

Pointe-Claire Swim Club

Parent Handbook 2023-2024



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Section 1: Pointe-Claire Swimming

Mission Statement

As a member of the provincial and national swimming federations (Fédération de Natation du Québec, F.N.Q / Swimming Natation Canada, S.N.C), PCSC seeks to stimulate the development of the OPTIMAL potential of each of its athletes in addition to searching for EXCELLENCE in the execution of our processes.

Message from the Pointe-Claire Aquatic Club President

On behalf of the PCAC Board of Directors I am happy to welcome everyone to the 2023/2024 season. We have a full range of events planned for this season and plenty of work needs to be done to make this year even better than the last. One of our goals will be to add volunteer members to support our committees and social events. A successful swim club needs numerous well-trained officials and a plan to engage with the families and ensure the next generation of swimmers and volunteers are properly prepared.



I look forward to working with you, the best seat in the house at a competition is on the deck!

Thank you,

Catherine Battershill

Pointe-Claire Aquatic Club President

Message from the Manager of Competitive Sports Clubs

To promote healthy lifestyles and an active population, the City of Pointe-Claire is pleased to support competitive sports clubs.

The swimming club brings together over 350 athletes of all ages and levels. They can count on the expertise of more than twenty coaches to support their programs and athletes. The swimming club is recognized at provincial and national levels for the quality of its competitions and the commitment of its volunteers.

It is through a Para municipal association with the Swim Club that the resources of the City and the Club are at the service of swimming athletes, the sporting community, and citizens, to develop an inclusive culture.

For the City of Pointe-Claire and the Aquatic Club, a safe and healthy sports environment is a priority to ensure an enriching and positive experience for all. To strengthen this aspect, the city has developed a partnership with Sport'Aide. This agreement will provide resources, training, and support to club members to create and foster a caring environment, at both competitive and recreational levels. www.sportaide.ca

On behalf of the Culture, Sports, Recreation, and Community Development department, I'm very optimistic about this new 2023-2024 season. We look forward to supporting the development and athletic goals of our swim club athletes. I join the members of the administrative committee and members of our teams and partners in wishing them the best of luck for this new season.

Jean-Paul Richard

Manager of Pointe-Claire Competitive Sports Clubs



Message from the Head Coach

The 2023-2024 season is the most important season of the quadrennial cycle because it is the year of the PARIS OLYMPICS. Like all Canadian swimmers, with the help of the coaches, qualified PCSC athletes will do everything in their power to achieve the best possible physical shape during the selection trials and try to qualify for the Olympic team!

In addition to the Olympics, the 2023-2024 season promises to be very exciting because many athletes stood out at the end of the season, and I can't wait to see them exceed their previous bests in competition and training!

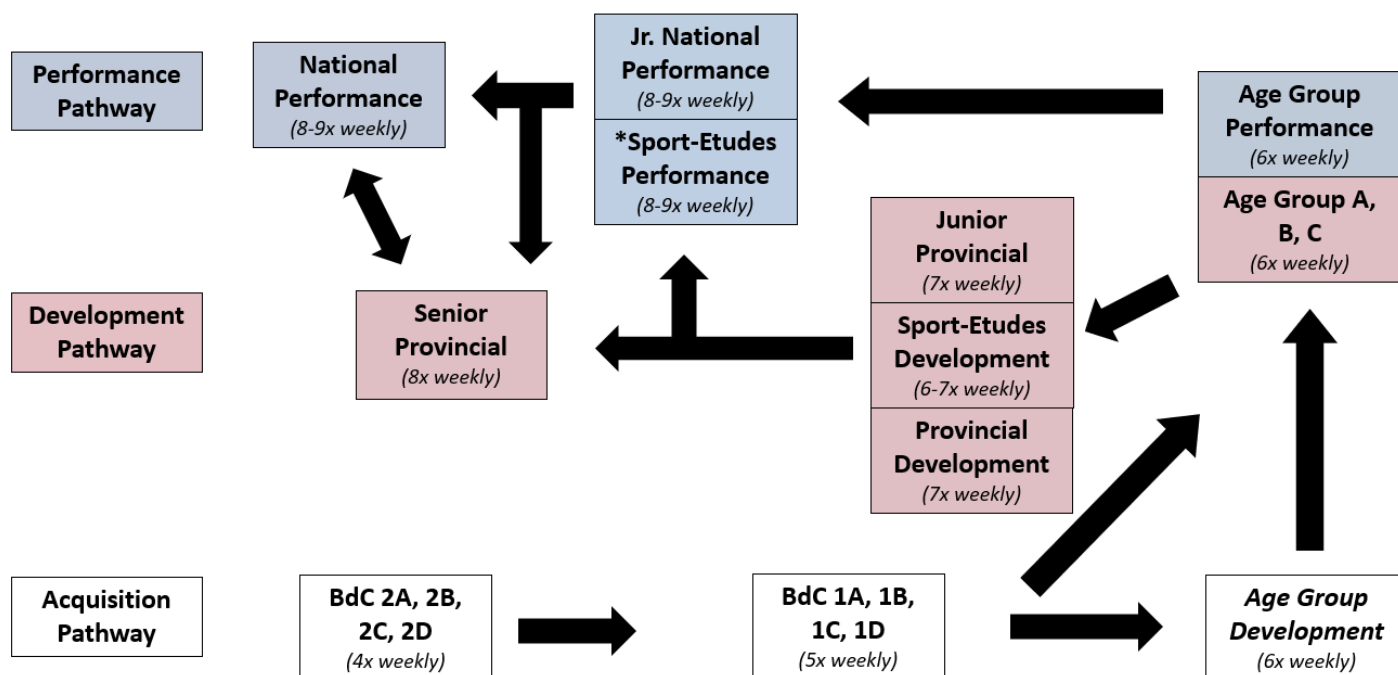


Martin Gingras

Head Coach - Pointe-Claire Swim Club

Section 2: Program Information

PCSC Ecosystem



PCAC Board of Directors

President – Catherine Battershill

Vice-President – Shaun McGrath

Treasurer – Sarah Hamelin

Member – Craig Mcara

Member – Emily Hamilton

Member – Julia Reichert

Past-President – Beth Hazel

The 2023/2024 volunteer board of directors is currently made up of individuals that includes swim team parents, dive team parents, a master's athlete, and a retired coach/competitor. The board meets approximately six times per year to discuss issues related to our organization. Collectively we seek to foster an environment that is collaborative and to support all club activities.

Acquisition Pathway

Our Acquisition pathway comprises of 9 groups: Age Group Development, BdC 1A, 1B, 1C, 1D, 2A, 2B, 2C, and 2D.

- **Placement is based on the athlete's progression in the PCSC development model.**
- Athletes in this pathway compete locally at the regional development level.
- **An attendance of 80% or more is recommended for athlete progression.**
- Our goal for athletes at this level is to build a foundation in all four strokes, develop and enhance technical skills required in competitive swimming, and to teach life skills in a competitive and fun atmosphere.
- Athletes in the acquisition pathway train between 4 to 6 times weekly for a total of 5 to 10 hours per week, depending on age and skill level.

This pathway is important for:

- Development of swimming technique in the water.
- Learning to have fun in a training environment.
- Basic movement skills: agility, balance, coordination.
- Water safety and movement skills.
- Strength development using own body weight.

Development Pathway

The development pathway at Pointe-Claire Swim Club comprises of the Age Group A, B, C, Provincial Development, Sport-Etudes Development, Junior Provincial, and Senior Provincial groups.

- **Placement is based on the athlete's progression in the PCSC development model.**
- Athletes in this pathway focus on the further development of all four competitive strokes, skills and techniques while developing and maintaining a high level of fitness.
- This pathway focuses on teaching athletes how to train effectively while preparing them to train more intensely in the future. We focus on mental development as well as providing new competitive opportunities at this level.
- Aerobic development starts in the development pathway.
- **Minimum attendance requirements during the season of 80% are expected in the development pathway, with a recommendation of 90% or higher for athlete progression.**
- *Morning practices are introduced at this level for certain groups.*
- As athletes progress in our development pathway, they become more focused on competitive performance.

This pathway is important for:

11-12 years old

- Further development and consistent demonstration of all swimming skills.
- Further development and consistent demonstration of movement skills.
- Beginning of aerobic development training
- Expert instruction on technical and physical skills.
- Pre-growth spurt focus on repetition of skill leading towards mastery.
- Monitored flexibility training.
- Development of positive attitudes to self, others, and sport.

13 + years old

- Beginning of the individualization of the physical training approach.
- Mental health development and ability to deal with adversity.
- Advanced physical, technical, and tactical performance skills.
- Further develop aerobic development training.
- Ability to compete in various environments and conditions.
- Maintenance and development of flexibility.
- Development of autonomy, independence, and individual responsibility.
- Lifestyle skill awareness and development.
- Individualized strength development.

Performance Pathway

The performance pathway is comprised of the Age Group Performance, Sport-Etudes Performance, Junior National Performance, and National Performance groups.

- **Placement is based on the athlete's progression in the PCSC development model.**
- This pathway focuses on performance and developing the skills and training background needed to perform at high level competitions at the national and international level.
- **Athletes are expected to attend all practices at this level.**
- The performance pathway is an optimized program aimed towards peak performance at specific moments.
- Athletes in our performance pathway train between 6 to 9 times weekly (*depending on the group*) for a total of 16 to 25 hours of pool and dryland training per week, *depending on skill level and group*.

This pathway is important for:

- An optimized approach built around a long-term competitive schedule and annual training plan.
- Mental health development and ability to deal with adversity.
- Advanced physical, technical, and tactical performance skills.
- Ability to compete at consistent high levels under various environments and conditions.
- Assuming a leadership role within group settings and in a swim club.
- Lifestyle skill awareness and development.
- Individualized strength development.
- Competitive performance state management.

Section 3: PCSC Development Model

The PCSC development model is an athlete development plan spanning from the acquisition to the performance stages of competitive swimming at Pointe-Claire. Developed in conjunction with information from USA swimming, the development model consists of multiple levels with exit competencies for each.

The development model contains multiple types of swimming-specific progressions such as:

- Biomechanical Progressions
- Physiological Progressions
- Character Development and Life Skills
- Psychological Skills
- Suggested Training Guidelines
- Competitive Performance

More information on the PCSC development model will be available to athletes and parents at the beginning of the 2023-2024 competitive season.

Section 4: Financial Information

Program Cost Breakdown

The swim team program cost includes a membership fee (training fee), a club fee, an affiliation fee, and a volunteer commitment fee (refundable with volunteer credits).



Pointe-Claire Swim Club Club Fees 2023-2024



Pointe-Claire Residents

Group Name	Total Season Cost	July 2023 Non-Refundable *		September 2023	October 2023	November 2023		November 2023	December 2023	January 2024	February 2024	March 2024
		Affiliation Fees	Season Deposit	Balance of Club Fees	Volunteer Commitment (Can be credited)	Membership Fees (Lump Sum)		Membership Fees (1/5)	Membership Fees (1/5)	Membership Fees (1/5)	Membership Fees (1/5)	Membership Fees (1/5)
National Performance Junior National Performance Senior Provincial Sport-Etudes	\$2,564.00	\$144.00	\$150	\$385	\$350	\$1,885	November 2023 is the total Membership fee. This can be paid by one lump sum or split over 5 monthly payments starting in November 2023	\$377	\$377	\$377	\$377	\$377
Junior Provincial Provincial Development Age Group Performance, Age Group A	\$2,289.00	\$144.00	\$150	\$385	\$350	\$1,610		\$322	\$322	\$322	\$322	\$322
Age Group B and C Age Group Development	\$1,896.00	\$121.00	\$150	\$380	\$350	\$1,245		\$249	\$249	\$249	\$249	\$249
Bout de Chou 1 A, B, C, D (9-10)	\$1,071.00	\$91.00	\$100	\$145	\$250	\$735		\$147	\$147	\$147	\$147	\$147
Bout de Chou 2 A, B, C, D (8 and under)	\$930.00	\$70.00	\$100	\$125	\$250	\$635		\$127	\$127	\$127	\$127	\$127

* The non refundable registration fee and club affiliation is part of the total season fee. Payment of this fee is required to reserve your child's spot on the team.
Note: The affiliation fee does not include the ANLSL fee.

Non-Residents of Pointe-Claire

Group Name	Total Season Cost	July 2023 Non-Refundable *		September 2023	October 2023	November 2023		November 2023	December 2023	January 2024	February 2024	March 2024
		Affiliation Fees	Season Deposit	Balance of Club Fees	Volunteer Commitment (Can be credited)	Membership Fees (Lump Sum)		Membership Fees (1/5)	Membership Fees (1/5)	Membership Fees (1/5)	Membership Fees (1/5)	Membership Fees (1/5)
National Performance Junior National Performance Senior Provincial Sport-Etudes	\$3,534.00	\$144.00	\$150	\$600	\$350	\$2,640	November 2023 is the total Membership fee. This can be paid by one lump sum or split over 5 monthly payments starting in November 2023	\$528	\$528	\$528	\$528	#DIV/0!
Junior Provincial Provincial Development Age Group Performance, Age Group A	\$3,149.00	\$144.00	\$150	\$600	\$350	\$2,255		\$451	\$451	\$451	\$451	\$451
Age Group B and C Age Group Development	\$2,611.00	\$121.00	\$150	\$595	\$350	\$1,745		\$349	\$349	\$349	\$349	\$349
Bout de Chou 1 A, B, C, D (9-10)	\$1,456.00	\$91.00	\$100	\$240	\$250	\$1,025		\$205	\$205	\$205	\$205	\$205
Bout de Chou 2 A, B, C, D (8 and under)	\$1,280.00	\$70.00	\$100	\$220	\$250	\$890		\$178	\$178	\$178	\$178	\$178

* The non refundable registration fee and club affiliation is part of the total season fee. Payment of this fee is required to reserve your child's spot on the team.
Note: The affiliation fee does not include the ANLSL fee.

1. Membership Fee

Registration and payment online (full amount in November) OR at the reception desk of the Aquatic Center in five instalments beginning in November and ending in March. Fees must be paid in full by **March 31, 2024**.

2. Affiliation Fees

This is a fee that all competitive swimmers must pay to compete for the team. These include the F.N.Q. fees (Fédération de natation du Québec) as well as the ANLSL fees (Association de natation Lac St-Louis). These amounts are non-refundable after September 30th.

Swimmer must be of age as of February 28, 2024 (*Affiliation fees may change before September*)

- 8 years old and under: \$81
- 9 and 10 years old: \$102
- 11 to 14 years old: \$132
- 15 years and older: \$156

3. Non-Refundable Season Deposit

This fee secures your place on the team. It is not refundable and offsets a portion of your club fees. This must be paid by **July 21st, 2023**.

4. Volunteer Commitment Fees

All PCSC families are required to participate in the volunteer commitment program. This program applies to all competitions organized by the Pointe-Claire Swim Club. Only one payment per family is required. This payment is applicable to the highest swim level in the family.

- Bout de chou: \$250
- Age Group: \$350

This amount can be credited 100% during the season depending on the number of volunteer sessions your family has participated in, applicable to all competitions hosted by the Pointe-Claire Swim Club. Consult the volunteer commitment information at the end of this section.

5. Competition Fees

Competition and competition-related fees are additional to the program's cost. Competition fees will be billed to the swimmer's account during the season. We will inform families as soon as the costs are applied.

6. Club Apparel

Pointe-Claire's red t-shirt and white bathing caps promote cohesion and a sense of belonging among club members during competition.

PCSC Red T-Shirt

Athletes are required to wear a red PCSC t-shirt during swim meets. Athletes who compete without a red t-shirt (or other CNPC apparel) MAY NOT BE allowed to compete for the team that session. If you need a red t-shirt for your swimmer, an order form will be available at the beginning of each season where you can indicate the quantity and size required.

Pointe-Claire white bathing cap

An athlete who chooses to compete must wear a Pointe-Claire white bathing cap. White silicone bathing caps are available for purchase at the Aquatic Centre reception desk at a cost of \$13 each.

An athlete who chooses to train with a bathing cap must wear a cap with the Pointe-Claire club logo.

PCSC themed t-shirt

For the following competitions, we will create a t-shirt on the theme of the competition. All athletes will receive one of these t-shirts (depending on their age) and each athlete will have to pay for it, even if he or she does not take part in the competition. The cost of the T-shirt is \$25.

- Bout de chou (Top Cup; 10 years and under)
- Age groups (Team Champs; 11 and over)

7. Competition Food Contribution Fee (*New this season*)

A fee of \$38 per family will be added to members' accounts at the beginning of the season each year. If a family has more than one swimmer in the club, this fee will only be charged once to the account of the oldest child. This amount will cover the cost of the families' food contributions for all home competitions hosted by PCSC. Families will no longer be asked to contribute food for these competitions, as this fee will cover this expense.

Refund Policy

The Club administrator must be informed in writing (e-mail) as soon as a swimmer withdraws from the club. A refund will be issued pro-rated to the end of the month of the withdrawal and as soon as any outstanding charges on the account are paid. If the administrator is not advised of the swimmer's withdrawal, charges on the account will continue and parents will be responsible for payment. Swimmers will only be released from PCSC affiliation (Swimming Canada) once all outstanding fees are paid.

Payment Information

Your payment can be made in full or by post-dated cheques according to our payment schedule. Swimmers who have unpaid registration fees on their account will not be allowed to compete. Swimmers whose families have been notified that their account is in arrears will not be allowed to attend practices until their account is paid.

Cheques should be made payable to the City of Pointe-Claire, and it is important to indicate the swimmer's name on each cheque. An additional \$35 fee will be charged for any payments returned by the bank. *The city of Pointe-Claire is working on pre-authorized payments made with a credit card. More details to come in the upcoming months.*

When you make your payment to the receptionist, it is very important to mention the name of the swimmer and the event so that your account is up to date.

Available Discounts

1. Multi child family discount

- a. A family having three members in total in the swim/dive club will receive a 20% discount per child; four or more members in the swim/dive club will receive a 25% discount per child.

2. Masters Swimming Discount

- a. Parents of a child on the swim/dive club are eligible for a 30% discount off a Masters Swim Club registration.

Pointe-Claire Residents and Non-Residents

As mandated by the City of Pointe-Claire, Pointe-Claire residents pay a reduced rate for programs run by the city, including the Pointe-Claire swim club fees. Note that all swimmers will benefit equally from club support and funding.

Residents of the City of POINTE-CLAIRE must have a MULTI card to benefit from the reduced rates applicable to residents of the City of Pointe-Claire. To obtain a MULTI card, please come to the front desk with proof of residency and photo identification.

Statement of Accounts

At any time, parents can contact the Reception Desk (514-630-1202) or the club administrator (Fernanda.parente@pointe-claire.ca) to find out the status of their account. It is up to the parents to keep track of the status of their account. Statements are mailed to parents twice per year and any outstanding charges must be paid immediately. Swimmers with ongoing outstanding accounts may be prevented from participating in competitions until the balance is paid. All payments should be made at the Reception Desk (cash, cheques, credit, and debit cards accepted). Cheques can also be mailed to the attention of Jane Stowe to 60 Maywood, Pointe-Claire, QC, H9R 0A7. Cheques are payable to the “City of Pointe Claire” and the swimmer’s name should be written on the cheque.

Children's Fitness Credit

Your child must be under the age of 16 at the beginning of the year in which the eligible fitness expenses were incurred.

Volunteer Commitment Program

The legacy of the Pointe-Claire Aquatic club is not only the swimmers and divers who have represented us, it also comes from a culture of excellence throughout the organization, its activities, and the dedication of its parents and volunteers.

Your contribution of time at swim competitions helps us to host and deliver the highest quality competitions possible and achieve three important objectives:

1. Enhancement of swimmer development

- a) Local competitions expose younger swimmers to some of the best athletes in the sport and provide a comfortable and familiar environment for them to compete in.

2. Generates revenues and saves on expenses

- a) Hosting swim meets generates revenues that can be applied to club costs and reduce the amount of funds required from other sources – fees, city funding etc.
- b) Some competitions, if not hosted by Pointe-Claire, will become “away” meets requiring travel, lodging and meal expenses.
- c) It benefits local businesses including hotels, restaurants, shops, etc.

3. Promotes the legacy and excellence of the Pointe-Claire Swim Club to the public and to city of Pointe-Claire council and staff.

The Volunteer Policy represents a change in the dollar amount and the time commitment we are asking of our families. The policy was revised for three reasons:

1. We have a large need for volunteers and have struggled to get enough volunteers to cover our existing competitions.
2. The Fédération de nation du Québec (FNQ) has changed some meet regulations which will increase the number of volunteers required.
3. Our policy remains more affordable compared to most other clubs in the country.

Thank you for being part of our club, we look forward to working with you.

Bout de Chou (10 and under)

Parents are asked to volunteer for food service, timing, or other officiating for a minimum of 5 sessions at the PCSC-hosted swim meets during the 2023-2024 season (Priority is given to level one and above officials). Parents are asked to abide by the guidelines for volunteering, available on the PCSC webpage. The volunteer charge of \$250 will be available for online payment in October 2023. Following each session of volunteering, your account will be credited by \$50 to a maximum of \$250.

Age Group (11 and older)

Parents are asked to volunteer for food service, timing, or other officiating for a minimum of 7 sessions at the PCSC-hosted swim meets during the 2023-2024 season (Priority is given to level one and above officials). Parents as asked to abide by the guidelines for volunteering, available on the PCSC webpage. The volunteer charge of \$350 will be available for online payment in October 2023. Following each session of volunteering, your account will be credited by \$50 to a maximum of \$350.

Section 5: Communication

Swim Club Website

The swim club has a website that we encourage all families to use on a regular basis. Program information, competition information, PCSC events, and much more are updated regularly on the website. Please visit us at <https://www.gomotionapp.com/team/canqccapc/page/club-page>

Community Resources

In early 2023, the swim club introduced our new communication initiative called Community Resources. The goal of this program is to provide information to families on the sport of swimming as well as the swim club, while tailoring the information provided by the suggestions of the community and families. To do so, we have multiple parent information nights each season, open to all PCSC families, where we present new information about the club and the sport, all driven by feedback from the PCSC families. All this information can be found in the community resources section of our website

<https://www.gomotionapp.com/team/canqccapc/page/club-page/parent-education?team=canqccapc>

Please note that you will need to be logged into your account on the website to view this information. If you do not have an account and would like some help setting it up, please contact Fernanda Parente at Fernanda.Parente@pointe-claire.ca.

Emails

Primary communication email for the swim club: Fernanda.parente@pointe-claire.ca

The primary communication between the club and parents/swimmers is done by e-mail. All information pertaining to the club, including special activities, competitions, accounts, scheduling information, etc. is done by e-mail. Parents can provide up to 3 emails per family. Older athletes (15+) should also provide us with an e-mail so they can receive important information directly.

For this communication to be effective, we suggest the following:

- Since our communications are sent as part of a group, servers sometimes will filter our messages as junk mail. Make sure our e-mail address is accepted by your server.
- If you receive many e-mails, consider setting up a separate account just for the swim club.

Communication Procedure: Who to contact and when

For questions pertaining to administration: Fernanda Parente: Fernanda.parente@pointe-claire.ca

For any questions or concerns pertaining to training or swimming, the order of communication is as follows:

Step #1: The athlete's own coach

Step #2: The coach in charge of the swimming pathway

- *Acquisition Pathway: Etienne Paquet:* etienne.pcsc@gmail.com
- *Development Pathway: Paul Biloserskyj:* pcscpaul@hotmail.com
- *Performance Pathway: Martin Gingras:* Martin.Gingras@pointe-claire.ca

Step #3: The head coach of the Club (Martin Gingras: Martin.Gingras@pointe-claire.ca)

Step #4: The Manager of Competitive Sports Clubs (Jean-Paul Richard: JeanPaul.Richard@pointe-claire.ca)

Reference Websites

In addition to our club website, the following websites are useful and can be a source of important information:

Fédération de natation de Québec (FNQ): www.fnq.qc.ca

Swimming Natation Canada (SNC): www.swimming.ca

Section 6: Competitions

Participation

Pointe-Claire is a competitive swimming club. All swimmers are required to compete in swim competitions. Swimmers are expected to manage their schedules in order that they can attend swim meets to which they have been invited. Most competitions require qualifying standards to enter; these standards are set by Swimming Canada and the Federation de Natation du Quebec (FNQ). To participate, swimmers must have achieved the qualifying standard(s) in the qualification window specified by the organizers of the competition.

The PCSC competition schedule for the season is developed by the coaches. The PCSC competition schedule will be posted on the website at <https://www.gomotionapp.com/team/canqccapc/page/club-page/competitions-and-standards>. Please check this calendar regularly as some additional competitive opportunities may be added throughout the season. If any changes are made, parents and swimmers will be informed by e-mail and the website will be updated.

Certain swim meets during the year will have a selection for participation. The criterion for selection is set by the coaches and/or the competition organizers. Selection to these competitions may be determined months in advance depending on the required travel arrangements that need to be made. All swimmers should be ready to participate if selected. It is the coaches' discretion as to whether a swimmer is entered in a meet based on the following criteria:

- The number of events for which the swimmer qualifies for.
- The swimmer's ability to make finals at the meet.
- Attendance in training.
- Attitude.
- Overall preparedness to compete.
- Health.

The head coach of the swim club has the final say on all competition participation matters.

Competition Entries

Swim meet information is sent by e-mail to all parents between three to six weeks in advance of the competition (*depending on the availability of the information*).

Non-Travel Competitions: All families with athletes qualified or invited to a specific competition will receive an email invitation with a "Yes" or "No" participation response required by a

specific deadline. It is the parent's responsibility to know when competitions are taking place by referring to the PCSC competition calendar. Once the deadline has passed, all swimmers except those who replied "not attending" will be entered in the competition and the fees will be applied to their account.

The events that each swimmer is entered in at a competition are at the discretion of the coach. Confirmation of entries will be sent to all parents when they are available, which is often just a few days before the competition. It is the parents and swimmers' responsibility to check the entries and notify their coach about any mistakes within 24 hours.

Late Replies (Past the deadline)

If a parent has missed a deadline for a competition, there may still be a possibility of the athlete attending. Email the club administrator (Fernanda.parente@pointe-claire.ca) right away and we will try and enter your child in the competition. *Please note that a \$25 administration fee may be charged by the swim club and more late fees may be charged by the competition organizer.*

Age Group Travel Competitions

This refers to any Age Group swim meet (11 years old+) that involves a stay in a hotel. Upon receiving information about a travel competition, parents must respond to the google form link sent to them either "YES" or "NO" as to whether their child is participating, prior to the deadline.

The initial information about the competition that is e-mailed to parents includes an estimated cost to participate. Once numbers are confirmed, a budget is developed covering transportation, lodging and competition entry fees. From this budget each swimmer is billed equally. *Note that this amount does not cover food.* The cost of meals is calculated separately, and parents are informed once the information is available.

Swimmers are required to travel and stay with the team. Details about each trip will be emailed to parents in advance. For travel meets, swimmers who cannot stay or return with the team for whatever reason must have their parents sign a waiver before the competition begins. If the waiver is not signed before the competition begins the swimmer will not be allowed to leave the team. Permission to do this must be granted by the coach in charge of the competition. Swimmers who have been given permission to do this are still responsible for the entire cost of the competition.

Bout de Chou (10 years and under) Travel Competitions

For all Bout de Chou travel competitions, swimmers are expected to travel with their families. All lodging and transportation arrangements are made by the individual families and not Pointe-Claire Swim Club. PCSC may reserve a block of rooms at a designated hotel for parents to book at if they wish. Parents will be advised by email.

Competition Fees

After the competition, the competition fees will be posted on each swimmer's account. The club administrator will e-mail all participants to inform them that the fees have been posted. *Please note that it is not possible to pay the fees before they are posted.*

The swim club assumes the cost for all coaches' and chaperones' transportation, lodging and per diem. The swim club also subsidizes a portion of the swimmer's costs, as well as the cost of all relays.

Withdrawal from Competitions

Any withdrawal after the deadline will result in the full cost being charged to the swimmer's account. For Age Group travel competitions, this includes all transportation and lodging costs. A letter explaining the withdrawal circumstances can be written to the head coach within 1 week of the withdrawal. This letter will be considered by the Head Coach and at their discretion a full or partial refund may be granted.

Removal from a Competition

At the Head Coaches' discretion, any swimmer may be removed from a competition for failure to meet the Athlete Code of Conduct. A swimmer may also be removed for discipline or attendance issues as well as a lack of overall preparedness to compete.

Air Travel

Certain competitions during the season involve air travel. Details are communicated to parents prior to the event, and it is very important that swimmers follow the directives carefully.

Baggage: Standards for baggage sizes and weights can be found on the webpage of each airline. It is the swimmer's responsibility to make sure that their baggage meets the criteria. Some airlines charge for baggage; swimmers are responsible for this cost. Swimmers should always pack their important training items in their carry-on bag in case their luggage is lost.

Food

Food for all away competitions is organized by the coaches and the chaperones. Food allergies will be considered, and alternatives will be found. Dislikes of certain foods will not be considered. Athletes should bring extra food and snacks and, in fact, may be required to do so at some competitions. Bringing food does not reduce the amount charged to the swimmers.

Chaperones

Chaperones are needed to assist the coaches with travel meets.

Selection of Chaperones

- Chaperones shall be a minimum of 21 years of age.
- The Head Coach shall determine the need for a chaperone based on the number of swimmers attending an event as well as the gender and age of those swimmers.
- An individual wishing to be selected as a chaperone shall advise the club administrator once a request for a chaperone has been emailed.
- The Head Coach shall select one or more chaperones from the eligible individuals who have advised the team of their interest.

Chaperones' Duties and Responsibilities

1. Obtain all relevant travel and meet information from the coach in charge of the meet.
2. Obtain the list of participating swimmers from the Club Administrator. Medicare numbers are included on this list. *Be aware of any allergies or health concerns and the emergency contacts for each swimmer. (It is the parents' responsibility to ensure that the Club Administrator has all this information and that it is up to date).*
3. Supervise swimmers during travel and while the swimmers are not at the pool.
4. Ensure that curfews and rules set by the coach are followed by the swimmers.
5. Make adequate meal arrangements for all swimmers. Meal arrangements shall be communicated to the swimmers prior to departure.
6. Attending team meetings if requested by the coaching staff.
7. Plan and arrange for team activities as requested by the coaching staff.
8. Retain receipts for reimbursable expenses and provide the coach in charge with those receipts upon return.
9. Pack necessary items such as a first aid kit.
10. Assist swimmers selected for random drug testing.

Officiating Clinics

Officiating at a competition is a great way to meet people, be involved in your child's sport, and often gets you the best seat in the house at competitions! The following courses will be offered this fall at the Pointe-Claire Aquatic Centre at no charge. An email will be sent out with more details once the dates and times have been finalized.

Required Basic Course

- Level One Timer

Next Recommended Courses (Pre-requisite: Level One Timer)

- Chief Timer
- Starter
- Stroke and Turn
- Electronics/Chief Finish Judge
- Clerk of Course
- Chief Recorder

Polo shirts and name pins with the club's logo will be available for purchase.

Section 7: Team Apparel

Required apparel at all competitions.

1. Red PCSC shirt – mandatory on deck at swim competitions
2. Pointe-Claire Bathing Cap (also mandatory to wear during trainings).

All swimmers are encouraged to purchase any additional Pointe-Claire apparel or gear that is available.

Championship competition shirts are designed for that competition only. They do not substitute for the red team shirt at other meets. Senior National qualifiers have access to special team items. These are provided by PCSC, with an extra fee for some. Only Senior National qualifiers are permitted to wear this apparel.

Racing Suits: All age group swimmers are required to have a FINA approved suit that they use strictly for racing. The list of approved suits can be found on the link below:

<https://www.worldaquatics.com/swimming/approved-swimwear>

Racing suits are expensive, and they have a limited number of uses. Therefore, these suits should only be used when a coach asks them to be worn.

PCSC Racing Suit Policy

Compression suits can only be worn by swimmers 13 years and over at certain competitions and/or at the coach's discretion. *Any questions or uncertainties about racing suits should be directed to the coach. PCSC is sponsored by Speedo, and we ask that swimmers to wear Speedo swimwear.*

Athletes 12 years and under

Practices: Training suit

Competitions: A tight fitting training suit should be worn at competitions. **This suit cannot be a compression suit and cannot cover the thighs for girls.**

Athletes 13 years and over

Practices: Training suit

Competitions: Compression racing suits may be worn at championship meets and certain other competitions as specified by the coach.

2023-2024 PCSC Equipment List

- All items should be identified with the swimmer's name!
- PCSC is sponsored by SPEEDO
- Our suggested equipment supplier: AQUAM

Age Group Groups (11 years and over)

- Speedo Ventilator Mesh Bag
- Water bottle (500 ml)
- Snorkel: Speedo Hydroline Centre or Ylon-A
- Fins: Arena Powerfin-Pro or Aquam Flow Fins
- Speedo Power Paddles (Age group A, B, and C groups excluded)
- Finis Yellow Band
- Small pull buoy
- 1 pair of goggles + one extra
- 3 white Pointe-Claire bathing caps. Only cap accepted by the club.
- Flutter Board
- Yoga Mat

Bout de Chou Groups (10 years and under)

- 1 pair of goggles + one extra
- 1 white Pointe-Claire cap + one extra (available at the PCAC Front Desk). Only cap accepted by the club.
- Running shoes, shorts, t-shirt for dryland
- Water bottle
- Fins (Aquam Flow Fins or Aquam Junior Fins)
- Small pull buoy
- Snorkel: YLON-A Snorkel on the AQUAM site (for the 9-and 10-year-olds and age group performance)
- Flutter Board
- Yoga Mat
- Finnis Band

Suggested Supplier: AQUAM (www.aquamteamstore.com)

Section 8: Sport-Études Concentration

What is Sport-Études?

The Sport-Études program is a collaboration between the Pointe-Claire Swim Club and 3 local schools offering a condensed school day and an early afternoon swim. Athletes finish school at noon and are at the pool from 1-4pm.

The Advantages of Sport-Études

- Schedule: a fantastic mix of study time, family time, recovery time and free time
- Facilities, Equipment and Pool Time: 14 lanes, All dryland spaces, Underwater Camera available everyday
- Full-time career coaches
- Low swimmer to coach ratio
- Higher practice attendance with option to make up practices outside of regular training time

Sport-Études is Pointe-Claire Swim Club

Other than the schedule, Sport-Études athletes share everything with non-Sport-Études athletes:

- The same competitions
- The same social events
- The same access to fundraising and training camps

They are PCSC athletes that just train earlier in the day!

The ideal Sport-Études Swimmer

- Committed with a long-term outlook about the sport
- Passionate about swimming
- Hard working
- Positive attitude
- Open to change
- Desire to maximize their potential in both school and swimming

Contact Information

For any further questions regarding the program please contact Stephanie Shewchuk at stephanie_shewchuk@yahoo.ca.

PCSC Sport-Études Schedule and Attendance expectations

The Sport-Études program at Pointe-Claire Swim Club is a club program where athletes have the benefit of training earlier in the day due to an adjusted school schedule. The athletes in the Sport-Études program are expected to attend some additional practices on top of the 5 afternoon practices (1 to 4pm) based on their ideal training load for their level.

Attendance is expected at all scheduled practices. **School evaluations are based on the 1-4pm practices, while the swim club evaluations are based on all practices (morning and afternoons).** If athletes do not follow the requirement of the standards set by their coach, they may be asked to change to a night group and lose the privilege of swimming from 1-4pm.

Athletes struggling with attendance will be notified of the issue verbally and if it continues, they will have a meeting with the head coach.

Application Process

1. Academic acceptance

Athletes interested in joining will need to be accepted academically by one of our three partner schools:

- John Rennie High School
- École Cité-des-Jeunes (*New for 2023-2024*)
- École des Sources

Entrance exams are normally written in grade 5 or 6 (depending on the school). Exam times/dates vary by school. More information can be found on the school's websites regarding these dates.

2. Sport acceptance

*Minimum Requirements:

- Have attended the 11-12 Provincial Championships the year before they join.
- Athlete has been accepted in a partner Sport-études school.

If these requirements have been met, then we will schedule a tryout with a Sport-Études coach.

**The acceptance criteria will evolve with the current available standards and competitive swimming situation in the club and in Quebec.*

PCSC Sport-Études Group Policies

1. Attendance Policy

- All athletes need to be in attendance from 1-4pm Monday-Friday.
- Athletes must attend their full training schedule, as defined by their coach (mornings and afternoon practices).
- This is like school time; appointments or other activities **should not be booked** during this time.
- Athletes must attend all scheduled practices, including morning practices. **Practices outside the 1-4pm time slot do not affect the academic evaluation grade.**
- Failure to maintain their attendance at scheduled practices will result in dismissal from the program.
- Procedures for practices missed for PED support will be set by the athlete's coach. It is expected that athletes communicate planned PED support with the coach in advance.
- Athletes must compete in both the Winter and Summer Championship competitions.

2. Evaluations

- There are three academic evaluations per season.
 - Academic evaluations are based on the 1-4pm time slot; attendance at morning practices do not affect this grade.
- Sport-Études athletes will also receive evaluations from the swim club each season. These evaluations are critical for continued participation with the Pointe-Claire Swim Club.

3. Attendance policy: Exam period

- Athletes are expected to maintain a normal schedule and attend all practices during exams periods. We truly believe in the student-athlete model for our program which involves teaching a healthy balance between school and sport and preparing athletes for the eventuality of being a student athlete after high school.
- Communicate with the athlete's coach for special circumstances.

4. Communication policy

For any issues, the order of communication is as follows:

Step #1: The athlete's own coach

Step #2: The director of the Sport-Etudes Program (Stephanie Shewchuk)

Step #3: The head coach of the Club (Martin Gingras)

5. Championship Competition Policy

- Athletes must compete in both the Winter and Summer Championship competitions.
- Our Sport-Études program runs until the athlete's last **championship** competition of the season. This is a requirement to remain in our program the following year.
- The coach will determine which championship competition(s) the athlete attends.
- The competition schedule with dates is usually published in early to mid September.

Section 9: Pointe-Claire Swim Club Policies and Code of Conduct

Coaches Commitment

All coaches working for the Pointe-Claire Swim Club 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 Pointe-Claire Aquatic Center and the Pointe-Claire Swim Club 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 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, development, and competitive success 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. Wear the red Pointe-Claire t-shirt on deck at all competitions and compete in a white Pointe-Claire racing cap.
5. Attend all sessions of their meets, unless excused by the coach in charge. This includes finals even if the swimmer has not qualified to swim.
6. Help set-up and take down all training equipment as requested.
7. Acquire all requested equipment and replace any lost or broken equipment immediately.
8. Respect public and private property, including pool decks, locker rooms, lobbies, transportation vehicles, hotel rooms and other facilities.
9. Behave appropriately at any team function (practices, competitions, and social activities) or outside of the swimming facility (home, school, and social media). The following actions 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 Head Coach 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 head coach prior to returning to training.
- The swimmer may be asked to write an apology letter.
- The swimmer may be suspended from a meet or from future meets.
- 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
Officials officiate
Parents parent

- When watching a practice, remain in the stands or other designated viewing areas.
- Remain in stands at swim meets, unless officiating.
- 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 head coach, 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.

Section 10: Integrated Support Team (IST)

What is the Pointe-Claire Integrated Support Team (IST)?

The city of Pointe-Claire has put together a team of professionals to offer services to members of the diving, canoe/kayak, and swim teams. These professionals make up the Integrated Support Team (IST) and employ an evidence-based approach to the systematic evaluation and preparation of athletes.

Services Offered

Our Integrated Support Team provides services providers in:

- Mental Performance
- Sport Nutrition
- Strength and Conditioning
- Athletic Therapy

Access

All Pointe-Claire Swim Club athletes have access to our IST services.

Cost

- The cost varies based on the service provider.
- Subsidies are available through the club for Élite, Relève, and Trials-level swimmers.

How to Apply

Speak to your coach or the coach of your child and they will start the process for you.

More information can be found on our website:

<https://www.gomotionapp.com/team/canqccapc/page/club-page/integrated-support-team-its-services>

Section 11: Sport'Aide



The city of Pointe-Claire and the swim club is happy to announce their collaboration with Sport'Aide, an organization that provides leadership in the implementation of initiatives that promote a healthy, safe, and harmonious sport environment for young athletes in Quebec. They also provide support services to the various players in the sport community, both at the elite and recreational levels.

More information can be found on their website <https://sportaide.ca/>

The following is taken from the Sport'Aide website.

Our objectives

Sport'Aide intends to be a real force in any intervention and to become a meeting place for the sporting world on questions related to the violence experienced by youth in a sporting context. Its field of action extends to the entire sporting system, from the academic environment to the municipal and community environments, from an amateur level to the elite level, in all sports.

More concretely, Sport'Aide aims to:

- **Support and collaborate with the stakeholders and organizations operating in the sporting world.** By using our expertise to support and advise sport organizations and by maintaining relations and collaborations with community organizations, specialists, professionals, and scientists.
- **Inform and raise awareness among the players in the sporting world and the public.** By providing information on the events, consequences and factors that are associated with violence against youth in sport. By making the target publics aware of this phenomenon.
- **Assist and guide young athletes and players in the sporting world.** By responding to the needs of victims and witnesses to guide them to the right assistance resources.
- **Govern and develop its organization** in order that it remain an efficient, effective, and unifying organization.