



# **CAMBRIDGE AQUAJETS SWIM CLUB**

## **Swimmer Information Handbook**

(Updated July 2018)

CAMBRIDGE AQUAJET SWIM CLUB, 663 LINDEN DRIVE, CAMBRIDGE ON N3H 0B6

[www.cambridgeaquajets.com](http://www.cambridgeaquajets.com)

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## **MISSION STATEMENT**

**The Cambridge Aquajet swim club is committed to developing strong citizens through the sport of swimming. The Club provides a safe and positive learning environment. We are an athlete centered, coach directed, parent supported Club.**

## **INTRODUCTION**

This information booklet has been put together by members of the Board of Directors and coaches. We hope that the information included will be useful to both parents and swimmers. Please keep this booklet for future reference. From time to time this information will be updated. Any comments or concerns can be directed to any member of the Board, and information is always available at [www.cambridgeaquajets.com](http://www.cambridgeaquajets.com) .

## **HISTORY**

The Cambridge Aquajets Swim Club Inc. began in the early 1950's at the Galt "Y" pool, and moved to the Dolson Pool in the 1970's. At that time the club became known as the Cambridge Aquajets which abbreviates to "CAJ". The Club is incorporated, has a constitution, and is registered as a non-profit organization.

The CAJ logo comprises of the letters spelling Aquajets forming the body and fins of a fish. The CAJ colours are navy blue and gold.

## **ORGANIZATION**

The Cambridge Aquajets Swim Club Inc. (CAJ) is affiliated with the Western Ontario Region Division (WOSA) of the Provincial organization called Swim Ontario. Swim Ontario is a member of the national organization Swimming/Natation Canada (SNC). Competitive swimming at the international level is governed by FINA. Through this affiliation our swimmers may participate in Regional, Provincial and National competitions. You can obtain more information by visiting their web sites – [www.swimontario.com](http://www.swimontario.com) and [www.swimming.ca](http://www.swimming.ca). CAJ's web site is [www.cambridgeaquajets.com](http://www.cambridgeaquajets.com)

The Club structure is made up of a Board of Directors of parents and the club is coached by Professional Coaches and associate coaches

## **BOARD OF DIRECTORS**

Board members serve a two year term of office. Although the composition of the Board may vary from year to year the Board is usually made up of the following positions and duties:

**PRESIDENT** chairs Board of Directors meeting and executive meetings, co-ordinates club activities, works in close liaison with the region, and represents the Club at Regional, Provincial, Municipal and other meetings or functions as necessary.

**VICE PRESIDENT** fills in for President when he/she is unavailable. The Vice-President may hold another non-executive position.

**SECRETARY** keeps a record of meetings.

**TREASURER** handles all financial transactions, prepares and keeps financial records.

**TEAM MANAGER** assists with arrangements for travel and chaperoning, manages meet fee allowances, maintains the club's swimming records and manages team trophies.

**REGISTRAR** manages registration process including collecting membership forms/fees and keeping records of club membership.

**CLUB OFFICIALS CHAIR** co-ordinates meets hosted by the club, facilitates parents becoming swim officials and keeps records of club officials.

**FUND RAISING CHAIR** co-ordinates fund raising activities such as chicken orders and bingo. The position is responsible for reporting and coordinating of all aspects of bingo/lottery.

**EQUIPMENT MANAGER** orders and sells team equipment.

**MEDIA AND PUBLIC RELATIONS MANAGER** keeps local media and newspapers up-to-date on club activities.

**MEMBERS-AT-LARGE** will be available to help Board members and Coaches with special assignments within the Club.

## RESPONSIBILITY OF THE SWIM PARENT

Being an expert swimmer is not a requirement of being a good swim parent. Swim parenting involves supporting the swimmer both in swimming activities, and in pursuing a lifestyle and attitude that is compatible with the level of swimming to which the swimmer aspires.

**The success of the swim club depends on the active participation of all parents.** Ways to assist the club include being a Board or Committee member, assisting your child in fund raising events, volunteering to assist at fund raising events and special events, signing up to assist on Bingo nights, chaperoning at away swim meets, carpooling to swim practices and swim meets, being willing to officiate at swim meets, and attending clinics to learn how to be an official. The monthly Board meeting is open to any parent wishing to attend.

**Cambridge Aquajets is a small club that relies heavily on the involvement of parents.**

## FINANCIAL

The majority of Club's annual expenses derive from pool rental fees and equipment, swimmer insurance coverage, coaches' salaries and expenses, and operating expenses. The funding sources are club fees, grants, meet fees (when we host a meet), bingo, swim-a-thon and other fundraising activities.

## MEMBERSHIP PAYMENTS AND PROCEDURES

The Aquajets swim year runs from September to June for novice swimmers; and well into the summer for competitive swimmers depending on the swim meet schedule. Registration is completed online through the CAJ website in the summer. Once online registration is completed, registrations are reviewed by the registrar for completeness and compliance with CAJ policies. Registration is not final until approved by the Registrar. The board of directors reserves the right to limit and/or deny registration.

**REGISTRATION FEES** cover liability insurance for swimmers at meets, practices and when traveling. This insurance is provided through Swim Ontario and is required for every swimmer. The fees are calculated for the season based on the child's age by December 31 of the current year. **These fees are non-refundable and are not prorated. Registration Fees are due at the time of registration.**

**MEMBERSHIP FEES** are set annually by the board of directors. Payment of membership fees reserves a spot on the team for the entire swim year (ten to twelve months

depending on the swimmer level). Membership fees vary based on the level of the swimmer and can be paid in full by September 1st or in five equal installments between September 1 and January 1 each year.

The Cambridge Aquajets provide a 10% discount of Membership Fees for second and subsequent registrations from the same family. This discount does not apply to the lessons (Mini Jets) program.

**If a swimmer wishes to withdraw from the club, a written and dated notification must be given to the club thirty (30) days in advance of withdrawal.** Written notification must be given to the **Coach and the Registrar**. Membership fee payments that occur after the withdrawal date will not be processed. For members who have paid their full fees by September 1st, fees will be refunded based on the installment schedule so as not to penalize those who have paid in advance. Withdrawal relinquishes the swimmer spot on the team.

If for health reasons a swimmer is unable to avail himself/herself of the services of the club for a period of two months or more, and doesn't wish to relinquish their spot on the team, they may submit a letter of explanation and a doctor's certificate with a request for compensation. Such letter and certificate should be submitted to the Registrar. A 50% rollover of fees for the months they did not use the club services will be considered. The Board, taking into consideration the financial situation of the Club at that time and for the following fiscal year, will review this request at the end of the swim season.

**SWIM MEET FEES:** All swimmers are given a swim meet allowance for the year. This is included in your Membership Fees. This money will become the property of the club to be used by the club to pay your swimmer's meet fees throughout the year. All swimmers will be encouraged to participate in the swim meets. However, if a swimmer chooses not to participate in swim meets and does not use his/her allowance for the year, these fees are not refunded. If a swimmer indicates that he/she will be attending a swim meet and does not attend the swim meet or withdraws after the deadline, those meet fees must be paid to the host team and so are deducted from the swimmer's meet fee allowance. **If a swimmer uses more than their allowance, they will be invoiced for the difference at the end of the swim year.**

**FAMILY COMMITMENT FEES** are utilized to encourage volunteerism within the club. These fees are charged to the swimmer's parent if an adult from the swimmer's family has not volunteered at a board-approved activity (eg. a CAJ swim meet, a CAJ bingo session) at least one during each half of the swim year. Half of the fees are charged February 1st if the family has volunteered at least once in the fall. The other half of the fees are charged July 1st if the family has volunteered at least once in the

winter/spring. Parent volunteers can use the job sign-up section of the website to identify themselves for a volunteer activity.

### **NON-SUFFICIENT FUNDS AND CREDIT CARD DECLINED POLICY**

**Each non-sufficient funds (NSF) cheque or credit card decline (CCD) will incur a fee of \$50.00. Program participation by the swimmer will be denied until fees are paid. After two NSF/CCD events, the board will review the membership and it may be terminated.**

### **FUNDRAISING**

Fundraising is done on behalf of the club.

**BINGOS** are a major fundraiser for our organization, helping provide funds for pool equipment and ever increasing pool rental fees. They are held at the Cambridge Bingo Centre, 252 Elgin St. North on designated Thursdays and Fridays, one to two sessions per month throughout the calendar year. Two parent volunteers must be in attendance during the CAJ allotted time slot. Failure to do so can result in being forced to withdraw as sponsors. This would cause a significant increase in club fees. Volunteering at a Bingo is an opportunity for parents to fulfill their family volunteer commitment and have one of their family commitment cheques returned. Parents who have not already done so, must attend an OLG training session at the Bingo Centre prior to signing up. Training sessions are offered monthly.

Contact the Fundraising Chair to sign up. Contact information can be found on the website. [www.cambridgeaquajets.com](http://www.cambridgeaquajets.com)

**CHICKEN:** Elmira Poultry sales are offered as a fund raising activity twice during the swim season. Order forms will be placed in each swimmer's folder.

**SWIM-A-THON** is a national event which is organized by SNC taking place in the spring. All swimmers are encouraged to collect pledges. Swimmers are encouraged to seek donations from local companies, family members and friends. The collection of pledges is now easier than ever with the new on line donation program. The funds raised during Swim-a-Thon play a significant part in keeping annual registration fees affordable.

Please visit the Cambridge Aquajet website frequently for more details on these and other fundraising activities. [www.cambridgeaquajets.com](http://www.cambridgeaquajets.com)

The Club and the Fund Raising Committee are providing these fundraising activities for the benefit of the Club. Please make every effort to adhere to deadlines for orders and payment. It makes everyone's job a little easier.

***If anyone has any other fundraising ideas please contact the fund raising chairperson.***

## COMMUNICATION

The primary form of communication is through the coaches to the swimmers at practices. Parents and swimmers should feel free to contact the swimmer's coach.

Any coaching concerns or issues should first be discussed with the appropriate coach, followed by the Head Coach. If still unresolved, then the issue can be discussed with the President. Any non-coaching concern should first be discussed with the appropriate board member. If this issue is unresolved, the matter can be brought to the President.

There is a mandatory parent meeting in the fall for parents who want to have their child/children participate in competitive meets.

Meet notices, sign-up forms and details are posted on our website [www.cambridgeaquajets.com](http://www.cambridgeaquajets.com). Special events, fundraising information, practice schedules and contact information is also posted on our website.

Meet results and articles are submitted to the local paper or can be found on our website ([www.cambridgeaquajets.com](http://www.cambridgeaquajets.com)), for swim results go to [www.swimming.ca](http://www.swimming.ca)

Both pools have **file bins** with files for each swimmer. It is the swimmer's responsibility to check their file bin at every practice.

**Aquajet notice boards** are located at both pools.

## SWIM PROGRAMS

### ROLE OF THE COACH

Swimmers join the club to improve their competitive swimming ability and the coach wants to help them to realize their potential in the sport. When the swimmers are young, most of the coach's time is spent teaching stroke mechanics, proper lane pattern swimming and the various requirements for each of the four competitive strokes (front crawl, backstroke, breaststroke and butterfly). As the swimmers progress in stroke mechanics, more time in practices can be spent on endurance (doing more lengths) and working with the pace clock. The structure of practices can vary widely as the many facets of swimming are addressed throughout the season.

Unlike running, for instance, swimming is not a natural activity for humans and it can take a long time to master the various strokes and concepts taught in a swim club. The coach, swimmer and parents must be patient with new swimmers as they learn. Something as seemingly simple as swimming in a circle in a lane can take weeks for a

group to achieve. Let's all be supportive of the little victories along the road to better swimming.

There are some unique challenges to coaching swimming that are important to understand. During practice, with more than one group training at the same time, the coach must often YELL to get the attention of the swimmers in their semi-submerged state. Do not think the coach is mad; he, or she, is just trying to get their attention. Many minutes of each practice are spent watching the swimmers' strokes. You may think that the coach you are observing isn't doing much: but he, or she, is trying to follow a swimmer for a few lengths to observe technique.

If you want to talk to a coach try to get in touch before or after practice. Please, don't hesitate to ask the coach any questions you may have. Our coaching staff is very approachable. Misunderstandings are often cleared up when the parents and coaches have good communication.

## **SWIM LEVELS**

### **MINI JETS (LESSONS) PROGRAM**

This is a non-competitive learn-to-swim program. They swim once a week for 45 minutes. It is a sessional program offered twice during the school year (September to January and February to May) and an abbreviated program in the summer. This level is for young swimmers who will be working their way into the Novice Group.

### **NOVICE AND GOLD GROUPS**

Most swimmers who join a swim club enter at the novice or pre-competitive introductory levels. Our program is called Novice. The Novice program consists of three levels of skill and ability beginning with Bronze and Silver levels, swimming 2 times per week, followed by the Gold level swimming 3 times per week.

Each level teaches specific skills. The swimmer must meet those requirements in order to advance. The skills taught at each level relate to competitive swimming. No lifesaving techniques are taught. Progression to the next level is related not only to the skills taught but also to the swimmer's endurance.

Novice competitions are usually held within a 100 km radius and are offered approximately once a month. All competitions are optional as some swimmers enter our program for recreation, endurance and stroke improvement only. However, swimmers are all encouraged to participate.

### **Novice-Bronze/Silver/Gold**

- Understands he/she is part of a team and respects teammates.
- Listens to coach's recommendations and tries to make appropriate changes.
- Understands team rules and the consequences of breaking them.

- Is ready to start practice on time with the proper equipment.
- Shows respect for the facility and equipment.
- Knows team name and colours
- Knows teammates' and coaches' names and the names of other practice groups.

## **JUNIOR GROUP**

As our swimmers become more advanced in their skills they are encouraged to move into groups above the Novice level where they can celebrate their swimming ability in more challenging workouts and meets. From Gold, the next step is the Junior Group, swimming up to 5 times a week.

### **Junior**

- Demonstrates an understanding of sportsmanship-championship behaviour. (Congratulates team-mates, does not have tantrums, etc).
- Treats teammates, coaches and parents as he/she would like to be treated.
- Talks to coach before and after each race.
- Leaves on time during each set.
- Starts and finishes at the wall.
- Swims each set in the prescribed manner.
- Communicates with the coach.
- Understands the importance of quality and hard work at school and completes homework on time.
- Turns in appropriate team paper work on time.
- Takes pride in being a member of the Aquajets by participating in team cheers, knowing coaches' names, and supports teammates during practice and in meets.

## **SENIOR, YOUTH, NATIONAL GROUPS**

These levels are for the most advanced swimmers in the club who compete at regional, provincial, national and international meets. The commitment is greater in these advanced levels, swimming 7 to 8 times per week, but the rewards are even greater! We want the Novice swimmer to aspire to becoming a Senior, Youth and National swimmer one day!

### **Senior**

- Demonstrates a higher level of sportsmanship/championship behaviour.
- Is not influenced by negative behaviours/actions of others.
- Understands and takes responsibility for attendance and practice performance habits and understands how those relate to meet performance.
- Takes pride in being a member of the Aquajets by being a mentor to younger swimmers on the team, and especially swimmers new to the group.

## **Youth, National**

- Is a team leader
- Is competing at the Junior Provincial and National levels

***Refer to the Cambridge Aquajet website for the Move Up Guide***

***Swimmer's movement between groups is entirely at the discretion of the Head Coach.***

## **WORKOUTS, TRAINING TIMES AND CHANGES**

You will be told when your child's workouts are, what pool they are at and how often they are expected to attend. Please read the message board, check your file, website and the Newsletter for changes to the usual workout schedule. If you are not sure of a workout time please ask the coach.

## **CODE OF CONDUCT**

### **GENERAL PRINCIPLES**

1. All people working for and with CAJ are expected to:
  - behave in a manner that is respectful and courteous;
  - refrain from the use of demeaning or belittling language;
  - refrain from the use of abusive or confrontational approaches;
  - bring any concerns to the attention of your pool rep, coach, office/team manager, or if needed, a member of the Board in order to facilitate resolution.
2. Access to practices by anyone other than the swimmers is at the discretion of the coach.
3. The pool deck at swim meets is for swimmers and their coaches. Parents are not permitted on deck without proper authorization.
4. The Head Coach and coaching staff are responsible for group placement. Movement throughout the year may occur.
5. The best interest of the club and swimmers must come first. Swimmers will be suspended if the swimmer's/parent's conduct is deemed by the coaches and Board to be contrary to the well-being of the club and other swimmers. Working together will provide our swimmers with the team environment necessary for each swimmer to reach his or her potential.

## **SWIMMER RESPONSIBILITIES**

1. Swimmers are expected to arrive at practices and meets at the times designated by their respective coaches. For a practice, this means s/he is on deck and ready to go at least 15 minutes before practice is to start.
2. Swimmers are expected to know their training schedules.
3. Swimmers are expected to arrive with all equipment present and in good working order. It is a good idea to have two pairs of working goggles at practice. Swimmers are advised to keep valuables in a locked locker or bring valuables on deck.
4. Swimmers are expected to be attentive to their coaches and to follow coaching directives and suggestions.
5. Swimmers are expected to display a positive and consistent work ethic.
6. Swimmers are expected to display a positive and respectful attitude, as well as respectful behaviour, toward other swimmers, parents, coaches and officials. If problems arise with behaviour during practices, a verbal warning will be given by the coach. If the problem behavior persists, the swimmer may be asked to sit out a portion or the remainder of the practice. If a serious problem arises the head coach has the right to expel a member for a period of one week. The Board of Directors takes up more severe cases.
7. Swimmers are expected to participate in fundraising activities.
8. Swimmers are expected to help themselves and their teammates to achieve goals in swimming and in life. Superior fitness is a big goal for most Aquajets so the recreational use of alcohol, tobacco and drugs is prohibited.
9. Swimmers are representing the Club and the City of Cambridge when traveling to out of town meets and must act in a responsible manner. Failure to do so may affect the swimmer being able to compete in the events of that meet or travel with the team to future meets
10. Swimmers are expected to wear team colours of Navy Blue and Gold at swim meets, including a team cap and shirt. Club equipment including competition suits, caps, shirts and other sportswear are available through the Equipment Manager.

11. Any swimmer who causes damage to personal or private property will be responsible for the physical or financial restitution.

12. Swimmers who are traveling with a chaperon and coach:

- must not leave the group without the knowledge of the chaperon and/or coach; and only then in groups of two or more
- must ensure that the coach and/or chaperon are aware of their whereabouts at all times
- are responsible to the chaperon and/or coach even if the parents also attend the meet; but may leave the team group if arrangements are made with the coach and/or chaperon
- must not leave their rooms after lights out except in an emergency and then only to get the chaperon and/or coach.
- swimmers must respect the recommended rest periods as set by the chaperon and/or coach; swimmers not making finals must respect the need for a rest period for their team mates who did make finals

The chaperon or coach will advise the team manager and the parents of any infractions of the above rules. This will also be discussed at the Board level. Swimmers may also be sent home from a meet, in which case parents will be responsible for the cost of transporting their child home or will be asked to collect their child from the meet/motel.

### **PARENT RESPONSIBILITIES**

1. Parents are expected to assist their child(ren) to get to practice regularly and on time. Parents are responsible for transportation arrangements and costs for practices and swim meet, although there are times when these may be covered by the club for select out town meets and events.
2. Parents are expected to support the coach by allowing the coach to direct the swimming technique and strategy of the child(ren). Parents can attend the first week of practices and workouts in the stands. After that we request that parents stay off the pool deck so swimmers can concentrate on swimming and what the coach is saying.
3. Parents are expected to support and encourage their child(ren), especially during a performance plateau or downturn.
4. Parents are expected to encourage and support healthy living through ensuring and/or encouraging appropriate nutrition, rest, and dryland activities appropriate to the

age and level of the child(ren).

5. Parents are expected to volunteer at CAJ-sponsored swim meets.

6. Parents are expected to participate in fundraising activities.

7. Parents are expected to meet financial and minimum volunteer commitments on a timely basis.

8. Parents are expected to demonstrate good sportsmanship by conducting themselves in a manner that earns the respect of their own child(ren), other swimmers, parents, officials and the coaches at meets and practices.

9. Parents are expected to maintain self-control at all times. Parents will not participate in criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer.

10. During competitions, parents will direct any questions or concerns regarding decisions made by meet officials to a member of our coaching staff. Parents address officials via the coaching staff only.

11. Parents are expected to regularly review the website, the Newsletters and their file at the pool for information including changes to the usual practice schedule, upcoming meets and special events.

12. Parents have the responsibility to notify the chaperon and/or the coach of any special concerns regarding the care of their child during out of town meets. Parents must complete the special needs and medical sections of the registration.

## **SWIMMER DISCIPLINE**

**At Practice:** swimmers are usually well behaved while at practice. If problems arise and verbal warnings do not correct the problem behavior, the swimmer in question may be asked to sit out a portion or the remainder of the practice. If a serious problem arises the head coach has the right to expel a member for a period of one week. The Board of Directors takes up more severe cases.

## **SWIM MEETS**

The Club philosophy regarding meets is to help every child to reach their greatest potential as a swimmer and as a person. We like to see the swimmers progress at a pace that is comfortable for them. Participation at meets is not required for the beginning members, but we hope that all swimmers will want to test themselves in competition to see how much they have improved. Some swimmers prefer to stay at a recreational level while others crave the excitement of progressing through the competitive meets. We try to accommodate both kinds of athletes.

**Team colours are expected at swim meets.** All club participants in a swim meet are required to wear team colours, and a team cap and shirt. No other colours than Navy Blue and Gold are appropriate for competitions. Club competition suits and caps are available through the Equipment Manager. Refer to the website for contact information. [www.cambridgeaquajets.com](http://www.cambridgeaquajets.com)

It is not uncommon for swimmers to get nervous or excited, or both, while preparing to go to a meet. Parents can help to relieve some of the stress on meet day by being informed of meet start times, location and events to be swum. For a young person, it can be most stressful to watch a parent running around the morning of the meet trying to determine in which events their swimmer is participating and where the meet is being held. If you know that your child is going to a meet, get the required information in advance. The meets are always listed on the website, under the 'Events' tab. As the date of the meet gets closer, the Meet Package will be posted as well as the entry list. If you still have questions, ask the coach. Parents can also assist by ensuring that swimmers arrive at the pool in plenty of time to be on deck at the designated time.

Swimmers who break a club record at a swim meet must advise the Team Manager, who will update the record board. The record board is mounted at the Dolson Pool.

## **TYPES OF SWIM MEETS**

Novice meets are for beginning swimmers, are generally 3 to 5 hours long, and rarely have any events longer than 200 meters

Developmental meets are for swimmers who have made some of the Ontario time standards and often have top and bottom “cut-off” times to qualify to enter and usually have two sessions on two consecutive days.

Invitational meets have time standards that are set by the host club. “A” invitational meets are high caliber competitions with preliminaries, finals and consolation finals.

Senior meets are open to swimmers of any age who have met qualifying standards and can be in any category (development, invitational, champion-ships).

Championship meets are hosted by clubs that have adequate facilities and who have enough experienced parents to act as officials. These meets include regional Novice, Regional Age Groups, Provincial Age Groups, Ontario Cup, Eastern Cup, Canadian Youth and Canadian Nationals.

## **NUTRITION**

Swimming burns a tremendous amount of calories. Swimmers need lots of food - good food- in the days leading up to a meet. Avoid foods that upset the stomach before workouts and meets. Consuming junk food like chips and candy bars before, or during, swimming functions is frowned upon. It is better to eat too little than too much before getting in the pool. When preparing to attend a swim meet it is a good idea to pack a cooler with fresh fruit and juice for your child. Some meets have concession stands with nutritious food but some do not, so be prepared and bring your own. Many pools prohibit food on deck. In those cases, swimmers needing a quick snack between events will have to leave the deck area. Each swimmer is expected to respect the policies of the host club.

## **EQUIPMENT**

A swimmer must have a bathing suit, goggles and usually a cap. We recommend that the swimmer carry a spare suit, goggles and cap.

At practice, swimmers can wear any colour swimsuit - ladies please make it a one piece suit. At competitions, swimmers are required to wear a CAJ navy blue/gold competitive swimsuit, team shirt and CAJ cap, if needed. Purchase of CAJ swim bags, team track suits and other team paraphernalia is encouraged to enhance the team image.

***At meets swimmers should bring warm clothes for between swims, (team colours only)***

For any equipment contact the Equipment Manager. See Website for contact information. [www.cambridgeaquajets.com](http://www.cambridgeaquajets.com)

## **MEET OFFICIALS**

All the officials at club meets are volunteers and are usually parents of current swimmers.

There are five levels of swim officials as designated by Swim Canada. To be an official at one of our Club meets you are required to take the Level I course Introduction to Swimming & Safety Marshall (commonly referred to as the timing clinic). The Level I clinic is quite informal. It takes one or two hours and is usually held at one of our two pools. Level II clinics deal with positions such as Chief Time Keeper, Chief Finish Judge, Clerk of Course, Meet Manager, Strokes and Turns, Starter. Levels III, IV and V require certification and exams.

At the beginning of each swim season the Introduction to Swimming/Safety Marshall clinic will be held for parents to familiarize themselves with swimming in general and how to time for a swim meet. New parents are encouraged to come out to this clinic so they will feel comfortable and be able to volunteer when we hold our club meets. When we hold a meet there are usually three timers in each lane. Never is only one timer solely responsible for taking a swimmer's time.

Parents will be contacted by the Meet Manager before we host a meet to ask for volunteers for all of the different positions. Please refer to the website frequently for sign up sheets. New parents will be matched up with "experienced" parents to do all the jobs needed to run a meet.

For the meets CAJ hosts each year, families are responsible for providing a parent volunteer. The volunteer can work one session for a fall meet and another for a spring meet. Students wishing to fulfill volunteer commitment hours for school are encouraged to volunteer at these meets if space is available. Volunteering at a CAJ swim meet is an opportunity for parents to fulfill their family volunteer commitment and have one of their family commitment cheques returned.

## **OFFICIALS REQUIRED**

To run a meet our club needs 24 timers (3 in each lane); starter, referee, meet manager, chief time keeper, chief finish judge, stroke and turns, clerk of course, assistants to the chief finish judge and clerk of course (marshalls); recorders, process ribbons and be runners; as well as people to collect entries, type and print heat sheets. Almost forty people are required per session to run even one of the small meets that we sponsor. Your help is needed. Do not be afraid to volunteer. The Meet Manager and Club Officials Chair will team up rookies with experienced volunteers and will provide support during the day.

Many competitions are so large that no single club has enough volunteers to run a meet. Part of the tradition and commitment to swimming requires each club participating in a meet at

another club, to provide volunteer officials. If your child is entered in a meet, be prepared to volunteer. Timers are always needed, and they have the best view.

### **OUT OF TOWN SWIM POLICY**

Swimmers are representing the Club and the City of Cambridge when traveling to out of town meets and must act in a responsible manner. Failure to do so may affect the swimmer being able to compete in the events of that meet or travel with the team to future meets.

Transportation costs to meets are the responsibility of the parents although there are times when these may be covered by the club.

Any swimmer who causes damage to personal or private property will be responsible for the physical or financial restitution.

Swimmers who are traveling with a chaperon and coach:

- must not leave the group without the knowledge of the chaperon and/or coach; and only then in groups of two or more
- must ensure that the coach and/or chaperon are aware of their whereabouts at all times
- are responsible to the chaperon and/or coach even if the parents also attend the meet; but may leave the team group if arrangements are made with the coach and/or chaperon
- must not leave their rooms after lights out except in an emergency and then only to get the chaperon and/or coach.
- swimmers must respect the recommended rest periods as set by the chaperon and/or coach; swimmers not making finals must respect the need for a rest period for their team mates who did make finals

Smoking, alcohol and non-prescription drugs are not allowed.

Parents have the responsibility to notify the chaperon and/or the coach of any special concerns regarding the care of their child during out of town meets. Parents must sign the "Consent and Health Information Form".

The chaperon or coach will advise the team manager and the parents of any infractions of the above rules. This will also be discussed at the Board level. Swimmers may also be sent home from a meet, in which case parents will be responsible for the cost of transporting their child home or will be asked to collect their child from the meet/motel.

## **GUIDELINES FOR CHAPERONS**

Parents who are chaperoning for the first time often have a number of questions. The following will assist chaperons; please note that some of the following are rules and some are only guidelines.

- The Coaching staff and the Team Manager make arrangements for accommodations and transportation in advance.
- The number of chaperons depends on the number, and ages, of swimmers traveling, as well as the swim schedule of the meet.
- Ensure that, prior to departure, the team manager will provide a list of swimmers who will be under your care.
- It is the parent's responsibility to notify chaperons and the coach of any special needs the swimmers may have.
- The chaperon and coach have joint responsibility for the swimmers. On the whole, the coach has sole responsibility for the swimmers when on deck. Swimmers leaving the deck become the responsibility of the chaperon - although all swimmers are encouraged to be responsible for their own event schedule, etc.
- The chaperon and coach should jointly set a time for lights out (this will depend on age of swimmers, the day's events, next day's schedule, etc.); note that lights out usually can not be set until returning from the last event of the day.
- Be familiar with the Club's "Out of Town Swim Policy" and enforce it. Being inconsistent with the enforcing of the policy gives the swimmers mixed messages in the Club's expectations of them when traveling with the Team.
- Ensure that chaperons have a list of room numbers and who has been assigned to which rooms. Assigning rooms may be the responsibility of the chaperon at the time of check-in.

During the day the chaperon and coach are usually both with the whole group. There are times when the group may be split between the coach and chaperon. After lights out, the swimmers belong to the chaperon although chaperons should not hesitate to call the coach if necessary. Chaperons should ensure that swimmers are up for breakfast. Chaperons will sometimes make arrangements to purchase suitable breakfast supplies to be eaten in the rooms.

When possible, discipline should be set jointly by the chaperon and coach. In instances when the situation requires that either the chaperon or coach take disciplinary action before being able to first confer with each other, it is that individual's responsibility to notify the other as soon as possible. Coach and chaperon should respect each other's decision and action.

Chaperons often ask if they are able to use the disciplinary action of not allowing a swimmer to swim in the next days events. The Board suggests that this could be one

possible form of discipline, but recommends that the coach and chaperon make such a decision jointly.

Another question that is often asked is “who has ultimate responsibility - the chaperon or the coach”? When traveling with the head coach it is likely that the chaperon would defer to the head coach, as the head coach has much more experience than the chaperon at meets.

Examples of possible disciplinary action might be:

- discussion with the coach or chaperon
- discussion with both the coach and chaperon
- must be in the company of the coach or chaperon for a designated period of time
- removal from a social event
- removal from the next days event(s)
- suspension from practices for a designated time
- suspension from the next meet

Chaperons should keep in mind that swimmers are there for the fun as well as the competition.

All Chaperons are required to provide a valid police check less than two years old prior to consideration.

## CONSENT TO PARTICIPATE AND USE OF NAME, IMAGE AND PERSONAL INFORMATION

\* Please read the following paragraphs with respect to participation, publication and personal information.

### **PARTICIPATION CONSENT AGREEMENT**

The Cambridge Aquajet Club strives to ensure a safe environment for its swimmers. However, parents or guardians should understand that injuries could occur during some activities because of the inherent nature of the activity and without neglect on the part of the swimmer or the Club.

Parents will be asked to sign the following agreement at the time of registration:

*In consideration of allowing my minor child/ward to participate in the Cambridge Aquajets, I assure to you that: a) I am the parent/guardian of the participant having full legal responsibility for decisions regarding the participant; and b) I believe that my minor child/ward is physically, emotionally and mentally able to participate in the programs, activities and events of the Cambridge Aquajets.*

*I hereby acknowledge that I am aware of the risks and hazards associated with or related to swimming and related activities of the Cambridge Aquajets. The risks and hazards include, but are not limited to injuries from: a) Vigorous physical exertion, strenuous cardiovascular workouts, rapid movements, quick turns and stops; b) Exerting and stretching various muscle groups; c) Entering the water by either diving or jumping; d) Extended time in water and underwater; e) Falling or colliding with the ground, walls, stands, equipment or with other participants; f) Failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment; g) Spinal cord injuries which may render my child/ward permanently paralyzed; h) Travel to and from competitive events and associated non-competitive events which are an integral part of Cambridge Aquajets practices, meets, activities and events. Furthermore, I am aware that: a) Injuries sustained to my child/ward can be severe; b) My child/ward may experience anxiety while challenging himself/herself during the competitions, activities, events and programs; c) My child/ward may come into close contact with other participants; d) My child/ward's risk of injury is reduced if he/she follows all rules established for participation; and e) My child/ward's risk of injury increases as he/she becomes fatigued.*

*I understand and agree, on behalf of myself, my heirs, assigns, personal representatives and next of kin that my signing of this document constitutes that: a) I am registering my child/ward willingly and my child/ward is participating voluntarily in these activities, events and programs. b) I agree that there are risks as described above and my child/ward will be exposed to these risks and hazards. c) I agree to accept and assume all these risks and hazards and am responsible for any injury or other loss which my child/ward might receive while participating in the Cambridge Aquajets.*

*I hereby give my permission for any supervisor, coach or other team administrator associated with the Cambridge Aquajets to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, or illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.*

*If something happens to my child/ward, I release the Cambridge Aquajets of responsibility and liability for any and all claims, demands, actions, judgements, executions and costs which might arise out of my child/ward's participation. I understand Cambridge Aquajets to mean: the respective directors, officers, committee members, members, employees, volunteers, officials, judges, participants, sponsors, facilities where the activity occurs, agents and representatives. I acknowledge that I have read and understood the terms and conditions of this agreement, and by accepting it voluntarily, I am agreeing to abide by these terms.*

### **USE OF NAME IMAGE AND PERSONAL INFORMATION**

Parents will be asked to sign the following agreement at the time of registration:

*I also understand the Cambridge Aquajets may use the above swimmer's name, image and personal information in the media as outlined in the handbook.*

*The Cambridge Aquajets regularly publishes parent and / or swimmer names and images to promote the club and to highlight the activities and accomplishments of its swimmers. Occasionally, this may involve posting or publishing a picture showing an individual swimmer or group of swimmers. The media which are used include the Club monthly newsletters, the Club website and local newspapers such as the Cambridge Times and The Record. If the swimmer's picture is used, personal information such as a phone number, address, etc. will not be published. Write-ups will not include information that indicates the*

*physical location of a swimmer at a given time other than attendance at a particular activity or meet after the fact.*

*Personal information required for competition: Swimmer's results are posted on the Cambridge Aquajets website and also posted on Swim Ontario's website. The swimmer's name, gender, age and results are automatically included in these reports.*

*With registration the parent/guardian understands and agrees that as a member of the Cambridge Aquajets a swimmer's image, individually or in a group, and name may be used in such media as outlined above.*

*The use of photographic, video or audio recording equipment is strictly prohibited in the change rooms at any and all pools which the Cambridge Aquajets attend.*

*If at any time you decide you would like your swimmer's photo removed from the media, please contact the Team Manager whose contact information can be found on the Club website. The image will be removed from the media as soon as possible. If the picture was part of print media and has been published and distributed we will be unable to remove the photo from the issue. The Club has also published the name and contact information (email address) of parents who have agreed to take on key roles within the club's organization to promote and simplify communications within the Club. The Key Contact list is found on the Club website.*