

Est. 1991



2025 - 2026 Handbook

VISION

To establish a program of excellence in training, team culture, character development and family support where every swimmer has the opportunity to set personal goals and achieve their highest potential in a safe, fair and competitive environment.

MISSION STATEMENT

To be a community leader in Milton by helping members lead healthier, active lives through the sport of swimming. We enable our athletes to strive for excellence and achieve their best results physically, mentally, and emotionally in a sport they can enjoy their entire lives. We inspire a team culture where everyone encourages and takes pride in each other at all levels of competition.

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WELCOME TO THE MILTON MARLIN SWIM TEAM

Milton Marlin Swim Team (MMST or Club) is a Not-for-Profit organization and a member of Swimming Canada (SNC) and Swim Ontario (SO), all of which are affiliated with World Aquatics.

We are an Athlete-Centred, Coach-Driven, Parent-Supported organization.

MMST delivers a comprehensive training program for our members and aims to provide a positive experience in the sport of competitive swimming. This Handbook provides information to MMST members about the Club, its programs and volunteering requirements.

MMST is committed to fostering a positive and supportive environment for all participants, including swimmers, parents, volunteers, and staff. We believe open communication and constructive feedback are essential to our organization's growth and success. As a member of MMST, you agree not to engage in any form of disparagement, whether verbal, written, or through any form of social media or electronic communication, towards MMST, its programs, events, coaches, volunteers, or other participants.

Disparagement includes any negative or critical comments or remarks that could harm the reputation or goodwill of MMST or its stakeholders. This includes but is not limited to comments that are defamatory, insulting, disrespectful, or damaging in nature. If you have concerns or grievances, we encourage you to address them directly with the appropriate personnel within MMST. We are committed to addressing issues promptly and effectively to ensure a positive experience for everyone involved.

Every MMST Swim Family is required to fulfill its Volunteer Commitment.

We are keenly aware of the busy schedules of our Swim Families and balance that with our need to ensure long-term sustainability of the Club through a robust Officials Development program. MMST will endeavor to host several swim meets throughout the upcoming season. These swim meets are intended to support the success of our swimmers at all levels and are dependent on the availability of volunteers to officiate and fulfill various functions. Furthermore, MMST-hosted meets and other fundraising programs provide revenue to the Club that enables us to keep annual swim fees as low as possible.

Thank you for becoming a member of the MMST family. We look forward to a successful season both in and out of the pool!

Milton Marlin Swim Team Board of Directors

- President: Rebecca Johnson
- Vice-President: Jason Boogerman
- Treasurer: Jennifer Sibbitt
- Secretary: Jaime McIntosh
- Director-at-Large: Bill Stokes

SAFE SPORT

Everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

Respect in Sport Parent Program

MMST is proud to support the Respect in Sport Parent Program. Every Swim Family is required to complete the course before beginning your MMST registration. The Respect in Sport Parent Program will help define a standard of behaviour for all parents/guardians and create a more rewarding, safe and respectful environment for everyone involved. Parents/Guardians want to do a great job supporting their kids. Respect in Sport provides our swim families with quality tools to create and maintain Safe Sport environments.

Enjoying the Sport of Swimming

As a parent or guardian, please focus on encouraging your child at all times with an emphasis on skill development and having fun. Find opportunities to build your child's self-esteem.

A parent's job is to support their child, win or lose.

(Respect in Sport Parent Program, 2018)

Encourage your swimmer to maintain open and ongoing communication with their Coach. Please remember that our Coaches are highly trained, and it is their job to coach your child and manage their progress. Parents are always encouraged to reach out to their child's Coach throughout the season to discuss goals and/or any concerns. This may be best accomplished in conference with the Coach and your swimmer.

FEES

Our competitive swim program (Novice to Senior) is a 10-month commitment.

The following fees must be paid for each swimmer:

- Registration Fee
- Swim Fee

The registration fee is non-refundable and cannot be prorated based on a swimmer's date of registration. This fee contributes to administrative costs along with SO and SNC registration, insurance and fees.

2025-2026 Fee Schedule

Swim Level	Registration Fee	Swim Fee	10 Monthly Payments
Novice – 2x per week	\$225	\$1,660	\$166
Novice – 3x per week	\$225	\$2,350	\$235
Youth Flex – 3x per week	\$225	\$2,500	\$250
Junior Development	\$225	\$2,810	\$281
Junior	\$225	\$3,330	\$333
Senior Development	\$225	\$3,960	\$396
Senior C	\$225	\$4,080	\$408
Senior B	\$225	\$4,480	\$448
Senior A	\$225	\$4,580	\$458

Families with more than one swimmer in the competitive program receive a discount on fees. The highest-level swimmer will pay the full fees listed above. See Appendix I – Fee Discounts for more details on 2nd and 3rd swimmer fee schedules.

Outstanding Account Balances

- Any outstanding balances from the 2024-2025 season for returning families will be charged to your credit card at the time of registration for the 2025-2026 season and are subject to the applicable service charges.
- All fees (e.g., swim fees, swim meet entry fees, clothing, swim caps, etc.) will be due 14 days after amounts have been posted to your account.
- Outstanding balances beyond 30 days will restrict your child's ability to participate in training, swim meets, and team activities.
- There will be a \$20 fee added to your account for any NSF cheques. Any returned cheque due to NSF not rectified within 7 days will result in immediate removal of swimmer from practice and meets until the account is brought up to date.

Swim Meet Entry Fees

Swim meet entry fees are NOT included in the Swim Fee for any swimmers. Swim meet entry fees can be found in the Meet Package associated with the applicable swim meet.

Training Schedule

For the most up-to-date schedule, please visit our website at miltonmarlins.ca.

MMST endeavors to adhere to the planned training schedule year-round. However, it may be necessary to make schedule alterations due to external factors (i.e. severe weather, pool issues), public holidays, MMST Intra-Club, MMST-Hosted Swim Meets, etc. In the event of a change, an MMST staff member will email details to all swim families with as much notice as possible. In the event training sessions must be cancelled, no credit/refund will be issued.

REFUND POLICY

Voluntary Withdrawals

- Withdrawals from the Club must be submitted, in writing, to the Club's Head Coach and the MMST Administrator 15 days prior to the next payment date (i.e. first day of the next month). The remaining Swim Fee will not be processed.
- If the Club is notified 14 days or less prior to the next payment date, the next payment will still be processed.
- Swimmers will not be released to swim for another club until all accounts have been settled with MMST.

Medical Withdrawals

- Refunds will be granted at the discretion of the Head Coach and the MMST Treasurer.

Other

- There will be no reduction in swim fees for a swimmer not participating in all practice sessions.
- There will be no reduction in swim fees for a swimmer requesting a leave of absence from training, except for validated medical reasons.
- All credits earned as a member of MMST have no cash value and will be forfeited in the event an athlete withdraws or does not return to the Team. Credits are for the express use of paying costs associated with participating in the Team and Team Events and are not intended to be refunded as cash at any time. Categories of credits retained include, but are not limited to, the following: Fundraising Credits, Volunteer Credits, Swim Fee Credits.

- The MMST Board of Directors has sole discretion with regards to deviations from this policy.

VOLUNTEER COMMITMENT

It is each Swim Family's responsibility to fulfill its Volunteer Commitment prior to **June 30, 2026**, which consists of the following:

Volunteer Commitment	
COMPONENT #1: Volunteer Points	COMPONENT #2: Officials Clinic

COMPONENT #1: Volunteer Points Requirement

Each Swim Family's Volunteer Points Requirement is based on the highest-level swimmer in each family. The swim level is determined based on your swimmer's placement as of October 1, 2025 (or the date joined if the Swim Family joins MMST after October 1, 2025).

Highest Level Swimmer	Volunteer Points Required
Novice, Youth Flex	6 Points
Junior Development, Junior, Senior Development, Senior (A/B/C)	12 Points
New Swim Families who join after February 28, 2026	0 Points

Swim Families earn Volunteer Points by:

1. Officiating or volunteering at swim meets.
2. Participating on committees and/or other team roles.

For more details on volunteering opportunities, see Appendix II – Available Volunteer Points.

Each Swim Family is responsible for ensuring completion of its own Volunteer Points Requirement (see Appendix II).

How to check your volunteer points:

- Sign into your account from the Milton Marlin Swim Team home page.
- From the menu bar on the left-hand side, select "My Account", then "Account Info"
- Along the menu bar at the top, select "Service Hours"

- This will list your volunteer point Obligation and “worked” or earned points on your account.
- Any outstanding hours owing will be reflected under “Balance”

Please allow for 2 weeks after an event for earned points to show on your account. After two weeks, or in the event of any discrepancies, please report this to the Club Officials Administrator (COA) via email (mmstcoa@gmail.com).

COMPONENT #2: Officials Clinic Requirement

Running a smooth and efficient swim meet is not a simple task and requires a team of volunteers with varied levels of experience. Further, Swim Ontario (SO) regulations require each competitive Club to implement an Officials Development Plan, with the goal of developing Level III, IV and V Officials over time.

Each Swim Family (at least one family member) is required to complete ONE official's clinic.

The Officials Clinic requirement must be a new clinic (and not a repeat of one previously taken). Should someone require a refresher for a previously taken course, one is welcome to register for a refresher, but this will not be considered completion of *Component #2: Officials Clinic Requirement*.

The following clinics are expected to be available (either in-person or online depending on SO programming):

Level I Clinics	Level II Clinics
Intro to Swimming Officiating / Safety Marshal	Inspectors of Turns and Judge of Stroke Clerk of Course Chief Timer Chief Finish Judge / Chief Judge Electronics Recorder/Scorer Meet Manager Starter

Exceptions:

- Once a Swim Family member has completed all of the Level II clinics (and he/she/they remain an active Official at MMST-hosted swim meets), the Swim Family is **not** required to complete additional Officials clinics in subsequent years.
- Board members are exempt from the Officials Clinic Requirement, but are encouraged to participate, nonetheless.

The COA will maintain the Officials Clinic and Deck Evaluation entries on the Swim Canada (swimming.ca) website. Each official (Swim Family member) must check and validate that the entries on the Swim Canada website are recorded and accurate. It is also the responsibility of each official to maintain and update his/her/their Deck Log within his/her/their Officials' account on the Swim Canada website to reflect all completed officiating sessions.

Non-Compliance with the Volunteer Commitment

Swim Families will be charged for any outstanding Volunteer Points and incomplete Officials Clinic Requirements. Amount due to MMST is the total owing for Component #1 + Component #2.

VOLUNTEER COMMITMENT COMPONENT #1:

If a Swim Family does not complete their Volunteer Points Requirement by June 30, 2026, **\$50 for each Volunteer Point outstanding** is owed to the Club.

VOLUNTEER COMMITMENT COMPONENT #2:

If a Swim Family does not complete their Officials Clinic Requirement by June 30, 2026, **\$100** is owed to the Club.

Final reconciliation will be completed by June 15, 2026. Each swim family will be allowed a two-week period, from June 15 to June 30, 2026, to drop off a cheque for the amount owed or your credit card will be charged on July 1, 2026 for the amount owed to the Club. If you normally pay by cheque, and payment is not received, any outstanding amounts owed to the Club will be charged to the credit card on file.

Example:

Component #1: Volunteer Points Requirement for Novice swimmer = 6

Earned Volunteer Points = 2

Outstanding Volunteer Points $(6 - 2) = 4$

Outstanding Volunteer Points Balance $(\$50 \times 4) = \200

Component #2: Officials Clinic Requirement not completed = \$100

Total Owed to the Club = $\$200 + \$100 = \$300$

Officials' Ladder and Incentives

HOW TO GET PAID FOR VOLUNTEERING?

MMST needs Level III, IV and V Officials to continue to be able to host meets in years to come. We greatly appreciate those Swim Parents who are willing to climb the Officials' Ladder and invest time and energy beyond the minimum Volunteer Commitment requirements.

To climb the Officials' ladder, you must earn signed deck evaluation(s) at each level. It is each Swim Family member's own responsibility to understand and complete requirements to be eligible for the next Officials Development course/level. Please contact the Club Officials Chairperson (COC) for more information (coc@miltonmarlins.ca).

To further incentivize Swim Families to invest time and energy into Officials Development, MMST will credit MMST Swim Families once they have earned the Level III Referee or higher certification. A non-cash credit towards your swimmer fees will be applied based on the certification level as follows:

- **Level III Referee:** one-time attainment credit of \$250 (upon designation) and annual credit \$150
- **Level IV Certification:** one-time attainment credit of \$500 (upon designation) and annual credit \$300
- **Level V Certification:** one-time attainment credit of \$1,000 (upon designation) and annual credit \$500

To receive the annual credit (to be processed in May 2026), the Level III Referee, Level IV or Level V and higher Official must be an active Volunteer at their designated level in MMST-hosted swim meets in the 2025-2026 swim season. The Board of Directors, in consultation with the MMST COC, may decide not to award the annual credit to an official who does not adequately volunteer at MMST-hosted swim meets.

REGISTRATION

MMST Website Account

Swim Families are required to create and maintain an account on the MMST website to manage their account, billing information, complete registration, and sign up for volunteering opportunities and officials clinics. It is important that your member details are current. If your contact details change during the year, please notify the MMST Administrator (admin@miltonmarlins.ca) and update your online account.

Please setting up your account be sure to enter email address(es) that are actively monitored. They will be issued to communicate important Club information. You can enter up to three email addresses.

How to Register – 5 Steps



Step 1: Obtain Respect in Sport Certificate

- Each family is required to complete the Respect in Sport Certificate online (<https://miltonmarlinparent.respectgroupinc.com>).
- A certificate number will be issued and is required to complete your MMST registration.
- If you have previously completed the program, you may upload your certificate number through the above MMST Respect in Sport Parent link.

Step 2: Select Payment Method

- The following payment options are available for Swim Fees:
 1. Credit Card – payment can be made in full or on a monthly basis.
 - Please note: Team Unify applies a processing fee of 3.65% +\$0.20 per credit card transaction.
 - If paying monthly, the credit card on file will be automatically charged on the first day of each month.
 2. Cheque – payment can be made in full or on a monthly basis.
 - Cheques must be payable to ‘Milton Marlin Swim Team’.
 - If paying monthly, you must submit 10 post-dated cheques dated the 1st of the month, from September 1, 2025 to June 1, 2026 (see 2025-2026 Fee Schedule).
 - If you have more than one competitive swimmer, please combine the Swim Fees due and submit one cheque for each due date.
 3. Electronic Funds Transfer
 - The bank account on file will be automatically charged on the first business day of each month.
 - If you wish to use this payment method, notify the MMST Administrator (admin@miltonmarlins.ca) and the MMST Treasurer (treasurer@miltonmarlins.ca), who will then provide detailed instructions.
 4. E-transfer – pay annual fee in full only
 - NOT available for monthly payments.
 - If selecting this option, please notify the MMST Administrator (admin@miltonmarlins.ca) and the MMST Treasurer (treasurer@miltonmarlins.ca), who will then provide detailed instructions.

Step 3: Complete MMST Online Registration

- Complete the online registration form at miltonmarlins.ca.

- As part of the online registration process, you are required to read and acknowledge consent to the:
 - MMST Handbook and Volunteer Commitment Acknowledgement and Consent
 - Swimmer Code of Conduct and Ethics
 - Parent/Guardian Code of Conduct Acknowledgement and Consent
 - Liability Waiver and Medical Waiver
- If you do not receive a confirmation email, please ensure:
 - You have completed all required fields.
 - You have entered a valid email address.
 - You have paid the registration fee via a valid credit card.

Step 4: Complete Swimming Canada Online Registration

- Each member will be advised via email (early September 2025) to log into your family's account on the Swimming Canada Registration Site (RTR) at registration.swimming.ca to complete the following:
 1. Click on Account Details and confirm swimmer and contact information on your account.
 2. When logged into your account, click on **Consent** tab. **There are 3 documents per swimmer that must be signed:**
 - a. Acknowledgement and Assumption of Risk Form
 - b. Swim Ontario Code of Conduct
 - c. Concussion Management Acknowledgements
 - Click the form name to sign the form; it will open a new window. Fill out all required fields and click **Sign** to submit the form. You will not be able to submit the form unless all fields are completed.
 - If more than one swimmer is associated with the account, they will appear individually in the Swimmer Consent table. One form must be signed for EACH registered swimmer.
 - Under the **Consent** tab, there are 2 consent questions that must also be answered:
 - Swimming Canada Code of Conduct agreement
 - Receiving emails from Swimming Canada
 - Click **Save** to confirm.
 - Note: This is an annual requirement.

A swimmer's MMST Registration is not considered complete until ALL online forms are completed, signed and saved through the Swimming Canada RTR.

Step 5: Submit Required Documents to MMST

- New competitive Swim Families to the Club must provide proof of each swimmer's age (email copy of birth certificate to admin@miltonmarlins.ca or drop off a photocopy in a sealed envelope, to the box outside the MMST office). If paying by cheque, all cheques must be dropped off using the box outside the MMST office (sealed envelope) or sent by mail. Please indicate the name of your swimmer and their squad (Novice to Senior).
- Complete and sign the ONYX Fit release waivers and Par-Q+ form and return these documents to ONYX Fit at their first workout (applies to Junior, Senior Development and Senior swimmers).

To be consistent with Swim Ontario regulations, if ALL five steps of the registration process are not completed within 2 weeks of completing the MMST online registration, the swimmer will NOT be allowed to participate in any further MMST programming.

If you have any questions regarding your registration, do not hesitate to email the MMST Administrator (admin@miltonmarlins.ca).

MMST-HOSTED RACING OPPORTUNITIES

MMST plans to hold various Club activities throughout the season that afford swimmers and parents alike the opportunity to test and display their newly learned skills and knowledge.

- MMST-Hosted Swim Meets
 - These meets are held during the season and offer our Swim Families opportunities to complete the required MMST Volunteer Commitment. Additional details below.
- MMST Intra-Club Meets
 - All swimmers, pre-competitive and competitive, are encouraged to participate in this great opportunity to showcase their skills!
 - These meets also offer our Swim Families opportunities to complete the required MMST Volunteer Commitment.
- MMST Club Championships
 - June 2026
 - Swimmers compete for the honour of being named Milton Marlin Swim Team Club Champion based on age groups, and as members of the Purple vs. Green team challenge.

For the most up-to-date swim meet schedule, please visit our website at miltonmarlins.ca.

Please note that if any, or all, of these swim meets are cancelled and not rescheduled during the 2025-2026 season, the Board of Directors will amend the Volunteer Points requirement to reflect the reduced number of volunteering opportunities.

MMST MANDATORY UNIFORMS AND MERCHANDISE

All swimmers, Novice through Senior, are required to wear the current MMST t-shirt and official MMST swim cap on deck at all swim meets. It is recommended swimmers from Junior Development to Senior also wear the MMST Track Suit.

There will be at least two opportunities throughout the season (Fall and Spring), to order additional Club Apparel. Swim caps are available year-round from the Coaches or MMST office. A \$10.00 fee will be applied to your account for each cap.

INJURY AND CONCUSSION PROTOCOL

MMST Coaches and Trainers make every effort to maintain a safe training environment at all times. However, if your child experiences pain or discomfort during any practice session, they should stop training immediately and advise their Coach and/or Trainer.

Parents, coaches, officials, volunteers, and swimmers all have a role to play in ensuring the safety of all participants at sanctioned SO activities. Sanctioned activities include all practices and swim meets. We must create an environment that encourages and motivates all participants to assume responsibility for their own safety and the safety of others.

Any injury/incident resulting in a significant impact to the head, face, neck or body of any registered participant at any SO sanctioned activities where concussion symptoms are present must be reported by MMST to the Chief Operating Officer (COO) of SO within 24 hours using the Swim Ontario Injury reporting form.

The participant must undergo a medical assessment by a physician or nurse practitioner to provide a medical clearance document for submission to SO. Approval will only be given by the SO COO or their designate once all the appropriate documentation is received and subsequently satisfactorily reviewed. As per the Swimming Canada Concussion Management resource, participants with concussion symptoms shall not be cleared for return to participation on the same day.

APPENDIX I – Fee Discounts

Families with more than one swimmer in the competitive program receive a discount on fees. The highest-level swimmer will pay the full fees listed on page 4.

Swim Level – Second Child	Registration Fee	Swim Fee (10% discount)	10 Monthly Payments
Novice – 2x per week	\$200	\$1,494	\$149.40
Novice – 3x per week	\$200	\$2,115	\$211.50
Youth Flex – 3x per week	\$200	\$2,250	\$225.00
Junior Development	\$200	\$2,529	\$252.90
Junior	\$200	\$2,997	\$299.70
Senior Development	\$200	\$3,564	\$356.40
Senior C	\$200	\$3,672	\$367.20
Senior B	\$200	\$4,032	\$403.20
Senior A	\$200	\$4,122	\$412.20

Swim Level – Third Child	Registration Fee	Swim Fee (15% discount)	10 Monthly Payments
Novice – 2x per week	\$200	\$1,411	\$141.10
Novice – 3x per week	\$200	\$1,997.50	\$199.75
Youth Flex – 3x per week	\$200	\$2,125	\$212.50
Junior Development	\$200	\$2,388.50	\$238.85
Junior	\$200	\$2,830.50	\$283.05
Senior Development	\$200	\$3,366	\$336.60
Senior C	\$200	\$3,468	\$346.80
Senior B	\$200	\$3,808	\$380.80
Senior A	\$200	\$3,893	\$389.30

APPENDIX II – Available Volunteer Points**Note: All volunteer positions for 1-5 points are earned per Swim Meet Session**

1 VOLUNTEER POINT					
Food Prep/Service	Safety Marshal	Special Events – Support Role	Non-MMST-hosted Meet Official *Max 2 points per swim family	Attendance at Sept Info Session *Max 1 point per swim family	Attendance at AGM *Max 1 point per swim family
2 VOLUNTEER POINTS					
Timekeeper	Equipment Set-up/Take-down	Kitchen Coordinator (2 Positions)			
3 VOLUNTEER POINTS					
Inspector of Turns / Judge of Stokes	Inspector of Turns at Start End				
4 VOLUNTEER POINTS					
Chief Timer (and Assistant)	Starter (and Assistant)	Clerk of Course (and assistant)	Chief Judge Electronics (and Assistant)	Chief Finish Judge/ Recorder Scorer (and Assistant)	Electronics Coordinator
5 VOLUNTEER POINTS					
Meet Manager (2 Positions)	Session Referee	Competition Coordinator	Mentor		
6 VOLUNTEER POINTS					
Sponsorship & Marketing Committee (2 positions)	Volunteer Coordinator	Social & Event Committee (2 Positions)	Fundraising Committee (2 Positions)	Community Involvement Committee (2 Positions)	
9 VOLUNTEER POINTS					
MMST COC (Club Officials Chairperson) (2 Positions)	MMST COA (Club Officials Administrator) (2 positions)				
12 VOLUNTEER POINTS					
MMST President	MMST Treasurer	MMST Secretary	MMST Director-at-Large	MMST Vice-President	MMST Past-President

Notes:

- Points for officiating at swim meets are earned per completed session.
- Families with swimmers in JD and higher (JD, Jr, SD, SR) are required to officiate for at least one (1) Novice meet during the season.
- Only one family member can earn volunteer points per session. I

Note: Exceptions may occur if MMST requires additional officials to run each meet, to be determined after the first call for officials/initial sign-up.

- Early in the swim season, Timekeeper positions may be restricted to new Swim Families to allow them time to complete officials training for higher level positions.
- All Officials roles at non-MMST hosted competitions are valued at one volunteer point. Each Swim Family can earn a maximum of two points by officiating at non-MMST meets. All points earned at non-MMST hosted meets must be documented. Forms can be found on the MMST website (Officials/Volunteer Info under Parent Info) and submitted to the COA. Please submit documentation within 2 weeks of completing the session to ease the year-end administration burden.
- Students may volunteer at swim meets and earn volunteer hours in lieu of Volunteer Points credits. This should be coordinated through the Meet Managers.
- The Board of Directors and the Club Officials Chairperson reserves the right to add additional volunteer positions and/or committees as needed by the Club.