

NORTH BAY TITANS

2020-2021

Swim Team Hand Book



1. Handbook Title Page
2. Welcome to the Titans' Swim Team
3. NBYT Mission Statement
4. The Executive Board of Directors
5. Meet Our NCCP Certified Swim Coaches
6. Training Groups, Schedules and Fees
7. Swimmer Registration
8. Swimming Competitions
9. Training Equipment
10. Swim-a-thon & Volunteering Opportunities - *Coming Soon*
11. Covid-19 Protocols
12. Code of Conduct
13. FAQs #1
14. FAQs #2

Welcome to the North Bay Titans

~ North Bay's Premier Competitive Swim Team ~



Titans Mission Statement

[Our history, philosophies, values and goals]

The North Bay Y Titans' Swim Team is a non-for-profit competitive swim club that is run by parent volunteers and qualified coaching staff. Its origins date back to 1967 and coincide with the construction of the Centennial Pool. Over the past four decades, the team has evolved and developed thousands of North Bay and area youth by honing their swim skills; fostering self discipline and a strong work ethic. More importantly, it has helped in the development of good citizens and leaders in all walks of life.

The Titans' Swim Team is a registered club with Swim Ontario, the provincial sport governing body, and competes in the Northeastern Region (NEOR) of Ontario, and with Swim Canada, the national sport governing body. Through these affiliations, our athletes are registered to compete provincially, nationally and internationally.

The Titans employ a team of professional swim coaches to provide excellent training and has achieved remarkable results. Currently, the club has over 40 swimmers and a staff of 4 NCCP trained coaches and junior coaches to help manage our training groups and aid in swimmer development and overall progression.

Throughout the history of the club, there are many success stories; both on individual and team levels. The Titans' organization has watched many swimmers grow up achieving personal bests, as well as successes on regional, provincial, national and international levels.

The Titans' swim team prides itself in catering to the needs of those swimmers who simply enjoy swimming as healthy exercise to those who thrive on competition and have Olympic aspirations. The Titans' swim programming focuses on high quality of training and follows the Long Term Athlete Development Plan created by Swimming Canada to ensure that all athletes are focused on a holistic progression in regard to all of the swimming strokes and racing skills.

The Titans are about camaraderie, team spirit and friendship.

The Executive Board of Directors

[The Titan family volunteers who work to govern our non-for-profit organization]

President

Christine Dokis - President@nbtitans.com

Vice President

Melissa Parker - msparker9@icloud.com

2nd Vice President

Erika Bayliss - erikabayliss@hotmail.com

Past President

Chris Hachkowski - chachkowski@hotmail.com

Treasurer

Melanie Ross - Treasurer@nbtitans.com

Secretary

Carine Corbeil - Secretary@nbtitans.com

Bingo Representative

Summer Freeman - Bingo@nbtitans.com

Member at Large

Michael Blair - michaelshawnblair@gmail.com

Yana Preston - ypreston@hotmail.com

Meet the Team of Coaches

[Our coaches are NCCP certified and committed to the progression of our swimmers]

HEAD COACH

Matthew Fallowfield

SENIOR COMPETITIVE

SENIOR DEVELOPMENT

Head Coach of the Titans and responsible for training the Senior & Senior Development level of the club

CONTACT EMAIL:

Coach@nbtitans.com

LEAD COACH

TBD

AGE GROUP COMPETITIVE

Lead Coach and responsible for training the Age Group level of the club.

CONTACT EMAIL:

TBD

LEAD COACH

Samantha Crossley

JUNIOR DEVELOPMENT

Lead Coach and responsible for training the Junior Development level of the club.

CONTACT EMAIL:

samcrossley_6@hotmail.com

SUPPORT COACH

Aman Singh Rooprai

SUPPORT COACH & ASSISTANT

Assistant Coach responsible in aiding Lead Coaches in managing their on deck training programs.

CONTACT EMAIL:

amanrooprai92@gmail.com

Training Group Schedules + Fees

[Weekly training, membership dues, YMCA and Swim Ontario registration costs]

SENIOR COMPETITIVE						
	MON	TUE	WED	THURS	FRI	SAT
SWIM AM	6-7:30		6-7:30		7-8:30	
SWIM PM	4-6		4-6		4-6	
DRYLAND	3:25-3:55	7:30-8	3:25-3:55	7:30-8	3:25-3:55	
FEES	Training \$2175.00	Social \$50.00	Equipment \$25.00	YMCA Member Fee	Swim Ontario \$121.40-\$181.40	

SENIOR DEVELOPMENT						
	MON	TUE	WED	THURS	FRI	SAT
SWIM AM					7-8:30	
SWIM PM	4-6		4-6		4-6	
DRYLAND	3:25-3:55		3:25-3:55		3:25-3:55	
*FEES	Training \$1900	Social \$50.00	Equipment \$25.00	YMCA Member Fee	Swim Ontario \$121.40-\$181.40	

AGE GROUP COMPETITIVE						
	MON	TUE	WED	THURS	FRI	SAT
SWIM AM	6-7:30		6-7:30		6-7:30	
SWIM PM			3:30-4:30		3:30-4:30	
DRYLAND	7:40-8:10		7:40-8:10		7:40-8:10	
*FEES	Training \$1775	Social \$50.00	Equipment \$25.00	YMCA Member Fee	Swim Ontario \$121.40-\$181.40	

JUNIOR DEVELOPMENT						
	MON	TUE	WED	THURS	FRI	SAT
SWIM AM					8:30-9:30	
SWIM PM			4:30-5:30		4:30-5:30	
DRYLAND	3:45-4:15		3:45-4:15			
*FEES	Training \$925	Social \$50.00	Equipment \$25.00	YMCA Member Fee	Swim Ontario \$121.40-\$181.40	

Titan Swimmer Registration

[A step by step guide regarding your swimmers registration with our team]

Step 1 - Swimmer Assessment and Training Group Assignment

The first thing our coaching team wants to know is what training group best suits your swimmer's individual needs. It is extremely important to our coaching staff that every Titan swimmer is placed in the appropriate training group for their skill level. We will attempt to schedule a swim assessment with the head coach (this may not be the case as we may be unable to schedule pool time due to Covid-19 restrictions) and do a background check with the parents in regard to the experience level of their swimmer(s).

In order to schedule an assessment, please visit our webpage on Team Unify, and search for the "New Swimmer Assessment Form" (found under the Team Registration tab) or send an email to our Head Coach, Matthew Fallowfield: coach@nbtitans.com.

Once this step is complete, your swimmer(s) can registered on Team Unify (our team management software).

Step 2 - Registering on Team Unify

Now that you have successfully been assigned a training group which best suits your swimmers needs, it is time to visit our website and register your swimmer.

Once you have navigated to our team website, please find the "Team Registration" tab and follow the registration process for the group your swimmer has been assigned to.

As you continue, you will be required to input account information for yourself and your swimmer(s), to read and sign our NBYT club agreements and select your preferred billing option to pay training membership dues.

In addition to membership dues, a social and equipment fee will be charged annually to assist with club operational costs as well as the Swim Ontario Registration Fee which must be paid in order for any swimmer to participate in swim club activities.

*Swim Ontario charges competitive registration fees in relation to each athletes age. Competitive fees range from \$121.40 to \$181.40.

Step 3 - Swim Ontario Registration, Account Update & Acknowledgement Forms

Lastly, the Head Coach of the club will review all account information and will register your swimmer with Swim Ontario.

Once your swimmers account has been created in the Swim Ontario database, you will receive an email prompting and account creation/update.

The requirements to be fully registered are to complete and sign the Rowans Law Concussion Awareness, Covid-19 Attestation & Acknowledgement of Risk Forms, update/create your Swim Canada account and agree to Swim Canada's Consent Policy.

Once completed, your swimmer may now participate in the North Bay Titans programming. Welcome to our team!

Swimming Competitions

[Committing, invoicing, traveling and what to expect at your swimmers competitions]

Committing to a Competition

Welcome to the world of racing! In order for NBYT swimmers to attend competitions, they must be registered for each competition on our Team Unify Website. Competitions are visible in the form of "events" on our home page and NBYT members can commit to them through their Team Unify Account.

Once you have clicked on the event, there will be a "commit" button which will allow you to select which sessions your swimmer will be attending at each given competition.

After you have committed to a session, our professional coaching team will select which events your swimmer will compete in. The selection of events is done at the Lead Coach of each training groups discretion in order to track each swimmers overall progression.

Invoicing

All swimmers that attend swim meets are charged for their participation. Swim meet fees will be invoiced online to your Team Unify billing account. Once invoiced, fees will be charged to accounts within the first 3 days of each month.

Swim meet fees vary depending on which team is hosting them and at what caliber of competition is it. All information regarding meet fees will be provided in a "Meet Package" attached to the event.

Team Travel + Hosted Competitions

Typically, unless competitions are hosted by our own club at the YMCA, the Titans will take a team bus to competitions outside our community.

Exceptions to our team travel may take place due to Covid-19 restrictions or high caliber competitions in which only a smaller portion of swimmers on our team would qualify for.

Titans Performance and Progression

One of our staffs favourite moments is watching our athletes get up on the blocks and perform to their highest potential.

The North Bay Y Titans coaches will always give each any every athlete the following during performance periods: direction, encouragement, and performance feedback. Tracking the progress of our members is what we do best.

Effects of Covid-19 Restrictions on Competition

It is unfortunate that Covid-19 has immensely stalled the amount of opportunities our youth have had to compete at competitions in the past 2 years; however, with restrictions lifting, more sanctioned competitions may be in sight once again in the near future.

Although sanctioned swim meets in Ontario are currently sparse, the North Bay Y Titans are working on running our own sanctioned and non-sanctioned time trials for our athletes to compete in.

Titans Swim Training Equipment

[A list of the equipment needed for every swimmer to participate in each training program]

SENIOR COMPETITIVE & SENIOR DEVELOPMENT	
Training Suit	Mesh Bag
Racing Suit	Pull Buoy
Drag Suit	Training Paddles
Goggles	Snorkel
Water Bottle	Short Training Fins

AGE GROUP COMPETITIVE	
Training Suit	Mesh Bag
Racing Suit	Pull Buoy
Goggles	Training Paddles
Water Bottle	Snorkel
	Short Training Fins

JUNIOR DEVELOPMENT	
Training Suit	Mesh Bag
Goggles	Snorkel
Water Bottle	Long Training Fins

Swim-a-thon & Titans Volunteering

[This section will be coming soon!]

COVID-19 Safety Protocols

[How we keep our members safe by following Local Health and Swim Ontario guide lines]

***Below are the current safety protocols which must be followed to keep our members safe from exposure to Covid-19. Please take note that these protocols may change over the swim season due to change in Local Health and Swim Ontario Covid-19 restrictions.

Titans Covid-19 Safe Training Restrictions and Protocols

When entering the YMCA for training, all Titan members must be masked and then screened by a staff member at the front desk before entering the change rooms.

Titans must keep masks on through the change rooms and may take them off once they are in their designated training spot and ready to enter the water for practice.

While Titans are training, they must keep a 2 meter distance from each other at all times during each resting phase during sets or swimming sets.

If Titans need to use the bathrooms during pool training, they may use the YMCA change rooms.

While dry-land training is running, Titans are able to take off their masks once they are in their designated training spot; which should be more than 2 meters away from another Titan.

If Titans need to use the bathrooms during dry-land training, they may use the closets facility bathrooms as long as they are wearing a mask.

Once training has been completed, Titans may exit the water or dry-land area, put their mask back on, and leave through the change rooms, and/or exit the YMCA.

The safety of our Titan members is our first priority. By following all health and safety guidelines, we can keep our members safely participating in a sport they love.

A Positive Covid-19 Test

If your member has tested positive for Covid-19, the member must immediately stop participation until 14 days has passed and has been deemed as recovered. This break of participation from the program may be longer due to further guidance from local health authorities and Swim Ontario.

As an organization, once we have been notified that a swimmer in our program has tested positive, we will immediately communicate with local health authorities and Swim Ontario to determine what course of action we must take in regard to the affiliated training group with the positive Covid-19 test.

We recommend that if any of our members are showing signs or symptoms of Covid-19, they go get tested at their earliest convenience.

Titans Code of Conduct

[Rules that our members follow to uphold the principles of sportsmanship and safety]

- 1. Obey the provincial law, the federal law or the law of the country you are visiting.**
- 2. No Drinking alcohol, no carrying alcoholic beverages, no smoking or chewing tobacco, no carrying or using any social or non-prescription drugs.**
- 3. Behave morally, dress respectfully and use only acceptable language.**
- 4. Act with integrity when representing your family, your club and yourself.**
- 5. Show respect for and cooperate with meet management, pool management, team staff and all fellow competitors.**
- 6. Follow all team, camp, meet and facility rules.**
- 7. Abide by all of the swimmer responsibilities as listed within the Code of Conduct**

Swimmer Responsibilities

As an athlete, you are responsible for:

Obeying and following the Code of Conduct, displaying a commitment to excellence and maintaining a positive attitude, being pro-active in your communication with team staff and finding out what is expected of you, cooperating with all staff in an atmosphere of trust and mutual respect.

Travel Meets & Training Camps

During travel meets or training camps obeying curfew rules, respecting others need for sleep, quiet and safety. Being punctual for all team meetings, transportation to and from the event, workouts or meet warm-ups. Wearing team apparel when requested, having all training and racing equipment prepared and ready for use. Keeping your room clean and orderly, no damages to your room or contents, no expenses associated with telephone charges, movie rentals, room service, etc.

Maintaining the best possible diet for optimal performance. Leaving the door unlocked so that the staff can get in when required. Propping doors open whenever a member of a different gender is in the room. Requesting staff permission to have visitors from outside the team in your room. Requesting staff permission to leave the team location for any extended period of time. Speaking with respect to the staff and if asked to do something, to do so in a timely fashion. Keeping the bus or transportation clean of garbage and food.

As a representative of the North Bay Y Titan Swim Team, you are representing the team, city and province at any and all swim meets and / or training camps that you attend. It is imperative that you understand this Code of Conduct and abide by it during the activity. The Code is in effect from the time of departure until returning home.

All members signing the Code of Conduct agreement must abide by it.

Titan Members FAQs

[Some answers to the many questions you might have]

I'm having difficulty registering my swimmer on Team Unify. Who can I contact?

If you have any trouble registering your swimmer on Team Unify, you can email our Head Coach: coach@nbtitans.com and he will be happy to walk you through the registration steps and see help solve any issues you may be having.

What does the equipment and social fees cover?

Our equipment fee our members pay at registration covers the cost of our Titans Swim Season T-shirt and Titans Swim Cap.

Our social fee our members pay at registration helps the Titans operational costs when it comes to social events like the Year end Banquet or an organized event for our members (movie night, day trip, team dinners , etc.).

Where can I find appropriate training equipment for my swimmer?

The training equipment listed can be purchased in person or online at any aquatic store; a few examples being Team Aquatics, Aquasport, Goswim, etc..

What is Dry-land Training?

Dry-land training is program training done outside of the pool. It can either be physical or mental. By keeping our members fitness/strength levels up and their mental skills developed, they are more likely to perform better during pool training and at competitions.

How does my swimmer qualify for competitions with standards?

Competitions that have standards normally use times for each event that qualify an athlete to swim the same event at a competition. In some instances, there are also participation bonus event as a benefit for having a qualifying time. Participating in competitions is the best way to achieve qualifying times.

What are the different types of payment options for NBYT membership dues?

The North Bay Titans offer 3 types of payments for membership dues: Credit Card (Team Unify Account), E-Transfer or by Cheque.

Is it mandatory to have a YMCA membership? How do I purchase one?

A YMCA membership is mandatory for all of our members as we are affiliated with the YMCA and need its support and cooperation to run our programming. YMCA memberships can be purchased at the front desk of the North Bay YMCA.

How do I withdraw my swimmer from the programming?

If you wish to withdrawal from the program your swimmer is in, please send an email to the Head Coach and he will send you information in regard to how our withdrawal process works. If you wish to cancel your YMCA membership, you must contact the North Bay YMCA for more information.

When is the right time for my kid to change training groups?

It is always best to reach out to the Lead Coach of your swimmers training group regarding a move to the next level. Typically, our staff will reach out to our swimmers parents when we know they are ready and inquire if a move is manageable for the family.

What is Swim-a-thon?

Swim-a-thon is one of the largest sponsorship opportunities for all swim clubs in Canada. Every year, swimmers from every club in Canada participate in a 3-5 kilometre (age/level dependant) swim as fast as they can. The Swim-a-thon typically runs in April or May. Emails regarding the event will be sent out to the membership as the event date approaches.

Where can I sign up to be a volunteer?

Typically, when we need volunteers to help, Titans will use SignUpGenius to help manage our events and volunteers. Emails will normally sent out to all members via Team Unify to notify you when volunteers are needed.

How do I know if a practice has been is cancelled?

If there is any practice cancellation due to circumstances (bad weather, pool fouling , etc.,), the Head Coach will send an email regarding a practice that is to be cancelled as soon as the decision has been made.

How do I get on the NBYT executive board of directors?

Every year the Titans Swim Team will host an annual general meeting. At this meeting, members have the opportunity to nominate or be nominated for a board position.

What does the Annual General Meeting Cover?

The NBYT AGM covers what the upcoming swim season will look like for the club, along with details of how the club will run in regard to certain aspects (club financials, volunteering, officiating, Swim-a-thon, programming, etc). We encourage all of our members to attend.