

Welcome to the Peterborough Swim Club

Club Manual



Please note: In all instances of discrepancy, Peterborough Swim Club's Bylaws supersede this Parent Manual document and will be the policy of record for the swim season.

On behalf of the Peterborough Swim Club Coaches and the Board of Directors, we would like to welcome all new and existing swimmers and families to a new Peterborough Swim Club season.

Swim Canada's age group swimming program is one of Canada's largest programs of guided fitness activity for children. Currently, there are over 150 swim clubs with 10,000 registered swimmers, 400 coaches, 20,000 officials and countless volunteers throughout Ontario. Swim Ontario divides the province into six regions. Age group swimming builds a strong foundation for a lifetime of good health and fitness.

Advantages of swimming as a sport:

- Develops high quality cardiovascular fitness, the most important key to physical fitness.
- While in some sports, an hour of practice may yield as little as ten minutes of meaningful exercise, age group swim teams use every precious minute of practice time developing fitness and technique.
- No other sport does a better job in proportional muscular development by using all the body's major muscle groups.
- Enhances children's natural flexibility by exercising all their major joints through a full range of motion.
- It helps develop superior coordination by requiring a combination of complex movements of all parts of the body.
- It is the most injury free of all youth sports.

Swimming is a sport that will bring children fitness and enjoyment for life.

You are never too old to enjoy a swim!

Table of contents

Meet our Coaches	4
Dan Stratton - Head Coach, Race, Junior & Senior Coach.....	4
Owen Cecile - Age Group Coach	4
History of the Peterborough Swim Club	4
Affiliation.....	5
Club Structure.....	5
Peterborough Swim School/Pre-Competitive	5
Masters	6
Age Group Swimmers (Development, Train, Race)	6
Junior/Senior Group Members	6
Coaching Staff	6
Board of Directors	6
Attendance Policies.....	6
Purpose	6
Policy	7
Procedure	7
Meet Attendance Policy	8
Injured Swimmer Policy	8
Purpose	8
Policy	8
Procedure	9
Fee Structure	9
Registration Fees.....	9
Volunteer Commitment	11
Swim Meets	11
Meet Notices.....	11
Scratching from a Meet	12
Types of meets	12
Parent Responsible Meets.....	12
Team Meets	13
Swimmer Code of Conduct	13
Club Swimmers, Members Returning from University and Varsity	



Swimmers	14
High Performance Support	15
Eligibility	15
Fundraising Commitment	15
Fundraising Opportunities	16
Corporate sponsors	16
Communication	16
Reimbursement Policy	16
Club fees	17
APPENDIX A - Volunteer Program	18
Hosted Swim Meets	18
Service Hours Commitment	18
Opportunities to Earn Service Points.....	19
Volunteer Service Hours	19
General Volunteer Descriptions.....	22
Officials	22
Food coordinator.....	22
Food volunteer	22
Swim-a-thon Coordinator	22
Chaperone	22
Officials’ Manager.....	22
Head Chaperone	22
Bingo Coordinator	23
Additional Meet Official Information.....	23
Referee	23
Starter	23
Chief Timer	23
Assistant Chief Timer.....	23
Head Lane Timer.....	23
Timers.....	23
Strokes and Turn Judge	23
Clerk of Course.....	23
Chief Finish Judge	24
Recorder/Scorer.....	24
Marshall.....	24

Meet our Coaches

Dan Stratton - Head Coach, Race, Junior & Senior Coach

35 years as head coach, assistant head coach, associate coach, and coaching intern with age group and varsity swimming programs in Ontario. Seven years at SSMAC as head coach with three national medalists, several national finalists, and multiple provincial medalists and finalists. With over 18 years serving in Western swimming region serving with Chatham Pool Sharks, Lambton Laser, Bluewater Otters, Region of Waterloo Swim Club and women's varsity swimming at Western University. During this time, Stratton was coach of record for Para swimmer, Darda Geiger selected to 2000 Paralympic Games for Canadian swim team competing in Sydney, Australia. Geiger was a gold medalist and set a world record that stood for eight years as a member of Team Canada and Stratton was awarded the Canadian Swimming Teachers and Coaches Association (CSCTA) gold medal award of distinction as a result. Stratton is a NCCP Senior (level 3) certified coach since 1993, a graduate of the Canadian Sport Institute Pacific, Victoria, BC. Stratton was the lead NEOR team coach at the Ontario Summer Games in Toronto 2012. Stratton has been an Ontario Swimming Coaches Committee (OSCC) board member (2009-2015), was a program coordinator for Northeastern swimming region (2013-2015). Stratton has been an NCCP swimming 101 learning facilitator for Swim Ontario since 2014. Stratton graduated from the University of Waterloo in 1989 with a BSc in Kinesiology and was a varsity water polo and swim team member from 1985-1989.

Owen Cecile - Age Group Coach

Owen Cecile began swimming with the Peterborough Swim Club in 2013 and progressed through the competitive swimming program. Owen began coaching as an assistant swim coach in 2018, and later would become the lead coach of the program, receiving his NCCP level 1 certification in 2019. In 2022, Owen took on the role of Head Age Group coach for the club. He brings a comprehensive knowledge of the history of the club, while applying his own coaching methods for the swimmers from Pre-competitive, through AG Devo and AG Train.

History of the Peterborough Swim Club

Gord Minty formed the YMCA Swim Club in 1939. Minty coached and developed several of his swimmers into Canadian champions. Among these swimmers was Allan Marshall after whom the Trent University Pool is named.

In 1980, the Peterborough YMCA Swim Club moved from the 'Y' up to the new Allan Marshall Memorial Pool at Trent University. The club's name was changed to the Trent Swim Club and became part of the Eastern Ontario Swim Region. In 1985, the club joined the Huronia Region and quickly broke

most of the regional records.

Renamed the Peterborough Swim Club in 2022, the Club has developed regional, provincial and national record holders. The club also has a rich history of developing university team captains and qualifiers in the NCAA Championships, the Pan-Am Games and the Olympic Trials. Club member Matt Rose was a medalist at the Commonwealth Games and competed in the 2004 Olympic Games in Athens, Greece. More recently, Cynthia Pammett and Bill Cox both represented the Club at the 2012 Olympic Trials. The Club consistently has members ranked among the top in the province for their age group.

Throughout its history, the Club has developed swimmers at all levels of competition – from beginners participating in development meets to those competing at national and even international events. Over the last eighty four years, the Peterborough Swim Club has consistently proven the truth behind its moniker....

"The Best Small Club in Canada"

Affiliation

The Peterborough Swim Club is a member of Swim Ontario, which is the sanctioning body for aquatic sports in Ontario. The province is divided into regions with our Club being part of the Huronia Region. For more information on the Huronia Region and its activities, visit www.huroniaswimming.com. Your swimmer will have a registration ID with Swim Ontario, which will stay with them throughout their entire swimming career. For more information about Swim Ontario, visit their website at www.swimontario.com. The "records and ranking tab", followed by the "search an athlete" tab on the Swim Canada site at www.swimming.ca will give you all sanctioned swim times for any athlete that has competed at a sanctioned swimming event in Canada.

Club Structure

The Peterborough Swim Club is broken down into four groups:

Peterborough Swim School/Pre-Competitive

This is our program for young swimmers who are learning the strokes and preparing for competition. Swimmers swim one or two times per week depending on individual performance level.

Swim School level athletes swim once a week and Pre-Competitive level athletes swim twice a week. Swim School swimmers do not participate in swim meets. Pre-competitive level athletes are able to compete in one meet per year, as coordinated with their coach.



Masters

The Masters program is designed to accommodate adult swimmers interested in joining a swim team to train in a group environment. Our Masters swim program includes various levels of swimming experience from those looking to improve their technical swimming skills and fitness to those looking to race in a fun and inclusive environment.

Age Group Swimmers (Development, Train, Race)

These athletes are the developing members of the Club. These athletes swim three, four or five times a week depending on their assigned group, and they participate in swim meets on a regular basis.

Junior/Senior Group Members

These athletes are high performance swimmers training seven or more times per week depending on their assigned group. They participate in a large number of swim meets throughout the season, some of which have qualifying standards that must be met to be eligible to participate.

Coaching Staff

Our coaching staff consists of two full time coaches and a number of part-time and hourly coaches that are responsible for the delivery of the program. The full-time staff is responsible for the mentoring and monitoring of assistant coaches and swim school instructors. The Board of Directors is responsible for hiring and managing the full-time coaches. The full-time coaches also make recommendations with respect to hiring part time and volunteer coaching staff.

Board of Directors

The Board of Directors consists of a President, Vice-President, Treasurer, Secretary and key volunteers who serve as Chairs of the Club's committee structure. The Board meets regularly throughout the year and is responsible for the Club's policies, procedures, operation and financial viability.

Elections of directors are made in June of each year at the club's Annual General meeting which can be held at the year-end awards ceremony or another designated time. The Club by-laws can be obtained from www.ptboswimclub.com.

Attendance Policies

Purpose

1. To ensure that PTBO competitive stream swimmer(s) are adequately prepared, ready and equipped to deal with the variety of strokes,

- distances, and skills required to succeed in competition.
2. To continue a culture of physical readiness, healthiness, fitness, excellence consistent with LTAD policies from Swimming Natation Canada (SNC) and Swim Ontario.
 3. To ensure that the program model is standardized across all registered swimmers in that respective group and that training programs are fully maximized.

Policy

This policy applies to all swimmers registered in the competitive stream with the Peterborough Swim Club.

Procedure

1. A swimmer registered in any of the age group (AG) categories, Junior and/or Senior programs will understand the roles and responsibilities of that level of registration.
2. Prior to acceptance of promotion into the higher level within AG, Junior and/or Senior program, the swimmer and parent should review the schedule and attendance expectations and determine if their individual and family's schedule can accommodate an enhanced training schedule. It is expected that all swimmers will strive to achieve a 75 percent attendance rate.
3. Moves up will take place on September 1st, January 1st, and April 1st of each year. The swimmer will be allowed 2 practices in a possible move up group before the family makes a decision to accept or decline a move up.
4. If a move up is declined, the head coach and president will communicate with the family to understand reasoning and determine plans for moving forward.
5. If the head coach deems that a long-term attendance issue is preventing a swimmer(s) progress within the competitive program, then a parent meeting with the respective swimmer, parent and coach may be required.
6. Allowing a swimmer that arrives at workout without the minimum training equipment, including swimsuit, cap and goggles to remain on deck for the duration of the scheduled training session is at the discretion of the head coach.
7. If an extended absence from training is required, and not related to an injury, including family vacation, academic break, academic issues and/or family crisis, it is expected that the individual circumstances be communicated to the head coach in a timely fashion. Regular updates (weekly) should be communicated to either the head coach, group coach and/or club registrar.
8. In the situations outlined above, there will be considerations made in terms of eligibility to attend future meets weighed on factors including length of absence, attendance prior to absence, notification period and any other pertaining issues.

Attendance at practice is essential to individual swimmer development and



to the overall development of the team.

Swimmers are expected to be ready to swim when practice is scheduled to begin.

Meet Attendance Policy

All swimmers are encouraged to attend scheduled group specific and team meets. This is a competitive sport in which we not only compete as individuals, but also as a team. We need all team members at team meets (regional meets) to get our best possible result. This is not only from a point earning perspective, but also from a team support perspective.

Prior to every swim meet, there will be a Swim Meet Notice emailed to you. All information about the upcoming swim meet can be found at www.ptboswimclub.com. Take note of the pertinent dates including the scratch deadlines. For each meet, you must indicate if your swimmer will “attend” or “decline” on the meet registration on the Team Unify website prior to the indicated dates. If you are unable to attend the meet, you must “decline” on the Team Unify website and we recommend letting your swimmer’s coach know you are not able to attend the meet. Once the sign up/scratch deadline has passed, if you “accepted”, we will assume that you are attending the meet. You are then responsible for any costs associated with that competition.

When attending meets, swimmers are expected to show up on deck a minimum of 15 minutes before the scheduled warm up time and must be wearing the proper Peterborough Swim Club attire.

This will allow the swimmer plenty of time to loosen up and get ready to get in the water once the warm up starts. The swimmer is expected to check in with the coach when they arrive. This will help prevent the coach from thinking that the swimmer is not in attendance. Failure to do this could lead to the coach scratching the swimmer from the competition.

Injured Swimmer Policy

Purpose

1. To ensure that an injured swimmer is assessed and treated by a licensed healthcare professional.
2. To ensure that the injured swimmer’s health is a priority and to prevent further harm.
3. To modify future workouts according to the restrictions and assessment set forth by the treating provider.

Policy

This policy applies to all swimmers registered in the competitive stream with the Peterborough Swim Club.

Procedure

1. A swimmer who is injured as a result of swimming or any other sport/activity, and has not attended practice for more than 7 consecutive days, must be assessed by a licensed health care provider prior to re-entering the pool. Providers include but are not limited to; doctors, nurse practitioners, chiropractors and physiotherapists.
2. If restrictions are placed on the injured swimmer, they must be documented in the form of a note from the treating provider.
3. Future workouts will then be structured to accommodate the swimmer's ability and recommendations from the health care professional.
4. If a swimmer experiences prolonged healing time, swim fees are reimbursed as follows:
 - a. one month's reimbursement will be paid in full if the swimmer does not enter the water for a period of 30 days consecutively, not calendar months.
 - b. entering the water even once during that 30 days voids full reimbursement.
 - c. failure to provide a medical slip documenting restrictions will nullify full reimbursement.
 - d. if a swimmer is injured just prior to a meet, that swimmer will be credited the amount as long as the withdrawal is not past the deadline for submission.
 - e. Fees will not be credited if the injury occurs after the submission deadline.
5. Failure to provide a medical slip documenting restrictions may result in the swimmer being prevented from participation until one can be provided. This would be at the respective coaches' discretion.
6. Allowing an injured swimmer on deck during practices or at a meet is at the discretion of the head coach.

Fee Structure

Registration Fees

Fees are paid upon registration in September through the team's online registration system or upon your first registration with the Peterborough Swim Club.

Initial registration costs include Swim Ontario affiliation fees which are paid once per season to register the swimmer with Swim Ontario. The registration fee amount is based on swimmers' competitive or non-competitive status with Swim Ontario. Swimmers in Devo, Train, Race, Junior or Senior are registered as competitive. Swimmers in Swim School/Pre-competitive and Masters are initially registered as non-competitive. If a swimmer moves up into a competitive program throughout the year, the difference between the two fees will be charged by Swim Ontario for the change of registration



status and fee will be charged to the swimmer's account.

For swimmers participating in Per-competitive, Devo, Train, Race, Junior and Senior and registered for the swim year (Sept-June), fees are charged monthly. For swimmers in the Masters and Swim School, program fees are applied on a per session basis.

For the Devo, Train, Race, Junior and Senior groups, fees are broken down into two components:

The first component, Club fees, funds the operating costs of the club for training. These fees reflect the number of times a swimmer trains per week over the possible ten month swim session (September – June). If, during the course of the session, your swimmer progresses from one group to another, your monthly fees will be adjusted to reflect the change.

The second component, Swim Meet fees, are used to pay meet costs. If, during the course of the session, your swimmer progresses from one group to another, your swim meet fees will be adjusted to reflect the change in group. If your swimmer does not use this money at meets, it will be refunded to you at the end of the swim season.

Swim Meet Fees (Meet Account)

Monthly Meet fees are held in trust and administered by the Team Treasurer. Funds are used to cover the meet expenses associated with the individual meets attended by the swimmer during the season. These expenses comprise entry fees for your swimmer participating in the meet along with the shared coaching expenses associated with having the coach(es) attend the meet to coach and support your swimmer. Coach expenses include accommodation, travel, and meals. When participating in a team travel meet, all expenses including transportation, accommodation and food will be shared amongst those who signed up for the meet on Team Unify.

Members are also given the option of using their meet account to cover additional costs during the year such as the awards banquets/swim clothing orders/TPASC Bus, etc.

The Board and the Head Coach work together at the beginning of each season to provide an estimate of the meet fees. This number can vary depending on the number of meets your swimmer(s) attends.

It is very likely that the meet account will need to be 'topped up' during the year if your swimmer attends the recommended meets.

Updates on individual accounts will be provided throughout the year. You can request a status report from the Team Treasurer at any time.

You cannot register for the following year until all fees have been paid from the previous year.

Reimbursement policies for swimmers who, for various reasons, do not compete during the season are set out in subsequent sections of this manual.

Volunteer Commitment

The volunteer commitment is critical to the sustainability of the club. To host races in the province, the club requires volunteers that have been specifically trained through the online and/or in-person officials' courses. These courses are generally quite simple to complete and are helpful in providing you with the skills needed to enjoy individual swimmer performance and volunteering at a meet.

Swim Ontario provides oversight and guidance to swim clubs in the province and maintains specific thresholds of the numbers of officials required at the various levels in a swim club (calculated according to the number of swimmers registered in each club).

Parent volunteer activities will be tracked throughout the year. Balances are applicable to the current swim season only with nothing being carried forward into the next swim season. Any outstanding amount will be indicated to you at the end of the year and is visible by clicking the Service Hours tab under your account in Team Unify. We understand that due to various other commitments, not every family can meet their 'service hours' commitment. As an alternative the Peterborough Swim Club also offers the opportunity to 'buy out' the commitment at a rate equal to the current Ontario minimum wage per hour.

See [Appendix A](#) for the full "Volunteer Commitment" document.

Swim Meets

The swim season is divided into two parts.

- The first half of the season (September – February) is the Short Course Season, where swimmers will compete in 25 metre pools.
- The second half of the season (March-June) is the Long Course Season where swimmers will compete in 50 metre pools.

Meets are a very important part of competitive swimming. They are a measure of the swimmers' progress, offer an opportunity for unique learning, give development opportunities not possible during training, and they help grow team spirit.

Meet Notices

Swim Meet Notices are sent out by the Head Coach via e-mail and are posted on the website several weeks prior to each meet. This notice provides basic information about the meet including location, dates,



identification of swimmers qualified for the meet, and a scratch deadline for any swimmer unable to attend the meet.

Scratching from a Meet

All swimmers are encouraged to attend meets that they have qualified for. If a swimmer is not able to attend a meet, then written notification of a scratch before the deadline is needed to avoid unnecessary costs becoming the responsibility of the family.

If your swimmer is unable to attend a swim meet, the Coach must be notified, in writing, **by the scratch date** on the swim meet notice. Failure to do so will result in all applicable meet fees being charged to your meet account as the club must pay the meet fees to the host club based on swimmers attending by the scratch date. It is the responsibility of each swimming family to monitor e-mail and our team website to ensure that swimmers do not miss meet dates and/or scratch deadlines.

Upon receipt of a scratch, you will receive written confirmation (via e-mail) of this action from the Head Coach.

Types of meets

Swimmers will typically attend two types of meets throughout the year: Parent Responsible Meets and Team Meets.

Parent Responsible Meets

The majority of swim meets fall into this category with parents being responsible for arranging travel, accommodation, and meals for individual athletes. Car-pooling and sharing of accommodation is up to the individual parents and on some occasions, the Team Manager may advise parents of block accommodations that have been put aside for parents as a booking option. It is the parent's responsibility to confirm and book a reservation with the hotel.

Meet times and directions to the pool will be e-mailed and posted on the website prior to the meet.

Swimmers are required to arrive fifteen minutes prior to their scheduled warm-up time and to check in with their coaches to avoid being scratched from the meet. The swimmer should pack healthy snacks and water. They should also have deck footwear.

Entry fees (amount charged per event by the host club) and coaching expenses will make up the amount to be charged to the individual swimmer's meet account. Coaching expenses are determined by dividing the costs incurred by the coaches to attend the meet (mileage, hotels, food) by the number of swimmers registered for the meet. The club has set a standard coaching fee of \$15 per swimmer per number of days of the meet.



The coaches will notify families of upcoming meets via e-mail and by a posting on our club website at www.ptboswimclub.com.

It is the responsibility of each family to check both e-mail and the website to ensure that your swimmers do not miss meet dates and/or scratch deadlines.

Team Meets

At Team meets, swimmers travel, board, and eat with their fellow teammates. If any exceptions are required, request is to be made to the president and head coach for approval. The family will still be responsible for all shared expenses, including travel, food, and accommodation, if no exception has been made. Method of group travel (bus, train, and plane) and group accommodation is arranged by the Team Manager.

Details about the meet – time of departure, scheduling, location, and contact information will be distributed by e-mail and posted on the website by the Head Chaperone prior to the departure date. Swimmers must remain with the team for the entire meet. Should a circumstance arise where a parent must remove a swimmer, it is essential that a chaperone be notified directly by the parent of this arrangement.

Swimmers are placed four to a room whenever possible and every effort is made to keep them within their age group or squad. Parents are asked NOT to request special rooming assignments on behalf of their swimmers. Should a personality conflict arise, it should be brought to the attention of the Coach and this information will be dealt with in strict confidence.

Costs will be calculated the same as for parent responsible meets, except that the cost of travel, accommodation and food will be additional. The total is then deducted from individual meet accounts. Chaperones' requests are collected prior to each meet and the selected chaperones will be responsible for all swimmers. All chaperones are required to have a current vulnerable sector police check on file with the Peterborough Swim Club prior to chaperoning an event.

It is the parent's responsibility to check both email and the club website (www.ptboswimclub.com) to ensure that a swimmer does not miss meet dates and/or scratch deadlines.

Swimmer Code of Conduct

All swimmers are expected to sign and abide by the Code of Conduct made available at registration at the beginning of each season. Failure to do so may result in removal of a swimmer from practices and meets.

See website for more details.

Behaviour at meets that is considered dangerous or unacceptable by the



chaperones and coaching staff will result in the swimmer being isolated or sent home at the swimmer's expense.

Peterborough swimmers have a well-established practice of acting in a responsible manner. Behaviour that negatively impacts the Peterborough Swim Club will NOT be tolerated.

Swimmers are the responsibility of the Chaperones and will defer to their authority. Swimmers will not leave the team for any reason. Parents must advise the chaperones and coach should special circumstances arise. Inappropriate behaviour will result in the swimmer being sent home at the parent's expense. Should this not be possible, the individual will be removed from the meet and strictly chaperoned with any additional expenses being covered by the parent. Property damage caused by a swimmer will be charged to the parent.

The coaching staff will have the authority to suspend a swimmer from future Team Meet(s) and/or Parent responsible meets if deemed necessary for the benefit of the Club.

Club Swimmers, Members Returning from University and Varsity Swimmers

- **Club Swimmers** – Club swimmers are those swimmers who are full time members of PSC. All Club swimmers must be registered with Swim Ontario as Peterborough Swim Club swimmers, pay swim fees and participate in fundraising.
- **Members Returning from secondary education** – Former Club swimmers (swimmers that were registered and paid club fees through their high school years) who are swimming for a University Varsity team are welcome and encouraged to return and continue their training with the club during school breaks (without cost) and during the spring/summer long course season (cost assessed according to quantity of training attended). All swimmers must be registered with Swim Ontario as Club swimmers, be in good standing with the Club and receive the approval of the coaches. Swimmers are responsible for all meet fees and other fees they incur and such fees must be paid to the Club in a timely manner. Returning swimmer accounts must be in good standing or the swimmer will not be allowed to swim.

In general, returning swimmers are not to bump full time club swimmers from relay teams. It is however possible that the coach may decide to 'swim' a returning swimmer over a full time club swimmer in a relay if they feel that the club swimmer has poor attendance and/or they feel that it is to the benefit of the club swimmer to not race the relay.

High Performance Support

Eligibility

High Performance Support is available to club swimmers who are in good standing with the Club.

Support Available

As part of the annual budgeting process an amount will be designated as support for High Performance swimmers.

If the budgeted amount is not sufficient to provide the full amount of support to all Club and returning swimmers, support will be awarded across all award categories on a pro-rata basis. Returning swimmers are eligible for Senior National Level support for the number of years equal to the years they were a Club swimmer.

The Board, at its discretion, may vote during the year to increase or decrease the amount budgeted for High Performance Support or to extend the period for which Returning swimmers are eligible for Senior National Level Support.

Support will only be provided to swimmers attending and competing at the designated national level meets. Swimmers are expected to be in clothing identifying them as Peterborough Swim Club members while on deck and, if a cap is worn, to swim in Peterborough Swim Club caps.

High performance support will be available for those swimmers attending National level meets. High performance support will be available up to \$500 per swimmer who qualify and attend the meet to help offset the cost of travel and accommodation to attend the meet. Subsidies may be applied to any National level meet at the discretion of the Board and the Head Coach up to \$500 per swimmer per swim year.

Requests for reimbursement must be submitted within 4 weeks of the National meet or event, and must include receipts for travel and accommodation. Requests should be sent to treasurer@trentswimming.com.

Fundraising Commitment

Fundraising is an integral part of helping our club succeed. There are various opportunities throughout the year to help support the club in fundraising initiatives. There is no maximum to the fundraising that a family can complete, but swimmer accounts will be credited to a maximum shown below (Bingo fundraising is not included in this maximum).

Number and Level of Swimmer	Fundraising Maximums
One or more AG-Devo swimmer	10% program fee (under review)
One AG-Train swimmer	20% program fee (under review)
Two or more swimmers, both AG-Train or above	20% program fee each swimmer (under review)

Fundraising Opportunities

Opportunities to fundraise are listed below and all are optional. Any surplus monies raised will be applied directly towards your swim fees. Activities are available throughout the year and will be communicated via email.

Corporate sponsors

50% of sponsorship will be eligible for fundraising up to the fundraising maximum listed above.

Bingo

Bingo fundraising is a significant source of revenue to the club. In recognition of our Bingo volunteers each bingo session that is worked will equate to \$100 applied towards your fundraising efforts, with no maximum. Further information about Bingo can be found on our website and through the Bingo Co-ordinator. If a participating parent is responsible for a penalty incurred by the club from the Bingo hall, the \$100 will not be applied to their fundraising totals.

Fundraising is optional for all swim families.

Communication

Our main methods of communication are through email and our club website. Members are encouraged to check their email and visit the website on a regular basis as there are many important messages which may need to be responded to in a timely manner.

Reimbursement Policy

Competitive swimming is a sport that will reward your swimmer immensely by demanding commitment and focus. Nevertheless, a swimmer will occasionally choose to leave the club mid-season, or be required to leave the club due to an individual situation. In such circumstances the Peterborough Swim Club's reimbursement policy is as follows:

The Coach, Membership Chair and the Treasurer must be notified in writing.



It is not sufficient to notify the coaching staff alone. The resignation date is the date the letter is received and not the last date the swimmer was in the pool. Email, with an acknowledgement is sufficient, but it is the responsibility of the parent to ensure the email was received (Email can get filtered out, misdirected or otherwise lost.)

Upon notification, the Treasurer will prepare a final statement of account. The final statement of account will be calculated as follows:

Club fees

Club fees will be charged to the end of the month in which the resignation letter was received.

The volunteer commitment will be prorated and assessed as of the date of resignation. Any unfulfilled commitments will be converted to a dollar amount as applicable and will be included in the final statement of account.

Injury, regardless of how it occurred, can cause a swimmer to resign or have to take time off. Notwithstanding the injury and in all cases, the aforementioned reimbursement policy applies (please refer to the injured swimmer policy).

In all cases, a swimmer's unused meet fees will be reimbursed at the final account settlement.

APPENDIX A - Volunteer Program

The volunteer commitment is critical to the sustainability of the club. To host races in the province, the club requires volunteers that have been specifically trained through the online and/or in person officials' courses. These courses are generally quite simple to complete and are helpful in providing you with the skills needed to enjoy volunteering at a meet.

Swim Ontario provides oversight and guidance to swim clubs in the province and maintains specific thresholds of the numbers of officials required at the various levels in a swim club (based on the number of swimmers of each club).

Hosted Swim Meets

In a typical year, the Peterborough Swim Club hosts a minimum of two swim meets per year.

All families (parents or swimmers 14 and over) are expected to work a minimum number of sessions at every hosted meet. Jobs vary from meet preparation, set up/tear down, officiating, food/concession coordination, concession staffing and food preparation. These meets are an excellent way to fulfill club volunteer requirements for families.

Service Hours Commitment

Number and level of swimmers	Service Points commitment	Service hour buy-out
The club has moved to a point system – each point is roughly translated to 3 hours		
One or more AG-Development	4 points	Current minimum wage x 4 x 3
One AG-Train swimmer	8 points	Current minimum wage x 8 x 3
1 or more AG Devo and 1 or more AG-Train swimmers	11 points	Current minimum wage x 11 x 3
1 AG-Race/Jr/Sr swimmer	12 points	Current minimum wage x 12 x 3
1 AG-Dev/Train and 1 AG-Race/Jr/Sr swimmer	13 points	Current minimum wage x 13 x 3

Any combo of 2 or more AG Devo/Train and 1 AG-Race/Jr/Sr	14 points	Current minimum wage x 14 x 3
Any combo of 1 or more AG Devo/Train and 2 or more AG-Race/Jr/Sr swimmers	15 points	Current minimum wage x 15 x 3
2 or more AG-Race/Jr/Sr swimmers	15 points	Current minimum wage x 15 x 3

Opportunities to Earn Service Points

Service points are used as a measure however please note that they are not intended to equate precisely to the hours worked. A list of activities and the associated points are listed below along with a brief description of the activity. Additional information is available about the activities in the following tables.

Additional volunteer activities may be added from time to time as seen as necessary by the Board of Directors.

Volunteer Service Hours

Position	Description	Volunteer credit
Official at Home / Away Meets	Work a minimum of one session at a home or away meet as an official	1 pt/session
Official at Time Trial	Work as an official at a home time trial event	1pt/session
Safety Marshall	On-deck Safety Marshall at a home meet	1pt/session
Equipment Setup/Take Down	Help in the setup and takedown of the timing or other equipment	1pt/meet
Attendance to Officials Clinic	Complete the course and receive the necessary signatures that you attended the clinic	1pt/training (max 3 hours)



Food Coordinator at Meet	Organize food volunteers and supplies before and during a team hosted meet. This position is for all team hosted meets throughout the swim season	3
Food Volunteer at Meet	Work one session at a team hosted meet to supervise food supply and clean-up. Simple provision/donation of food does not equal to service.	1
Swim-a-thon Coordinator	Organize and coordinate this fundraising activity	3
Attendance at AGM	Family rep attendance at the yearly AGM	0.33
Fundraising Coordinator	Coordinate a specific fundraising activity supervised by the Fundraising Chair	2
Bingo Coordinator	Non-Board position, organize and coordinate this fundraising activity throughout the swim season	6
Officials Chair	Non-Board position, recruit, organize training of and coordination of officials	6
Regular Board Member	Active regular member of the PTBO SC Board of Directors. Attend at least 80% of the meetings and fill specific duties.	8
Membership Chair	Participate as regular Board member and coordinate Membership operations	11



Fundraising Chair	Participate as regular Board member and coordinate Fundraising activities throughout year	10
Communications Chair	Participate as regular Board member and coordinate Communications activities throughout year	10
Team Manager	Participate as regular Board member and manage/coordinate Team events/activities throughout year	10
Team Treasurer	Participate as regular Board member and fill roles of Treasurer	12
Meet Manager	Participate as regular Board member and runs and organizes the club's hosted meets	12
Club Vice President	Fill responsibilities as Board Vice President throughout year	12
Club President	Fill responsibilities as Board President throughout year	14
Head Chaperone	Lead chaperone at away team meets/events - organizes the food requirements, room coordination, and supervises/recruits chaperones	1 pt/3 hrs
TPASC Bus Chaperone	Accompany swimmers on bus to TPASC for training	2 points/trip



General Volunteer Descriptions

Officials

There are different official positions that are required to run a meet. Approximately 40 volunteers are required per session to run a meet.

Official Development-Credit will be given as a volunteer takes the required courses and works the required meet sessions as listed above. Incentives for level 3 and higher official designation can be found on the website.

Food coordinator

The volunteer will prepare a list of foods needed for a meet. This list will be passed out to members for them to sign up to bring food. The Foods coordinator will collect that list and send a reminder to parents about their commitment. The food coordinator will also collect the names of volunteers who will work at the various sessions during the meet to feed coaches and officials.

Food volunteer

The volunteer will work at one session of a meet supervise and deliver food and water to coaches and officials during a session of a meet.

Swim-a-thon Coordinator

The volunteer will prepare, distribute, and collect the swim-a-thon packages for the swim-a-thon. This event occurs in late March and is required of all swimmers by Swim Ontario. This is a once-a-year commitment.

Chaperone

The volunteer will attend a team meet with the swimmers. During this time the chaperone will always supervise their swimmers, prepare food for swimmers as needed, and ensure the safety of the swim Sunday night. This is a one-time commitment as per the head chaperone' credit will be given for more than one meet if more meets are attended by a chaperone. A current vulnerable sector police check is required for this position.

Officials' Manager

The volunteer will serve on the meet committee. The volunteer will collect names of officials as required for home and away meets. The officials' manager will keep record of the courses and levels achieved by volunteer officials. This position runs all year long.

Head Chaperone

The volunteer will serve on the team committee. The volunteer will work with the team manager in organizing team meets. The volunteer is responsible for building a team of chaperones for the meet and collecting police checks for those volunteers. The volunteer is also responsible for planning meals and the meet schedule in advance of the meet. The head



chaperone passes budget information after the meet to the team manager for remuneration and account balancing. This position runs all year long.

Bingo Coordinator

This position runs all year long. The volunteer collects the names of interested parents and builds the bingo volunteer list for the year. The volunteer passes the list plus any changes in the list to the VP for fundraising credit. The volunteer organizes the training for new bingo volunteers. The volunteer liaises with the bingo group, attends meetings as needed, and files appropriate paperwork for the club related to bingo.

Additional Meet Official Information

Referee

This is the top official at the meet. The Referee is the final authority on disqualification disputes and changes in swimmers in heats. The referee ensures that all are ready for starts and signals this to starter.

Starter

The Starter signals the start of a race.

Chief Timer

The Chief Timekeeper maintains a constant check on the accuracy and efficiency of all the Timekeepers. Timers report any problems with times to the Chief Timer.

Assistant Chief Timer

The Assistant Chief Timer assists the Chief Timer in their duties.

Head Lane Timer

The Head Lane Timer checks each swimmer to ensure that the swimmer's name, lane, heat number, etc. is correct. Ensures the swimmer has completed the required lengths of the pool; rings the bell in long distance races and may act as relay-take-over judge if appointed.

Timers

Timers accurately measure and record swim times; splits are also recorded during swims as needed.

Strokes and Turn Judge

The Strokes and Turns Judge watches swimmers from the flags to the end of the pool back out to the flags again for correct strokes and turns. They disqualify swimmers whose technique is not correct. They watch relay take-overs and disqualify teams if technique is incorrect.

Clerk of Course

The Clerk of Course ensures that all deck entries and scratches are recorded before the beginning of a session. Swimmers are called to the Marshall's



Table by Event as posted by the Clerk of Course. Swimmers are sent to the Marshalling area to await instructions to move to the starting blocks.

Chief Finish Judge

The Chief Finish Judge's role is to compare manual or semi-automatic (plungers) times with the primary electronics time and to make changes only if a pre-determined discrepancy is detected.

Recorder/Scorer

The Recorder/Scorer ensures the accuracy of the results from the Chief Finish Judge. The Recorder/Scorer compiles and posts results for both preliminary and final swims and provides team scoring.

Marshall

Marshalls move the swimmers behind the blocks as they come within one or two heats of the race.