

Pointe-Claire Swim Club

Swim Squad

Parent Handbook 2025-2026



Version 1.2 (Revision date October 3rd, 2025)

Table of Contents

Section 1: Swim Squad.....	2
Section 2: Olive Urquhart Sports Center.....	6
Section 3: Surrounding Activities and Amenities.....	12
Section 3: Policies and Codes of Conduct.....	14

Section 1: Swim Squad

Please note that the Pointe-Claire Swim Squad has no affiliation with the Olive Urquhart Center. Please email Fernanda Parente at fernanda.parente@pointe-claire.ca with any questions or comments about the program.

The Pointe-Claire Swim Squad is a non-competitive swimming program to better prepare athletes looking to improve their skills and one day join a competitive swimming program. **Our 11-week sessions will focus primarily on teaching the athletes to swim efficiently with the focus on improving their technique.** Our program is not just a fitness program. We believe this to be the most important and best way to prepare someone for success in the sport.

Program Information

Levels

The swim squad has 4 levels: **White**, **Red**, **Blue**, and **Purple**. The **White**, **Red**, and **Blue** levels have 2 practices of 45 minutes per week with the **Purple** level having 3 practices of 1 hour per week.

White

The white group is for athletes generally aged between 6 and 7 years old. Athletes in this group should have the ability to swim 25 meters of a pool unassisted and understand how to swim freestyle. Freestyle and backstroke are introduced and taught at this level.

Red

The red group is for athletes generally aged between 8 and 9 years old. Athletes in the group should have the ability to swim 50 meters of a pool unassisted in either freestyle or backstroke. Freestyle and backstroke are further developed in this level with an introduction to breaststroke.

Blue

The blue group is for athletes generally aged between 10 and 11 years old.

Athletes in the group should have the ability to comfortably swim 75 meters of a pool unassisted in freestyle and backstroke, with an ability to swim breaststroke.

Freestyle, backstroke, and breaststroke are further developed in this level with an introduction to butterfly.

Purple

The purple group is for athletes generally aged 12 years and older. Athletes in the group should have the ability to comfortably swim 100 meters of a pool unassisted in freestyle, backstroke, and breaststroke with an ability to swim butterfly. All 4 strokes are further developed in this level.

Placement

Placement in the levels will be based on a tryout before joining the program or an evaluation at the end of the previous swim squad session if the athlete is continuing with the program.

Schedule

<i>Lundi/Monday</i>				
<i>17h30-18h15</i>	Blanc/White 1.1	Blanc/White 1.2	Rouge/Red 1.1	
<i>18h15-19h00</i>	Blanc/White 2.1	Blanc/White 2.2	Blanc/White 3.1	
<i>19h00 - 19h45</i>	Violet/Purple 19h-20h	Rouge/Red 1.2	Bleu/Blue 1.1	
<i>Jeudi/Thursday</i>				
<i>17h30-18h15</i>	Blanc/White 1.1	Blanc/White 1.2	Rouge/Red 1.1	Blanc/White 3.1
<i>18h15-19h00</i>	Bleu/Blue 2.1	Rouge/Red 2.1	Rouge/Red 2.2	Rouge/Red 2.3
<i>19h00 - 19h45</i>	Violet/Purple 19h-20h	Rouge/Red 1.2		
<i>Vendredi/Friday</i>				
<i>17h30-18h15</i>	Bleu/Blue 2.1	Rouge/Red 2.1	Rouge/Red 2.2	Rouge/Red 2.3
<i>18h15-19h00</i>	Blanc/White 2.1	Blanc/White 2.2	Bleu/Blue 1.1	
<i>19h00 - 19h45</i>	Violet/Purple 19h-20h			

Session #1 Dates

The first session is an 11-week session that runs from the week of September 22nd until the week of December 5th (inclusive). **The CSOU is closed on Monday, October 13th and the classes are cancelled on this day.**

Session #2 Dates

The second session is an 11-week session that runs from the week of January 5th until the week of March 27th (inclusive). *There is a week off from March 2nd to March 6th, 2025.*

Session #3 Dates

The third session is an 11-week session that runs from the week of April 6th until the week of June 19th (inclusive). **The CSOU is closed on Monday, April 6th for Easter Monday and May 18th; the classes are cancelled on those days.**

Prices

The prices to participate in the program are illustrated below. Please note that all fees must be paid in advance by the deadline to ensure participation. The spots in the program are first-come, first-served and once we fill up the program is full. If an athlete has not paid for their program they will not be able to participate.

White/Red/Blue (2x per week)

Resident of Pointe-Claire: **\$216**

Non-Resident of Pointe-Claire: **\$303**

Purple (3x per week)

Resident of Pointe-Claire: **\$353**

Non-Resident of Pointe-Claire: **\$494**

Section 2: Olive Urquhart Sports Center

The Swim Squad takes place at the olive Urquhart Sports Center located at [230 Brunswick Blvd, Pointe-Claire, Quebec H9R 5N5](#).

Please take note of the following rules of the Olive Urquhart Center:

- Parents may watch from the hallway or wait in the waiting area in the lobby (before going through the turnstiles). No spectators are allowed on deck.
- Parents are invited to stay in the facility during the practice, but we ask to try and limit the number of family members in attendance to respect the other families using the facilities.
- Children aged 12 years old and under need to be always supervised when in the center.
- Children not taking part in the Swim Squad must always stay with their parents and cannot explore the facilities on their own.
- There are tables that can be used in the front lobby near the restaurant. The tables past the turnstiles are not meant for waiting parents.
- Outdoor shoes are not allowed on deck.
- Parents visiting the facility are asked to not explore the facility and cannot use the weight room facilities without a day pass.
- Parents and athletes will need to check in and out at the front desk of the Olive Urquhart Sports Center upon arrival and departure.

Locker Room

Athletes and parents are asked to use the **MEN and FAMILIES locker room**. This locker room has changing stalls and lockers and will be made available to all Swim Squad families. Other CSOU members can still use this locker room. Please bring your own lock as there have been thefts from unlocked lockers in the past.

Path to the Locker Rooms and the Pool

The path to the locker rooms and the waiting area to enter the pool can be found in the video below. Written instructions follow.

[Video of the path to the pool waiting area](#)

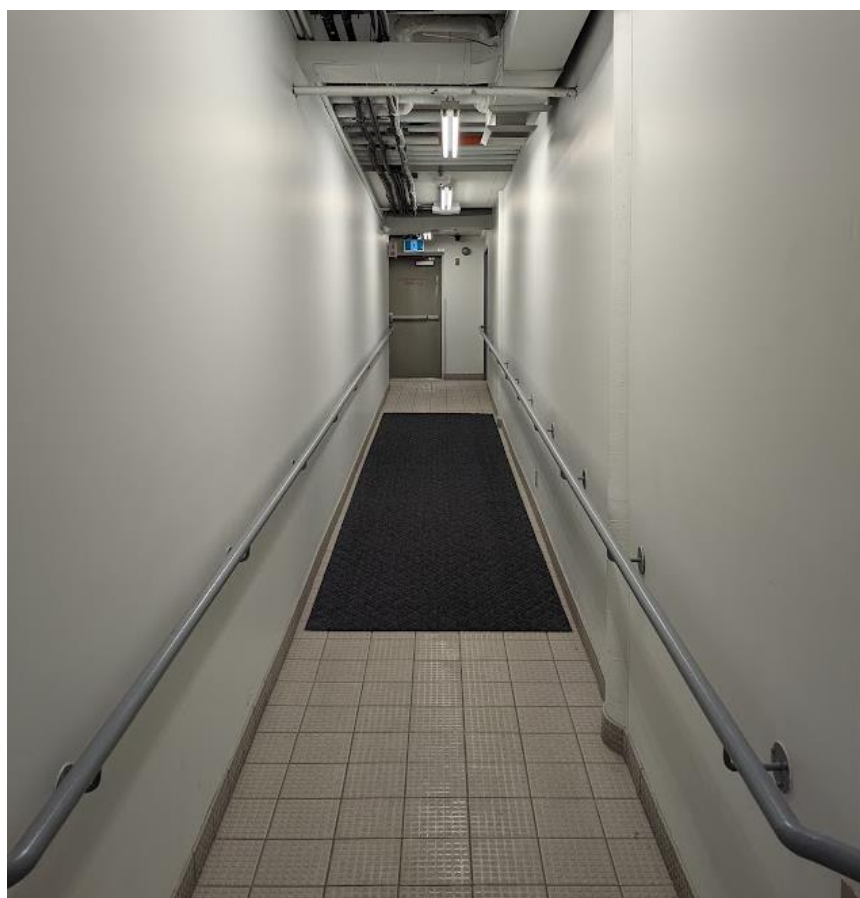
To reach this locker room, you must check in with the reception first then pass through the turnstiles at the front lobby. You will then turn left to go down the main staircase. When you get to the bottom of the stairs, turn left again, and continue down to the end of the hallway. A door with the MEN & FAMILIES designation will be there. This is our locker room for Swim Squad activities.



Once changed, we ask that athletes continue in the locker room down the long corridor to reach the pool access door located within the locker room.



Once through the door, there will be a long hallway with railing on each side. This is the hallway where we ask that the parents and athletes wait until a coach can let them on deck. The pool is located through the doors at the end of this hallway.



Pool Deck – Seating and Safety

Parents may watch the practices from two designated locations on the pool deck, one at each side of the pool, illustrated below.



The pool deck features 2 emergency exits, shown below. **It is imperative that these are not used to exit the facility after a lesson.** We ask that all parents and children leave from the same door they entered to pool in when indicated by a coach during the transition time.



Transition and Arrival Times

To provide a safe environment during the trainings, we expect to have a 5-minute transition time for each lesson. The trainings may finish a few minutes early to ensure a safe environment for all athletes and parents on deck.

We ask that the participants arrive and wait in the hallway leading up to the pool entrance no more than 5 minutes in advance. The coaches will come to let the parents and the athletes on deck for their practice. **If we can all work to create an easy and safe transition, we will try and get the athletes in the water a few minutes early to maximize our pool time.**

Lessons with a 5:30pm start

A coach will come and let all participants and parents on deck at 5:25pm.

The practice will run from 5:30pm to 6:10 pm. *The athletes will then be asked to leave by the same door and hallway that they came in from.*

Lessons with a 6:15pm start

A coach will come and let all participants and parents on deck at 6:10pm.

The practice will run from 6:15pm to 6:55pm. *The athletes will then be asked to leave by the same door and hallway that they came in from.*

Lessons with a 7:00 pm start

A coach will come and let all participants and parents on deck at 6:55 pm.

The practice will run from 7:00pm to 7:55pm. *The athletes will then be asked to leave by the same door and hallway that they came in from.*

Section 3: Surrounding Activities and Amenities

The Olive Urquhart center is in a thriving area of the city with many restaurants, shopping locations, and amenities in the immediate area.

The following, *and many more*, are all located within 5 minutes of the facility.

- Fairview Shopping Center
- Costco
- Complexe Pointe-Claire Shopping area
 - Maxi
 - Indigo
 - Toys “R” Us
 - McKibbon’s Irish Pub
 - Subway
 - Quesada
 - Reitmans
 - Marshalls
 - And much more!
- Tim Hortons
- Brunswick Medical Center
- Walmart
- Home Depot

Olive Urquhart Sport-Center Membership and Day Passes

We highly encourage that parents make use of the facilities with a membership or a day pass. The center boasts some fantastic fitness and weightlifting equipment. Memberships and day passes are available for purchase at the front desk of the center.

Daily Membership

	Children (2-13 years old)	Ages 14 and up	Ages 14 and up (with squash and weight room)	Family*
Resident	\$ 3.00	\$ 5.00	\$ 9.00	\$ 14.00
Non-Resident	\$ 5.00	\$ 7.00	\$ 12.00	\$ 20.00

OLIVE-URQUHART SPORTS CENTRE

MEMBERSHIP 2025

230 Brunswick boulevard, Pointe-Claire, QC, H9R 5N5

514-630-1210 www.pointe-claire.ca

Opening hours : Monday to Friday 6 a.m. to 9 p.m., Saturday & Sunday 9 a.m. to 9 p.m.

CHILDREN (2-13 years of age)

- **No access to weight room or cardio room**
- Cannot reserve squash courts.
- Must be accompanied by a parent in the squash courts.

	Monthly Rate	Annual Rate
Resident	\$ 20.00	\$ 190.00
Non-Resident	\$ 28.00	\$ 270.00

YOUTH (14- 20 years of age) & STUDENT 21 years of age + (with proof)

	Monthly Rate	Annual Rate
Resident	\$ 33.00	\$ 320.00
Non-Resident	\$ 46.00	\$ 450.00

ADULT (21-59 years of age)

	Monthly Rate	Annual Rate
Resident	\$ 42.00	\$ 400.00
Non-Resident	\$ 58.00	\$ 560.00

SENIOR (60+ years of age)

	Monthly Rate	Annual Rate
Resident	\$ 28.00	\$ 270.00
Non-Resident	\$ 40.00	\$ 400.00

NOTES

Access to the 18+ locker rooms is reserved to all members aged 18 years and up.

Membership includes access to all areas of the building (unless restricted by age) as well as all open activities.

Memberships cannot be purchased for single areas of the facility.

FAMILY (2 adults and all children aged 20 and under, from the same address*)

	Monthly Rate	Annual Rate
Resident	\$ 110.00	\$ 1,050.00
Non-Resident	\$ 155.00	\$ 1,500.00

Daily Membership

	Children (2-13 years old)	Ages 14 and up	Ages 14 and up (with squash and weight room)	Family*
Resident	\$ 3.00	\$ 5.00	\$ 9.00	\$ 14.00
Non-Resident	\$ 5.00	\$ 7.00	\$ 12.00	\$ 20.00

*A valid MULTI card or proof of residence (dating less than three months) is required at time of registration to benefit from resident prices.



Section 3: Pointe-Claire Swim Club Policies and Code of Conduct

Coaches Commitment

All coaches working for the Pointe-Claire Swim Club and Swim Squad will:

- Ensure a safe environment for the swimmers to participate in. Select activities suitable for all ages, abilities, and fitness levels. Refrain from using training methods or techniques that are harmful to the athletes.
- Promote swimming in a constructive and positive manner. Insist on proper sportsmanship and ethical conduct.
- Respect the confidentiality of the coach/athlete bond.
- Respect and promote the rights of all participants in sport.
- Focus comments and/or critiques appropriately and avoid public criticism of individuals.
- Dress neatly and inoffensively. Wear coaching attire while on deck.
- Act professionally and avoid distractions while coaching.
- Respect athletes and coaches from other teams.
- Respond to parent's e-mails in a prompt manner.
- Arrive prepared for practice, ready to start on time.
- Act in the best interest of the athlete's development.

Athlete Code of Conduct

The Olive Urquhart Sports Center and the Pointe-Claire Swim Club/Swim Squad is committed to providing a positive environment for all our swimmers, parents, and coaches. A promise of a high standard of behaviour and conduct is necessary for this to happen.

The Pointe-Claire Swim Club/Swim Squad strives to provide a positive training experience for its swimmers with an emphasis on hard work, commitment, and enjoyment of the sport. We encourage growth and development while adhering to the proper safety procedures. For the club to meet this mandate, a code of conduct has been developed.

All swimmers must adhere to the following:

1. Commit fully to the program: maintain a high level of effort during all practices, fulfill the attendance requirements and participate at all mandatory meets.
2. Display a positive and supportive attitude towards the program, the coaches, and their teammates.
3. Display respect, sportsmanship and proper manners towards teammates, competitors, coaches, officials, administrators, and parents.
4. Help set-up and take down all training equipment as requested.
5. Respect public and private property, including pool decks, locker rooms, lobbies, transportation vehicles, hotel rooms and other facilities.
6. Behave appropriately at all practices. The following actions taking place in or around practices are unacceptable and will be considered serious infractions:
 - No drinking or transporting of alcoholic beverages.
 - No smoking
 - No drugs
 - No sexual harassment or other discriminatory behaviour
 - No sexual fraternization
 - No bullying (physical, verbal, or cyber). Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. Bullying may thus be defined as the activity of repeated, aggressive behavior intended to hurt another individual, physically, mentally, or emotionally.

Failure to follow the code of conduct will result in disciplinary action. Minor incidents will be handled with a verbal or written warning. For repeat offences or SERIOUS infractions, parents will be contacted immediately, and the incident will be documented in a report. These infractions will lead to more severe repercussions. At the discretion of the managing coaches of the swim club, any one of the following penalties can be applied:

- The swimmer may be suspended from the team. In some cases, the swimmer and parents will have to arrange a meeting with the managing coaches prior to returning to training.
- The swimmer may be asked to write an apology letter.
- The swimmer may be sent home from a meet at their own expense.
- The swimmer's membership may be revoked.

All swimmers in the club are held to the code of conduct regardless of whether they agree with it or not. All swimmers are subject to any disciplinary action laid out in the code of conduct should any of the rules be broken.

Parent Code of Conduct

Parents are vital to the development of young athletes. Whether sitting in the stands or helping as a volunteer, parents must set a positive example. Parents and adults involved in youth sports should be models of good sportsmanship and lead by example on and off the “playing field”.

Athletes swim
Coaches coach
Parents parent

- When watching a practice, remain in the stands or other designated viewing areas.
- Understand that coaches will make disciplinary decisions using the Pointe-Claire Handbook, the Athletes Code of Conduct, and the Parents Code of Conduct. If a parent has any issues with the coach’s decision they can request a meeting 24 hours after the incident has occurred.
- Give constructive criticism to coaches during a private moment, never in front of other parents, swimmers, officials, spectators, etc.
- Ensure that communications (including e-mails) with coaches, club administrators or other parents are courteous and non-threatening.
- Refrain from “bad mouthing” a coach, swimmer, official or parent (verbally or otherwise).

- Support your coach and refrain from “sideline coaching” from the stands.
- Refrain from verbal, psychological, or physical abuse towards athletes, coaches, officials, and other parents.
- Refrain from using profanity when talking to athletes, coaches, officials, and other parents.
- Do not criticize opposing teams, swimmers, parents, officials and coaches with words or gestures.
- Support the coaches, swimmers and officials and help teach the values of commitment, sportsmanship, ethical conduct, and fair play.
- Take part in the Level 1 timer course (at least one per family)

Failure to follow the regulations mentioned above will result in disciplinary actions decided by the managing coaches, the team manager, and the aquatic director. Possible punishments include a written warning, revoking a parent’s privilege to sit in the stands during practices or swim competitions, and could lead to a swimmer being removed from the Pointe-Claire Swim Club or Swim Squad.