

Est. 1991

August 20, 2020



VISION

To establish a program of excellence in training, team culture, character development and family support where every swimmer has the opportunity to set personal goals and achieve their highest potential in a safe, fair and competitive environment.

MISSION STATEMENT

To be a community leader in Milton by helping members lead healthier, active lives through the sport of swimming. We enable our athletes to strive for excellence and achieve their best results physically, mentally, and emotionally in a sport they can enjoy their entire lives. We inspire a team culture where everyone encourages and takes pride in each other at all levels of competition.

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WELCOME TO THE MILTON MARLIN SWIM TEAM

Milton Marlin Swim Team (MMST or Club) is a Not-for-Profit organization and a member of Swimming Canada (SNC) and Swim Ontario (SO), all of which are affiliated with the Federation Internationale de Natation (FINA). MMST delivers a comprehensive training program for our members, and aims to provide a positive experience in the sport of competitive swimming.

This Handbook has been developed to provide information to members about the Club, its programs and volunteering requirements. We are an *Athlete-Centred, Coach-Driven, Parent-Supported* organization. As such, parents are asked to volunteer their time to aid the Club in delivering Club Activities. Some events raise valuable funds to offset fees and expenses, while others are for the sole benefit of our Active Members.

MMST also provides opportunities to learn the technical elements of Competitive Swimming through Officials Clinics.

Thank you for becoming a member of the MMST family. We look forward to a successful season both in and out of the pool. See you on the pool deck!

Milton Marlin Swim Team Board of Directors

President: Amie Lear

Treasurer: Sharon Schweda

Secretary: Sian Smith

Member-at-Large: Amy Heaton

FEES

The following fees must be paid for each swimmer at the time of registration:

- Registration Fee
- Swim Fee

The registration fee is non-refundable and cannot be prorated based on a swimmer's date of registration. This fee contributes to administration fees along with SO and SNC registration, insurance and fees.

Our competitive swim program (Novice to Senior) is a 10-month commitment.

2020-2021 Fee Schedule

Swim Level	Registration Fee	Swim Fee	10 Monthly Payments
Novice – 2x per week	\$220.00	\$1,600.00	\$160.00
Novice – 3x per week	\$220.00	\$2,250.00	\$225.00
Youth Flex – 3x per week	\$220.00	\$2,400.00	\$240.00
Junior Development	\$220.00	\$2,700.00	\$270.00
Junior	\$220.00	\$3,200.00	\$320.00
Senior Development	\$220.00	\$3,800.00	\$380.00
Senior	\$220.00	\$4,300.00	\$430.00

Swim Meet Entry Fees

Swim meet entry fees are NOT included in the Swim Fee for any swimmers. Swim meet entry fees can be found in the Meet Package associated with the applicable Swim Meet.

Fee Discount

Families with more than one swimmer in the competitive program receive a discount on fees. The highest level swimmer will pay the full fees listed above.

Swim Level – Second Child	Registration Fee	Swim Fee (5% discount)	10 Monthly Payments
Novice – 2x per week	\$170.00	\$1,520.00	\$152.00
Novice – 3x per week	\$170.00	\$2,137.50	\$213.75
Youth Flex – 3x per week	\$170.00	\$2,280.00	\$228.00
Junior Development	\$170.00	\$2,565.00	\$256.50
Junior	\$170.00	\$3,040.00	\$304.00
Senior Development	\$170.00	\$3,610.00	\$361.00
Senior	\$170.00	\$4,085.00	\$408.50

Swim Level – Third Child	Registration Fee	Swim Fee (10% discount)	10 Monthly Payments
Novice – 2x per week	\$170.00	\$1,440.00	\$144.00
Novice – 3x per week	\$170.00	\$2,025.00	\$202.50
Youth Flex – 3x per week	\$170.00	\$2,160.00	\$216.00
Junior Development	\$170.00	\$2,430.00	\$243.00
Junior	\$170.00	\$2,880.00	\$288.00
Senior Development	\$170.00	\$3,420.00	\$342.00
Senior	\$170.00	\$3,870.00	\$387.00

REGISTRATION*Respect in Sport Parent Program*

MMST is proud to support the Respect in Sport Parent Program. Every Swim Family is required to complete the course before beginning your MMST registration.

- Each family is required to complete the Respect in Sport Certificate online (<https://miltonmarlinparent.respectgroupinc.com>).
- A certificate number will be issued and is required to complete your MMST registration.
- If you have previously completed the program, you may upload your certificate through the above MMST Respect in Sport Parent link.

Registration Process

- Complete the online registration form at miltonmarlins.ca.
- If you do not receive a confirmation email, please ensure:
 - You have completed all required fields.
 - You have entered a valid email address.
 - You have paid the registration fee via a valid credit card.
 - You have consented to each of the following:
 - Swimmer Code of Conduct
 - Parent/Guardian Code of Conduct
 - MMST Handbook Acknowledgement
 - Liability and Medical Waiver
 - COVID-19 Standard Operating Procedures Agreement
- New competitive swimmers to the Club must submit a photocopy of their child's birth certificate to the MMST office.
- Members have 2 options for the payment of the Swim Fee:
 1. Credit Card – pay in full or as 10 monthly payments
 - A Team Unify Credit Card processing fee of \$0.30 + 2.95% applies per transaction.
 - If paying Monthly, the Credit Card on file will be automatically charged on the 1st of each month.
 2. Cheque – pay in full or as 10 monthly payments
 - Cheques must be payable to Milton Marlin Swim Team.
 - If paying monthly, submit 10 post-dated cheques dated September 1, 2020 to June 1, 2021 (see 2020-2021 Fee Schedule).
 - If you have more than one competitive swimmer, please combine the Swim Fees due on a single cheque for each due date.
- Submit the 2 required Volunteer Commitment cheques (required for all swim families, regardless of swim fee payment method chosen above) to be held in trust and post-dated June 30, 2021.
 1. Volunteer Points Requirement Cheque – Amount varies. See Volunteer Commitment requirements below.
 2. Officials Clinic Requirement Cheque – \$100
- After September 1st, log into your family's account on the Swimming Canada Registration Site (RTR) at registration.swimming.ca to complete the following:
 1. COVID-19 Attestation form
 2. Assumption of Risk form
 3. Rowan's Law form
 4. Update and confirm contact information on your account
 - When logged into your account, click on the **Consent** tab
 - If more than one swimmer is associated with the account, they will appear individually in the Swimmer Consent table. Click the form name to sign the form; it will open a new window. *(One form must be signed for each registered swimmer.)*

- Fill out all required fields and click **Sign** to submit the form. You will not be able to submit the form unless all fields are completed
- **A swimmer's MMST Registration is not considered complete until all online forms are completed through the families Swimming Canada RTR.** They will not be allowed to participate in any MMST programming until all forms are completed. These online forms must be completed annually.

All payments, including the Volunteer Commitment cheques, must be submitted and received within 14 days of registration for your child to be eligible to participate in the MMST 2020-2021 programs, using the drop box outside the MMST office or by mail.

MMST
5-605 Santa Maria Blvd.
Milton, ON
L9T 6J5

If you have any questions regarding your registration, do not hesitate to email the MMST Administrator (admin@miltonmarlins.ca).

Outstanding Account Balances

- Any outstanding balances from the 2019-2020 season for returning families will be charged to your credit card at the time of registration and are subject to the applicable service charges.
- All fees (e.g., swim fees, swim meet entry fees, uniform fees, etc.) will be due 14 days after amounts have been posted to your account.
- Outstanding balances beyond 30 days will restrict your child's ability to participate in training, swim meets, and team activities.
- There will be a \$20 fee added to your account for any NSF cheques. Any returned cheque due to NSF not rectified within 7 days will result in immediate removal of swimmer from practice and meets until the account is brought up to date.

REFUND POLICY

Voluntary Withdrawals

- Withdrawals from the Club must be submitted, in writing, to the Club's Administrator 30 days prior to the next payment date.
- The remaining Swim Fee will not be processed.
- There are no refunds after May 1, 2021. Swimmers will not be released to swim for another club until all accounts have been settled with MMST.

Medical Withdrawals

- Refunds will be granted at the discretion of the Head Coach and the Board of Directors upon written application to the Club's Administrator, accompanied by a letter from a medical doctor, describing the nature of the illness/injury.

- Such requests will be considered only after such time that the swimmer has been unable to train for a minimum of 1 month (consecutively) due to medical reasons/injury.

Other

- There will be no reduction in swim fees for a swimmer not participating in all practice sessions.
- There will be no reduction in swim fees for a swimmer requesting a leave of absence from training, except for validated medical reasons as described above.
- All credits earned as a member of MMST have no cash value and will be forfeited in the event an athlete withdraws or does not return to the Team. Credits are for the express use of paying costs associated with participating in the Team and Team Events and are not intended to be refunded as cash at any time. Categories of credits retained include, but are not limited to, the following:
 - Fundraising Credits
 - Volunteer Credits
 - Swim Fee Credits

The MMST Board of Directors has sole discretion with regards to deviations from this policy.

MEMBERSHIP DETAILS

It is important that your member details are current. If your contact details change during the year, please ensure you notify the MMST Office Administrator (admin@miltonmarlins.ca) and update your online account.

CLUB ACTIVITIES

MMST plans to hold various Club activities throughout the season that afford swimmers and parents alike the opportunity to test and display their newly learned skills and knowledge. Given the evolving COVID-19 situation, all Club Activities are optional and will take place within the restrictions from Public Health and the Government of Ontario under the direction of SO and SNC.

- MMST-Hosted Swim Meets
 - These meets are held during the season and offer our Swim Families opportunities to complete the required MMST Volunteer Commitment. Additional details below.
- MMST Intra-Club Meets
 - All swimmers, pre-competitive and competitive, are encouraged to participate in this great opportunity to showcase their skills!
 - Family members are also encouraged to participate in officiating duties.
- MMST Club Championships
 - June 2021
 - Swimmers compete for the honour of being named Milton Marlin Swim Team Club Champion based on age groups, and as members of the Purple vs. Green team challenge.

TRAINING SCHEDULE

For the most up-to-date schedule, please visit our website at miltonmarlins.ca.

The Club endeavors to adhere to these timetables year-round. However, from time to time, it may be necessary to make schedule alterations due to public holidays, MMST Intra-Club, MMST-Hosted Swim Meets, etc. In the event of a change, the Club will email details to all members with as much notice as possible.

MMST MERCHANDISE AND MANDATORY UNIFORMS

All swimmers, Novice through Senior, are required to wear the current MMST t-shirt and official MMST swim cap at all swim meets.

At least two opportunities to order additional Club apparel will take place during the season (Fall and Spring). Team swim caps are available year-round from the MMST office. Additional optional Club apparel will be available during each order opportunity.

INJURY AND CONCUSSION PROTOCOL

MMST Coaches and Trainers make every effort to maintain a safe training environment at all times. However, if your child experiences pain or discomfort during any practice session, they should stop training immediately and advise their Coach and/or Trainer.

Parents, coaches, officials, volunteers, and swimmers all have a role to play in ensuring the safety of all participants at sanctioned SO activities. Sanctioned activities include all practices and swim meets. We must create an environment that encourages and motivates all participants to assume responsibility for their own safety and the safety of others.

Any injury/incident resulting in a significant impact to the head, face, neck or body of any registered participant at any SO sanctioned event where concussion symptoms are present must be reported by MMST to the Chief Operating Officer of SO within 24 hours using the Swim Ontario Injury reporting form.

The participant must undergo a medical assessment by a physician or nurse practitioner to provide a medical clearance document for submission to SO. Approval will only be given by the SO C.O.O. or their designate once all of the appropriate documentation is received and subsequently satisfactorily reviewed. As per the Swimming Canada Concussion Management resource, participants with concussion symptoms shall not be cleared for return to participation on the same day.

COVID-19 STANDARD OPERATING PROCEDURES

MMST is committed to effectively prevent, manage, and control the spread of COVID-19 in order to minimize the adverse health impacts on athletes, families and staff. MMST will follow all best practices, guidelines and recommendations defined by SNC and SO. MMST has created our standard operating procedures which are considered a living document and will be revised and adapted based on the developments of the COVID-19 Pandemic and announcements by SNC, SO and public health authorities. The most current version of the document can be found on our website (www.miltonmarlins.ca)

SAFE SPORT

SNC and SO believes that everyone in the sport has the right to enjoy the sport at whatever level or position they participate. Athletes, coaches, officials and volunteers have the right to participate in a safe and inclusive training and competitive environment that is free of abuse, harassment or discrimination.

HOW TO HELP YOUR CHILD ENJOY THE SPORT OF SWIMMING

As a parent or guardian, please focus on encouraging your child at all times with an emphasis on skill development, striving to win and having fun. Find opportunities to build your child's self-esteem.

A parent's job is to support their child, win or lose.

(Respect in Sport Parent Program, 2018)

Encourage your swimmer to maintain open and ongoing communication with their Coach.

Please remember that our Coaches are highly trained individuals and it is their job to coach your child and direct their progress. Parents are always encouraged to reach out to their child's Coach throughout the season to discuss goals and/or any concerns. This may be best accomplished in conference with the Coach and your swimmer.

VOLUNTEER COMMITMENT

MMST's goal is to enable long-term sustainability for the Club through a robust Officials Development program. Having said that, we are also keenly aware of the busy schedules of our Swim Families and the impact of COVID-19. Due to the anticipated changes to our meet schedule this Fall, the 2020-21 Volunteer Commitment requirements have been significantly reduced. Thank you to all our Swim Families for your continued support and commitment.

Every MMST Swim Family is required to fulfill its volunteer requirements. Once SNC and SO allow club-hosted competitions, MMST will endeavor to host several swim meets. These swim meets are intended to support the success of our swimmers at all levels and are dependent on the availability of volunteers to officiate and fulfill various functions. Furthermore, MMST-hosted meets, and other fundraising programs that run during the year, provide revenue to the Club that enables us to keep annual dues as low as possible.

Running a smooth and efficient swim meet is not a simple task. Every swim session requires a large team of volunteers with varied levels of experience. Further, SO regulations require each competitive Club to implement an Officials Development Plan, with the goal of developing Level III, IV and V Officials over time.

Although 2021 is difficult to forecast from a competition standpoint, MMST needs Level III, IV and V Officials to continue to be able to host meets in years to come. We greatly appreciate those Swim Parents who are willing to climb the Officials' Ladder and invest time and energy beyond the minimum Volunteer Commitment requirements.

It is each Family's responsibility to fulfill its Volunteer Commitment prior to **June 30, 2021, which** consists of the following:

- Volunteer Points Requirement; and
- Officials Clinic Requirement

Intended/Voluntary Non-Compliance

Families who choose not to volunteer may submit cheques dated September 1, 2020 at the time of registration in lieu of completing the following Volunteer Points and Officials Clinic requirements.

Volunteer Points Requirement

Each Volunteer Point has a value of \$50. Each Swim Family's Volunteer Points Requirement is based on the highest level swimmer in each family. Swim level is determined based on your swimmer's placement as of October 1, 2020 (or date joined MMST after October 1, 2020).

Highest Level Swimmer	Volunteer Points Requirement	Volunteer Points Cheque
Novice, Youth Flex	2 Points	2 points x \$50 per point = \$100
Junior Development, Junior, Senior Development, Senior	5 Points	5 points x \$50 per point = \$250
New Swim Families who join after February 28, 2021	0	\$0

Officials Clinic Requirement

Each Swim Family is required to submit an Officials Clinic Requirement cheque in the amount of \$100.

Each Swim Family is required to complete **ONE** Officials clinic. To qualify, at least one family member must participate in a clinic that they have not completed in previous years.

Currently, SO has suspended all provincial, regional and club in-person swimming official training until further notice. However, either MMST or SO will offer online clinics if in-person official training cannot be offered.

The following clinics are expected to be available:

Level I	Level II
Intro to Swimming Officiating / Safety Marshall	Inspectors of Turns and Judge of Stroke Clerk of Course Chief Timer Chief Finish Judge / Chief Judge Electronics Recorder/Scorer Meet Manager Starter

Once a Swim Family member has completed all the Level II clinics (and he/she remains an active Official at MMST-hosted swim meets), the Swim Family is **not** required to complete additional Officials clinics in subsequent years and does not need to submit the \$100 Officials Clinic Requirement cheque.

Board members are exempt from the Officials Clinic Requirement, but are encouraged to participate, nonetheless.

OFFICIALS' LADDER AND INCENTIVES

To climb the Officials' ladder, you must earn signed deck evaluation(s) at each level. It is each Swim Family member's own responsibility to understand and complete requirements to be eligible for

the next Officials Development course/level. Please contact the Club Officials Chairperson for more information (coc@miltonmarlins.ca).

To further incentivize Swim Families to invest time and energy into Officials Development, MMST will credit MMST Swim Families once they have earned the Level III Referee or higher certification.

A non-cash credit towards your swimmer fees will be applied based on the certification level as follows:

- Level III Referee: one-time attainment credit of \$250 (upon designation) and annual credit \$100
- Level IV Certification: one-time attainment credit of \$500 (upon designation) and annual credit \$300
- Level V Certification: one-time attainment credit of \$1,000 (upon designation) and annual credit \$500

To receive the annual credit in May 2021, the Level III Referee, Level IV or Level V and higher Official must be an active Volunteer at their designated level in MMST-hosted swim meets in the 2020-2021 swim season. The Board of Directors, in consultation with the MMST COC, may decide not to award the annual credit to an official who does not adequately volunteer at MMST-hosted swim meets.

HOW TO EARN VOLUNTEER POINTS

Swim Families can earn Volunteer Points by:

1. Officiating or volunteering at swim meets.
2. Participating on committees and/or other team roles.

Available Volunteer Points

1 VOLUNTEER POINT					
Timekeeper	Safety Marshall	Equipment Set-up / Take-down	Non-MMST Meet Official		
2 VOLUNTEER POINTS					
Inspector of Turns / Judge of Strokes	Inspector of Turns at Start End				
3 VOLUNTEER POINTS					
Chief Timer (and Assistant)	Starter (and Assistant)	Clerk of Course (and Assistant)	Chief Judge Electronics (and Assistant)	Chief Finish Judge / Recorder Scorer (and Assistant)	Meet Manager
Session Referee	Volunteer Coordinator	Sponsorship & Fundraising Committee (4 positions)			
4 VOLUNTEER POINTS					
MMST Club Officials Chairperson	MMST Club Officials Administrator				
5 VOLUNTEER POINTS					
MMST President	MMST Treasurer	MMST Secretary	MMST Member-At-Large (2 positions)	MMST Past President	

Notes:

- Points for officiating at swim meets are earned per completed session.
- Only one family member can earn volunteer points per session.
 - *Note: Exceptions may occur if the number of officials needed is not met after the initial sign-up. Sessions may be opened for additional volunteers approximately one week prior to the session, in which case two family members may earn points in a single session.*
- All Officials roles at non-MMST hosted competitions are valued at **one** volunteer point. Each Swim Family can earn a maximum of one points by officiating at non-MMST meets.
- The Board of Directors and the Club Officials Chairperson reserves the right to add additional volunteer positions and/or committees as needed by the Club.

2020-2021 Proposed Schedule of MMST-Hosted Swim Meets

Meet Name	Date **	# of sessions
Novice Meet #1	TBD	1 ***
Novice Meet #2	TBD	1 ***
Sanctioned IntraClub #1	TBD	1
Sanctioned IntraClub #2	TBD	1
Club Champs	TBD	1

** Currently, there is a national moratorium on all sanctioned swim meets. SO will begin to look at sanctioned competition should provincial and municipal health authorities allow recreation facilities to re-open and after clubs have returned to regular pool-based training for a minimum of 30 days. These swim meets are proposed and will not be finalized until SO allows for sanctioned swim meets to resume. If any, or all, of these swim meets do not take place, the Board of Directors will amend the Volunteer Points requirement to reflect the reduced number of volunteering opportunities.

*** Timekeeper positions may be restricted to Novice Swim Families to allow them time to complete Officials training for higher level positions.

Tracking Volunteer Points – Your Responsibility

Each Swim Family is responsible for tracking and ensuring completion of its own Volunteer Points. A report of points earned may be run from the MMST website. Any discrepancies or omissions should be reported to the Club Officials Administrator (COA) within 2 weeks of an event via email (mmstcoa@gmail.com).

All points earned at non-MMST hosted meets must be documented. Forms can be found on the MMST website (Officials/Volunteer Info under Parent Info) and submitted to the COA. Please submit documentation within 2 weeks of completing the session to ease the year-end administration burden.

The COA will maintain the Officials Clinic and Deck Evaluation entries on the Swim Canada (swimming.ca) website. Each official (Swim Family member) must check and validate that the entries on the Swim Canada website are recorded and accurate. It is also the responsibility of each official to maintain and update his/her Deck Log within his/her Officials' account on the Swim Canada website to reflect all completed officiating sessions.

Volunteer Commitment Non-Compliance

At the time of registration, two non-compliance cheques are required, both of which must be post-dated June 30, 2021. The cheques will be returned (or destroyed) if the Volunteer Commitment is met. Each Volunteer Point has a value of \$50.

Highest Level Swimmer	Volunteer Points Requirement Cheque	Officials Clinic Requirement Cheque
Novice, Youth Flex	2 Points x \$50 = \$100	\$100
Junior Development, Junior, Senior Development, Senior	5 Points x \$50 = \$250	\$100
New Swim Families who join after February 28, 2021	\$0	\$0

- Volunteer Points Requirement Cheque
 - Final reconciliation will be completed by June 15, 2021 and families will be charged for any outstanding Volunteer Points. You will be given a two-week period, from June 15 to June 30, 2021, to exchange your posted-dated cheque with a cheque for the outstanding Volunteer Points Balance.
 - For example:
 - Volunteer Points Requirement = 5 Volunteer Points
 - Original Volunteer Points Requirement Cheque = \$250
 - Earned Volunteer Points = 3
 - Outstanding Volunteer Points = 2
 - Outstanding Volunteer Points Balance ($\$50 \times 2$) = \$100 cheque to be exchanged for the original cheque of \$250
 - If a replacement cheque is not provided by June 30, 2021, the original post-dated cheque will be cashed and the difference (\$50 for each Earned Volunteer Point) will be added as a credit to your account.
- Officials Clinic Requirement Cheque
 - If a Swim Family does not complete one Officials clinic by June 30, 2021, the \$100 Officials Clinic Requirement cheque will be cashed.

