

RHAC Handbook

2019 - 2020

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0 REVISION TABLE

Date	Version	Author	Author
01 Sept 2018	2018-v0	Adrian Muscalu	Original revision for 2018-2019
07 Sept 2019	2019-v0	Irena Lasker	Original revision for 2019-2020

1 CORE VALUES

1.1 CLUB MISSION STATEMENT

Richmond Hill Aquatic Club is a competitive swim club with a development model that ends at Olympic level. All groups are progressions to the Senior level where swimmers are expected to perform above an age group level. RHAC aims to develop swimmers to perform to their potential. The Club philosophy of growing Novice swimmers into Olympians follows the LTAD (Long Term Athlete Development) model provided by Swimming Canada, and uses an ever-expanding pool of knowledge by trained coaches to offer swimmers the best program possible.

All swimmers in RHAC must have the desire to improve and eventually enter the Senior group so that they can compete at the Senior National level. Swimmers need to have an open mind and be willing to learn within the RHAC program. Swimmers must adhere to the program of the particular group to which they belong entirely.

Coaching staff promises to offer the best and most intensive program possible, and will always go above and beyond the call of duty to see swimmers improve, under the condition that the swimmers want to improve within the program. Coaches volunteer extra time to those who show additional desire to improve. Coaching staff always puts in a reciprocal amount of effort that the athlete demonstrates, and always offers the opportunity for swimmers to advance, given their desire to do so.

1.2 HISTORY

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

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

1.3 STRUCTURE AND GOVERNANCE

RHAC is a non-profit corporation; incorporated under the Corporations Act of Ontario (a copy of the By-Laws is available by request from the Club's Secretary). The Board of Directors is comprised of a maximum of ten members plus the Head Coach (a non-voting member) who are responsible for overseeing and administering the affairs of the Club. The Board of Directors is elected for two-year terms, at the end of which they remain eligible for re-election. The candidacy of Board members is proposed and voted on at the Annual General Meeting (AGM). The election, qualifications and duties of directors are set out in the By-Laws of the Club; in addition, the candidates for the Board of Directors need to have their account in good standing and must have been with the Club for at least two years.

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

The current Board of Directors is listed in Appendix 1, along with contact information.

1.4 PHILOSOPHY, VISION AND OBJECTIVES

Our philosophy is:

- RHAC's purpose is to produce athletes to race at national and international levels. It is a developmental club and each group has a role to play in creating these athletes. Every member needs to believe in the direction of the Club based on the mission statement. RHAC can only be successful if parents, swimmers, board members and coaches all have the same attitude and expectations of performance.
- To nurture the athletes at every age and, realizing that each one is different, to allow each to develop as far as their efforts, talents and dreams will take them in the appropriate group setting.
- To provide a level of coaching that will develop a wide range of swimming abilities, while at the same time building character, sportsmanship, self-confidence and a strong work ethic in an atmosphere of caring and consideration for the team and their team-mates.
- To provide our community with individuals who are becoming the best that they can be as athletes, students and citizens.
- Coaches' philosophy must be compatible with the attitudes and expectations of club's members.

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

Vision

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

Objectives

1. To qualify swimmers to the Olympic Games and World Championships.
2. To teach young people the process of achieving and the value of hard work. To encourage them to set goals, follow through with them, and provide support so that they can work towards success.
3. To encourage parents to actively support both their child and the program as a whole, realizing that their personal investment is crucial to a young person's success in any endeavor.
4. To enlarge its competitive roster to 175 members.
5. To enlarge its pre – competitive program to 200 members.
6. To generate a greater percentage of our revenue from meets and swim related activities.
7. To find sources of revenue.
8. To grow a greater talent pool of swimmers.
9. To create fundraising opportunities.
10. To hire, keep and educate its coaches.

Goals

1. Gain more pool time.
2. Improve coach's performance through feedback from the club stakeholders.
3. Implement job descriptions and objectives.
4. Widen geographic reach.
5. Promote a positive club image in the community.
6. Increase the number of meets.
7. Follow a long-term athlete development model.
8. Include regular 50- meter pool training in the swim practices.
9. Proactively manage what meets swimmers should attend.
10. Increase the club revenue.
11. Promote competitiveness within the Club. Promote winning.
12. Promote and define high performance sport.

2 GROUP STRUCTURE

2.1 OVERVIEW AND PHILOSOPHY

Swim, Swim Better, Swim Faster!

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

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

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

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

2.2 GROUP SELECTION

RHAC has nine distinct groups: Mini Sharks, Sharks, Super Sharks, Novice, Select, Youth, Provincial, National and Senior. Swimmers will be placed in the appropriate group based on many factors including, but not limited to: race performance, minimum performance criteria, maturity, available space, and coach's discretion. Swimmers are designated a group in which to swim and cannot choose to move up on their own. Group changes are done twice a year, on December 15th and March 15th. If a swimmer does not meet the minimum performance criteria, they will not be able to move up to the next group. If a swimmer fails to maintain the minimum performance criteria, the coach reserves the right to move down the swimmer to another group.

Group requirements set a floor or a minimum standard, but not a ceiling. That means that while each group has minimum standards for athletes to enter and stay in the group, the groups do not have maximal standards of performance. Group placement does not communicate the coaches' belief about a swimmer's potential or predictor of future success, but is only an indication of a swimmer's current mental and physical state. Coaches try to bring together swimmers with the closest current capabilities so that practices can run smoothly and safely. If a coach has to run many pace times within one group, each swimmer will receive less feedback. If a coach opts to force swimmers of different abilities onto one pace time, injuries may occur in practice. Groups are required for the best development of athletes.

It is important that swimmers and parents understand that in order for RHAC to be successful in developing athletes, swimmers must train in a team where all members have similar skills and motivation. Just like the education system separates students into grades and adapts the difficulty of each grade to the performance capabilities of the students, so to do the RHAC groups facilitate the best development program for athletes. Competitive swimming is a long-term sport and requires that

swimmers go through the development model before they are successful in their late teens. Athletes who fail to go through the development model will be severely stunted and their performance will not be optimal. Just like elementary school is necessary before high school before university, so too is Novice required before Select before Youth.

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

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

2.2 YEAR-ROUND SWIMMING/VACATIONS

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

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

2.3 INJURIES

As with any rigorous activity, injuries also occur in swimming. Injuries in competitive sports are handled differently than injuries for non-athletic members of society. In competitive sports, the idea is to try to return to training as soon as possible, and minimize loss of attendance. Outside of competitive sports, the recommendation is to rest until the injury is fully healed.

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

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

When an athlete becomes injured, it is highly recommended that they seek medical attention. A family physician may not be capable of providing sports medicine which has different guidelines. As explained above, injuries are handled differently for athletes than the rest of the population. It is highly recommended that an injured athlete sees a sports medicine doctor that will help the athlete return to training as soon as safely possible. If you need information on how to contact a sports medicine doctor, please speak with your coach.

If an athlete is injured, contact the group coach immediately to determine if accommodation in the group is possible, if the athlete should take time off, or if the athlete should move to a different group.

2.4 TEAM ATMOSPHERE

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

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

2.5 WORKOUT SCHEDULE

The master schedule for each group is distributed at registration. Monthly schedules are posted and updated on the RHAC website. Coaches can communicate cancellations or additions through email or by giving advanced notice to swimmers during practice.

RHAC practices at many locations. The addresses to these locations are available on the website under Competitive Groups > Training Facilities.

2.6 WORKOUT GUIDELINES

Each Group will have their own training guidelines that will be outlined by their coach. It is expected that **athletes arrive at least 10 minutes prior to the designated start time** to assist in workout

preparation and briefing. Athletes should also be prepared for the workouts and bring all required training equipment to every practice. A list of required equipment is provided below. If an athlete needs to leave early, arrive late or miss a practice, the coach must be notified. Failure to abide by the above guidelines may result in disciplinary measures.

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

2.7 MINI SHARKS - SWIM, SWIM BETTER, SWIM FASTER!

(7 years old and under)

Objectives

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

Sessions run for ten weeks and begin three times during the school year (Fall, Winter and Spring).

Registration Requirements

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

2.8 SHARKS - SWIM, SWIM BETTER, SWIM FASTER!

(8 years old and under)

Objectives

The Sharks program is designed to introduce children to competitive swimming. It is RHAC's entry program into the LTAD model. Sharks is a pre-competitive group that teaches breast and butterfly required for the Super Sharks group. This program is available to swimmers under 8 years old and "Swimmer 4" level completed.

The program runs all year round and is divided into three regular sessions (Fall, Winter, and Spring) that are three months long. Workouts are offered on Mondays, Wednesdays and Fridays, and each practice is 45 minutes long. There is a coach to swimmer ratio of 1:7 to ensure that swimmers have a proper opportunity to learn the correct stroke technique. Once a year, swim meets are organized for Shark swimmers.

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

Registration Requirements

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

2.9 SUPER SHARKS- SWIM, SWIM BETTER, SWIM FASTER!

(9 years old and under)

Objectives

Swimmers promoted from the Sharks Group move into this group. Like the Sharks group, the Super Sharks program is yearlong and is divided into three, three-month (10 week) sessions (Fall, Winter and Spring). Swimmers completing the Super Sharks program with good strokes, turns, starts and finishes will be moved to Novice Competitive Group.

Super Sharks practices are offered either once or twice a week depending on the swimming level and age. At the end of each session, swim meets are organized for Super Sharks swimmers.

Registration Requirements

- 9 years old and under
- Sharks program completed.

2.10 NOVICE - SWIM, SWIM BETTER, SWIM FASTER!

(10 years old and under)

Objectives

The Novice group is the first and most basic level of competitive swimming that RHAC offers. Athletes are taught how to commit to practices long term, and at shown the very beginnings of swimming and racing.

Coaches treat Novice swimmers as the earliest athletes on the LTAD. Many aspects of the Novice group involve learning to swim effectively. Other skills such as learning to use a pace clock are also taught.

Coaching staff focuses on early child development models in sport with Novice. They teach and coach so that athletes develop appropriately within the group.

Athletes are expected to be excited for practice and listen attentively to the coach. Athletes are encouraged in this group to participate in other sports as well. Some of the most important skills to learn at an early age are coordination and motor skills. These are developed through performing exercises that involve body awareness and can only be fostered in an active child. As a result, sports like dance and gymnastics are fantastic foundations for any athlete.

Athletes move into this group from Sharks, Super Sharks and other programs. Workouts are offered 3 days a week and are 90 minutes in length. Some athletes may be invited by their coach to swim occasionally with the Select Group. While there is no attendance requirement for this group, athletes will improve faster the more regularly they attend workouts.

Minimum Performance Criteria Required To Move To Novice

- Swim freestyle, backstroke, and breaststroke technically as well as perform butterfly drills
- Swim 100 IM according to FINA regulations (regardless of time)

- Perform starts, turns, and finishes in all strokes
- Have a basic understanding of the pace clock

2.11 SELECT GROUP - SWIM, SWIM BETTER, SWIM FASTER!

(11 years old and under)

Objectives

The Select group is a continuation to the introductory competitive program. Athletes learn the basics of stroke technique and are made familiar with racing.

Coaches spend time having fun with swimmers while developing important skills needed for the future of the sport.

Athletes are expected to want to swim. They are expected to attend morning practices in addition to afternoon ones to prepare for the workload in later groups. They will learn to actively monitor stroke technique through self-coaching and coach corrected feedback and are expected to begin applying greater effort to make positive changes. Athletes need to understand and take responsibility for attendance, performance, work ethic in practice and correlate these elements to meet performance. Athletes will be taught goal setting skills as well as how to manage effort and intensity in a practice and are expected to regularly apply these skills. Athletes are encouraged to do more than just swim in this group, given that extra-curricular activities do not interfere with swimming practices.

The Select Group is focused on taking athletes and making them into competitive swimmers. This group will meet the needs of athletes coming from other programs who can complete 2000m in less than 40 minutes as well as swimmers coming from the Novice Group. Practice is offered 5 times a week in the pool and twice in dryland. Swimmers are strongly encouraged to attend all practices as skills and progressions are built in from one practice session to another.

Minimum Performance Criteria Required To Move To Select

- Swim a continuous 1000m (40 lengths) 9 years old in under 21 minutes and 10 years old in under 20 minutes with a freestyle stroke.
- Kick 400m in an IM order (by 100m intervals) in under 9 minutes 30 seconds for 9 years old and 9 minutes and 15 seconds for the 10 years old.
- Swim an efficiency set of 12x 25 Rolling IM @50" with the following restrictions:
 - Fly – 15 strokes
 - Back – 23 strokes
 - Breast – 15 strokes
 - Free – 23 strokes
- Have a minimum of 85% attendance
- Demonstrate all starts, turns, finishes and IM switches according to FINA standards
- Demonstrate motivation to improve.
- Demonstrate courtesy to other swimmers in pool

2.12 YOUTH GROUP - SWIM, SWIM BETTER, SWIM FASTER!

(13 years old and under)

Objectives

The Youth group offers a highly competitive program for swimmers under the age of 13. Athletes are exposed to a program that will directly prepare them for the challenges in the Provincial group. This occurs through a high volume of swimming, difficult practices, high expectation at meets, and discipline. Many Youth swimmers qualify for Age Group Provincial and National time standards. Similar to the Provincial group, but at a younger age, swimmers learn the importance of practice and self-discipline. They are taught to appreciate competition, and see merit in high performance athletics.

Coaches work on all aspects of athletics with Youth swimmers, and develop stroke technique, mental and physical strength, behaviour, and attitude.

Athletes are expected to attend all practices, regardless of age, and participate actively in the program offered to them so that they can improve. Practice duration, direction, structure and difficulty are designed for swimmers who want to pursue their swimming career as far as possible. Athletes that have the immediate desire to swim competitively and follow all the instructions of the coaches, as well as complete all the prerequisites may move up into the Provincial group to further their swimming career.

Youth Group practice is offered 6 times a week for those who are 11 and under and 7 times a week for those who are 12 and over with three drylands for all athletes. During practice, athletes are expected to develop goal setting skills to a greater degree than in the Select group, continuously strive to achieve an improved attendance, and learn leadership skills. Swimmers are also expected to attend all the meets that are required by their coaches. Swimmers should demonstrate an active desire to improve by working on skills such as underwater kick in racing and improving distance per stroke.

Minimum Performance Criteria Required To Move To Youth

- Swim 2000m freestyle in under 36.40 minutes (1:50 per 100 meters)
- Kick 400m in an IM order (by 100m intervals) in under 8 minutes and 45 seconds
- Swim an efficiency set of 100 IM @ 2'10 + 200 IM @4'20 with the following restrictions:
 - Fly – 13 strokes
 - Back – 21 strokes
 - Breast – 13 strokes
 - Free – 21 strokes
- Have a minimum of 85% attendance (The coach retains discretion to accept absences that do not count against the attendance figure for exceptional circumstances)
- Demonstrate all starts, turns, finishes and IM switches according to FINA standards
- Demonstrate motivation to improve.
- Demonstrate courtesy to other swimmers in pool.

2.14 PROVINCIAL GROUP - SWIM, SWIM BETTER, SWIM FASTER!

(12 years old and over)

Objectives

The Provincial group is a developmental group for athletes who have the desire to one day become high performance swimmers. Provincial athletes are part of the 'train to train' phase of the Long-Term Athlete Development model. Performance at practice is more valued than performance at meets so that the athletes can develop properly.

Coaches make practices that appeal to both the Provincial and National & Senior National groups regularly to help grow Provincial athletes under the model of the National swimmers. The coaching staff spends more time on work ethic during practice with Provincial athletes to instil in them the fundamentals of training that are expected in the National & Senior National group.

Athletes in the Provincial Group are expected to be open to coaching, and show a desire to learn. While their performance is not held to the same standard of National athletes, Provincial swimmers are still expected to try their best at every practice with the goal of improving competitively. In addition to attending as many practices as possible to try for 100 percent attendance, Provincial athletes need to actively try to develop to become National group athletes.

Provincial Group athletes should strive to be competitive with swimmers who hold provincial and age group national standards. The group is structured to prepare athletes to achieve both provincial and age group standards, and athletes are expected to demonstrate the desire to follow this model. Swimmers should consistently be improving commitment level, stroke technique and distance per stroke. Athletes should display an ability to train for their experience level, age, and stated goals. As the athlete gets older, more maturity is expected, and attendance as well as training attitude and conduct should improve.

Since Provincial is a program that promotes the development of athletes into the National group, there are certain areas of accountability to which swimmers are held. Swimmers need to accept responsibility for their performances at meets and practice; inherently, swimmers need to understand the relationship between their personal commitment level and their results. Swimmers need to understand and perform personal race strategies developed both independently and collaboratively with the coach. Swimmers need to demonstrate an ability to balance school, social life, family and a high level of competitive swimming. Swimmers need to be open and effectively communicate with parents, coaches and teammates. Swimmers need to understand the goals of Provincial and take an active part in developing specific and attainable practice group goals. Swimmers also need to apply coping strategies to deal with peer pressure.

Athletes move into this group from Youth Group or from external programs assuming they meet the minimum performance criteria. This program is intended for swimmers that have a goal in pursuing their swimming career as far as possible. The practice duration, direction, structure and difficulty will be designed to meet this goal. Practice runs seven times per week in the pool and three times in dryland. Additional practices may be added for some swimmers at the coach's discretion. Additional practices do not count towards attendance requirements. Athletes are expected to attend all meets as directed by their coach, and wear only RHAC attire during competitions.

This program is intended to provide both a stepping stone for athletes intending to be successful in the RHAC National program and also provide a demanding and comprehensive training program for those athletes who cannot meet the attendance and/or training requirement of the RHAC National program. Provincial Group swimmers are expected to attend 90% of workouts and communicate with the Provincial Group coach about their training schedule and absences.

Note on training: Once swimmers are fully grown and are promoted as far as the Provincial program, they must train more and better than they did when they were younger to continue to improve (swim faster).

Minimum Performance Criteria Required To Move To Provincial Group

- 30 x 100 Free @ 1:30
- Kick 400m in an IM order (by 100m intervals) in under 7 minutes 45 seconds • Swim an efficiency set of 2x (100 IM @ 2'10 + 200 IM @4'20) with the following restrictions:
 - Fly – 12 strokes
 - Back – 20 strokes
 - Breast – 12 strokes
 - Free – 20 strokes
- Have a minimum of 90% attendance (The coach retains discretion to accept absences that do not count against the attendance figure for exceptional circumstances)
- Swimmers with less than 70% attendance will not be moved to Select and instead will be released from RHAC
- Achieve a Junior Provincial standard in the current age group
- Demonstrate all starts, turns, finishes and IM switches according to FINA standards
- Demonstrate motivation to improve.
- Demonstrate courtesy to other swimmers in pool.

2.15 NATIONAL GROUP - SWIM, SWIM BETTER, SWIM FASTER!

Objectives

The National group is the second highest performing group in RHAC. Its primary purpose is to develop athletes to race and win beyond age group meets. The National group works towards making Senior National Qualifiers.

Coaching staff spends additional time to develop athletes technically, mentally and physically through advanced training methods.

Athletes in the National group are expected to perform to the highest standards. They are expected to work towards their short- and long-term goals on a daily basis, and be role models for the remainder of the club. Athletes should attend club events and promote the development of younger athletes.

National athletes must have the desire to improve and strive for the highest level of competition. They must attend all competitions as instructed by their coach unless their coach agrees to an absence. Swimmers must wear RHAC attire at all competitions. Athletes should also show a willingness to swim multiple races in different strokes and distance and are urged not to 'specialize' during age group training. There should be limited interference from high school competitions and absolutely no interference from high school practices. No high school meets should interfere with a RHAC meet.

National athletes are required to follow a particular lifestyle that helps them in their development as successful athletes and people. As such, it is important that all athletes monitor their nutrition and approach their coach if they have any questions. Absolutely no drugs or tobacco products should be consumed by National swimmers.

This program is intended for the swimmers that have a goal to pursue their swimming career as far as possible. The practice duration, direction, structure and difficulty will be designed to meet this goal.

This is RHAC's high performance group. A National Group athlete's actions and goals reflect the mission statement of Canadian Swimming: to build, promote, and achieve competitive success. National athletes are positive, hardworking individuals who demonstrate the culmination of RHAC's competitive development model. Since a certain level of maturity is expected from National athletes, they are expected to have more responsibility than other groups in RHAC. Parental involvement in swimming decisions for National athletes is kept to a minimum, and once a swimmer achieves competency, the involvement of the parent in the athlete's decisions is almost negligible. Athletes are expected to communicate with their coach as mature independent individuals working towards their own success. Overbearing parents only hinder the development of athletes make it difficult for the relationship between the athlete and the coach to grow.

National Group practice is offered eight times per week in the water and three times in dryland. Additional practices may be added for some swimmers at the coach's discretion. Attendance is calculated on eight workouts weekly. Additional practices don't count towards attendance requirements.

Athletes move into this group from Provincial Group or competitive swimmers coming from other programs who can achieve the Provincial to National Group moving criteria.

Minimum Performance Criteria Required To Move To National

- 40 x 100 Free (boys @ 1:25 - girls @ 1:30)
- Kick 400m in an IM order (by 100m intervals) in under 7 minutes
- Swim an efficiency set of 2x (100 IM @ 1'35 + 200 IM @3'10 + 400 IM @6'20) with the following restrictions:
 - Fly – 8 strokes
 - Back – 12 strokes
 - Breast – 8 strokes
 - Free – 12 strokes
- Have a minimum of 90% attendance (The coach retains discretion to accept absences that do not count against the attendance figure for exceptional circumstances)
- Achieve an age group national standard in the current age group
- Demonstrate all starts, turns, finishes and IM switches according to FINA standards
- Demonstrate motivation to improve.
- Demonstrate courtesy to other swimmers in pool.

2.16 SENIOR GROUP - SWIM, SWIM BETTER, SWIM FASTER!

The Senior group is the highest performing group in RHAC. Its primary purpose is to develop athletes to race and win beyond age group meets. The Senior group works towards making Olympic qualifiers, World Championship Qualifiers and Canadian National Champions.

Coaching staff spends additional time to develop athletes technically, mentally and physically through advanced training methods, services and equipment not offered to any other group.

Athletes in the Senior group are expected to perform to the highest standards. They are expected to work towards their short- and long-term goals on a daily basis, and be role models for the remainder of the club. Senior athletes must have the desire to improve and strive for the highest level of

competition. The Senior group typically trains with the National group, and athletes are held to all the same expectations as National group athletes.

2.17 UNIVERSITY/ COLLEGE / POST-UNIVERSITY

RHAC Alumni are mature, experienced athletes and a tremendous asset to the club as they add depth, experience, and leadership. These athletes typically join the National or Senior groups, depending upon the availability of pool time. Fees for this Group will be pro-rated on a monthly basis.

2.18 REQUIRED EQUIPMENT

Mini Sharks/ Sharks/ Super Sharks

- Competitive swim suit (one piece for girls)
- Two pairs of goggles (in case one breaks)
- Two swim caps (if the swimmer wears a cap)

Novice/ Select/ Youth/ Provincial

- Kick board
- Pull buoy
- Fins
- Two pairs of goggles (in case one breaks)
- Two swim caps (if the swimmer wears a cap)
- Snorkel
- Water bottle
- Appropriate dryland clothes, including indoor shoes

National/Senior

- Kick board
- Pull buoy
- Fins
- Two pairs of goggles (in case one breaks)
- Two swim caps (if the swimmer wears a cap)
- Large paddles
- Snorkel
- Pace chart
- Water bottle
- Appropriate dryland clothes, including indoor shoes

All swim related required equipment can be purchased at Aqua Park, located just across Centennial Pool at 120 Newkirk Road. Their telephone number is 905-737-9665.

3 PARENTS ROLE

3.1 COMMUNICATION

Open and honest communication is the key to a successful experience with RHAC. If you have any questions or concerns, please feel free to call our Club office at 416-409-0461, or email our Club Administrator at roxana@rhac.ca, or our Head Coach, Konstantin at coachkonstantin@rhac.ca.

General questions about the program can also be directed to any coach or board member. If your questions are specific to your swimmer, please communicate directly with your swimmer's coach. For more detailed avenues of communication, see section 6, titled *Communication*.

3.2 METHODS OF COMMUNICATION

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

RHAC website: www.rhac.ca

Emails from the group/head coach

Bulletin Boards: Inside Centennial Pool, to the left of the office

Newsletters: Posted periodically on the front page of the website after members login

Office Hours: The office is located inside Centennial Pool at 161 Newkirk Road in Richmond Hill. There are no set hours as there is no permanent office staff however if coaches are on deck, they might be able to be of assistance.

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

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

Informational Websites: The following websites are useful for information

Swimming Canada: www.swimming.ca

Swim Ontario: www.swimontario.com/

3.3 SUPPORTING YOUR ATHLETE

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

Your attitude towards swimming will impact your swimmer's attitude towards their coaches and the sport. If you try to coach your swimmer, they will learn to not follow the coach's instructions. If a coach asks a swimmer to be at a practice, please make all efforts to ensure that your swimmer attends that practice. Do not try to rest your athlete before meets—leave that job to the coach. Do not try to provide additional programs that run contrary to the primary swim program in which your athlete

participates. For example, trying to do dryland exercises with your swimmer and holding them back from the group drylands will only hurt the relationship between your swimmer and the coach, and will ultimately stunt their growth in the sport. Let the coach perform their job as a coach, and support your swimmer in following the coach's directions. If you have any concerns or questions regarding the program, please contact the coach, but do not try to take actions into your own hands.

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

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

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

3.4 WATCHING PRACTICES

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

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

Parents can watch practices from the following locations:

- Centennial Pool: viewing galleries on either side of the office
- Richvale Pool: Upstairs balcony
- Elgin West Pool: Upstairs glass viewing gallery to the right of the office

- Bayview Hill Pool: Behind the glass viewing gallery to the left of the office
- Oak Ridges Pool: Upstairs in the viewing gallery
- Dryland space: There is no space available for parents to watch
- **At no time and under no circumstances can a parent enter the pool deck unless authorized by a coach.**

3.5 PERFORMANCE AT RACES

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

The higher the group in which the athlete trains, the more common it is that the athlete will go into meets not rested. These meets are called 'training meets'. Part of the yearly plan for coaches in higher groups includes working on certain elements of training during certain times of the year. If an athlete is loaded with aerobic work and heavy dryland, it is unlikely that an athlete will break a best time in a 50-meter sprint. It is still important however to race at these meets despite being tired. Training meets teach athletes to push harder and give them race strategies. Coaches adapt the expected performance results to the time of the year and may congratulate an athlete on a race despite not having improved in time. There are other factors in a race other than time for which coaches look. Effort, skill execution (stroke count, kicks underwater, stroke technique, etc...), and overcoming fear are a few of the reasons why athletes need to continue to race throughout the year. Every swimmer goes through training meets as well as tapered meets. Ryan Lochte, an American 11-time Olympic medalist, swam a 4:26:04 400-meter IM on May 10, 2012 in preparation for the Olympics, and swam a 4:05:18 on July 28 of the same year. His previous best time was 4:06:08 from June 29, 2008. He put just as much effort into the 4:26 as he did the 4:05 but he was in the midst of his training for the Olympics during that time, so it was impossible for him to go near his best time. In the end, he improved almost a second.

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

3.6 HOW TO SUPPORT THE RHAC PROGRAM

1. Understand the RHAC philosophy of developing athletes through a long-term model.
2. Stay informed. Read the newsletter, look at the bulletin board, check the website, watch practices, talk to the coach, and communicate with your swimmer. Your involvement in your athlete's swimming will send a very encouraging message regarding your interest in their sport.
3. Volunteer at meets, bingo, team travel, and board meetings. Having involved parents makes for a successful program. Volunteering is a fantastic way to contribute to your athlete's team.

4. Support the coach's decisions

3.7 WHY PARENTS SHOULD VOLUNTEER

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

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

4 ADMINISTRATION

4.1 REGISTRATION

4.1.1 RETURNING MEMBERS

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

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

To complete the registration, members are required to submit a printed and signed copy of the online registration with all the attachments, and full set of cheques payable to "Richmond Hill Aquatic Club" as per the payment schedule for the items contained in their invoice which include:

- Membership fee,
- Swim Ontario registration fee,
- Swim Meet Entry Deposit,
- Obligation Points Security Deposit (*).

The cheques for the "Obligation points security deposit" and "Swim Meet Entry Deposit" will be cashed according to the communicated schedule but no later than September 1st.

Equipment purchases will be charged directly to your RHAC account at the time of purchase.

(*) the September 1st cheque for the Obligation Points Security Deposit is to be in the amount of \$500.00 (Deposit held on account until end of season and can be returned if commitment points have been achieved. The option to keep it on account and transfer for following season is available).

4.1.2 NEW MEMBERS

Before registering with RHAC, new athletes are asked to participate in a skill assessment where the coaches can determine the group to which the athlete is most suitable. Registration for these families takes place in late-September.

At registration, members are required to submit cheques (all payable to "Richmond Hill Aquatic Club") for the items contained in their invoice which include the membership, Swim Ontario registration fee, Swim Meet Entry Deposits, and Obligation Points Security Deposit.

4.2 Fee Schedule

The current year Master fee schedule for the Club appears in the registration package.

4.3 MEMBERSHIP

4.3.1 BASIC MEMBERSHIP

The basic membership fee is determined by the athlete's group assignment. It may be paid in full or by installment through an initial payment accompanied by post-dated cheques.

4.3.2 EQUIPMENT

There are mandatory items that are required for all RHAC athletes at swim meets. These include a black swimsuit, a team t-shirt and a team swim cap. In addition to these items, the athlete's coach may suggest that other items be purchased for practice purposes. Team items may be ordered through registration or during the course of the season where the costs are charged to your RHAC account. For more detailed lists of the items required for each group, see section 2.16, *Required Equipment*.

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

All enquiries regarding equipment should be directed to the Equipment Manager at equipment@rhac.ca.

4.3.3 SWIM ONTARIO REGISTRATION

Swim Ontario mandates that all swimmers are registered with the organization. The Swim Ontario registration fee and signed Rowan's Law consent form ensure that registration. In addition, a monthly magazine is available by subscription to be ordered during registration for an additional charge if desired by a member.

4.4 ADDITIONAL EXPENSES

4.4.1 SWIM MEETS

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

4.4.2 TRAINING CAMPS

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

4.4.3 CHANGING GROUPS IN MID-SEASON

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

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

4.4.4 JOINING THE CLUB IN MID-SEASON

An athlete joining mid-season is placed into an appropriate group after an assessment by coaches. Membership fees are pro-rated by the same terms as outlined in the previous section. The items that are subject to proration include membership and Family Commitment Points. The Swim Ontario registration, Swim Meet Entry Deposit and Swim Meet default deposit are invoiced in full and not subject to proration.

4.4.5 BRUCE PALMER ATHLETE HIGH PERFORMANCE FUND

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

4.4.6 INVOICING

Members will periodically receive an invoice showing the state of their account and any amounts owing are to be paid immediately. Questions regarding your account should be directed to the Treasurer at treasurer@rhac.ca. In the event that the matter is not settled to your satisfaction, you may then take the matter further to the Board of Directors.

A final bill will be sent out in June or July, outlining the final amounts owed.

Accounts that become past due will be levied a \$25 late fee in the following month. Accounts that are 60 days past due with a balance of more than \$150 will result in athlete suspension, with prior notice to the parents. The billing system automatically charges the accounts based on a set billing schedule and late fees are also handles automatically.

Cheques returned for insufficient funds (NSF) will be assessed an administration and handling fee (\$35.00).

4.5 FAMILY /COMMITMENT POINT SYSTEM

4.5.1 INTRODUCTION

RHAC is a non-profit organization, operated by volunteer members through a Board of Directors. Participation by members in club management and fundraising activities is central to the success of

the Club. In order to encourage active and sustained involvement, which ensures the continued success of the Club, a Family Commitment Points System is used to encourage volunteers to participate.

Questions regarding Family Commitment Points should be directed to the IT and Points Director at it@rhac.ca.

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

4.5.2 GENERAL DESCRIPTION

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

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

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

Included in the total family commitment of 400 points are the following considerations:

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

Members of the Board of Directors must work to fulfill their 400 point requirement however in recognition of the fact that a large part of their work is outside the swim meets and often where there are no meets, the Board may decide that there is no penalty if they are short of meeting the 400 points allocation. The work for the members of the Board falls under the specifics of their assigned portfolio; they are however required to participate and volunteer whenever there is a shortage of volunteers for a given event organized by the club.

Any request for exemptions from these activities requires prior approval by the Board of Directors and members must provide alternative services deemed to be of equal value, at the discretion of the Board.

Points will be assigned for all essential activities including, Bingo and Home Swim Meets. Volunteering at swim meets hosted by clubs other than RHAC will also be recognized, provided that written verification is obtained from the Meet Manager of the host club.

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

4.5.3 MONITORING AND RECONCILIATION

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

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

4.5.4 POINT SCALE

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

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

4.5.5 SWIM MEETS

Members are required to earn 300 Family Commitment Points by working positions at the Club's swim meets.

The Club runs at least two swim meets per year. For the 2019/2020 Season, the club will host 5 swim meets. Members are required to earn a minimum of 100 points per meet. Parent participation is crucial to a successful meet and our hosted meets are important elements of RHAC's annual revenue. A successful meet will generate approximately \$15,000 profit for the Club, if not more, depending upon the number of teams and athletes that attend. In combination, the swim meets account for over 10% of RHAC's revenue.

Questions regarding officiating should be directed to the Officials Director at officials@rhac.ca. Please refer to Appendix 4 for the schedule of Family Commitment Points for the positions available and the relative points assigned to each position.

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

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

Novice and First year members	Select / Youth / Provincial / National & Senior
Certified Level I Official or more	Certified Level II and/or Level III and/or Level IV official
Timers/Marshalling	
Must take Strokes and Turns clinic	

According to Swim Ontario the following is needed to become a certified official

Level I:

- Attend Timers/Marshalling clinic
- Obtain Two (2) on deck evaluations for sessions worked at a Timer

Level II:

- Attend two (2) clinics in any level II/III listed on qualifications card
- Have two (2) on deck evaluations for those two positions

Level III:

- Become fully certified in six positions listed under Level II/III
- (Four (4) additional to those used for level II)
- Attend four additional clinics in any Level II/III listed on qualifications card
- Have two (2) on deck evaluations for those four additional positions.
- One of the six positions must be Judge of stroke/turn or Head Lane Timer

Next:

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

Level IV:

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

Apart from the positions in the pool, there is a Food Service requirement that provides breakfast and/or lunches for officials as well as refreshments during the meet and a snack bar for the meet's competitors and spectators. Another duty is the Office, which involves the preparation of the heat sheets, seeding the heat results for finals (if the event is not timed-final), preparation of final results and distribution of ribbons and trophies.

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

4.5.6 BINGO (cGAMING)

Questions regarding Bingo should be directed to the Bingo Director at bingo@rhac.ca. Please refer to Appendix 4 for the schedule of Family Commitment Points.

Bingo is one of our major fundraising activities providing the Club with 15% of its annual revenues. RHAC runs bingo's every Tuesday throughout the year at the Bingo Hall located on Newkirk Rd., just south of Elgin Mills. Members that are on the Board of Directors and/or have achieved Officiating Level 3 or higher are exempt from the requirement to participate in Bingo fundraising, but they are still required to earn the total of 400 Family Commitment Points.

Members are required to register for positions at Bingo sessions via an on-line scheduling tool. The link is available via the club web site. To work at the Hall, an individual must be at least 18 years of age and have attended a training session.

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

Important to note:

- All volunteers need to have attended the cGaming training from an Ontario Charitable Gaming Association recognized trainer before they can accept assignment/session, otherwise profit made for any assignment/session with non-trained volunteer(s) will not be allocated to RHAC

- Volunteers may accept charitable gaming volunteer assignments from a maximum of three organizations in Ontario
- All volunteers need to wear white official T-shirt with RHAC logo, black pants/skirt and comfortable shoes
- Be punctual

Once you have committed to your dates it is essential that you be there, and that you be on time. The Board of Directors reserves the right to assess penalties against members who are habitually late or absent.

4.5.7 PENALTIES FOR OUTSTANDING FAMILY COMMITMENT POINTS

Should a Family fail to fulfill all or part of their 400 Family Commitment Points as of June 1, the Family Account will be debited \$4.00 for each outstanding Family Commitment Point and the sum outstanding shall be immediately due and payable. Members that fail to register for their Bingo commitments by June 1 to be worked by September 30 shall be deemed to have any remaining points outstanding. For example, a Family that does not earn any Family Commitment points by June 1 will have 400 points outstanding and the Family account will be debited \$1,600.00.

In addition, at registration, Families are required to provide two undated cheques:

- one cheque in the amount of \$500.00 deposit in case of non-attendance at a registered Bingo Sessions or non-fulfilled Family commitment points (Cheque Cashed on September 1st of new swim season and held as deposit on account till June. Money will be reimbursed if points have been fulfilled or option to remain on account for the next swim season.)

Unused cheques will be returned to Members, either at registration time or upon request.

4.5.8 BUY-OUT OF FAMILY COMMITMENT POINTS

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

If a member chooses not to participate in the Family points requirement, that member must notify the Treasurer at treasurer@rhac.ca. The Member’s Family Account will then be debited the appropriate amount equivalent to \$4.00 per point not covered through volunteering activities.

4.5.9 JOINING THE CLUB IN MID-SEASON

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

For example, if a family joined mid-season and they only need to accumulate 200 points for the entire season however they only accumulated 100 points, the family will have to pay for remaining 100 points, just like all RHAC members (amounting to \$400). The family will be allowed as a one-time courtesy to work for the 100 points in the next season. At the end of the next season the family will receive a credit of \$400 once they fulfilled 500 points (400 for the year plus 100 for the past year). The points in excess of 400 earned during the current year are not transferrable to the new season.

4.6 INJURY

Swimming is a rigorous sport and in unusual circumstances, an athlete may become injured and unable to train or compete for a period of time. The parents and the swimmer have to review the Rowan's Law consent form in that regard prior to the registration Swim Ontario. The Board may consider an adjustment to the Membership Fee amount for the period of absence that exceeds one month.

4.7 EARLY WITHDRAWAL

In the event that an athlete decides not to complete the swim season, the Club must be provided with written notice, addressed to the Head Coach (see Club website for contact information) and copied to the Treasurer of the Board at treasurer@rhac.ca . Any determination of reimbursement or amounts owing begins from the point at which written notice is received and will be subject to an administration fee. There is no reimbursement for membership fees, Swim Ontario Registration fees or point fees after April 1st.

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

5 SWIM MEETS

5.1 SCHEDULE

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

5.2 SWIM MEET ENTRY

All Athletes are responsible to confirm their attendance at competitions. A list of competitions is posted on the club website. Entry deadlines will be distributed via email to the appropriate groups by the group coach. While every effort is made to ensure accuracy please review the meet entries once posted to ensure that your child has been entered.

5.3 MEET ENTRY PROCEDURE:

1. Review the posted meets under Meets – Meets Calendar on the club website.
2. Check the club website for entry deadlines.

3. Check the entry/eligibility list if applicable. (Not all meets have entry criteria.)
4. Check the Information for a given competition.
5. Send in a Meet Confirmation:

An athlete must notify the Club Administrator at Roxana@rhac.ca and their Group coach of their intention to withdraw from a Meet by the deadline communicated by the group coach or specified in the meet package posted in the website. If the Club Administrator does not receive notification before the deadline, the athlete will be entered and charges incurred.

5.4 SWIM MEET GUIDELINES

Coaches will inform their groups of their expectations at meets. Athletes should be aware of the warm-up and start times of meet sessions, which events they are swimming and on what days those events are run.

Athletes are required to show up on time for the warm-ups and come prepared with all of their equipment, including a black swim suit, RHAC t-shirt and cap. These items are to be worn during races and when accepting medals during award ceremonies. Members that fail to wear a black swimsuit, a team t-shirt and a team swim cap can have a \$50 penalty per session assessed to their Family account and can be scratched from the meet.

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

5.5 OUT-OF-TOWN SWIM MEETS

Throughout the swim season, RHAC will attend several meets that are held out-of-town. Questions regarding travel should be directed to the Travel Director at travel@rhac.ca.

At no time shall a coach share a hotel room with an athlete of the Club, unless the coach is a family relative of the athlete.

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

If the meet is deemed to be "Team Travel" (which can be the case if a minimum of 20 swimmers are attending), the Club arranges transportation and accommodation. A Board member has been specifically assigned this task, helping the coaches make the appropriate arrangements and communicating the details to the members.

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

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

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

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

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

5.6 TRAVEL POLICY

RHAC’s goal is to make all team travels:

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

Club Commitments and Responsibilities:

1. Meets and their corresponding dates for away travel to be established by the Head Coach and posted early in the swim season – preferably in September. Team Travel meets will be designated at this time as will any Christmas, March Break or Summer training camps.
2. RHAC Travel Coordinator to commence Team Travel/Camp planning together with Head Coach and/or other coaches and designated chaperone(s) upon posting of meet/travel schedule.
3. Swimmers/families must commit to Team Travel/Camps by the deadlines provided by the Head Coach and Travel Coordinator. Deposits will be collected for each event based on an established and published schedule. Those members who choose not to follow the required deadlines forfeit their opportunity and privilege to participate in these events. Required consent forms also need to be completed and handed in according to the established deadlines.
4. Pool locations to be established and accommodations (block of rooms) to be booked, based on estimated participation, according to best available proximity and cost considerations. Hotel cancellation policies to be noted at this time. Necessary deposits to be paid as per requirements.
5. Food/Restaurant options to be established to ensure nutritious and timely availability of meals at breakfast, lunch and dinner. Inquiries to be made regarding availability of special diets due to health or religious restrictions ie. Vegetarian or Allergy sensitive. Per person costs to be established and cancellation policies to be acquired and noted at this time. Necessary deposits to be paid.
6. Travel requirements to be established – flight, bus, van depending on location of meet and number of participants to be traveling. Costs will be established and transportation booked by travel coordinator based on *confirmed* participation for flights and estimated participation for bus, van etc.
7. Once accommodations, food and travel costs have been established, a draft itinerary and cost estimate will be provided to RHAC members for each meet. Ideally, this information will be available approximately three months prior but no later than one month prior to travel.

8. In addition to the head coach, RHAC will provide a Chaperone for every 10 swimmers who participate in the meet. Note: Chaperones have their travel, hotel (shared) and reasonable meal expenses covered for the duration of the trip. Receipts are required for reimbursement of expenses. Also, Team Travel will be cancelled if and when there are insufficient volunteer Chaperones.
9. Chaperones will be responsible for ensuring that the necessary consent forms are completed and collected and that swimmers have the necessary documentation (ie. passports, birth certificates and health cards) prior to departure. As well chaperones will ensure that travel schedules are kept and that swimmers are able to get to and from accommodations/pools in time for scheduled warm-ups and regular events. Chaperones will follow the travel schedule organized together with the Travel Coordinator and/or Coach(es) regarding transportation, accommodations and food. Chaperones and Coaches are also responsible for medical issues that arise with swimmers during team travel events. This could require consultation with parents and/or seeking professional medical assistance depending on the given circumstances.
10. The Travel Coordinator will arrange for payment of meals, accommodations and transportation. Where possible, a RHAC credit card will be assigned to a Chaperone and/or Coach for payment of any other required expenses. Receipts must be made available to the club upon return of the card.
11. Swimmers 12 years of age and under must be accompanied by a parent or adult/guardian.
12. Coaches may not share accommodations with swimmers.
13. Coaches may not provide transportation to swimmers except where vans are required for close distance (ie. hotel to pool or restaurant) transportation.
14. Chaperones/Parents may not provide transportation to swimmers for Team Travel events. Trains, planes or a van/bus with a professional driver must be utilized. As above, Chaperones and parents may drive swimmers for close distance (ie hotel to pool or restaurant) transportation.
15. Where a meet is designated to be Team Travel, all qualified swimmers must participate in the Team Travel and share equally in the expenses. A swimmer will ONLY be eligible for High Performance Fund money as an active, willing and full participant in the Team Travel experience.
16. Team Travel attire will be provided to those swimmers who have met the required time standards (where relevant) and who represent RHAC by attending the Team Travel event.

Swimmer/Parent/Family Responsibilities:

1. Swimmers and parents must check the RHAC website on a regular and timely basis and be aware which meets require Team Travel.
2. Once the travel itineraries and cost estimates have been posted, families will need to confirm participation with their respective RHAC coaches and provide a pre-determined deposit according to the schedule and deadlines required. Deposit amount to be calculated based on overall estimated cost of the event in question. Usually a 50% deposit is requested. The remainder of the cost of the Team Travel will be invoiced upon completion of the trip once actual costs are calculated. Relevant consent forms must also be completed and handed in by the required deadlines.

3. Swimmers are expected to behave in a respectful and appropriate manner; required behavior includes good sportsmanship, cooperation with Coaches, Chaperones and peers, honesty and integrity. Travel participants who fail to maintain acceptable behavior may be sent home early at parents' expense. Swimmers/family members must follow RHAC's Code of Behaviour expectations at all times.
4. Any damages incurred as a result of inappropriate behaviour will be charged to the respective families.
5. Swimmers who fail to follow RHAC's Code of Behaviour will be sent home at the expense of the respective families.
6. Team Travel/Camps can only operate if sufficient chaperones are available. RHAC families of qualified swimmers need to be prepared to chaperone for at least one Team Travel/Camp event over the course of their child's tenure to ensure that these events can continue.

6 RULES AND REGULATIONS

6.1 CODE OF CONDUCT

RHAC has standards of conduct that apply to all athletes. Good behaviour is the foundation for establishing and maintaining a constructive environment that is productive, positive and supportive. The keyword is respect.

Athletes, Members And Coaches Must:

- Treat the coaches, athletes, members and those in authority with respect. At no time will a disrespectful attitude be tolerated. This is expected to extend to meet officials, chaperones, lifeguards, and others. It is important to be polite and to demonstrate good sportsmanship at all times.
- Treat others, especially teammates, their property and the property of others with respect. Displays of abusive language, harassment, racism, violence or vandalism are not acceptable and will not be tolerated.

6.2 RESOLUTION OF CODE VIOLATIONS

A variety of resolutions are available depending on the nature and severity of the action(s), including: verbal and/or written warnings; suspension from training or competition; restitution (where vandalism is involved); and, expulsion.

It is best that most "minor" issues be worked out directly between the athlete and the coach. If the minor incident is a "repeat violation", parents will be contacted and the issue is written up with a copy sent to the athlete, parents and the club President.

If a more serious violation occurs, parents and club President shall be contacted immediately. In this circumstance, the Board will be immediately notified of the nature of the incident, with Board representation present at any meeting of the athlete, parent and Head Coach.

The primary goal of any of these meetings is to firmly establish the events that took place, what element of the behaviour was unacceptable and to determine an immediate course of action. If a violation occurs at an "out-of-town" meet the athlete may be sent home at the parent's expense. Parents shall be notified of the decision before any return travel arrangements are made.

6.3 SUSPENSION AND EXPULSION

A coach and/or the Board may suspend an athlete for a fixed period of time for violations of the Code that are deemed to be serious in nature. If this occurs, the athlete's parent and Club President must be notified immediately.

A parent of an athlete who has been suspended may appeal the decision to the Board. Reinstatement from a suspension is allowed only when the athlete and parent agree to conditions that are agreed upon by the coach and the Board.

If the Board determines that an athlete's Code violation is serious, the Board has the right to expel the athlete from the Club.

7 COMMUNICATION

7.1 WITH THE BOARD

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

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

The Board is interested in hearing any suggestions or concerns that the members may have. Please refer any issue to the appropriate Board Member. A member is entitled to make a presentation at a Board meeting by notifying the Secretary at secretary@rhac.ca in writing at least ten days prior to the next Board meeting. Board meetings are usually held on the third Tuesday of each month.

7.2 WITH THE COACHES

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

A club newsletter will be published at the beginning of the season as well as periodic news feeds from the Club's website with pertinent information about various events, meets results, records, etc. throughout the season. If anyone has articles to contribute or any suggestions, they are welcome and encouraged to bring them forward.

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

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

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

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

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

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

8.0 EVENTS AND AWARDS

Events

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

Awards

The Awards Banquet recognizes the achievements of our athletes over the past year, including awards based upon participation, achievement and attitude. Formal recognition of the best swims recorded by RHAC athletes (Club Records) are found on the Club website. The Club also awards jackets to those athletes who have been with the Club for five years, and a ring for those athletes who have been with the Club for ten years.

APPENDIX 1 BOARD OF DIRECTORS - 2019/2020

Name	Email	Board Position and Responsibilities
Karen Lee	president@rhac.ca	President
	fundraising@rhac.ca	Fundraising
Irena Lasker	vp@rhac.ca	Vice President
Adrian Muscalu	secretary@rhac.ca	Secretary
Paula Siu	treasurer@rhac.ca	Treasurer
Nicole Pignatelli	equipment@rhac.ca	Equipment
Joe Zn	it@rhac.ca	Info Tech/Points
Adrian Muscalu	officials@rhac.ca	Meet Manager
Olga Vovchenko	officials@rhac.ca	Club Officials Chair
Attila Szilagy	bingo@rhac.ca	Bingo and Travel
Mojgan Faghani	social@rhac.ca	Social

APPENDIX 2 FEE SCHEDULE

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

APPENDIX 3 BRUCE PALMER ATHLETE HIGH PERFORMANCE FUND

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

APPENDIX 4 FAMILY COMMITMENT POINTS SCHEDULE

Total Requirement of 400 Family Commitment Points

Total requirement of Family Commitment Points = 400 points	
Why do members have to earn points?	<ul style="list-style-type: none"> - The Point System is to track volunteer services and/or other contributions to RHAC in order to ensure basic fairness. - RHAC draws energy from its owners-members. - Without hosting the Swim Meets or Bingo, the Membership Fee would be much higher.
Ways to earn points	
cBingo	No minimum of points
- Any assignment	30 points per session
Home Meets	Minimum 100 for each home meet
- Referee/Meet Manager/Clerk of Course/Recorder Scorer/Food Coordinator	40 points per session or as set by Meet Management
- Chief Timer, CFJ/CJE, Starter, Head Lane Timer, S&T Judge	30points per session or as set by Meet Management
- Timer, Marshals, Food/Snack Bar/Office Assistant/Runner	25 points per session or as set by Meet Management
- Food/Kitchen & others	Vary - refer to sign-up sheets
Away Meets (meets hosted by other clubs) – with prior notification to officials@rhac.ca	
- Referee, Starter, Chief Timer, CFJ/CJE, COC, Recorder Scorer (Senior positions) in order to move towards level 3, 4 or 5	20 points per session
- Guest officials for all other positions	15 points per session
Officials refer to Members – Becoming an Official in RHAC website for details	
- Achieving level 5 official	150 points
- Achieving level 4 official	100 points
- Achieving level 3 official	50 points

- Achieving level 2 official	25 points
- Teaching Timers/marshalling clinic - moving towards becoming a level 3 official	40 points
- Teaching other clinics (ex. Clerk of course and chief finish judge etc.) - moving towards level 3, 4 or 5 official	50 points
- Attending Swim Ontario Clinic (hosted by Central Region)	20 points per clinic
- Attending in-house officials' clinics hosted by RHAC or other Clubs	15 points per clinic (no points for online clinics)
Serving on the RHAC Board	
- Treasurer	400 points
- President, Vice President, Secretary	200 points
- Board Members	150 points
Miscellaneous	
- Attending Bingo Training Session	15 points
- Attending AGM	15 points per family

APPENDIX 5 RHAC – CHAPERONE GUIDELINES

Who Should Consider Being a Chaperone?

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

1.0 Before the trip

- Provide the trip update information to the parents
- Prepare check list, contact list, phone tree, meal list, consent form etc

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

2.0 Going on the bus

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

3.0 At the hotel

- Obtain list of swimmers' room numbers from the coaches.
- Reconfirm pay TV is turned off and long-distance phone disabled in swimmers' rooms, there should be no twin room doors between swimmers' rooms and a refrigerator at 1 chaperone's room for perishable food items.
- Give the swimmers their room keys keeping 1 key per room for the chaperone.
- Arrange breakfast time if there is breakfast serving in hotel or serve breakfast in chaperone's room. Swimmers should be given hot and cold cereal, bagels, juices and milk.
- There will be a Coaches' meeting with swimmers, just after arrival. Note swimmers lights out time will depend on which group swims in morning and when finals finish. Morning swimmers are informed to have their swim bags packed and brought down to breakfast before leaving for the pool. Swimmers are given the chaperones' room number and instructions on how to reach chaperones on the phone. Swimmers are to leave room door ajar or open when they are in their rooms except when they are asleep. Swimmers are not to open the door to their rooms at night unless it is a chaperone that has identified her/himself. Swimmers are not to leave their rooms and the adjacent hallway without asking if they can go, telling the chaperones where they are going and for how long. No gambling is allowed. Swimmers are reminded of the – code of behaviour when at away meets as outlined in the RHAC handbook. Any swimmers found to behave inappropriately by the coaches and /or chaperones will be sent home immediately. Parents of the offending swimmer will be called to pick up the swimmer or the swimmer will be put on bus or plane with the cost charge to the parents' account.
- All receipts are to be kept along with a descending total for the cash. Chaperones may jointly contribute to team meals at hotel or at restaurants.
- Keep track all the swimmers expenses in the swimmers' envelopes.

In case of fire alarm alert at hotel

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

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

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

Morning Swimmers

- 1 chaperone to accompany swimmers to breakfast in the hotel, arranged the night before, at a time which is ½ hour before departure by bus to the pool. Alternate arrangement is serving breakfast in chaperon's room.
- Accompany the swimmers on the bus to and from the pool.
- Confirm pick up and drop off times with the Coach and the Driver.
- Ask the coaches to outline the full day of events and the probably start and finish times.
- Help the Coaches in whatever way during the morning.
- Stay at the pool with the morning swimmers, except to leave the bus driver to pick up lunch if this is appropriate. Arrange and pick up lunch if morning swimmers are National swimmers can be given money to go to nearby mall.
- Swimmers to sleep and/or do homework after lunch and before Finals. For Nationals, it is a good idea to make one of the rooms a talking homework room and another quiet homework room.
- Arrange with the hotel to dry towels for swimmers if possible.
- Get all the morning swimmers to meet at the front desk 10 minutes before the bus leaves to return to the pool for Finals. Do head count before the bus leaves the hotel.

Afternoon Swimmers

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

Finals

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

Last day checkout

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

Last night finals

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

4.0 Returning on the bus

- Do head count before departure.
- Pay for and pick up the dinner and have the swimmers help passed the food out. Ask a couple of swimmers to take the garbage bag down the bus aisle after eating.
- ½ hour before arrival of Centennial Pool, 1 chaperone should call phone tree coordinator to inform parents the precise time of pick up.
- After arrival back at the drop off point (usually at Centennial), check to ensure all luggage and supplies are unloaded from the bus.
- All unused supplies are to be returned to the RHAC storeroom at the other day.
- Chaperones need to return all documents and money to the parents and / or senior swimmers; chaperones are to wait until the last swimmers have been picked up.

APPENDIX 6 GLOSSARY OF SWIMMING TERMS

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

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

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

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

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

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

Heats: At swim meets, athletes cannot race all together for a given event. For each race, they are divided into "heats" based on the number of lanes in the pool. At Richvale, where all of our meets are held, there is a maximum of six athletes per heat.

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

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

Meets:

Championship: These swim meets offer the best competition for a particular time standard; examples include Provincials, Eastern Cup and the Nationals.

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

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

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

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

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

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

APPENDIX 7 HANDBOOK EXECUTIVE SUMMARY

2019-2020

1. Organization
 - Non-profit corporation established in 1971 focused on competitive swimming.
Swim, Swim Better, Swim Faster
2. Group Structure
 - Three pre-competitive groups: MiniSharks, Sharks, SuperSharks.
 - Six competitive groups: Novice, Select, Youth, Provincial, National, Senior.
3. Administration
 - Master Fee Schedule – Refer Appendix 2
 - Family Points – Each family will have a commitment of 400 points for the season related to Club Management and fundraising activities 300 points from the two Home Swim Meets to ensure these activities are adequately staffed. – Refer Appendix 3.
 - Members are required to qualify as officials for swim meets according to the level of the eldest swimmer.
 - As a major fundraising activity, cBingo trained RHAC members work as office staff at bingo throughout the year at Delta Bingo.
 - Invoicing – Members will periodically receive an invoice showing the state of their account and any amounts owing are due upon receipt. \$25 late fee for accounts 30 days past due. Accounts that become 60 days past due and are greater than \$150 will result in athlete suspension.
4. Swim Meets
 - The coaches determine the schedule of swim meets that RHAC attends.
 - All athletes must confirm their attendance at competitions. The use of e-mail is encouraged.
5. Rules and Regulations
 - RHAC has standards of conduct that apply to all athletes, coaches and members.
6. Communication
 - Good communication is essential. Ongoing communication is via the club web site www.rhac.ca and the regular newsfeeds posted on the web site.
7. Events and Awards
 - The Club holds social events for the athletes and parents throughout the swim year.

NOTES

CHANGES TO THIS DOCUMENT TAKE EFFECT IMMEDIATELY AND SUPERSEDE ALL PREVIOUS VERSIONS OF THIS DOCUMENT.