



RHAC HANDBOOK

2025-2026

The Handbook is the Richmond Hill Aquatic Club's policy document, created and maintained by its Board of Directors. It is updated each season and changes can be made at any time, as necessary.

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1 Core Values

1.1 CLUB MISSION STATEMENT

The Richmond Hill Aquatic Club (RHAC) is a competitive swim club dedicated to developing swimmers from the novice level through to the highest levels of national and international competition, with the ultimate goal of achieving excellence at the Olympic level. Our comprehensive development model follows the Long-Term Athlete Development (LTAD) framework provided by Swimming Canada, guiding athletes through a structured progression of groups, each designed to build on the skills, discipline, and performance necessary to reach the High Performance level.

At RHAC, we strive to nurture the potential of every swimmer, beginning with foundational groups that focus on technical skills and a love for the sport, progressing through to advanced groups where athletes refine their abilities and prepare for the rigors of national and international competition. Each group—whether it's the Competitive Development, Select, Youth, Junior, Senior, Performance, National, or High Performance—serves a vital role in the athlete's journey, emphasizing continuous improvement, mental and physical resilience, and a commitment to excellence.

Our philosophy is rooted in the belief that with the right guidance and a strong work ethic, every swimmer has the potential to achieve greatness. To that end, RHAC's coaching staff, equipped with an ever-expanding pool of knowledge and expertise, is committed to providing the most comprehensive and effective training program possible. This includes personalized attention, advanced training methods, and the use of specialized resources to help each athlete reach their full potential.

All RHAC swimmers must possess a strong desire to improve and advance through the program, with the ultimate aim of reaching the National or High Performance groups, where they will compete at the highest levels. Swimmers are expected to approach their training with an open mind, a willingness to learn, and a dedication to adhering fully to the program of their respective group.

The RHAC coaching staff promises to go above and beyond in supporting our athletes' development, providing the most intensive and effective training environment possible. In return, we expect our swimmers to commit fully to their goals, work hard every day, and embody the spirit of excellence that defines the Richmond Hill Aquatic Club.

1.2 HISTORY

RHAC was established in 1970 (and subsequently registered in 1971) by a dedicated group of volunteer parents who were interested in promoting competitive swimming in the area of Richmond Hill. The Club started with a handful of athletes and trained only a few months of the year. Now, RHAC offers a year-round program of swim training and competition for children of all ages and abilities, in affiliation with Swim Ontario and Swimming Canada.

RHAC has experienced steady growth over the years and now attracts experienced coaches who train our athletes for competition, representing the City of Richmond Hill in local, regional, provincial and national swimming competitions.

1.3 STRUCTURE AND GOVERNANCE

RHAC is a not-for-profit corporation; incorporated under the Ontario Not for Profit Corporations Act with club By-Laws (posted on the website under About Us and available from the Secretary). The Board of Directors is comprised of a maximum of ten members plus a Director of Performance and Coaching (DoPC) (non-voting member), who are responsible for overseeing and administering the affairs and operations of the Club. Directors are elected for two-year terms, at the end of which they remain eligible for re-election. The candidacy of Board members is proposed and voted on at the Annual General Meeting (AGM). The election, qualifications and duties of directors are set out in the By-Laws of the club.

The Board holds regular monthly meetings and special meetings, when necessary. Any athlete or parent has the opportunity to raise issues at any scheduled Board meeting, provided that the member has provided a written request to the Secretary of the Board at least ten days prior to the meeting. The Board reports its proceedings annually at the AGM.

The current Board of Directors is listed on our website, along with contact information.

1.4 PHILOSOPHY, VISION AND OBJECTIVES

Our philosophy

RHAC's purpose is twofold: to produce athletes that have a life long love for swimming and achieve success at national and international levels. It is a competitive club and each group has a role to play in developing the skills and abilities of these athletes. Every member needs to believe in the direction of the club, based on the mission statement. RHAC can only be successful if parents, swimmers, board members and coaches are all working towards similar goals:

- To nurture the athletes at every age and, realizing that each one is different, to allow each to develop as far as their efforts, talents and dreams will take them in the appropriate group setting
- To provide a level of coaching that will develop a wide range of swimming abilities, while at the same time building character, sportsmanship, self-confidence and a strong work ethic in an atmosphere of caring and consideration for the team
- To provide our community with individuals who are becoming the best that they can be as athletes, students and citizens

The most important ingredient for building and sustaining a successful program is to have a compatible philosophy shared by coaches, athletes, parents and directors. Without a united, realistic philosophy, success will be hard to attain and difficult to sustain.

Vision

To empower young people to be champions in life through excellence in swimming.

Objectives

- To qualify swimmers to the Olympic Games and World Championships
- To teach young people the process of achieving and the value of hard work. To encourage them to set goals, follow through with them, and provide support so that they can work

towards success.

- To encourage parents to actively support both their child and the program as a whole, realizing that their personal investment is crucial to a young person's success in any endeavor.
- To generate a greater percentage of our revenue from meets and swim related activities
- To find new sources of revenue
- To grow a greater talent pool of swimmers
- To create fundraising opportunities
- To hire, retain and educate its coaches

Goals

- Gain more pool time
- Implement job descriptions and objectives
- Widen geographic reach
- Promote a positive club image in the community
- Provide a variety of training opportunities, including travel camps and travel meets
- Follow a long term athlete development model
- Include regular 50 metre pool training in the swim practices
- Proactively manage what meets swimmers should attend
- Increase the club revenue
- Promote healthy competitiveness within the club
- Promote and define high performance sport

1.5 CODE OF CONDUCT

RHAC follows the Swim ONTARIO CODE OF CONDUCT (this is the code of conduct for all swim clubs in Ontario).

https://drive.google.com/file/d/1_gdM0uJy-QipBDIsWsCnnmnAP991oSVP/view

2 Group Structure

2.1 OVERVIEW AND PHILOSOPHY

Swim, Swim Better, Swim Faster!

The primary purpose of RHAC's program is to provide a path for all our athletes to reach their maximum potential. Competitive swimming is a very challenging sport, both in terms of its physical demands and the necessary time commitment. The program is designed around a year-long, long-term athlete development model with a gradual approach to increased training and development in order to encourage athletes to remain with the team through to the National level.

The groups are structured with age, ability, and commitment to training as the primary factors. Factors that determine when an athlete is ready to move up a group include performance, workout attendance, overall attitude, age, and maturity.

RHAC believes that swimmers should enjoy swimming and have fun. They should want to come to practice. Since RHAC is a competitive club, the vision of fun changes between the groups. While in the younger groups, it is fun to be with friends and learn about swimming, as swimmers get older, fun gets tied to effort and performance. Swimming difficult sets and learning to challenge oneself is fun. Learning to overcome adversity becomes very rewarding, especially when guided by a coach.

Swimmers should expect a disciplined environment where respecting coaches and following directions are the norm. Swimmers should support their teammates and work together.

2.2 GROUP SELECTION

RHAC has 8 competitive groups:

- Development
- Select
- Youth
- Junior
- Senior
- Performance
- National
- High Performance

And 3 pre-competitive groups:

- Mini Sharks
- Sharks
- Super Sharks

Swimmers will be placed in the appropriate group based on many factors including, but not limited to: race performance, practice performance, minimum performance criteria, maturity, available space, and coach's discretion. Swimmers are designated a group in which to swim and cannot choose to move up on their own. The majority of group changes are done twice a year, around mid-December and mid-March. There may be moves of a swimmer or two at a time, throughout the year, as appropriate. Coaches will consider several performance criteria, as identified later in this document, when placing and moving swimmers between groups.

Performance and practice criteria for each group set a minimum standard, but not a ceiling. That means that groups do not have maximum standards of performance. Group placement does not communicate the coaches' belief about a swimmer's potential or predictor of future success but is only an indication of a swimmer's current mental and physical state. Coaches try to bring together swimmers with the closest current capabilities so that practices can run smoothly and safely. If a

coach must run many pace times within one group, each swimmer will receive less feedback. If a coach opts to push swimmers of different abilities onto one pace time, injuries may occur in practice. Groups are required for the best development of athletes.

It is important that swimmers and parents understand that in order for RHAC to be successful in developing athletes, swimmers must train in a group where all members have similar skills and motivation. Just like the education system separates students into grades and adapts the difficulty of each grade to the performance capabilities of the students, so too do RHAC groups facilitate the best development program for athletes. Competitive swimming is a long-term sport and requires that swimmers go through the development model before they are successful in their late teens. Athletes who fail to go through the development model will be severely stunted and their performance will not be optimal. Just like elementary school is necessary before high school before university, so too is Development required before Select before Youth.

Finding the appropriate group for each swimmer is a challenging goal as swimmers often grow physically and mentally very rapidly. As swimmers develop, their needs change. This frequent change is why RHAC has two opportunities for swimmers to move groups throughout the year. The more coaches and parents think in terms of appropriate group placement, the more successful the team will be, and the healthier the team culture will be.

Coaches understand that moving groups is not a small change and often creates new issues with schedules, carpools, team fees, and expectations. Just like in the education system however, when moving from elementary school to high school, these moves can be seen as necessary steps towards athletic development.

2.3 YEAR ROUND SWIMMING/VACATIONS

RHAC believes that in order for swimmers to be successful, it is necessary that swimming be taken seriously as soon as possible. The LTAD model works best when swimmers attend workouts and continue with the program year-round. The swim season goes from September to mid-July. Summer swimming should not be looked at as optional sessions but more as a continuation of the year's progression. While other sports have long stretches of time in which they are in 'off-season', swimming does not follow the same progression and does not require athletes to take time off. Athletes that decide to make an 'off-season' for themselves only stunt their own growth in the sport. All groups and coaches make yearly plans based on a twelve month cycle and it is strongly urged that athletes follow that model.

Coaches understand that families like to go away for vacations. If an athlete is to take their swimming career seriously though, it will become necessary to plan vacations around the swimming season. It is best to take vacations after the championship meets are finished in the summer. Taking vacations during the winter or March breaks is not recommended, because the groups typically run swim camps during those times. Your swimmer works hard throughout the year, it is best not to interrupt that hard work by taking a week off.

2.4 INJURIES

As with any rigorous activity, injuries also occur in swimming. Injuries in competitive sports are handled differently than injuries for non-athletic members of society. In competitive sports, the idea

is to try to return to training as soon as possible and minimize loss of attendance. Outside of competitive sports, the recommendation is to rest until the injury is fully healed.

The health of the athlete is absolutely the most important factor when dealing with an injury, but it is very possible to continue training through an injury, with accommodations. The more time an athlete takes off, the further behind the group they will be when they rejoin. Not only will they miss valuable teaching, stroke instruction, and practice, but during their time away, they will also be deteriorating athletically. As a result, when athletes return from long stretches of absence, it may not be possible for them to return to the same group. Coaches reserve the right to place athletes temporarily or permanently in different groups when they return from an injury to help both the injured athlete and the remaining team members.

Since safety is the first priority, it may not be wise to return an athlete into the same training setting as before their injury, given their deterioration. To rebuild back to the level of the group, an athlete may have to go to a lower level with less performance expectations until they can handle the demands of their coach. This type of movement is designed to reduce the risk of an injury occurring/re-occurring when an athlete is placed in a training environment for which they are unprepared. The time spent in the lower group is based on how quickly an athlete can recover their fitness and swim to the standard of their group. Unfortunately, due to space constraints, it may not be possible to keep an athlete in the same group and simply change the standards for them. Some accommodation for minor injuries is possible, but major accommodation like creating separate pace times is not. Giving an injured athlete a lane to themselves on a different pace time is not fair for the rest of the team and splits the coach's attention from the main practice. In fairness towards the team, and with the health of the athletes and space considerations as primary concerns, athletes may have to change groups after becoming injured.

Modified Training Form

When an athlete becomes injured, it is highly recommended that they seek medical attention. A family physician may be the first point of contact following an injury, but more specialized sports medical care will likely be required. When an athlete sustains an injury, a **Modified Training Form** must be completed by the swimmer or their parents, within 1 week. This form will be shared with all coaches that are involved in the swimmer's training, so that modifications can be made in the pool and at dryland to prevent further injury and help the athlete return to full training as soon as possible. The Modified Training Form can be found on the website.

2.5 TEAM ATMOSPHERE

Although racing is done individually, swimming is very much a team sport. Teammates help athletes train, push them to new levels, keep them accountable, and make practices more fun. Swimmers are encouraged to support their teammates during practices as well as competition. RHAC believes in learning to work independently but also in a group setting. Success begets success, and swimmers feed off of the accomplishments of their teammates. A winning culture can only exist when all athletes believe in their team and want to swim with each other.

RHAC promotes a team atmosphere by having team outings (outside of practice), team travel, and group exercises.

2.6 WORKOUT SCHEDULE

The initial schedule for each group is distributed at registration and is subject to changes as pool time can shift at the discretion of the facility operators. Monthly schedules are posted and updated on the RHAC website. Coaches can communicate cancellations or additions through email or by giving advance notice to swimmers during practice.

RHAC practices at many locations. The addresses to these locations are available on the website under Our Club > Pool Locations.

2.6 WORKOUT GUIDELINES

Each Group will have their own training guidelines that will be outlined by their coach. It is expected that **athletes arrive at least 10 minutes prior to the designated start time** to assist in workout preparation and briefing. Athletes should also be prepared for the workouts and bring all required training equipment to every practice. A list of required equipment is provided below. If an athlete needs to leave early, arrive late, or miss a practice, the coach must be notified. Failure to abide by the above guidelines may result in disciplinary measures.

In addition, parents must pick up their children in a timely fashion at the end of practice. They should be at the training facility no later than 10 minutes after the end of practice. Coaching staff cannot accept responsibility for children after the designated workout times unless agreed to in advance. Furthermore, the facility/pool staff are at no times responsible for the care of RHAC athletes. Failure to adhere to building hours may result in additional fees charged to family accounts.

3 Group Descriptions

3.1 MINI SHARKS (7 YEARS OLD AND UNDER)

Mini Sharks is an introductory program available to swimmers whose parents might one day consider competitive swimming for their children. It is outside of the LTAD development model and used to improve swimming competency in freestyle and backstroke in swimmers who are seven years old and under and have completed the equivalency to "Preschool 5". MiniSharks is an excellent introduction for both parents and young swimmers who might consider entering the pre-competitive program and moving their child down the development plan in competitive swimming.

Sessions can run for ten weeks or be offered yearlong, pending on pool availability.

Registration Requirements

- Seven years old and under
- Swim 5 meters of freestyle and backstroke
- "Preschool 5" level completed

3.2 SHARKS (10 YRS OLD AND UNDER)

The Sharks program is designed to introduce children to competitive swimming. It is RHAC's entry program into the LTAD model. Sharks is a pre-competitive group that teaches breast and butterfly required for the Super Sharks group. This program is available to swimmers under 10 years old and have "Swimmer 4" level completed.

The program runs all year round (subject to pool availability) and is divided into multiple regular sessions that are 8-10 weeks long. Workouts are once per week, for 45 minutes. There is a coach to swimmer ratio of 1:7 to ensure that swimmers have a proper opportunity to learn the correct stroke technique. Each session will have a 'Mini Meet' where swimmers get an opportunity to experience what it is like to be part of a swim meet. Mid and end of session report cards are provided to give parents an update on the progression of their swimmer.

If a swimmer misses a class, make-up classes are permitted, assuming space is available.

Registration Requirements

- 10 years old and under
- Swim 25 meters of freestyle and backstroke
- "Swimmer 4" level completed

3.3 SUPER SHARKS (10 YEARS OLD AND UNDER)

Swimmers are promoted into this group from the Sharks group. Like the Sharks group, the Super Sharks program has 5 different sessions throughout the year, which are 8-10 weeks long. Swimmers completing the Super Sharks program with good strokes, turns, starts and finishes will be moved to the Development group, which is part of the competitive program.

Super Sharks practices are offered twice per week, 1 hour each. Each session will have a 'Mini Meet' where swimmers get an opportunity to experience what it is like to be part of a swim meet. Mid and end of session report cards are provided to give parents an update on the progression of their swimmer.

Registration Requirements

- 10 years old and under
- Sharks program completed or successful tryout

3.4 COMPETITIVE GROUPS – MOVE UP CRITERIA

Below are 10 areas that all RHAC coaching staff continually observe throughout training and competition that will be used alongside "specific points of performance" listed for each group, to make the final decision for swimmer placement.

- Coachability – ability to follow instructions
- Ability to learn – capacity for change
- Student of the sport – do they ask questions
- Team player – displays respect for teammates, coaches, and officials
- Work ethic – willingness to complete all aspects of training in the manner intended by the coach

- Power to weight ratio – to be assessed by dryland and group coach
- Display a growing commitment to the sport of swimming
- Display appropriate skill level to progress to the next skill level
- Attendance – perfect attendance is encouraged and is necessary to become a true elite athlete
- Display ability and interest in multiple events is an asset

3.5 COMPETITIVE DEVELOPMENT GROUP

Age - Female 10 & Under / Male 10 & Under

Stage of Development: FUNDamentals + Learn to train (Unconscious Incompetence)

The Competitive Development Group at RHAC represents the foundational level of competitive swimming, designed to equip beginner athletes with the essential skills for progression. This group focuses on fostering a commitment to regular practice while introducing athletes to the fundamentals of swimming and racing. Coaches in this group work with the youngest athletes within the Long-Term Athlete Development (LTAD) framework, emphasizing the importance of learning to swim effectively and efficiently.

Key skills taught include lane etiquette, circle swimming, and using a pace clock. The coaching staff, experienced in early child development in sports, ensures that athletes progress appropriately within the group. They encourage enthusiasm for practice, attentive listening, and participation in other sports to develop coordination and motor skills. Typically, athletes advance to the Development Group from programs like Sharks or Super Sharks.

While there is no mandatory attendance requirement, consistent practice is strongly encouraged to facilitate quicker improvement

Specific Points of Performance Considered for Entry into Development

- Demonstrate technical proficiency in freestyle, backstroke, and breaststroke, along with the ability to perform butterfly drills.
- Swim a 100 IM in accordance with FINA regulations (regardless of time).
- Execute starts, turns, and finishes in all strokes.
- Have a basic understanding of the pace clock.

3.6 COMPETITIVE SELECT GROUP

Age - Female 9-11 / Male 10-12

Stage of Development: Fundamentals + Learn to train (Unconscious Incompetence)

The Competitive Select Group serves as the next step in RHAC's competitive swimming progression, building upon the foundations established in the Development Group. Athletes in this group continue to refine their stroke techniques and gain more experience with racing. The focus is on making practices enjoyable while developing essential skills that will be crucial for future success in the sport.

Athletes in the Select Group are expected to show a genuine interest in swimming and are

encouraged to participate in both morning and afternoon practices to prepare for the increased demands of higher-level groups. They learn to actively monitor and improve their stroke technique through self-coaching and feedback from coaches, with an emphasis on applying greater effort to make positive changes.

Attendance, performance, and work ethic are critical components in this group. Athletes are taught to take responsibility for these factors and understand their direct impact on performance. The coaching staff also introduces goal-setting skills and teaches athletes how to manage effort and intensity during practice, encouraging them to apply these skills consistently. Participation in extracurricular activities is supported as long as it does not interfere with swimming practices, unless otherwise approved by the coach.

The Select Group is dedicated to developing competitive swimmers who are committed to their growth and improvement. Regular attendance is strongly encouraged, as skills and progressions build from one session to the next.

Specific Points of Performance for Entry into Select:

- Demonstrated performance across all four strokes in the 100m distance: 100m Fly, 100m Backstroke, 100m Breaststroke, 100m Freestyle. Additionally 200 Freestyle and 200 IM.
- Championship qualification, Central Region Division 2 Championships.

3.7 COMPETITIVE YOUTH GROUP

AGE - Female 10 - 12 / Male 10-12

Stage of Development: Learn to Train - Intro to Train to Train (Conscious Incompetence)

The Competitive Youth Group at RHAC is a highly competitive program tailored for swimmers under the age of 13, designed to prepare them for the challenges of the Junior Group. This program provides athletes with the appropriate volume and intensity in practices and sets high standards for training and competition. The Youth Group emphasizes the importance of consistent practice, self-discipline, and the appreciation of competition and high-performance athletics.

The coaching staff works comprehensively with Youth swimmers, focusing on stroke technique, mental and physical strength, behavior, and attitude. Athletes in this group are expected to attend all practices and actively engage in the program to optimize their improvement. The structure, direction, and difficulty of practices are specifically designed for swimmers who are committed to pursuing the sport of swimming to their fullest potential.

During practice, athletes further develop their goal-setting skills, strive for improved attendance, and cultivate leadership abilities. Swimmers in the Youth Group are also expected to participate in all meets as required by their coaches.

Specific Points of Performance for Entry into Youth:

- Demonstrated performance across all four strokes in the 100m/200m distances: 100m Fly, 200m Backstroke, 200m Breaststroke, 200m Freestyle, 200m IM. Additionally 400 Freestyle.
- Championship qualification, Central Region Division 1 Championships.
- Maintain a minimum of 80% attendance (The coach retains discretion to approve absences)

that do not count against the attendance figure for exceptional circumstances).

3.8 COMPETITIVE JUNIOR GROUP

Age: Female 10-12 / Male 11-13

**Stage of Development: Learn to Train - Intro to Train to Train
(Conscious Incompetence)**

The Competitive Junior Group at RHAC is the next step for athletes progressing from the Youth Group, offering a higher level of training intensity and focus as swimmers continue to develop their technical and competitive skills. This group is designed for swimmers who are transitioning toward more structured, performance-driven training while still balancing skill development and enjoyment of the sport.

In the Junior Group, athletes build on the foundational skills established in the Youth Group, with an increased focus on refining stroke mechanics, improving endurance, and enhancing race strategies. The practice sessions incorporate a higher volume of training, designed to prepare swimmers for the more rigorous demands of the Performance Group. Athletes are also introduced to more advanced goal-setting techniques and are encouraged to take greater responsibility for their progress, both in practice and at meets.

While performance at meets is becoming more important, the primary focus remains on consistent improvement during training sessions. Athletes in this group are expected to develop strong work ethics and demonstrate a greater commitment to their training. They also begin to explore how to balance competitive swimming with other areas of life, such as academics and social activities.

Swimmers in the Junior Group are encouraged to maintain open communication with their coaches, taking initiative to understand and work towards their long-term goals. The coaching staff works closely with athletes to ensure they are developing the mental and physical strength necessary to succeed in more competitive environments.

Participation in all required meets is expected, as competitive experience is key to preparing athletes for the Performance Group. Athletes are also encouraged to maintain strong attendance to maximize their development and readiness for the next level.

Specific Points of Performance for Entry into Junior:

- Demonstrated performance across all four strokes in the 200m distance. Additionally 800m Freestyle, and 400m IM.
- Championship qualification, Ontario Age Groups.
- Maintain a minimum of 85% attendance (The coach retains discretion to approve absences that do not count against the attendance figure for exceptional circumstances).

3.9 COMPETITIVE SENIOR GROUP

Stage of Development: Active for Life (Competitive for Life)

Age: Female 13+ / Male 14+

The Competitive Senior Group at RHAC is designed for athletes who are of National Group age but

have varying goals and levels of commitment. This group provides a flexible and supportive environment for swimmers who are dedicated to staying competitive while balancing other interests and commitments. The Senior Group is tailored to meet the diverse needs of its members, offering a program that supports ongoing development and enjoyment of the sport.

The Senior Group emphasizes maintaining a strong technical foundation while allowing for individual goals and circumstances. Training sessions focus on refining technique, building endurance, and promoting a healthy, active lifestyle. The program encourages swimmers to continue setting personal goals, whether they are related to competition or personal fitness. The commitment to excellence remains. Athletes are encouraged to participate in competitions that align with their personal goals and to stay actively engaged in the RHAC community.

As members of this group, athletes are expected to be role models for younger swimmers, demonstrating a commitment to the sport, discipline, and a positive attitude.

Given the diverse nature of the group, the program offers flexibility in terms of training schedules and competition participation. This allows athletes to balance their swimming with other commitments, ensuring that they can continue to enjoy the sport without undue pressure.

Criteria for Entry into Senior Development :

Aspire to Train and Compete at Higher Levels: Swimmers who are interested in continuing to train and compete but have not yet met the Performance Group standards. This program offers them the opportunity to develop their skills further, with the potential to progress to the Performance Group if desired.

Multi-Sport Athletes: Swimmers who are balancing their swimming training with other sports. The program is designed to be flexible, allowing these athletes to maintain a high level of swimming performance while pursuing excellence in other sports.

Former National Group Athletes: Swimmers who have previously competed at the National Group level and wish to continue swimming competitively, but not at the highest intensity within RHAC. This option allows them to stay engaged with the sport they love while managing other life priorities.

3.10 COMPETITIVE PERFORMANCE GROUP

Age: Female 11-13 / Male 12-14

Stage of Development: Train to Train (*Conscious Competence*)

The Competitive Performance Group is a developmental program designed for athletes who aspire to reach high-performance levels in swimming. Positioned within the "Train to Train" phase of the Long-Term Athlete Development (LTAD) model, this group focuses on building the skills and mindset necessary for future success in the sport.

Coaches design practices that align with the training principles of both the Performance and National groups, ensuring that athletes develop according to the standards expected at higher levels. In this group, the emphasis is placed on performance during practice rather than results at meets, reinforcing the importance of proper development. Work ethic is a key focus during practice sessions, as it lays the foundation for the rigorous training expected in the National Group.

Athletes in the Performance Group are expected to be receptive to coaching and eager to learn. While their performance may not yet meet National standards, they are encouraged to give their best effort in every practice, with the goal of improving competitively. These athletes should aim to be competitive with peers who hold provincial and age-group national standards, preparing themselves to achieve these benchmarks.

As athletes progress in this group, they are expected to demonstrate increasing commitment and continuous improvement in stroke technique. Maturity, attendance, and training attitude should evolve as athletes grow older, with a clear understanding of the connection between their commitment and results. Accountability is a key aspect of this group, with swimmers being held responsible for their performances both in practice and at meets.

Athletes in the Performance Group must also balance their school, social life, family commitments, and competitive swimming. Effective communication with parents, coaches, and teammates is essential, as is a clear understanding of the program's goals. Swimmers are encouraged to set specific, attainable goals for practice and develop coping strategies to manage peer pressure.

Entry into the Performance Group is typically from the Junior Group, Senior Group, or external programs, provided athletes meet the coaches' performance criteria. This program is designed for swimmers who are committed to pursuing their swimming journey to its fullest potential. The practice structure, intensity, and expectations are tailored to meet this goal. Athletes are expected to attend all meets as directed by their coach and maintain a minimum of 90% attendance. Communication with the Performance Group coach regarding training schedules and absences is also required.

Specific Points of Performance for Entry into Performance:

- Demonstrated performance across all four strokes in the 200m distance. Additionally 800m Freestyle, and 400m IM.
- Championship qualification, Ontario Age Groups.
- Maintain a minimum of 90% attendance (The coach retains discretion to approve absences that do not count against the attendance figure for exceptional circumstances).

3.11 COMPETITIVE NATIONAL GROUP

Age: Female 13+ / Male 14+

**Stage of Development: Train to Train - Train to Compete
(Unconscious Competence)**

The Competitive National Group at RHAC serves as a critical developmental stage for athletes preparing to transition to the highest levels of competition. Building on the foundation established in the Performance Group, the National Group focuses on refining advanced technical skills, mental toughness, and physical conditioning to achieve peak performance.

Athletes in the National Group are expected to embody the highest standards of excellence, demonstrating daily commitment to their short- and long-term goals. The program is designed to push swimmers to their full potential, with an emphasis on holistic development both in and out of the pool. National Group athletes are also expected to be role models within the club, contributing to the community by attending club events and supporting the development of younger swimmers.

Training in the National Group is rigorous, with practices tailored to meet the demands of high-level competition. Athletes must show a strong desire to improve and a willingness to compete in multiple events across different strokes and distances. Specialization in a single event during age-group training is discouraged to ensure well-rounded development.

National swimmers are required to maintain a lifestyle conducive to their success, which includes monitoring their nutrition, and balancing their swimming commitments with their personal lives. The program encourages athletes to take personal responsibility for their training, with minimal parental involvement in swimming-related decisions. This fosters maturity and independence, which are crucial for success at this level.

Attendance is critical, with athletes expected to attend all required practices and competitions unless an absence is pre-approved by their coach. Additional practices may be added at the coach's discretion, but these do not count towards the attendance requirement. Entry into the National Group typically follows progression from the Performance Group or is open to competitive swimmers from other programs who meet the coaches' performance criteria and have at least achieved the Ontario Age Group time standard.

Specific Points of Performance for Entry into National:

- Demonstrated performance across all four strokes in the 200m distance. Additionally 800m Freestyle, and 400m IM.
- Maintain a minimum of 90% attendance (The coach retains discretion to approve absences that do not count against the attendance figure for exceptional circumstances).
- Championship Qualification, Ontario Age Group time standard in the current age group.

3.12 COMPETITIVE HIGH PERFORMANCE GROUP

Age: Female 14+ / Male 15+

Stage of Development: Train to Compete (*Unconscious Competence*)

The Competitive High Performance (HP) Group represents the pinnacle of the RHAC swimming program, specifically designed for athletes who aspire to compete and succeed at the highest levels of the sport, including Junior and Senior National teams and podiuming at Canadian National Championships. This group builds on the foundation laid in the National Group, further honing the technical, mental, and physical capabilities of its athletes through advanced and specialized training methods.

Athletes in the HP Group are expected to meet and exceed the highest standards of performance. They must demonstrate an unwavering commitment to their short- and long-term goals, embodying the work ethic and discipline required to compete on the national and international stage. As the leaders of the RHAC community, HP athletes are role models, exemplifying dedication and excellence both in and out of the pool.

The HP Group benefits from additional resources, services, and equipment that are not available to other groups, ensuring that athletes receive the most comprehensive support in their training. While the HP Group often trains alongside the National Group, there are 1-2 practices per week where HP athletes train separately to focus on more specialized aspects of their development.

Entry into the HP Group is highly selective, reserved for athletes who have already achieved significant milestones in their swimming careers. Acceptance requires that athletes meet stringent performance criteria, including qualification for Junior Trials or the Ontario Swimming Championships (16 and over) in multiple events.

Specific Points of Performance for Entry into High Performance:

Demonstrated performance across all four strokes in the 200m distance. Additionally 800m Freestyle, and 400m IM.

Maintain a minimum of 93% attendance (The coach retains discretion to approve absences that do not count against the attendance figure for exceptional circumstances).

Achieve a Junior Trials standard or 16 and over Ontario Swimming Championship time standard in multiple events.

3.13 UNIVERSITY/ COLLEGE / POST-UNIVERSITY

RHAC alumni, including university, college, and post-university athletes, are mature, experienced competitors who bring tremendous value to the club. Their depth of experience and leadership qualities serve as an invaluable asset to the younger swimmers. These athletes are expected to be role models within the club, demonstrating the highest standards of discipline, commitment, and sportsmanship.

Typically, these athletes join the National or Senior groups, depending on pool time availability. As leaders within the club, they are expected to uphold and promote a positive culture, setting an example for all members. This includes a strict prohibition on drinking and drug use, as maintaining a healthy lifestyle is critical to their continued success and influence within the team.

Fees for this group will be as follows:

- occasional training session: no fee
- 3 or more training sessions (swim and/or dryland) per week: weekly fee billed to account
- Summer Swim Training: same fees as current RHAC members
- Swim Meets: meet fees per usual charged to account; championship t-shirt fee charged to account
- RHAC alumni (swimmer who has swam with RHAC for at least one full season) who qualify for and train for Canadian Nationals (or equivalent late summer National level meet) are offered discounted fees at the discretion of the BOD

4 Parents' Role

4.1 COMMUNICATION

Open and honest communication is the key to a successful experience with RHAC. If you have any questions or concerns, please feel free to call our club office (289-894-RHAC), email our Club Administrator rhacswim.info@gmail.com or email our Director of Performance and Coaching,

Nemanja (Nemo) Colic at coach.nemo.rhac@gmail.com. Questions about the program can also be directed to any coach or board member. If your questions are specific to your swimmer, please communicate directly with your swimmer's coach. For more detailed avenues of communication, see section 6, titled *Communication*.

4.2 METHODS OF COMMUNICATION

RHAC coaches and board members try to keep members as informed as possible with many methods of communication, including:

- RHAC website:
- Emails from the group coaches, DoPC or Club administrator
- WhatsApp Group Chats: each swimming group has a dedicated group chat for coach-group communication
- Newsletters: Posted monthly on the website after members login

Office Hours: The office is located inside Centennial Pool at 161 Newkirk Road in Richmond Hill. There are no set office hours, but the phone is answered Mon-Fri 8:30am-5:30pm

Parent Meetings: Coaches periodically hold general parent meetings that cover various topics

Individual Meetings: Coaches also hold meetings with individual swimmers/parents to discuss more personal issues that relate specifically to that athlete

Group Parent Representative (GPR): each group will have an assigned parent volunteer that will be a communication connection between the coach/club administrator/Board of Directors and the group parents. The GPR is also responsible for coordinating group social activities approximately 3x per year.

NOTE: RHAC does not pay for any of the costs associated with the social activities. Cost for coaches is split amongst the swimmers attending the event.

Please see our Whatsapp code of ethics regarding the use of group chats for communication.

Informational Websites: The following websites are useful for information Swimming Canada: www.swimming.ca

Swim Ontario: www.swimontario.com/

4.3 SUPPORTING YOUR ATHLETE

It is the role of the coach to provide feedback and training schedules to improve a swimmer's performance. It is the role of a parent to recognize, encourage, and support athletes so that they can grow in the sport. Parents should be the role model towards which swimmers can look to for positive reinforcement and support.

Your attitude towards swimming will impact your swimmer's attitude towards their coaches and the sport. If you try to coach your swimmer, they will learn to not follow the coach's instructions. If a coach asks a swimmer to be at a practice, please make all efforts to ensure that your swimmer

attends that practice. Do not try to rest your athlete before meets—leave that job to the coach. Do not try to provide additional programs that run contrary to the primary swim program in which your athlete participates. For example, trying to do dryland exercises with your swimmer and holding them back from the group drylands will only hurt the relationship between your swimmer and the coach, and will ultimately stunt their growth in the sport. Let the coach perform their job as a coach and support your swimmer in following the coach's directions. If you have any concerns or questions regarding the program, please contact the coach, but do not try to take actions into your own hands.

A swimmer may not know exactly what you think, but your attitude molds them. Please be enthusiastic about taking your swimmer to practices, helping at swim meets, and participating in team activities. If you see these functions as chores, your attitude will affect your swimmer's behaviour in a negative way.

Every individual learns at different rates and responds to different learning styles. It is important that both parents and coaches remember to be patient with the athletes and support them in learning, if the athlete wants to learn. Swimming is a long-term development sport, and just because an athlete cannot perform a particular skill immediately is not an indication of their future success or potential. The important point is that the athlete is trying. Support your athlete in putting in effort into practices and races.

Avoid comparing performance or improvement of your swimmer to other swimmers. The most a parent can ask of a swimmer is to try their best, and that is the only standard to which a swimmer should be held. Effort should be expected, not immediate performance. Help your swimmer learn to keep trying, even when facing adversity, and support them when they fail.

4.4 WATCHING PRACTICES

Parents are encouraged to attend practices and watch their swimmers develop. RHAC asks that parents follow rules when attending practices:

- Please do not communicate with your athlete during practice, especially with younger swimmers. Young swimmers want constant parental approval, and it is important that coaches have the undivided attention of their athletes. Please do not compete with the coach for your swimmer's attention.
- Please do not interrupt coaches on deck while they are coaching. If you need to immediately talk to the coach, approach them before or after practice. If you have something less urgent, schedule a meeting with the coach.
- Please do not try to coach your swimmer based on what you witness in practice. Coaches have weekly, monthly, quarterly and yearly plans set up where certain skills are worked on for certain periods of time. Just because an athlete is performing a skill that may look incorrect to you does not mean that the athlete is performing the skill incorrectly. Certain drills require athletes to perform maneuvers that are not FINA approved for racing but are important to the development of that stroke.
- Parents should refrain from video recording swim practices, whether it is their own swimmers or other swimmers.

Parents can watch practices from the following locations:

- Centennial Pool: viewing galleries on either side of the office

- Richvale Pool: Upstairs balcony (when available)
- Elgin West Pool: Upstairs glass viewing gallery to the right of the office
- Bayview Hill Pool: Behind the glass viewing gallery to the left of the office
- Oak Ridges Pool: Upstairs in the viewing gallery
- Dryland space: The lobby of the Tank
- At no time and under no circumstances can a parent enter the pool deck unless authorized by a coach.

4.5 PERFORMANCE AT RACES

It is very common for younger swimmers to improve at most meets throughout the year. It is also not impossible for younger swimmers to drop 20 seconds in a 200-meter race. As swimmers get older, immediate performance improvements become more and more rare. The reason why younger swimmers tend to constantly improve is because they are still learning to swim the strokes correctly. Once a swimmer has a competent understanding of how to swim a stroke, performance improvements only come with improved training, fitness, effort, and pain tolerance. At the National level, it is not uncommon for swimmers to only improve when they are tapered. When an improvement in performance does happen, it is also not as great as when the swimmer was younger. While a 10-year-old Novice swimmer may celebrate dropping 5 seconds in a 100 metre freestyle, a Senior swimmer may equally celebrate dropping 0.2 seconds in the same event.

The higher the group in which the athlete trains, the more common it is that the athlete will go into meets not rested. These meets are called “training meets”. Part of the yearly plan for coaches in higher groups includes working on certain elements of training during certain times of the year. If an athlete is loaded with aerobic work and heavy dryland, it is unlikely that an athlete will break a best time in a 50-metre sprint. It is still important however to race at these meets despite being tired. Training meets teach athletes to push harder and give them race strategies. Coaches adapt the expected performance results to the time of the year and may congratulate an athlete on a race despite not having improved in time.

There are other factors in a race other than time for which coaches look. Effort, skill execution (stroke count, kicks underwater, stroke technique, etc.), and overcoming fear are a few of the reasons why athletes need to continue to race throughout the year. Every swimmer goes through training meets as well as tapered meets. Ryan Lochte, an American 11-time Olympic medalist, swam a 4:26.04 400-metre IM on May 10, 2012 in preparation for the Olympics, and swam a 4:05.18 on July 28 of the same year. His previous best time was 4:06.08 from June 29, 2008. He put just as much effort into the 4:26 as he did the 4:05 but he was in the midst of his training for the Olympics during that time, so it was impossible for him to go near his best time. In the end, he improved almost a second.

Trust the coaches to judge the performances of athletes at swim meets. If you have any questions, please contact the group coach.

4.6 HOW TO SUPPORT THE RHAC PROGRAM

- Understand the RHAC philosophy of developing athletes through a long-term model.

- Stay informed. Read the newsletter, attend group and club functions, check the website, watch practices, talk to the coach, and communicate with your swimmer. Your involvement in your athlete's swimming will send a very encouraging message regarding your interest in their sport.
- Volunteer at meets, bingo, team travel, and board meetings. Having involved parents makes for a successful program. Volunteering is a fantastic way to contribute to your athlete's team.
- Support the coach's decisions

4.7 WHY PARENTS SHOULD VOLUNTEER

Apart from fulfilling the mandatory family points requirement, you should volunteer because your child benefits greatly from the program. RHAC cannot function without volunteers. Consider the cost of running a swim club; if RHAC did not have volunteers, the Club would have to pay for swim meet officials, board members, chaperones, and bingo volunteers. This would drive up the yearly cost of your athlete's participation. Also consider the amount of hours your swimmer participates in the program and divide the yearly fee by the total amount of hours. You will find that the cost of a practice is considerably less than a coffee. Your volunteer time per year is worth considerably less than if you had to pay for the actual value of the program without volunteers. While the cost of competitive swimming is not cheap, your athlete also receives a lot for how much parents spend.

In many volunteer organizations, a few volunteers often do most of the work that benefits everyone. This is not a sustainable way to run any organization. Those overcommitted volunteers eventually burn out or leave the club and leave big holes to fill. In the meantime, they hold a considerable amount of power in the club. To minimize both issues, it is best if the work is spread out amongst parents. Some volunteer positions require training, so it is important that parents become trained as early as possible to reduce the workload of the individuals performing those positions.

4.8 PARENT CODE OF CONDUCT

Both swimmers and parents of RHAC are expected to follow a code of conduct that consists of respectful behaviour and communication with coaches, teammates and facility staff. Coaches provide a competitive program for all swimmers in their group that follows the LTAD. If parents have questions about the training program, including race and meet selection, they should reach out to the group coach to schedule an individual meeting that includes the swimmer, where appropriate. Public disparagement or condemnation of the RHAC program and its staff will not be tolerated and may result in removal from the club. Parent gossip and rumour spreading can cause a deterioration of a positive club culture and negatively impact swimmers and other families. Parents are considered participants and must adhere to the Swim Ontario Code of Conduct.

Likewise, swimmers are expected to respect their coaches and teammates and be a positive member in their group. Inappropriate language or unsportsmanlike behaviour by swimmers and/or parents will not be tolerated and may result in disciplinary action. The club has a zero-tolerance policy for bullying, racism and actions that result in the loss, damage or destruction of personal or facility property. Being part of RHAC should be a positive experience for all swimmers, families and coaches and by having respect for others, a positive atmosphere can exist for all. Swimmers that breach the code of conduct may be removed from the club.

5 Administration

5.1 REGISTRATION

Returning Members

Each June, the Club holds registration for athletes that are returning to RHAC. These families are provided with pre-registration materials, which include invoices, training schedules and a preliminary Calendar of Events. Returning members cannot join unless they are members in good standing from the previous year. On-line registration is available; paper-based registration might still be available upon request to the Board of Directors for specific circumstances.

Due to limited pool availability, a registration deadline and deposit is provided to returning members. After the registration deadline, space in the program is not guaranteed.

At registration, members are required to submit payment by credit card.

List of usual fees:

- Registration Deposit (\$200)
- Swim Ontario registration fee (annual, non refundable)
- Family Volunteer Points Deposit* (\$400). The deposit is held on account until end of season and be returned if all commitment points have been achieved
- Membership Fee

New Members

Before registering with RHAC, new athletes are asked to participate in a tryout where coaches can determine the group to which the athlete belongs. Registration for these swimmers takes place all year long, subject to available space in each group.

At registration, members are required to submit a valid credit card for the items contained in their invoice which include the membership, Swim Ontario registration, Swim Meet Entry Deposit, Family Volunteer Points Deposit and New Member Team Kit for Equipment/Uniform to its respective groups.

Fee Schedule

The fee schedule for each group is listed in the registration package.

Membership

The basic membership fee is determined by the athlete's group assignment.

Swimmers with a RHAC coach as a parent will receive a 20% discount on general membership fees. Meet fees, SO registration, equipment/team kit are *not included*; Coach families are not required to fulfill family points.

Payment

Membership fees may be paid in full by e-transfer or credit card or paid quarterly, billed to a credit card kept on file. Electronic transfers will no longer be accepted on a quarterly basis. Meet fees and equipment will be billed to the credit card on file on a monthly basis.

Invoicing

Accounts must be kept in good standing by having all membership dues paid in full according to the family's chosen payment schedule (full or quarterly credit card payments) and all meet fees and equipment charges billed to the credit card on file on a monthly basis. Accounts that become past due will be levied a \$25 late fee in the following month. Accounts that are 60 days past due with a balance of more than \$150 will result in athlete suspension, with prior notice to the parents. The billing system automatically charges the accounts based on a set billing schedule and late fees are also handled automatically.

Equipment & Uniform

There are mandatory items that are required for all RHAC athletes at swim meets. These include a swimsuit, a team t-shirt, a team swimbag and a team swim cap. RHAC caps must be worn during all practices. In addition to these items, the athlete's coach may suggest that other items be purchased for practice purposes.

Performance and National/HP team members must purchase a team tracksuit, which will be worn to and from all swim meets.

Team items may be ordered during the course of the season, with the costs charged to your RHAC account. For more detailed lists of the items required in each group, refer to Group Equipment List posted on the RHAC Website..

Members that fail to wear an approved swimsuit, team t-shirt, and if applicable, a team swim cap and team swimbag can have a **\$50 penalty per meet** assessed to their family account and can be scratched from the meet.

All enquiries regarding equipment should be directed to the Equipment Director at rhac.equip.director@gmail.com.

Swim Ontario Registration

Swim Ontario mandates that all swimmers are properly registered; the Swim Ontario registration fee covers the cost of this registration.

5.2 Additional Expenses

Swim Meets

Athletes competing at swim meets are responsible for entry fees, charged to the members' accounts. Out of town meets may require travel and accommodation costs. If a particular meet is designated "Team Travel" by the DoPC, then all athletes attending the meet will share equally in the travel accommodation and chaperone costs. See Appendix 5 for detail regarding being a chaperone.

Training Camps

RHAC may organize optional "out-of-town" training camp for qualifying athletes. In recent years training camps have been held in locations such as Florida, Mexico, and Spain. The athlete's cost incorporates transportation, accommodation, the cost of training facilities and Chaperone expenses. Participation in training camps is encouraged, but not mandatory. Alternate training arrangements for those athletes not attending camps will be provided.

Changing Groups in Mid-Season

Athletes are assessed by coaches on an ongoing basis and can move groups twice during the year. A coach will decide if an athlete should change groups. Prior to moving an athlete between groups, the coach will contact both the parents and athlete to advise them of the move and the changes in the training schedule.

If the move is agreed upon, there may be extra charges as the fee structure for the new group might be different than for the old group. Membership charges are pro-rated, based upon the months remaining in a ten-month season that begins in September and ends in June.

Joining the Club in Mid-Season

An athlete joining mid-season is placed into an appropriate group after an assessment by coaches. Membership fees are pro-rated by the same terms as outlined in the previous section. The items that are subject to proration include membership and Volunteer Points. The Swim Ontario registration is invoiced in full and not subject to proration and New Member Team kit.

Bruce Palmer Athlete High Performance Fund

RHAC received a bequest in the will of Bruce David Palmer, a Richmond Hill resident and swimming enthusiast, to assist high performance athletes in the Club. The Board of Directors has set aside these funds to help these athletes attend and represent RHAC at higher level swim meets. To qualify for assistance, the athlete's account must be in good standing and the athlete must be making a substantial training commitment. Appendix 3 lists the criteria to receive funding from the Bruce Palmer Athlete High Performance Fund.

RHAC Swimmer Assistance

RHAC will consider helping families who face financial or logistical hardship. Help can be in the form of reduced swimmer registration fees and/or reduced point requirements. A committee of Board of Director members will consider the needs of such families on a case by case basis. All information will be kept confidential, families receiving help will not be identified. Families can reach out to the BOD with requests for assistance.

5.3 FAMILY VOLUNTEER POINT SYSTEM

Introduction

RHAC is a not-for-profit organization, operated by volunteer members through a Board of Directors. Participation by members in club management and fundraising activities is central to the success of the Club. In order to encourage active and sustained involvement, which ensures the continued

success of the club, a Family Volunteer Points System is used to encourage volunteers to participate.

Questions regarding Family Volunteer Points should be directed to the Vice President at rhac.board.vp@gmail.com.

The objective of the Family Volunteer Point system is to allocate the necessary "work" equitably among our families, while at the same time encouraging and giving recognition to members who are developing their skills or taking on projects of greater responsibility.

General Description

Each family will have to gather a minimum of 400 points each season through various club management and fundraising activities. Point allotment is on a "per family" basis, regardless of the number of athletes that a family has registered with RHAC.

The Board reserves the right to revise the level of committed points and list of accredited activities to meet the needs of the Club, when warranted and within reason.

Please refer to Appendix 4 for a sample list of the positions available and the relative points assigned to each position.

Included in the total Family Volunteer Points of 400 points are the following considerations:

- Minimum 300 points must be earned at Home Swim Meets.
- Only trained cGaming volunteers can work in Bingo assignments. Those trained cGaming volunteers do not have a limit of bingo points earned; these volunteers are exempted from the minimum requirement of points for RHAC hosted meets.

Members of the Board of Directors must also work to fulfill their 400 points requirement.

Points will be assigned for all essential activities including, Bingo and home swims meets, volunteering at club functions and events, and taking on club coordination roles. Volunteering at swim meets hosted by clubs other than RHAC may also be recognized, provided that prior written approval is obtained from the RHAC Club Official Chair (COC) and participation is verified with the Meet Manager of the hosting club. Staffing RHAC-hosted meets is the club's priority; it may not be possible to award members points for working at other clubs' meets until all RHAC-hosted meets are fully staffed. Hosting swim meets is a significant revenue-generator for the club, but we can only host meets if we have enough volunteers to do so.

Additional activities may be undertaken in each season, in which participation will earn points at the discretion of the Board of Directors.

Monitoring and Reconciliation

All points will be monitored by a Board member and / or an assistant. It is the responsibility of each family to report their activity to that individual in a timely manner.

Point "totals" will be reconciled periodically throughout the season and posted on each family account. Families are responsible to verify their totals once they have been posted.

Point Scale

This scale may be revised, when deemed necessary, to add or remove items on the list at the direction of the Board. The Board also reserves the right to assess activities for accreditation that are not specified on the list, on an individual basis.

Points for swim meets are earned on a "per session" basis; for Bingo, they are earned on a "per evening" basis.

Earning Points - Swim Meets

Members are required to earn a minimum of 300 Family Volunteer Points by working positions at the club's swim meets.

The Club runs a minimum of two large swim meets per year, and may host as many as 4 or 5, including large invitational meets, one qualifier meet and in-house meets. Members are required to earn a minimum of 100 points per large meet. Parent participation is crucial to a successful meet and our hosted meets are important elements of RHAC's annual revenue. A successful meet can generate a healthy profit for the Club, depending upon the number of teams and athletes that attend. Swim meets account for over 10% of RHAC's total revenue.

Questions regarding officiating should be directed to the Officials Director at rhac.coc.director@gmail.com. Please refer to Appendix 4 for the sample schedule of Family Volunteer Points for the positions available and the relative points assigned to each position.

Work at swim meets includes the "on deck" positions, such as timers, strokes and turns judges, clerks of course, starters and referees. The "on deck" positions require training, which RHAC provides in a series of Officials Clinics, in addition to those run by Swim Ontario.

One family member from each group (according to eldest swimmer) will strive to upgrade skills to complete the following.

Development & First Year Members

- Certified Level 1 Official or higher
- Timer / Safety Marshall
- Strokes & Turns Clinic completed

Select/Youth/Provincial/National/ND/HP

- Certified Level II-IV Official

Swim Ontario Qualifications

According to Swim Ontario the following are needed to become a certified official.

Level I

- Attend Introduction to Swimming Officiating & Safety Marshal Clinic
- Obtain two (2) deck evaluations for sessions worked at a Timer

Level II

- Attend the Inspector of Turns and Judge of Stroke clinics, plus one other clinic listed as level II

- Obtain one (1) deck evaluation for sessions worked as an Inspector of Turns
- Obtain one (1) deck evaluation as Judge of Stroke
- Obtain two (2) deck evaluations for any other one level II position (clinic taken above)

Level III

Become fully certified in six positions listed under Level II/III by:

- Four (4) additional to those used for level II
- Attend four additional clinics in any Level II/III listed on qualifications card
- Have two (2) on deck evaluations for those four additional positions

Next

- Attend Referee clinic (not one of six clinics taken)
- Conduct two clinics

Level IV

- Serve one (1) year as qualified Level III official.
- Worked a minimum of 5 meet sessions as referee
- Completed certification at Level II and Level III positions
- Conducted two clinics at Level II/III
- Attended a Regional Seminar/Clinic

Apart from the trained positions on pool deck, there are a number of volunteer positions that do not require a specific training, such as:

- Hospitality service - take part in the hospitality activity of the meet where we provide breakfast and/or lunches for officials, as well as refreshments during the meet and a snack bar for the meet's competitors and spectators.
- Office helper - involves the preparation of the heat sheets, preparation of final results and distribution of ribbons and trophies.
- Photography
- Set-up and tear down (needs a large car to move meet assets from storage to pool facility)
- Runner (help post results and provide communication link between deck officials and meet manager)

The roles within the meet vary in terms of complexity and responsibility and the Point System takes this into account in the ranking of the positions.

Signing Up for Positions and Cancellation Penalties

Swim meets cannot run without official volunteers and while it is very important to sign up, honouring that commitment is of the utmost importance. Members are responsible for reading communications sent by email and posted on the website with regards to job sign up. Job sign ups are open until 1 week prior to the event, or until the date posted by meet management. At that point, the job board will be closed.

If a volunteer is unable to fulfill the role they signed up for, they must send an email to rhac.coc.director@gmail.com to notify the COC of the cancellation. If a volunteer cancels their

position within 48 hour prior to the scheduled assignment, they are responsible for finding a **qualified** replacement. If a qualified replacement is not found or a volunteer fails to show up for their assignment (no-show), the family account will be charged \$100 per session missed.

Earning points - Bingo (cGaming)

Questions regarding Bingo should be directed to the Bingo Director at rhac.bingo.director@gmail.com. Please refer to Appendix 4 for the schedule of Family Volunteer Points.

Bingo is one of our major fundraising activities providing the club with a significant contribution to its annual revenues. RHAC provides trained volunteers for Bingo World, located on Newkirk Road, just south of Elgin Mills.

Only trained cGaming volunteers can work these assignments and have no limit of bingo points earned. While these volunteers are exempt from the minimum requirement of points for RHAC hosted meets, they are still required to earn the total of 400 Family Commitment Points.

Important to note:

- All volunteers need to have attended the cGaming training from an Ontario Charitable Gaming Association and be on the approved RHAC volunteer list before they can accept assignment/session, otherwise profit made for any assignment/session with non-trained volunteer(s) will not be allocated to RHAC
- Volunteers may accept charitable gaming volunteer assignments from a maximum of three organizations in Ontario
- All volunteers need to wear white polo T-shirt, black pants/skirt, comfortable closed toe shoes, and a RHAC name tag (provided for each volunteer)
- Be punctual

Available sessions will be posted on the Team Unify sign up job board, through the Team Events section on the website. Each volunteer can sign up for the Volunteer or Back Up Volunteer position on any given date. Once you have committed to your dates it is essential that you take your position seriously, that you arrive on time dressed appropriately, and follow the rules related to your assignment. Directors reserves the right to assess penalties against members who are habitually late or absent as our organization is penalized for such incidents as well.

Penalties for Outstanding Family Commitment Points

Should a family fail to fulfill all or part of their 400 Family Commitment Points as of July 31, the family account will be debited \$4.00 for each outstanding Family Commitment Point and the sum outstanding shall be immediately due and payable. For example, a family that does not earn any family Commitment points by June 1 will have 400 points outstanding and the family account will be debited \$1,600.00.

At registration, families will be charged a Volunteer Points deposit of \$400. This amount will be credited back to the family account on July 31, upon the completion of all 400 points. Any points remaining will be billed to the family account at a rate of \$4.00 per point. Members can also choose to keep their \$400 deposit on file for the next season, instead of having it refunded to their account.

Buy-out of Family Commitment Points

Members have the option to “Buy-Out” all or part of their Family Points based on \$4.00 per point.

If a member chooses not to participate in the Volunteer Points requirement, that member must notify the Treasurer at rhactreasurer@gmail.com. The member’s family account will be billed \$1600.

Joining the Club in Mid-Season

The points for the current year may be pro-rated, depending on when the member joined in the year, at the discretion of the Board of Directors. To ease the transition of the new members into the RHAC point system, the new members will be given an opportunity to work for the outstanding points in the next swimming season. The members will have to pay first the outstanding balance of points; in the next season they can work against the points they had to pay and receive a credit upon completion.

For example, if a family joined mid-season, they may be required to accumulate 200 points for the entire season. In case they only accumulated 100 points, the family will have to pay for remaining 100 points, just like all RHAC members (amounting to \$4 a point to a total of \$400). The family will be allowed as a one-time courtesy to work for the 100 points in the next season. At the end of the next season the family will receive a credit of \$400 once they fulfilled 500 points (400 for the year plus 100 for the past year). A family who accumulated more than 400 points in a season, cannot transfer the excess of points to the new season.

- For members that join after Nov 1st, 300 points are required to be earned over the season.
- For members that join after Jan 1st, 200 points are required to be earned over the season.
- For members that join after March 1st, 100 points are required to be earned over the season.

Injury

Swimming is a rigorous sport and in unusual circumstances, an athlete may become injured and unable to train or compete for a period of time. The Board may consider an adjustment to the Membership Fee amount for the period of absence that exceeds one month.

Early Withdrawal

In the event that an athlete decides not to complete the swim season, the club must be provided with written notice, addressed to the DoPC (see club website for contact information) and copied to the Treasurer of the Board at rhactreasurer@gmail.com. Any determination of reimbursement or amounts owing begins from the point at which written notice is received and fees will be due up to and including the remainder of the month in which notice is received. There is no reimbursement for the Swim Ontario Registration fees, regardless of when the request to withdraw is submitted. After March 1st, the club will not provide any refunds for withdrawal from the swimming program.

In the event that an athlete withdraws from the club during the season, points owing will be calculated in a prorated fashion based on a ten month season (September-June) and the account may be charged accordingly. The determination of the final amount to be reimbursed or owing is determined by the Treasurer and includes the settlement of any and all financial items, subject to adjustment for the Bingo/Swim Meet Default Deposit, reconciliation of the Volunteer Point system, and any other items, as may be necessary.

Transfer

Swimmers that transfer clubs mid-season will not have their Swim Ontario transfers approved until all outstanding fees have been paid in full, including any fees owing from the pro-rated unfulfilled volunteer points calculation.

6 Swim Meets

6.1 SCHEDULE

Coaches determine the swim meet schedule for RHAC. Meets are selected for athletes based on many factors, including the fact that some swim meets have time standards that an athlete must achieve before they can be entered in a particular event. For new parents, some of the unfamiliar terms used in this section are outlined in a Glossary in Appendix 6.

6.2 SWIM MEET ENTRY

All athletes are responsible to confirm their attendance at competitions. A list of competitions is posted on the club website. Entry deadlines will be distributed via email to the appropriate groups by the Group coach.. While every effort is made to ensure accuracy, please review the meet entries once posted to ensure that your child has been entered. Parents are responsible for informing their coach in writing and before the entry deadline if their swimmer is not attending a meet.

6.3 MEET ENTRY PROCEDURE:

1. Review the posted meets under Team Events.
2. Check the host club website for entry deadlines.
3. Check the entry/eligibility list, if applicable.
4. Check the information posted in Team Unify under Team Events for a given competition.
5. Communicate any dates or sessions your swimmer is unavailable to race.

An athlete must notify their Group coach of their intention to withdraw from a Meet by the deadline communicated by the group coach or specified in the meet package posted on the website. If the coach does not receive notification before the deadline, the athlete will be entered, and charges incurred. It remains the responsibility of the families to be aware of the deadline for meet withdrawals (scratches) and they are clearly communicated by our staff.

6.4 SWIM MEET GUIDELINES

Coaches will inform their groups of their expectations at meets. Athletes should be aware of the warm- up and start times of meet sessions, which events they are swimming and on what days those events are run. All of this information is posted in Team Unify under the Team Events section for each upcoming event, as it is made available to the club.

Athletes are required to show up on time for the warm-ups and come prepared with all of their equipment, including a, RHAC t-shirt and RHAC cap. These items are to be worn during races and

when accepting medals during award ceremonies. Members that fail to wear a team t-shirt and a team swim cap can have a \$50 penalty per session assessed to their family account and can be removed from the meet.

Athletes are required to listen and follow the instructions of their coaches in addition to following the rules of the facility at which the meet is being held. All matters, including contact with meet management and scratching from finals, are handled by the coach.

6.5 OUT-OF-TOWN SWIM MEETS

Throughout the swim season, RHAC may attend meets that are held out-of-town. Questions regarding travel should be directed to rhacswim.info@gmail.com.

While the club may book travel and accommodation on a block basis on behalf of the participating athletes to secure space and/or pricing, the athlete/members are ultimately responsible for their own travel and accommodation, unless the meet is deemed to be "Team Travel".

If the meet is deemed to be "Team Travel", the club arranges transportation and accommodation. The club administrator will coordinate all team travel, helping the coaches make the appropriate arrangements and communicating the details to the members.

The club will also appoint one or more chaperones to help take care of the athletes when:

- The group collectively adds up to more than 5 swimmers.
- Traveling away from home is more than one day.

The chaperone and swimmers ratio is targeted at 10 swimmers to 1 chaperone.

With respect to responsibility, the coaches remain in charge in the pool with the chaperones and coaches accountable for activities outside of the pool.

The role of the chaperone is a very difficult one, requiring that the person be "on call" ensuring that there is adequate supervision. Some of the specific tasks that must be handled include arranging transportation back and forth from the pool to the hotel, handling money for younger athletes, arranging meals and ensuring that all athletes are accounted for at "lights out". Please refer to Appendix 5.

6.6 TRAVEL POLICY

RHAC's goal is to make all team travels:

- Safe
- Affordable
- Comfortable
- Nutritious
- Organized
- Efficient

Club Commitments and Responsibilities

- Meets and their corresponding dates, as well as travel meets and camps are to be established by the DoPC and communicated early in the swim season – preferably in September. Team Travel meets will be designated at this time as will any Christmas, March Break or Summer training camps.
- The club administrator will work with the DoPC and/or other coaches and designated chaperone(s) upon posting of meet/travel schedule.
- Swimmers/families must commit to Team Travel/Camps by the deadlines provided by the DoPC and Club administrator. Deposits will be collected for each event based on an established and published schedule. Those members who choose not to follow the required deadlines forfeit their opportunity and privilege to participate in these events. Required consent forms also need to be completed and handed in according to the established deadlines.
- Pool locations to be established and accommodations (block of rooms) to be booked, based on estimated participation, according to best available proximity and cost considerations. Hotel cancellation policies to be noted at this time. Necessary deposits to be paid as per requirements.
- Food/restaurant options to be established to ensure nutritious and timely availability of meals at breakfast, lunch, and dinner. Inquiries to be made regarding availability of special diets due to health or religious restrictions i.e. Vegetarian or Allergy sensitive. Per person costs to be established and cancellation policies to be acquired and noted at this time. Necessary deposits to be paid.
- Travel requirements to be established – flight, bus, van depending on location of meet and number of participants to be traveling. Costs will be established, and transportation booked by the Club administrator based on *confirmed* participation for flights and estimated participation for bus, van etc.
- Once accommodations, food and travel costs have been established, a draft itinerary and cost estimate will be provided to RHAC members for each meet. Ideally, this information will be available approximately three months prior but no later than one month prior to travel.
- In addition to the DoPC, RHAC will provide a chaperone for every 10 swimmers who participate in the meet/training camp. Note: chaperones have their travel, hotel (shared) and reasonable meal expenses covered for the duration of the trip. Receipts are required for reimbursement of expenses. Team Travel will be cancelled if and when there are insufficient volunteer Chaperones.
- The Club administrator will be responsible for ensuring that the necessary consent forms are completed and collected and that swimmers have the necessary documentation (i.e., passports, birth certificates and health cards) prior to departure. Chaperones will ensure that travel schedules are kept and that swimmers are able to get to and from accommodations/pools in time for scheduled warm-ups and regular events. Chaperones will follow the travel schedule organized together with the Club administrator and/or Coach(es) regarding transportation, accommodations, and food. Chaperones and coaches are also responsible for medical issues that arise with swimmers during team travel events. This could require consultation with parents and/or seeking professional medical assistance depending on the given circumstances.
- The Club administrator will arrange for payment of meals, accommodations, and transportation. Where possible, a RHAC credit card will be assigned to a Chaperone and/or Coach for payment of any other required expenses. Receipts must be made available to the club upon return of the card.
- Swimmers 12 years of age and under must be accompanied by a parent or adult/guardian.

- Coaches may not share accommodations with swimmers.
- Coaches, chaperones and parents may not provide transportation to swimmers except where vans are required for close distance (ie. hotel to pool or restaurant) transportation.
- Where a meet is designated to be Team Travel, all qualified swimmers must participate in the Team Travel and share equally in the expenses. A swimmer will ONLY be eligible for High Performance Fund money as an active, willing, and full participant in the Team Travel experience.
- Team Travel attire will be provided to those swimmers who have met the required time standards (where relevant) and who represent RHAC by attending the Team Travel event.

Swimmer/Parent/Family Responsibilities

- Swimmers and parents must check the RHAC website on a regular and timely basis and be aware which meets require Team Travel.
- Once the travel itineraries and cost estimates have been posted, families will need to confirm participation with their respective RHAC coaches and provide a predetermined deposit according to the schedule and deadlines required. Deposit amount to be calculated based on overall estimated cost of the event in question. Usually, a 50% deposit is requested. The remainder of the cost of the Team Travel will be invoiced upon completion of the trip once actual costs are calculated. Relevant consent forms must also be completed and handed in by the required deadlines.
- Swimmers are expected to behave in a respectful and appropriate manner. Athletes must demonstrate good sportsmanship, be cooperative with coaches, chaperones and peers, and act with honesty and integrity at all times. The Swim Ontario Code of Conduct applies during team travel. Participants who fail to behave accordingly may be sent home early at parents' expense.
- Any damages incurred because of inappropriate behaviour will be charged to the respective families.
- Swimmers who fail to follow RHAC's Code of Conduct will be sent home at the expense of the respective families.
- Team Travel/Camps can only operate if sufficient chaperones are available. RHAC families of qualified swimmers need to be prepared to chaperone for at least one Team Travel/Camp event over the course of their child's tenure to ensure that these events can continue.

7 Communication

7.1 WITH THE BOARD

The Board recognizes that good communication is essential. The Board will endeavor at all times to keep parents and athletes informed about all news and events that impact the team.

Where possible, the Board would like to encourage the use of email in regular communications. As part of this approach, we will be enhancing the website both in terms of current content and as a historical record for RHAC.

The Board is interested in hearing any suggestions or concerns that the members may have. Please refer any issue to the appropriate Board Member. A member is entitled to make a presentation at a

Board meeting by notifying the Secretary at rhac.secretary.director@gmail.com in writing at least ten days prior to the next Board meeting. Board meetings are usually held on the third Tuesday of each month.

7.2 WITH THE COACHES

While communication from the Board is important, nothing is more crucial to the success of a team than a healthy and open line of communication between the coaches, parents and athletes. There will be a series of “Meet the Coach” nights that will offer parents a chance to meet with their child’s coach and we encourage members to take advantage of this opportunity.

The formal lines of communication are there to help develop a rapport with the coaches. In order for a good relationship to develop, there must be an understanding that parents can talk with the coaches about any issues that impact their children. For many parents, competitive swimming is a new experience.

If there are any questions or concerns with any element of the program, it is recommended that the first contact be with the coach that is directly involved. It is very important to let the coaches know if there is anything they can do to aid your athlete in their full enjoyment of the sport.

Please schedule a meeting to speak with the coach, particularly if the issue is a private one. By setting up a time in advance, it gives both sides the opportunity to cover all the ground that is necessary, rather than catching the coach in a brief conversation that does not completely address the issue properly.

Furthermore, it is important to leave any questions or comments that arise during a swim meet until after the swim meet is completed. During a meet, the coach is “**on the job**” and it is unfair to the athletes to attempt to discuss or resolve a situation at that time.

If after communicating with the coach, a member or athlete still has concerns, he or she may contact the DoPC to discuss the issue and may request a meeting.

If after communicating with the DoPC, a member or athlete still has concerns, he or she may contact the President to discuss the issue and may request a meeting.

8 Events and Awards

Events

The Club holds social events for the athletes and parents throughout the swim year. At the end of the year, there is a Club Banquet where the athletes are recognized for their efforts during the preceding swim year. Parents and athletes are welcome at this event, which affords an opportunity for our athletes to receive deserved recognition.

Awards

The Awards Banquet recognizes the achievements of our athletes over the past year, including awards based upon participation, achievement, and attitude. Formal recognition of the best swims recorded by RHAC athletes (Club Records) are found on the Club website. The Club also has a special recognition award to all swimmers that have members for 5 consecutive years.

Appendix 2 Fee Schedule

Please see the current registration package, it can be found online.

Appendix 3 Bruce Palmer Athlete High Performance Fund

Please see the website under RHAC Policies – Performance fund for details.

Appendix 4 Sample Family Commitment Points Schedule

Note: the following chart is presented as a guideline so that parents have an idea of how points can be allocated to various positions. The club can make changes to this list, according to how many meets the club will host each year and there are many variables that can affect the points allocated for a position, including but not limited to the number of days of a meet, number of sessions, number of lanes in the pool, number of athletes, etc.

Total requirement of Family Volunteer Points = 400 points	
Why do members have to earn points?	<p>The Point System is to track volunteer services and/or other contributions to RHAC in order to ensure basic fairness.</p> <p>RHAC draws energy from its owners-members.</p> <p>Without hosting swim meets or participating in the Bingo program, membership fees would be much higher.</p>
Ways to earn points	
Bingo	No minimum of points
Any assignment	10 points - Back Up Volunteer 30 points - Bingo Volunteer
Home Meets	Minimum 300 to be earned at home meets
Referee, Meet Manager	45 points per session or as set by Meet Management
CFJ/CJE, Chief Recorder/Recorder/Starter	40 points per session or as set by Meet Management
Clerk of Course (Admin Desk), Chief Timer	35 points per session or as set by Meet Management

Stroke Judge	30 points per session or as set by Meet Management
Inspector of Turns	30 points per session or as set by Meet Management
Timer	25 points per session or as set by Meet Management
Hospitality + Runner / Office Assistant + Runner	20 points per session or as set by Meet Management
Safety Marshal (1-1.5 hour assignment)	15 points per session or as set by Meet Management
Hospitality Coordinator	50 points per meet or as set by Meet Management
All Shadow & Assistant Positions	5 points less than actual position, as posted above
Successful Deck Evaluations	5 points per sign off *awarded for Timekeeper and Inspector of Turns
Away Meets (meets hosted by other clubs) – with prior approval from rhac.coc.director@gmail.com	
Referee, Starter, Chief Timer, CFJ/CJE, COC, Recorder Scorer (Senior positions) in order to move towards level 3, 4 or 5	20 points per session
Guest officials for all other positions	15 points per session
Officials refer to Members – Becoming an Official in RHAC website for details	
Achieving level 5 official	150 points
Achieving level 4 official	100 points
Achieving level 3 official	50 points
Achieving level 2 official	25 points
Teaching Timers/marshalling clinic - moving towards becoming a level 3 official	40 points
Teaching other clinics (ex. Clerk of course and chief finish judge etc.) - moving towards level 3, 4 or 5 official	50 points
Serving on the RHAC Board	
Treasurer	400 points

President, Vice President, Secretary	200 points
Board Members - Bingo Director - Social Director - Equipment Director - IT / Points Director - COC (Club Officials Chair) Director - Director at Large In case, 1 person takes on 2 BOD roles, only 200 points will be awarded. Eg VP and IT roles.	200 points
Miscellaneous	
Attending Bingo Training Session	15 points
Attending AGM	15 points per family
Group Parent Rep	25 points per event (3 events max for 75 points)

Appendix 5 RHAC – Chaperone Guidelines

Who Should Consider Being a Chaperone?

- If you are planning to watch your child swim
 - A There is a good chance you will not.
- If you are planning to look after your child only
 - You won't have time.
- If you are going to chaperone for rest and relaxation
 - This will not happen.
- If you like to have fun and getting to know the athletes
 - You will and they make it worth the effort.

Before the trip – the Club administrator will:

- Provide the trip update information to the parents
- Prepare check list, contact list, phone tree, meal list, consent form etc.
- Make request to hotel via coach to arrange to turn off pay T.V. and long-distance phone capabilities at swimmers' rooms, no twin room doors between swimmers' rooms and 1 refrigerator at 1 chaperone's room for perishable food items
- Purchase snacks: fruit juice drinks (1 per swimmer per snack and/or meal), water, arrowroots, low fat granola bars, crackers, fresh fruit, vegetables, bagels, (dry cereal such as special K, cornflakes, and cheerios, if having breakfast in hotel chaperone's room
- Check with the coaches about taking team banner if necessary.
- Buy garbage bags for use on bus and take cutlery, disposal towel, cup & plates, toaster, knife, cutting board, cattle, cooler from the Richvale storeroom.
- Leave supplies in Centennial office to load on bus on day of departure.

Going on the bus – the chaperone(s) will:

- Arrive at pool ½ hour before departure time.
- Before getting on the bus, gather health cards, consent forms, passports, or health insurance documents if necessary and food payments from parents; record amounts and swimmer's names; count payment on bus to verify that all swimmers paid.
- Ensure all swimmers' gear and food are on the bus.
- Ensure all swimmers have a seat.
- Arrange for meal on the bus or upon arrival at hotel, collect orders from swimmers and phone in order, and allow adequate time for restaurant to get order ready.

At the hotel – the chaperone(s) will:

- Obtain list of swimmers' room numbers from the coaches.
- Confirm pay TV is turned off and long-distance phone disabled in swimmers' rooms, there should be no twin room doors between swimmers' rooms and a refrigerator at 1 chaperone's room for perishable food items.
- Give the swimmers their room keys keeping 1 key per room for the chaperone.
- Arrange breakfast time if there is breakfast serving in hotel or serve breakfast in chaperone's room. Swimmers should be given hot and cold cereal, bagels, juices, and milk.

- There will be a coaches' meeting with swimmers, just after arrival. Note swimmers lights out time will depend on which group swims in morning and when finals finish. Morning swimmers are informed to have their swim bags packed and brought down to breakfast before leaving for the pool. Swimmers are given the chaperones' room number and instructions on how to reach chaperones on the phone. Swimmers are to leave room door ajar or open when they are in their rooms except when they are asleep. Swimmers are not to open the door to their rooms at night unless it is a chaperone that has identified her/himself. Swimmers are not to leave their rooms and the adjacent hallway without asking if they can go, telling the chaperones where they are going and for how long. No gambling is allowed. Swimmers are reminded of the code of conduct when at away meets as outlined in the RHAC handbook. Any swimmers found to behave inappropriately by the coaches and /or chaperones will be sent home immediately. Parents of the offending swimmer will be called to pick up the swimmer or the swimmer will be put on bus or plane with the cost charge to the parents' account.
- All receipts are to be kept along with a descending total for the cash. Chaperones may jointly contribute to team meals at hotel or at restaurants.
- Keep track all the swimmers' expenses in the swimmers' envelopes.

In case of fire alarm alert at hotel

- Don't panic.
- Chaperones and coaches should lead the swimmers walking via staircase to ground floor to a safe place
- Do a head count, comfort the swimmers and keep them warm.
- When the alarm is off, take the swimmers back to their rooms.
- Check all the rooms and make sure all swimmers are there.

In case of sickness and need to attend clinic or go to hospital

- Report to the coach, call the parent before taking swimmer to attend clinic or go to hospital.
- Chaperone should take swimmer's health card and consent form.
- Comfort the swimmer.
- Report to coach and the parent after attending clinic or go to hospital.
- All medical expenses will charge to swimmer.
- If swimmer is sick and stays at hotel, 1 chaperone should stay with the swimmer.

Morning Swimmers

- 1 chaperone to accompany swimmers to breakfast in the hotel, arranged the night before, at a time which is ½ hour before departure by bus to the pool. Alternate arrangement is serving breakfast in chaperone's room.
- Accompany the swimmers on the bus to and from the pool.
- Confirm pick up and drop off times with the coach and the driver.
- Ask the coaches to outline the full day of events and the probably start and finish times.
- Help the coaches in whatever way during the morning.
- Stay at the pool with the morning swimmers, except to leave the bus driver to pick up lunch if this is appropriate. Arrange and pick up lunch if morning swimmers are National swimmers and this is deemed appropriate.
- Swimmers to sleep and/or do homework after lunch and before Finals. For National, it is a

good idea to make one of the rooms a talking homework room and another quiet homework room.

- Arrange with the hotel to dry towels for swimmers if possible.
- Get all the morning swimmers to meet at the front desk 10 minutes before the bus leaves to return to the pool for Finals. Do head count before the bus leaves the hotel.

Afternoon Swimmers

- There must be at least 1 chaperone staying at the hotel at any time when there are swimmers at the hotel.
- Give them a late breakfast at about 10:00am at the hotel; get them to meet at front desk 10 minutes before the bus has to leave for the pool.
- At the pool, chaperone should look for a convenient location and have easy access for swimmers to take snacks; arrange for a light lunch to be ready at the pool at the end of the afternoon competition for the swimmers and the Coaches; for Youth and Provincial Groups, have swimmers sleep on the floor in a quiet area away from drafts between the end of the afternoon session and the beginning of finals.
- The coaches will have been at the pool all day without a break. Offer to go out with the bus driver and pick up some coffee/ food for them if necessary.

Finals

- Chaperones arrange dinner for swimmers, coaches, and chaperones and possibly the bus driver to be delivered to the chaperone's room at the hotel at the end of Finals each evening. Dinners to be low fat and high carbohydrate, for example, spaghetti and salads or roast chicken baked potatoes and salads.

Last day checkout

- The night before departure, swimmers are reminded to pack all belongings and leave rooms tidy.
- Check all rooms for items left behind by swimmers. For messy rooms, swimmers are asked to return to clean up before departure.
- Arrange for late checkout of 3 rooms for the morning swimmers to stay in until Finals and /or 1 room for bus driver if it is a long hour driving.

Last night finals

- Take dinner orders for and include swimmers, coaches, bus driver and chaperones.
- During Finals on the last night, phone the dinner order to be picked up on the way out of town and eaten on the bus.
- Confirm the timing of the end of the meet with the coaches and phone to give more precise time of pick up.

Returning on the bus

- Do head count before departure.
- Pay for and pick up the dinner to be consumed on the bus while driving. Ask a couple of swimmers to take the garbage bag down the bus aisle after eating.
- ½ hour before arrival of Centennial Pool, 1 chaperone should inform parents the precise time of pick up.
- After arrival back at the drop off point (usually at Centennial), check to ensure all luggage

and supplies are unloaded from the bus.

- All unused supplies are to be returned to the RHAC dryland facility another day.
- Chaperones need to return all documents and money to the parents and / or senior swimmers; chaperones are to wait until the last swimmers have been picked up.

Appendix 6 Glossary of Swimming Terms

Circle Seeding: This is a method of arranging the heats in a meet where there are finals. In this case, the top athletes do not all swim together in the final heat but are spread out throughout to provide a better competitive balance for all of the athletes in the event.

Competitive Season: There are two distinct periods in the swim year. The short course season runs from September to March and is swum in 25m pools and the long course season runs from March to August and is swum in 50m pools.

DQ: Disqualified. An athlete may be disqualified for a number of reasons (turn violation, stroke violation, false start, etc.). In the event of disqualification, the athlete's time is not recorded.

Exhibition: Sometimes an athlete may attend a meet in which they are overqualified, or just swim an event in which they are overqualified. They are usually allowed to swim as "exhibition" which means their times will be official, however they will receive no placing in an event.

Finals: At higher calibre swim meets, athletes race in their heats and then the top eight finishers (or six, depending on the number of lanes in the pool) will get an opportunity to race again in the finals to determine the winner of the event.

Freestyle: This is the most common name for the "front crawl". However, in the context of a swim meet, an event that is designated as freestyle may be swum with any competitive stroke. This is very unusual and is generally done by an athlete that is attempting to make a particular qualifying time in another stroke.

Heats: At swim meets, athletes cannot race all together for a given event. For each race, they are divided into "heats" based on the number of lanes in the pool.

Individual Medley: This is an event in which the athlete races all four competitive strokes starting with butterfly followed by the back stroke, breaststroke, and freestyle.

LTAD: Long term athlete development. This is a program developed by Swim Canada to grow athletes from a young age into mature, successful swimmers. More information can be found on the Swim Canada website at, https://www.swimming.ca/content/uploads/2015/06/ltad_en.pdf

Meets

Championship: These swim meets offer the best competition for a particular time standard; examples include Provincials, Eastern Canadians, and Nationals (CJC/CSC).

Developmental: These swim meets usually have no time standards and are completed within three hours. They include “dual or tri” meets, which are smaller meets with two or three teams involved. First year athletes attend a lot of these to build their confidence and experience.

Invitational: These swim meets make up the bulk of RHAC’s competitive swim schedule. They usually have time standards that the athlete needs to achieve, such as an Ontario “A” standard, for example.

Team: These are meets designated by the coach for team building, such as the Team Champs meet that is held in April. The athletes are selected by the Coaches, and they all travel and stay together as a team.

Relays: These are events where four athletes combine to complete the event. They are swum as either freestyle or individual medley races at distances of 200m, 400m and 800m (freestyle only).

Scratching: This is the process of removing an athlete from a heat, final or consolation final event. The Coach does this at the meet, well before the event takes place.

Timed-Finals: The winner of the event will be determined from the times of all the competing athletes, regardless of which heat they swam in.

Entry Times: All entry times are the swimmer’s best time in a particular event. These times are automatically pulled from the Swim Canada results system. If a swimmer has not swum a particular race in either Long Course (LC) or Short Course (SC) format, they will not have a time yet and it will show for the coaches as an NT (No Time). Many meets do not allow NT entries, so coaches will provide an estimated time for that event. When the athlete swims that race, the official time will become their best time. Some championship meets will take a swimmer’s best time in either LC or SC, whichever is better, and convert the time. Each meet is set up differently, but the way that entry times are pulled from Swim Canada will be the same for every swimmer in a given meet.

Appendix 7 Handbook Executive Summary

Organization

Not-for-profit corporation established in 1971 focused on competitive swimming.

Group Structure

- Three pre-competitive groups: Mini Sharks, Sharks, Super Sharks.
- Eight competitive groups: Development, Select, Youth, Junior, Senior, Performance, National, High Performance

Administration

- Master Fee Schedule – contained in the membership registration
- Family Volunteer Points – Each family will have a commitment of 400 points for the season related to Club Management and fundraising activities 300 points from the two Home Swim Meets to ensure these activities are adequately staffed. – Refer Appendix 3.
- Members are required to qualify as officials for swim meets according to the level of the eldest swimmer.
- As a major fundraising activity, cBingo trained RHAC members work as office staff at bingo throughout the year at Bingo World.
- Invoicing – Members will periodically receive an invoice showing the state of their account and any amounts owing are due upon receipt. \$25 late fee for accounts 30 days past due. Accounts that become 60 days past due and are greater than \$150 will result in athlete suspension.

Swim Meets

- The coaches determine the schedule of swim meets that RHAC attends.
- All athletes must confirm their attendance at competitions. The use of e-mail is encouraged.

Rules and Regulations

- RHAC has standards of conduct that apply to all athletes, coaches and members.

Communication

- Good communication is essential. Ongoing communication is via the club web site www.rhac.ca and the regular newsfeeds posted on the web site.

Events and Awards

- The Club holds social events for the athletes and parents throughout the swim year.