated fee addition.
3. There will not be a refund for those who change to a lower level after December 15 of the current swim year.
4. Refunds will not be issued after December 15, of the current swim year.

## The Officials:

Officials are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable. Officials attend clinics, pass written tests, and work meets before being certified. **Most officials are parents of swimmers in the water at the event and all parents are encouraged to get involved with some form of officiating. If you are interested, contact the WAC office.**

*Timekeepers* – operate timing devices (stopwatches or automatic timing equipment) and record the official time for each swimmer in their lane.

*Turn Inspectors* – observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.

*Stroke Judges* – observe from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed.

*Relay Take-off Judges* – stand beside the starting blocks to observe the relay exchanges, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.

*The Clerk of Course* – arranges the swimmers into their proper heats and lanes.

*The Starter* – assumes control of the swimmers from the Referee, directs them to take their mark, and sees that no swimmer is in motion prior to giving the start signal.

*The Referee* – has overall authority and control of the competition, ensuring that all the rules are followed; assigns and instructs all official; and decides all questions relating to the conduct of the meet.

Violations of the rules are reported to the Referee, and the rules require that every reasonable effort be made to notify the swimmers or their coaches of the reasons for any disqualifications.

If your child's swim is disqualified (DQ'd), in an event, be supportive rather than critical. For newer swimmers, a disqualification should be treated as a learning experience, not as a punishment. A disqualification alerts the swimmer and coach to what portions of the swimmer's stroke need to be corrected. It should be considered in the same light as an incorrect answer in schoolwork: it points out areas that need further practice.

The disqualification is necessary to keep the competition fair and equitable for all other competitors. A supportive attitude on the part of the official, the coach, and the parent, can also keep it a positive experience for the disqualified swimmer.

## Official's Clinic:

Every year WAC sponsors at a minimum, one swim meet. To sponsor a swim meet involves not only the commitment of the Club but its members. It takes approximately 50 people the day of the meet, to make it a success. As stated earlier there are a number of positions that need your attention. WAC offers at least one timing clinic a year to help train new timers. Parents of all competitive swimmers must obtain this minimum requirement.

## Glossary of Swimming Terms:

*Age Group Swimming:* This is the programme through which Swimming Natation Canada provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. Nationally recognized age groups are 11-12, 13-14, 15-17, and Senior. Local meets may also include events for 10 & under swimmers.

*Block:* The starting platform

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

*Circle Swimming:* Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

*Coach:* A person who trains and teaches athletes in the sport of swimming.

*Cut:* Slang for qualifying time. A time standard must be achieved to attend a particular meet or event.

*Distance Event:* Term used to refer to events over 400 metres.

*DQ (Disqualified):* This occurs when a swimmer has committed an infraction of some kind (e.g. one-handed touch in breaststroke). A disqualified swimmer is not eligible to receive an award, nor will there be an official time in that event.

*Drill:* An exercise involving a 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, callisthenic, and/or weight training.

*Entry Form:* Form used by the coach to enter swimmers in a competition.

*False Start:* Occurs when a swimmer is moving at the start prior to the signal.

*Final:* The championship heat of an event in which the top six or eight swimmers from the preliminaries compete for awards, depending on the number of lanes in the pool.

*Finish:* The final phase of the race – the touch at the end of the race.

*Flags:* Backstroke flags placed 5 metres from both ends of a pool. They enable backstrokers to execute a backstroke turn more efficiently through being able to count the number of strokes into each wall.

*Goal:* A specific time achievement a swimmer sets and strives for; can be short or long term.

*I.M.:* Slang for individual medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, and freestyle.

*Lap Counter:* A set of plastic display numbers used to keep track of laps during a distance race. The person, who counts for the swimmer, is stationed at the opposite end from the start.

*Long Course or LC:* a 50m long pool.

*Long Distance:* Any freestyle event over 1500 metres, normally conducted in a natural body of water, such as a lake, river, or ocean.

*Meet:* Competition designed to be a measure of progress and a learning experience. By implementing what has been learned in practice, the swimmers test themselves against the clock to see how they are progressing.

*Middle Distance:* Term used to refer to events of 200 to 400 metres in length.

*Negative Split:* Swimming the second half of the race faster than the first half.

*Official:* A judge on the deck of the pool at a sanctioned competition who enforces Swimming Natation Canada rules.

*Official Time:* A time achieved in a race during a duly sanctioned competition.

*Pace:* The often pre-determined speed with which a swimmer completes each segment of a race (e.g. 25m, 50m)

*Pace Clock:* Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice (may also be digital).

*Prelim:* Slang for preliminaries, also called heats – those races in which swimmers qualify for the championship and consolation finals in an event.

*Q-Time:* Qualifying time necessary to compete in a particular event and/or competition.

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

*Safety Procedure:* Safety procedures are designed to prevent accidents, and must be followed to the letter.

*Sanctioned Meet:* Competitions in which records may be set and official times may be obtained. These meets must be sanctioned (= approved officially) by a Swim Ontario Sanctioning Officer.

*Scratch:* To withdraw from an event in a competition.

*Senior Swimming:* The programme through which Swimming Natation Canada and Swim Ontario provide fair and open competition in provincial and/or national swimming championships. It is designed to afford maximum opportunity for participation, provide an educational experience, enhance physical and mental conditioning, and develop a pool of talented athletes for national and international competition. There are no age restrictions on senior competitions.

*Short Course or SC:* A 25 metre long pool in which most competitions during the winter are held.

*Split or Split Time:* A swimmer's intermediate time in a race. Splits are registered every 50m and are used to determine if a swimmer is on a planned pace. Under certain conditions, initial splits may also be used as official times.

*Sprint:* Describes the shorter events (50 and 100m); in training, to swim as fast as possible for a short distance.

*Streamline:* The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight and straight as it can be.

*Taper:* The final preparation phase prior to major competitions.

*Time Card:* The card issued to each swimmer prior to each race, on which splits and the final time are recorded.

*Time Trial:* A practice race that is not part of regular competitions. Time trials may be sanctioned and used to qualify for specific meets.

*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 swimmer after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

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

*Watches:* Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.

[WAC Club Policies:](#)

## **BY-LAW NO. 1A**

A by-law relating generally to the transaction of the affairs of Windsor Aquatic Club.

BE IN ENACTED as a by-law of Windsor Aquatic Club as follows:

### 1. DEFINITIONS:

In this by-law:

"Auditor" shall be the person or persons appointed to represent the members in examining the financial records of the Club and reporting to the members on the financial statements, and may be a member of the Club. No person shall act as an auditor of the Club who is a director, officer or employee thereof. Any person performing the duties of auditor for reward shall be licensed under The Public Accountancy Act.

"Board" shall mean the Board of Directors.

"Club" or "The Club" shall mean the Windsor Aquatic Club.

"Swim Season" shall be the period during the year in which competitive swimmers customarily train and compete, extending from the start of training after September 1st of each year, to the completion of training and competition, varying with levels of ability, in the spring or summer of the following year.

### 2. HEAD OFFICE

The Head Office of the Club shall be in the City of Windsor, in the Province of Ontario and at such place therein as the directors may from time to time determine.

### 3. SEAL

The seal, an impression of which is stamped on the margin of this (*the original*) by-law shall be the corporate seal of the corporation.

### 4. MEMBERSHIP

There shall be five classes of membership in the Club, namely, Swimmers, Ordinary Members, University Members, Members Emeritus and Honourary Members.

- a) Swimmers are those persons who have been accepted into a programme of training and competitive swimming, conducted by the Club for swim season or part thereof;
- b) Ordinary members shall be the parent or parents guardian or guardians or person or persons standing in the position of parent or guardian of a swimmer or swimmers, and in the case of a swimmer who has attained the age of majority will include such swimmer;
- c) University swimmers shall be returning university swimmers.
- d) Members Emeritus shall be those persons who are elected to Board Positions.

- e) Honourary Members shall be those persons so appointed by the Board.
- f) Membership shall not be transferable.

## 5. BECOMING A MEMBER

- a) Swimmers shall be accepted into membership for a swim season or part thereof after passing such tests or try outs as the Club coach may decide upon, and upon acceptance on behalf of the Club of a registration form or application by the person or persons designated by the Club for such purpose and by the Board of Directors.
- b) Ordinary members shall be accepted into membership for a swim season or part thereof on the acceptance by the Club of a registration form or application of a swimmer or swimmers, listing them as parents, guardians, persons in the position of a parent or guardian in relation to such swimmer, and in the case of a swimmer who has attained the age of majority, such swimmer shall upon acceptance become an ordinary member;
- c) University swimmers shall be swimmers returning from University on conclusion of the University year who may swim for the Windsor Aquatic Club at no charge, other than paying Swim Ontario Registration or expenses incurred by the club. The returning swimmer must have been a full member of the Windsor Aquatic Club for at least three (3) consecutive years immediately preceding entry into University, and a member in good standing, and must complete a registration form or application, with such registration form or application subject to approval by the Board of Directors for acceptance into membership. The swimmer must be returning with the full understanding of attaining Canadian National Standards and attending Canadian National Championships or equivalent meets at the swimmers level of competition. The swimmers would not be eligible for any club grants, unless deemed by the elected board.

Any returning swimmer would be responsible for any expenses they incur for traveling to meets. Swimmers may work Bingos set aside to assist in traveling to meets. Swimmers would be expected to work club bingos as assigned.

- d) Members Emeritus are those persons who have ceased to be ordinary members but because of their expertise and desire to contribute to the Windsor Aquatic Club can be elected to any position on the Board of Directors with the exception of President or Vice-President. Criteria for these positions are: 1) must be nominated by the Nominations Committee; 2) have been a member in good standing upon ceasing to be an Ordinary member; 3) been a previous Board Member for at least one term.
- e) Honourary members shall be appointed by the Board for life or for any period, including a period of incumbency in some position or office. Such appointment shall normally be in recognition of distinguished service to the Club but may be for any reason deemed expedient by the Board. Honourary members may also serve on such committees as designated by the Board.

## 6. DUTIES OF MEMBERS

- a) Swimmers shall be expected to diligently pursue the programmes training and competitive swimming provided for them, to the extent of their abilities and to assist on request, in other activities of the Club, including fund raising;
- b) Ordinary members shall be expected to be supportive of the programmes of training and competitive swimming provided to their swimmers, and of the efforts of such swimmers in such programmes, and to participate fully in the activities of the Club, including fund raising. Ordinary members shall be expected to pay all dues, assessments and charges of the Club upon request;
- c) Honourary members shall not, as such, be required to participate in club activities, but shall be free to do so. Honourary members and elected members emeritus, shall not as such, be required to pay any membership fees or assessments.

## 7. LOSS OF MEMBERSHIP

- a) A swimmer shall cease to be a member upon withdrawing from the programme of training and competitive swimming provided for him or her, or upon being expelled from such programme for the balance of the swim season or for an indefinite period by his or her coach. Any decision by a coach to expel a swimmer for the balance of the swim season or for an indefinite period shall be subject to review by the Board. A swimmer may withdraw temporarily from the programme, by reason of illness, injury, pressures of school work, absence from the area, or other cause, or may be suspended temporarily by his or her coach as a means of discipline or in furtherance of the programme as it relates to that swimmer, and still retain membership in the Club. A swimmer who was a member through all or part of the previous swim season shall cease to be a member of failing to register for the next swim season. A swimmer shall also cease to be a member upon all of the persons who claim ordinary membership in the Club through such swimmer, ceasing to be members;
- b) An ordinary member shall cease to be a member upon falling in default in payment of any dues or assessments due, or upon the swimmer through whom such ordinary member claims membership ceasing to be a member;
- a) Honourary members shall cease to be a member upon the expiry of the term of his or her appointment;
- b) University members shall cease to be a member upon completion of the current WAC Swim Season.
- c) If any member persistently refuses to conform to any by-law, rule or regulation of the Club, the Board may request such member to resign; and should such member not resign within fourteen (14) days of the mailing to him, or her at his or her address as shown by the books of the Club, of a prepaid, registered letter containing such request, the Board shall be empowered to expel such member. Notification of the member's expulsion shall be forwarded to such member who shall have the right to appeal to the next annual or general meeting of the members of the Club. Notice of such appeal must be delivered to the Secretary within (14) days from the date of mailing of the notification of expulsion.

- d) Any member may tender a resignation of membership in writing, which shall become effective upon acceptance by the Board;
- e) Any member who has lost his or her membership may subsequently again apply for membership

## 8. VOTING RIGHTS

- a) Non-ordinary members except as duly elected or appointed members of the Board shall not as such have any right to vote;
- b) Members Emeritus will have equal voting privileges as ordinary members, entitling them to one vote. This privilege ceases upon expiration of their elected term.
- c) Ordinary members, have voting rights as follows:
  - i) If the membership of one or more swimmers resulted in the acceptance of one person into membership as an ordinary member, such person shall be entitled to one vote;
  - ii) If the membership of one or more swimmers resulted in the acceptance of more than one person into membership as an ordinary member, such persons shall between or among themselves be entitled to one vote, and shall decide between or among themselves how such vote shall be cast, and in the event they cannot agree, shall not be entitled to vote;
  - iii) Ordinary members may vote by proxy; a person appointed as proxy need not be an ordinary member, but shall produce and deposit with the Secretary before voting, a sufficient appointment in writing from the person, or if more than one, from all the persons entitled to cast, or participate in the casting of such vote.

## 9. ANNUAL AND OTHER MEETINGS OF THE ORDINARY MEMBERS

- a) There shall be a general meeting of the ordinary members in the spring of each year, on a date to be determined by the Board, near the end of the novice swimming season, for the purpose of the election of directors, to fill vacancies to occur on August 31st of that year, and to receive proposals of the Board for changes in fees and assessments, and of obligations of members, for the next season, and to conduct such further business as shall come before it;
- b) There shall be an annual meeting of the ordinary members in the Fall or Winter of each year, on a date to be determined by the Board, to receive the report of the directors, the financial statements and the report of the auditor, to appoint an auditor for the next financial year, and to conduct such further business as shall come before it.
- c) A special meeting of the members may be called at any time by the Board or the President. On the delivery to the President or Secretary of a requisition signed by not less than one-tenth of the ordinary members, the directors shall forthwith call a

special meeting of the members for the transaction of the business stated in the requisition.

#### 10. NOTICE OF MEETING OF ORDINARY MEMBERS

- a) Notice of the time and place and of the business proposed to be transacted at every meeting of ordinary members shall be given to each ordinary member or group of ordinary members entitled to one vote and to each ordinary member and auditor if not an ordinary member by
1. pre-paid post; or
  2. sending written notification with the swimmers; and posting notification on the Club website; and sending notification via e-mail to those Ordinary Members that have provided an e-mail address to the Club.
- ten days or more before the time fixed by such meeting;”
- b) A meeting of ordinary members may be adjourned any time and from time to time, and no notice shall be required of the continuation time and place.

#### 11. DIRECTORS

The affairs of the Club shall be managed by a Board of Directors who may exercise all the powers of the Club and do everything that the Club may lawfully do except such things as by law or by-law must be done at a meeting of members. The directors shall be responsible for hiring and supervising such coaches, and approving such programmes, including putting on and attending such meets as appear advisable and in the best interests of the swimmers from time to time. No director shall receive any remuneration for acting as such. At all times 2/3 of the Board must consist of ordinary members.

#### 12. TERM & ELECTION OF DIRECTORS

- a) Directors shall serve for a term of two (2) years to end on an August 31st. (Exception of Vice-President who upon completion of his two (2) year term automatically becomes President for the next two (2) years). The system of retirement in rotation shall continue with three (3) directors retiring on August 31st of even numbered years and two (2) retiring on the subsequent August 31st of odd numbered years. Members must serve two (2) years as an ordinary member prior to being eligible to stand for a director's position. Such eligibility requirements may be waived only upon the approval of the Board of Directors.
- b) A director shall be eligible for re-election to the Board for a second term of two (2) years. No director shall serve for more than six consecutive years, but after two years in retirement shall again be eligible for election as if as a new director.
- c) The nominating Committee composed of the Vice-President and two other Board members shall prepare and give the secretary a slate of persons prepared to stand for election to the office of director. (In the even numbered year, Vice President, Human resources, Promotion and Publicity and in the odd year, Secretary and Treasurer). The secretary shall mail such slate to each voting member, or group of voting members entitled to one vote at least 28 days before the date fixed for the general meeting for the election of directors, with a request that further nominations

be provided to him or her by 14 days Before such general meeting, after which nominations shall be deemed to be closed.

- d) The secretary shall receive any nomination made by an ordinary member in writing accompanied by a signed consent to run by the person nominated, within the time limit.
- e) The secretary shall mail each voting ordinary member or group of ordinary members entitled to one vote, a ballot containing the names of all persons put for by the nominating committee or nominated individually, together with notice of the general meeting for the election of directors, 10 days or more before its date;
- f) All ballots received by the Secretary at or before the counting of ballots at such general meeting shall be counted whether or not the voter is then present.
- g) The Board shall appoint two Scrutineers who are ordinary members, but neither directors or candidates, who shall count the ballots and present to the general meeting the names of those elected without disclosing the number of votes cast for each candidate, and destroy the ballots;
- h) The directors-elect shall in the time between their elections and taking office on September 1st, familiarize themselves with the duties to be undertaken.

### 13. CEASING TO BE A DIRECTOR

- a) If a director should cease to be an ordinary member or a member emeritus, he or she shall also cease to be a director. Unless leave be given by resolution of the Board, a director who fails to attend one-half of the Board meetings in any year, or to attend four consecutive meetings, shall cease to be a director. A director may resign by notice in writing.
- b) The Board may fill vacancies however caused in the Board for the remainder of any unexpired term.

### 14. MEETINGS OF THE BOARD

The Board may meet at such place or places as it may determine, inside or outside of Ontario. The Board may appoint a time and place for regular meetings and no notice of such regular meetings need be sent. If all the directors are present, or those absent have signified consent to the holding of a meeting, no notice is required.

A meeting of the Board may be held without notice immediately after the general meeting to elect directors, and the annual meeting. Otherwise three (3) days notice of a Board meeting shall be given which may be contained in the distributed minutes of the previous meeting.

### 15. PROCEDURE AT BOARD MEETINGS

All decisions shall be made by a majority of the votes of those present and voting, except in the case of a vote to reconsider a previous decision or to overrule a decision of the Chair person, which shall require two-thirds of the votes of those present and voting. Every question shall be decided by show of hands unless any director requests a ballot, which

shall then be taken as the Chairperson directs. In case of a tie vote, the Chairperson shall have a second or casting vote. The manner in which any director voted on any question should be treated as confidential. Any director unable or unwilling to support a decision of the Board, once reached, should resign there from.

## 16. COMMITTEES

The Board may strike such Committees as it may from time to time deem advisable. Such committees may include persons who are not directors or ordinary members. Unless special circumstances require otherwise, at least one board member should be a member of each Committee, act as Chairperson thereof, and report to the Board on the activities thereof. A Committee so struck may itself strike sub-committees, to report to it.

There will be three classes of committees:

- A) Standing Committees of the Board
- B) Club Committees
- C) Special Committees

A) Standing Committees of the Board - Five permanent committees responsible for management of the Club.

1. Management Committee: To consist of President (Chair), Treasurer, full time coaches, office manager/bookkeeper

Duties: office, out of town meets, Long Course Pool Rentals, Swim equipment, grants, etc.

2. Budget Committee: To consist of Treasurer (chair), Vice President, President, office Manager/Bookkeeper (Ex Officio Member)

Duties: Prepare and present budget for following season.

3. Personnel Committee: To consist of Human Resources Director (chair), President and Vice-President

Duties: Hiring/contracts for all Windsor Aquatic Club Personnel.

4. Liaison Committee: To consist of Human Resources Director (chair), one other Board Member, Coaching representative (chosen by coaching staff)

Duties: Parent/Coach/Swimmer mediation.

5. Nominating Committee: To consist of Vice-President (chair), and two other Board members.

Duties: To obtain nominations for elections to the Board prior to annual meetings.

- B) Club Committees (8) There will be eight club committees either chaired by Board Members or accountable to Board members as described in section 17 Sub. (d) to (f) (duties of Board Members).

These committees are as follows:

- 1) MEMBERSHIP: 2-3 members + designated chairperson Duties: Olympic Sets/Record Service Points/ Fundraising Points/Chaperones
- 2) OFF THE BLOCKS: 2-3 members + designated chairperson Duties: Newsletter-monthly/ Pertinent Info/ Items from swimmers/Calendar events/ Bulletin Board
- 3) SOCIAL: 2-3 members + designated chairperson Duties: Parties/ Banquets/ Buddy System/Pool persons
- 4) BINGOS: 2-3 members + designated chairperson  
Duties: Schedules/ licenses/ phone callers/ reports/ Book Bingo dates/ Signers/ bank accounts
- 5) FUND RAISING: 2-3 members + designated chairperson Duties: Overlook all fundraising
- 6) WAC MEETS: 1 member + designated chairperson Duties: Run & organize WAC meets
- 7) ARCHIVES: 2 members + designated chairperson Duties: Club records/ News items/ History/ Pictures/ Trophies
- 8) PROMOTION & ADVERTISING: 2-3 members + Coaching staff reps and Promotions and Publicity Board Member. Duties: Newspaper/Swim meet programme/Parks & Rec. advertising

All Committees are responsible for striking & presenting budget submissions to the Budget Committee prior to the annual budget meetings.

- C) Special Committees To be struck by the Board as required.

## 17. OFFICERS & DUTIES

- a) There shall be a President, Vice-President, Secretary, Treasurer, Human Resources Director, Promotion and Publicity Director. And such other officers as the Board may deem advisable from time to time.
- b) The officers shall be elected for specific positions by the voting members at the annual meeting in accordance with section 12 sub. A, B & C.
- c) The President shall preside at all meetings of the Club and of the Board and shall have general supervision over the affairs of the Club. During the absence or inability of the President, his or her duties and powers shall be exercised by the first

Vice-President, and failing him or her, by his or her designated Board member. The President shall supervise the general operations of the club. Chair the Management Committee; serve on the Budget Committee and Personnel Committee.

- d) The Vice-President shall assist the President, and assume duties when president is absent. Responsible for designating chairperson for the membership committee. Chair the Nominating Committee, serve on the Budget Committee and Personnel Committee.
- e) The Treasurer shall be signing officer on Canadian & U.S. Club bank accounts and oversees the following: Ensure that the Bookkeeper/ Office Manager receives all Club funds, pays all accounts, keeps proper books of account, presents a statement of receipts, disbursements, funds on hand and a comparison to the budget at each meeting of the Board. The Treasurer will be responsible for presenting the Bookkeeper's complete financial statement at the end of each fiscal year, along with the report of the auditor thereon to the Annual meeting. The Treasurer shall designate a chairperson for the Bingo Committee and the Fundraising Committee. The Treasurer shall chair the Budget Committee, which is to prepare a draft budget for the next fiscal year, to be settled and adopted by the Board and serve on the Management Committee.
- f) The Secretary shall record the proceedings of all meetings of the Club and Board and shall perform all duties usual to such office or assigned by the Board. The Secretary is responsible for the Minutes/ Correspondence /Bulletin. Responsible for designating a chairperson for the Off the Blocks Committee and the Social Committee.
- g) Human Resources Director to chair the Personnel Committee and the Liaison Committee.
- h) Promotion & Publicity Director is responsible for designating a chairperson for the WAC Meets Committee, the Archives Committee and the Promotions & Advertising Committee.

## 18. FEES & ASSESSMENTS

- a) The Board shall annually project the funds required to operate the Club, the sources thereof, and the fees and other assessments required, and shall set a scale of fees for the programmes of swimmers, and of assessments in relation to fundraising, such as bingos and swim-a-thon, which financial obligations as well as other obligations such as attendances at bingos, shall be explained to the year;
- b) The fees for each swimmer shall be billed to the ordinary member or members claiming membership through such swimmer forthwith after the registration of such swimmer;
- c) Any assessments due from ordinary members shall be billed to them;
- d) All costs in connection with the swimmer attending a meet shall be paid on or before attending such meet; ordinary members may maintain money on deposit with the Club to cover such costs;

- e) Any money received by way of grants or subsidies for attendances at meets on behalf of swimmers shall be credited to the accounts of such swimmers and may be drawn upon by the Club for monies due in relation to such swimmer;
- f) The Treasurer shall report to the Board all accounts more than 60 days in arrears for its consideration;
- g) The Board may, after such further notice or steps as it deems appropriate in any particular case, declare any ordinary member, 60 days or more in arrears of payment of any account to be in default, with the resulting consequences as to membership and participation;
- h) The Board may adopt, and from time to time vary, a policy as to rebates in the case of swimmers leaving the programme before the end of a swim season.

## 19. SUBSIDIES

The Board may, after the fiscal year end, if there was a surplus of income over expenditures in such year, apply such part of such surplus as the Board may decide, to subsidies for the cost of attending meets for swimmers in such year, making such allowance and such distribution as to it appears proper for the time and effort expended in fund raising by the ordinary members claiming membership through such swimmer.

## 20. FISCAL YEAR END

The fiscal year of the Club shall end on August 31st of each year.

## 21. SIGNING OFFICERS

The President, Vice-President, Secretary and Treasurer and such other persons as the Board may designate may all be signing officers on bank accounts of the Club, with the signatures of any two being required. All signing officers and such employees as the Board may designate shall be bonded.

## 22. GENERAL

- a) A majority of the members of the Board, or of any Committee thereof, shall form a quorum. Ten ordinary members shall form a quorum for any meeting of members.
- b) Any mailed notice shall be sent to the last address of record with the Club. No error or omission in giving any notice shall invalidate or make void any proceedings taken or had at any meeting.
- c) The directors shall cause all books, records, returns and reports required by law of the Club to be kept or supplied;
- d) The directors and officers of the Club and every one of them, their heirs, executors, and their administrators, and their respective estates and effects shall from time to time and at all times be indemnified and secured harmless out of the funds of the

Club from and against all actions, costs, charges, damages and expenses whatsoever, which they or any of them may incur in respect to any act, matter or thing concurred in or omitted in or about the execution their duty or supposed duty so long as they are acting in good faith.

23. THE AGENDA AT THE ANNUAL MEETING OF THE CLUB SHALL BE AS FOLLOWS:

- a) Calling the meeting to order.
- b) Reading of the notice of the calling of the meeting.
- c) Reading and adoption of the minutes of the last annual or other meeting of the Club.
- d) Report of the Treasurer including reading of financial statement and report of the Auditors.
- e) Report of the committee Chairmen.
- f) Report of the President.
- g) Election of directors.
- h) Appointment of auditors.
- i) New business.
- j) Guest speaker or entertainment.
- k) Adjournment.

24. THE AGENDA AT ANY REGULAR MEETING OF THE BOARD OF DIRECTORS SHALL BE AS FOLLOWS:

- a) Calling the meeting to order.
- b) Reading of the notice of calling the meeting, if any.
- c) Reading and adoption of the minutes of the last meeting.
- d) Business arising from the minutes.
- e) Correspondence.
- f) Committee reports.
- g) President's report.
- h) New business.
- i) Adjournment.

25. AMENDMENTS

This, or any by-law, may be amended, repealed or varied by two thirds (2/3) of the votes cast at any meeting of the club if:

- a) At least four (4) weeks notice in writing of the proposed amendment shall have been given to the Board of Directors and such amendment have received the approval of the Board or shall have been signed by at least twelve (12) members; and
- b) Notice of the proposed amendment is included in the notice calling the meeting.

26. Rules of Parliamentary procedure shall be governed by Roberts Rules of order unless otherwise specified in the by-laws.

27. The foregoing by-law is supplementary to, but not in derogation of, the powers, authorities, restrictions and requirements contained in The Corporations Act, R.S.O. 1980.

***Updated this 3rd day of June 2008.***

President – Mike Meixner

Vice President – Cathy Coppens

Secretary – Angelique Rimington

Treasurer – Bob Meloche

Human Resources – Mark Binder

Promotions and Publicity – Lynn Tome



### Chaperone Policy:

When a swim meet involves team travel, Windsor Aquatic Club (WAC) will send chaperones to assist the coaches and the swimmers. Chaperones will care for all swimmers in their charge as they would their own child. All chaperones will require a police clearance in order to chaperone. WAC will reimburse any cost incurred in processing a police clearance.

### **Duties of Chaperones and Conduct of Swimmers**

1. Parents are expected to participate as chaperones for team travel meets. When chaperoning, you will receive a rooming list, with emergency contact information, OHIP numbers, a copy of the meet package and a form to be handed into the office at the end of the meet. The rooming list is not to be changed unless approved by the head coach.
2. Chaperones are to ensure that swimmers are never left alone. Chaperones are responsible to ensure swimmers get to and from the pool, taking swimmers to an appropriate restaurant or cooking the meal, caring for swimmers during all breaks at the swim meet, at the hotel and during travel to and from the meet.
3. Chaperones should exercise good judgment in dealing with swimmer conduct. The conduct of our swimmers reflects directly on Windsor Aquatic Club. Further; poor conduct often leads to injury that may have a serious effect on the performance of the swimmer and the team as a whole. Swimmers are expected to be on their best behaviour at all times, including traveling, at the hotel, in restaurants and at the pool. Swimmers who ignore instructions of the chaperones, violate curfews, or cause damage to property and generally persist in disruptive behaviour will not be tolerated. They will be sent home, at the parent's expense and / or suspended from attending future meets. Chaperones are required to report (in writing) all serious incidents of poor conduct, to the Board of Directors, using the form provided.
4. Swimmers must adhere strictly to curfews as set by the chaperone. Bedtime is sleep time. Insufficient sleep generally results in poor swim times the following day.
5. There should be a close liaison between coaches and chaperones with respect to arrangements for meals and travel between the pool and hotel. Always count your swimmers every time you leave the pool, hotel or restaurant. If you are not driving the swimmers, know who they are with. Often, the head coach and chaperone will try to arrange one team dinner where all swimmers will eat together, at some point during the meet.
6. Rooms - The chaperone will have a key to all swimmers rooms, and the swimmers will keep a key also. Ensure that the swimmers know which room the chaperone is staying in (write it down and post on the back of the door as they will forget the room number). Rooms are to be checked regularly by chaperones. Either the chaperone or head coach will do the check out, often keeping 2 rooms for late check out for swimmers participating in Sunday night finals. All hotel rooms should be thoroughly checked by the chaperone and left in good order before checking out.
7. Persons from outside the immediate team are not permitted in team hotel rooms. Hotel doors must be propped open any time a member of the opposite sex is in the room.
8. Swimmers wishing to spend time with their parents while attending out of town meets must have their parents obtain permission from the coach prior to the meet if possible. In addition the coach and chaperone must be directly informed when the swimmer is

- leaving with the parents and the approximate time of return and must notify the coach and chaperone upon their return.
9. It is expected that chaperones set a good example to swimmers by refraining from using alcohol while chaperoning.
  10. On the last day of the meet, usually Sunday, coaches and chaperones should meet to determine the grouping for the return trip.
  11. All pay movie channels are to be turned off unless the chaperone has approved a movie.
  12. Vehicles that are rented or loaned for travel should be checked and all garbage and other debris removed before returning the vehicle. The driver of the vehicle assisted by the chaperones is responsible for this clean up. Swimmers shall also assist in this clean up.
  13. Money brought by young swimmers for meals, etc. may be given to chaperones for safekeeping. Chaperones please put the swimmers name on it and keep it safe for them. It is suggested that parents provide \$40.00 per day for meals. The money should be provided to young swimmers in small denominations.
  14. Chaperones will make sure all parents are informed of the drop off location and time at least an hour before they are due to arrive home.
  15. Chaperones will remain at the drop off location until all swimmers have been collected.

***Dated September 1, 2007***



## Team Travel Policy:

### *Policy Interpretation*

**September 1, 2007**

The following interpretation is intended to clarify and further define the Club's policy regarding swim meets and team travel. This document shall be considered a replacement to all other Team Policies that have been distributed to members.

#### **Swim Meets....**

For meets in Windsor to London area, development meets and time trials, Michigan, and some events in Ohio, parents are responsible for their swimmers' transportation, accommodation and meals. These meets are considered local meets and parents can arrange car pools. For local meets each swimmer is required to pay for each event he or she swims plus a team surcharge. The cost per event varies from meet to meet depending on the host club. Before each meet, swimmers receive a meet sheet that explains the type of meet, where the meet will be held, when each age group swims, and the cost per swimmer. These sheets also have a parent consent form that **must be returned to the swimmer's coach by the specified date** with a cheque to cover the swimmer's costs.

Consent forms are not to be left in the club office or with any other club employee or board member. Late entries (including consent forms without payment) will not be accepted and the swimmer will not be allowed to swim in the meet.

For all championship meets and others as determined by the head coach, the club would prefer that all swimmers travel as a group, with a coach or coaches and chaperone to supervise. The club will arrange transportation and accommodations. Traveling as a group gives the club the opportunity to acquire lower hotel rates, lower transportation costs, and additionally it fosters and encourages team spirit. For these meets, traveling in the group environment, each swimmer is required to pay a share of the accommodation cost, a share of the travel costs, their event fees as well as a share of the chaperones and coaches' costs. Meal money is the responsibility of the swimmer.

The club however recognizes the concerns of parents/guardians in regard to sending younger swimmers to meets within a group environment. Swimmers under the age of thirteen (twelve and under on the day of travel) will be permitted to attend team travel meets either in the group environment or in the company of their parent/guardian. If traveling to team travel meets, with their parent/guardian, each swimmer is required to pay for his or her own accommodation. Additionally the swimmer will be responsible for their event fees and for a share of the travel and accommodation costs of the coaches and chaperones. Meal money is the responsibility of the swimmer.

When the swimmer attends a team travel meet under the supervision of a parent/ guardian, it is the responsibility of the parent/guardian to ensure that the swimmer is on deck at the arranged warm up time on the day of the meet. Failure to do this will result in the swimmer being scratched from the competition.

In the case of illness, which prevents a swimmer from attending a team travel meet, a partial refund may be given, where such refund can be arranged and the Board of Directors approves the application for refund. This applies to Canadian meets only.

For team travel meets, the club will determine the appropriate method of travel and all swimmers and chaperones shall travel as a group. The swimmers will stay at the same hotel and share in the costs associated with the meet. All championship meets, except novice champs, are considered as team travel meets. All swimmers swim in WAC uniform under the WAC name. **Swimming in an unattached capacity, while a member of WAC, is not permitted and will result in the termination of your registration with WAC, without refund.**

Members must not intentionally, with malice or forethought, circumvent club policy. Occasionally situations arise which may conflict with club policy. The board may grant special exemptions if the member swimmer presents compelling reasons to the Board of Directors in writing.

### **Communication and “Off the Blocks”:**

In addition to the information handbook, WAC will endeavour to maintain communication with the parents and swimmers through the following means:

1. A newsletter called “Off the Blocks” includes the following: social activities, swim results, upcoming swim meets, bingo dates and any other information deemed necessary by the Board or Coaches. Parents are encouraged to give the secretary of the club any information that they would like posted in the newsletter. Off The Blocks is distributed through e-mail. For families without e-mail access to a hard copy will be given to the coaches for distribution.
2. Club bulletin boards should be checked at least once a week.
3. Each group of the Club will have a designed “Parent Liaison” who will be responsible to provide assistance to the Board with phone calls and directing the swimmers and parents to the correct person for answers.
4. Visit our web site at [www.windsoraquatic.com](http://www.windsoraquatic.com) for regular updates.
5. Notices will be sent for the two semi-annual meetings, which all parents are encouraged to attend.
6. Email, please make sure the Club has an up to date email address.

### **Workout and Meet Attendance:**

Each swimming group will have specific attendance requirements appropriate for the objectives of that group. The coaching staff will enforce these requirements and if not adhered to, specified penalties may result. It is the responsibility of the swimmers and parents to familiarize themselves with the attendance policies.

Advanced level championship competition will be strongly suggested for all swimmers who qualify to participate. Coaches decide on the Meet Schedule and what swimmers will be entered into at the appropriate swim meet.

### **Moving Up:**

Whenever an individual swimmer gains strength in their swimming skills and ability, the coaching staff will identify whether or not the individual is eligible to move up to the next group. The age and ability of the athlete are always considered on an equal basis. The following guidelines are a basic description of what the coaching staff feels is appropriate to the move.

- The athlete shows sufficient conditioning to handle the additional practices and/or longer training sessions.
- The athlete has a good knowledge of training skills, use of the pace clock, circle swimming and applies a continuous effort, appropriate to the level they are moving to.
- The athlete can perform the strokes and their drills, and understands their uses as employed in the new group.
- The athlete is interested in swimming at the higher commitment level of the higher group.

The swimmer’s parents are contacted first and informed of the coaches’ decision to move the athlete up to the next group, at which time they may consider the ramifications of the move.

The parent may then contact the coach, and the athlete will begin training with the new group. The move process will take place twice a year (December and June). Membership fees will be pro-rated and adjusted accordingly.

### **Code of Conduct for WAC Swimmers:**

Athletes, coaches, chaperones and parents traveling with WAC represent themselves, the Club, the sport of swimming and their city. In order to project an image that will make us proud of our sport and our swimmers, all individuals participating in WAC sponsored events will be expected to abide by the following Code of Conduct, while on deck, at home and away, from the moment of departure until returning. Athletes who wish to attend or participate in WAC sanctioned events must sign the attached form and by doing so agree to abide by this code. Failure to sign the code disqualifies one from attending and participating in club-sanctioned events.

**Infractions of the Code of Conduct may result in disqualification from further participation and parents of the athlete assume full cost of the trip and/ or return fare if the swimmer is sent home early.**

1. Foul language of any sort will not be tolerated towards any swimmer, coach, parent, chaperone or official.
2. Understand the responsibilities involved in being a team member in terms of proper conduct and willingness to participate in practices and meets.
3. Demonstrate courtesy and respect toward officials, team chaperones, managers, coaches and fellow swimmers. Understand that swimmers are under the direction of team staff during all team functions.
4. Strive for excellence. Exhibit the qualities of good sportsmanship, dedication, pride, team spirit and leadership.
5. No use of tobacco, alcohol or other drugs, which affect physical ability, mood or behaviour, unless, prescribed by a physician for medical purposes. Swimmer shall not ingest any performance enhancing substance included in the FINA list of prohibited substances. These include a variety of 'over-the-counter' medications. A complete list is available on request.
6. Comply fully with the rules of Swimming Natation Canada (SNC).
7. Wear team equipment during meets; cap, suit and appropriate deck wear.
8. Appropriate behaviour is mandatory on team trips. When behaviour is deemed unacceptable by the coach or chaperones, the swimmer may be scratched from competition, and/ or be sent home at his/ her own expense. Failure to comply with the rules or curfews set out by the coach and chaperones are deemed unacceptable.
9. Breaking the law of the land is not acceptable.
10. Orderly and reasonably quiet behaviour is expected while in public. This includes times when the team needs to travel on public transit, while waiting for races on pool decks and when the team meals are served at restaurants.
11. Hotels are resting places for ALL registered guests; therefore hotel etiquette of the highest calibre is expected. Unacceptable behaviour includes running, phone abuse, playing loud music or television, fighting, pranks that result in personal injury or property damage, and inappropriate use of items such as food, shaving cream, baby oil, etc.
12. All team members are expected to respect individuals' need for study time, sleep, etc.

13. Curfews as determined by the coach and chaperones must be adhered to at all times.
14. Hotel doors must be propped open any time a member of the opposite sex is in the room.
15. Persons from outside the immediate team are not permitted in team hotel rooms, unless permission is obtained from the head coach and/ or chaperones.
16. Athletes are expected to treat the opposite sex with respect at all times. Immoral behaviour is not acceptable.
17. Athletes are not permitted to drink or carry alcoholic beverages, nor use drugs other than those prescribed by a physician. Such drugs must be reported to the coach or head chaperone; however, proper administration of same will be the responsibility of the individual athlete.
18. When billeting, athletes must be on their best behaviour at all times. Any athlete who may be present when a swimmer from another team breaches the Code of Conduct, must leave that area immediately and return to his/ her own team.
19. Behaviour on the final night of a trip must also meet all conditions as set out above.
20. Swimmers are responsible for their hotel rooms. Rooms must be left clean; garbage must be picked up and put in garbage bags and rooms checked for personal items.

**FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES IS DEEMED UNACCEPTABLE**

The Board and Coaches of the Windsor Aquatics Club are fully aware that the above conditions may infringe on some of the athletes legal freedoms, but in order to satisfy legal responsibilities to parents of athletes, your cooperation is required and expected.

Any swimmer who does not agree with any part of this Code of Conduct may elect not to participate in WAC sanctioned events. A simple refusal to sign this agreement will be sufficient to exclude him/ her at this time.

Failure to adhere to this Code of Conduct may result in expulsion from the Club with no monetary refund.

Additional copies of this document are available on the club website at: [www.windsoraquatic.com](http://www.windsoraquatic.com)

\_\_\_\_\_  
Parent/ Guardian Name

\_\_\_\_\_  
Parent/ Guardian (Signature)

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Swimmer (Signature)

\_\_\_\_\_  
Date (MM/DD/YYYY)

## Bingos:

Bingos contribute a portion of the financial requirements for the running of WAC. The balance is made up of membership registration fees, meet fees and various fundraising activities.

Bingo continues to be the critical source of revenue for the club. If we are to continue to be successful, we need all members actively involved in working bingos. The Government rules for charitable bingos state that club members must be present. If this is not the case then fewer bingo licenses will be supplied to the club. This will mean one of two things: (1) the club raises the lost bingo revenue through fundraising or (2) fees increase. If bingos no longer become a viable source of funds, our fees could increase.

The Government has also put in place special rules dictating how bingo revenue may be used by the club. Specifically bingo revenue may be used for:

- Facility rental
- Equipment for the swimmers
- Swimmer training and development
- Coaching fees
- Payments of officials and referees

Bingo revenue may not be used for:

- Out of province travel
- Administrative expenses
- Development of coaches or officials

These rules mean that the club must also raise money from other sources (fees and fundraising).

## Swim-A-Thon:

For many years Swim Ontario has facilitated the operation of swim clubs by supporting a yearly Swim-A-Thon fund raiser. The club that raises funds at this fund raiser keeps 95% of the funds in exchange for Swim Ontario's issuance of charitable donations Income Tax receipts to those who donate funds (\$10.00 or more).

This fund raiser has become a major source of revenue for many clubs including Windsor Aquatic Club. ALL donations made by **non-members** are eligible for income tax receipts from Swim Ontario with a signed affidavit from the member.

To assist in the collection of donations toward this fundraiser, Swim-A-Thon paperwork and forms will be issued early in the swim year. To help in collecting donations all competitive swimmers will be given a Photo ID Card/ Tag identifying them as a legitimate member of the Windsor Aquatic Club. This ID tag will be issued as soon as the swimmer can be photographed and the tags printed up.

### General Swim-A-Thon Rules as issued by Swim Ontario:

In order to qualify for a tax deductible donation a transfer of property (including payment of money by cash or cheque) must meet the following conditions:

1. Some property – usually cash – is transferred to the Registered Charity. Contributions of service such as volunteers' time, legal work, etc. Do Not Qualify.
2. The gift must be made without expectation of return. No valuable consideration or benefit of any kind to the donor or to anyone designated by the donor may result from the payment.

Swim Ontario IS NOT LEGALLY PERMITTED to issue Tax Receipts for the following reasons:

1. For registration or assessment fees paid to join a swim club
2. To parents paying a swimmer's Swim-A-Thon fees set by a swim club
3. To clubs that "trade" or "switch" donations
4. For contributions to "members' trust accounts" or "family accounts"

C.R.A. Fundraising Audit Procedures:

1. Provincial Affiliates must follow up on Same Name donors by contacting club fundraising co-ordinators to ensure that the donation was not directed to specific individual and that the donation amount is above any pre-set fundraising limit included in the Club Policy.
2. For fundraising projects where funds are contributed to members' "Trust Accounts" or "Family Accounts", tax receipts Must Not be issued.
3. Provincial Affiliates may contact members directly to inquire about club policies and pre-set fundraising limits.
4. Members' families are required to return a signed family affidavit with their completed original pledge sheets. The family affidavit form is included in the Swim-A-Thon kit.

### Shop & Support:

Shop & Support is an easy way to help raise money for the club as well as your own swimmer's account at no out of pocket cost to you! Simply purchase gift cards for your everyday shopping and gifts and the club receives a percentage in return. The amount raised is then split equally between the club's fundraising account and your swimmer's account. You can use your credit towards swim meets, uniform or next year's registration. Simply go to [https://secure.shopandsupport.ca/sascart/shopcart\\_content.aspx?gid=0100553851](https://secure.shopandsupport.ca/sascart/shopcart_content.aspx?gid=0100553851), verify the group account number that has been automatically populated and register as a supporter with your child's name. You can then log into Shop & Support at any time and order cards. After ordering, you must go to your bank's website and pay for the cards. Cards ordered and paid for by Saturday at noon will be available from the coaches Thursdays during practice. If there is a holiday during the week, cards are delayed by one day. This is a really simply fundraiser and if every family participated, it would eliminate the need for many other fundraisers throughout the year.

### Other Fundraising Activities:

From time to time, WAC will sponsor other fundraising activities to help offset club costs. Swimmers and parents are asked to get involved for the benefit of all.

### Participation in Swim Competitions:

Ready, Set ..... GO!!

At the beginning of the swim season, Swim Ontario puts together a calendar of upcoming swim meets that various clubs in Ontario are willing and able to host. This process also occurs in Michigan.

Our head coach and the assistant coaching staff sit down with these calendars and decide which meets our club swimmers should attend. These meets are selected, keeping in mind a number of things: The coaches pick meets that will provide the level of competition necessary for your children. The ultimate goal is to prepare your swimmers to compete at the highest level of their abilities.

Approximately, one month prior to any swim competition, your children will be given a permission form to attend the meet. (Travel meet forms may be sent earlier because of the necessity of making travel arrangements) If your child has misplaced their form, feel free to print a new form from our website. Simply look up "Meets/Meet Schedule" and click on the appropriate form. When you make your decision to attend this swim competition, sign and date the permission form and return, with payment (cheque only) to your coach. Forms will not be accepted after the due date and forms will not be accepted without a cheque.

Many of these meet forms may be due during the same week and we understand that money may be an issue. To assist with this, the club does accept post-dated cheques up to 5 days prior to the competition.

As the meet date draws close, maps, times and hotel details will be available at the office.

## Contact Information:

### Board of Directors

President	Cathy Coppens	519-978-2891	rcoppens@sympatico.ca
Vice President			
Secretary	Angelique Rimington	519-738-0539	rimington@can.rogers.com
Treasurer	Bob Meloche	519-969-8789	bobmeloche@sympatioc.ca
Human Resources	Heather Kolasa	519-727-3075	mhzkolasa@sympatico.ca
Publicity	Lynn Tome	519-979-9364	lytome@city.windsor.on.ca
Fundraising	Shannon Miller	519-974-7197	mlrtym72@hotmail.com
Director at Large	Dave Oswald	519-978-2511	dwoswald@sympatico.ca
Director at Large	George Bacioiu	519-250-5557	genial@cogeco.ca

### Coaching Staff

Head Coach	Rod Agar	519-972-0044	rod.agar@sympatico.ca
Orange Coach	Jenna Dresser	519-819-2010	jennadresser@hotmail.com
SWAD Coach	Francesca DiLorenzo	519-966-3858	frenchie1226@hotmail.com
White Coach	Portia Rimington	519-738-0539	portia@cutey.com
White Coach	Olivia Binder	519-978-3573	mbinder1@cogeco.ca

## Resources:

Have you been to the Swim Ontario Web Site?

<http://www.swimontario.com/>

Have you been to the Swimming Canada Website?

<http://www.swimming.ca>

## Personal Information Protection & Electronics Documents Act (PIPEDA)

### **Regulation**

As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronics Documents Act). The Act regulates the collection, use and disclosure of personal information.

Windsor Aquatic Club (WAC), in essence is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., on their families to be entered electronically on a club and national database. Hard copy lists are also on file in club offices and in provincial offices. They are kept in a secure location to which no one other than the club and Swim Ontario staff has access. The Vice President of the Board of Windsor Aquatic Club is appointed designate 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 appropriate environment, and to have personal information on hand when direct contact is necessary. The latter also applies to volunteers, members of the Board of Directors and coaches. Windsor Aquatic Club and Swim Ontario also collect donor information for Swim-A-Thon tax receipt purposes.

### **Security and Safeguards**

The database used for national registry (Metasports Systems / SwimDirect) is secure, and personal information is not accessible to the general public. Windsor Aquatic Club's registrar and the Vice President, has access to the database only as it pertains to club members. Swim Ontario, as the parent organization, can access personal information on all its registered members including members of the Windsor Aquatic Club. Swimming Canada uses the database to determine total registration numbers, rankings, as well as meet results, for the entire country. Passwords are mandatory for all identified groups to access required information.

The Windsor Aquatic Club registration database is protected by the users, limited to the Head Coach, Assistant Coach, office manager, the President, Vice President and the Secretary for the Board of Directors. Access and sharing of information is limited to the users listed below.

### **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 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 Head Coach or the parents/ guardians of under-aged swimmers.

Swimmer's name, parent's name, phone number, addresses and e-mail addresses are shared with club members for the purpose of the Windsor Aquatic Club events, fundraising and social organizing. Swimmer names may be included in newsletters and activity notices.

## Consent & Withdrawal Thereof

Windsor Aquatic Club and Swim Ontario require consent from each family to continue with this practice. The club registrar (Vice President of WAC) keeps a signed consent form (see attached) 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 Vice President of Windsor Aquatic Club.**

Personal information is kept on file for the duration of a member's participation in Windsor Aquatic Club and Swim Ontario programmes. 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 Windsor Aquatic Club. After six (6) years, all outdated information will be purged entirely from the Windsor Aquatic Club registration database and the SwimDirect database. Hard copy lists are kept by WAC and the Swim Ontario office of a period of no more than two (2) years, after which time they are destroyed.

### Individual Access

Windsor Aquatic Club and Swim Ontario will be happy to provide registered individuals with personal data as it appears on the Windsor Aquatic Club and SwimDirect database within 30 days of receipt of a written and signed request.

### Complaints

Complaints are to be directed to the Board of Directors of the Windsor Aquatic Club who will attempt to remedy each situation as it arises expeditiously and in strict confidence.

Approved by the Windsor Aquatic Board of Directors, on Sept. 12, 2004.

René Coppens, President

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**Photograph Release Form:**

I authorize the Windsor Aquatic Club to create photographs of my child,

(Swimmer's name)\_\_\_\_\_. These materials will be used for promotional purposes only.

I understand that The Windsor Aquatic Club may revise, annotate, edit and otherwise alter the material to emphasize certain aspects of my child as related to swimming.

I understand that The Windsor Aquatic Club owns all copyright to these materials. I hereby release The Windsor Aquatic Club, its Board of Directors and its employees from any and all claims of any nature whatsoever which now or may hereafter have in connection with these materials, including but not limited to claims based on defamation, copyright infringement, trademark infringement, or infringement of my right of privacy or of my right to publicity.

I also authorize The Windsor Aquatic Club to publish photographs of my child, on the World Wide Web. These materials will be used for promotional purposes only and only as part of the Windsor Aquatic Club Web Site.

I understand that I have the right to request erasure of the material at the time of its creation or within three days thereafter. A copy of any photographs will be made available to me for viewing if requested.

The permission extends through the period my child is a member of the Windsor Aquatic Club unless rescinded in writing by me to the Board of Directors.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_