



Club Handbook
2019-20

7-1291 Nafziger Road • Baden, ON • N3A 0C4



WILMOT AQUATIC ACES SWIM CLUB
1291 NAFZIGER RD., UNIT 7
BADEN, ON N3A 0C4

Hello ACES Families,

Welcome to the 2019-20 season!

Please find enclosed our handbook that includes protocols, code of conduct, PIPEDA and other information about our club. I appreciate that you will take the time to read through it carefully with your swimmer(s).

If you have any questions, comments or would like further information, please do not hesitate to email me at president@ACESswim.ca.

Looking forward to working with you to make this season another great success for all our swimmers!

Mackenzie Ljubisic

President



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BOARD OF DIRECTORS FOR 2019-20 SEASON

Position	Directors
President	Mackenzie Ljubisic
Vice President	Josh Reeve
Secretary	Jocelyn Haringa
Treasurer	Rahim Jadavji
Director	Jennifer Black
Director	Kerry Tolson
Director	Andrew Ewanchuck
Director	Steve Prout

VISION

To instill a life-long love of swimming and to build a program of excellence in training, team unity, character development and family support where every swimmer has the opportunity to achieve their potential and compete at the highest level.

MISSION STATEMENT

Welcome to a family swim experience! The **Wilmot Aquatic ACES Swim Club (WAAC)** exists to encourage individuals to develop at different levels of swimming performances and enjoyment based on the swimmer's ability and level. The ACES' programs are designed to accommodate all levels of swimmers. Based on the swimmer's ability, he or she will be entered at a level where they will develop their skills and continue to improve the four swim strokes (i.e.: freestyle, breaststroke, backstroke and butterfly). **The ACES are an inclusive team taking pride in demonstrating diversity in the water and on the deck!**

Swimming is both an individual and a team sport. Swimmers swim against the clock, which is swimming against themselves. Taking time off to achieve a new personal best is a way of measuring individual improvement. At meets, swimmers will also accumulate points for their team based on their finishing position in a race, and teams are ranked based on the total points accumulated by each swimmer on the team.

Family involvement is key to this team's success. Volunteers are integrated in all facets of the Club's operation. These include coaching, fund-raising, officiating at all swim meets, chaperoning, providing food for swimmers and officials, entering swimmers' meet times into the computer and numerous other obligations which are essential to the well-functioning organization we proudly call the **Wilmot Aquatic ACES Club**. All members are encouraged to apply their talents to help in the capacity of their choice. Experience is not a pre-requisite; we welcome your assistance and ask that you do what you can for your club.



COACHING PHILOSOPHY

Our coaching philosophy is to teach swimmers to always have fun, learn to work hard, have great values and be an amazing young person. After graduating from the team, we hope the swimmers will say they learned so much about Life from swimming.

Athlete Centered, Coach Driven, Parent Supported

WAAC PROTOCOLS

Program and Meet Fee Policy

Program fees **must be paid up front** and meet fees must be paid before or within one week of the meet. There is zero tolerance for program and meet fees not being paid promptly. Meet fees will be due by the first day of the meet. Failure to comply will result in your swimmer not being entered into subsequent meets. It is the responsibility of individuals to contact our Treasurer about unresolved meet fees. Methods of contact include email or leave a written message in the ACES office mail slot.

SNC/Registration fees and WAAC program fees are non-refundable. A fee of \$25.00 will be added to any N.S.F cheque and repayment must be made within 7 days of notification.

Unpaid accounts after 30 days of being due, will result in immediate removal of a swimmer from the program until payment has been received in full. Unpaid accounts after 60 days of being due, will be transferred to a collection agency for further action. We welcome communication at any time to establish a payment solution that is acceptable for both parties.

Code of Conduct

As an organization with committed responsibilities for the growth, development, safety and competitive success of our young athletes, the Wilmot Aquatic ACES Club has adopted the Swim Ontario and Codes of Conduct. Follow link: [Comprehensive Code of Conduct and Ethics Procedure](#)

In addition to the Swim Ontario Code of Conduct, WAAC maintains a club code of conduct which everyone associated with the Club including swimmers, coaches, parents, officials and volunteers are expected to abide by. The club endeavors to provide a safe environment for its members and to foster healthy relationships amongst its swimmers. Both codes of conduct will be in effect at all functions, training sessions, practices, and meets where swimmers are acting as representatives of WAAC.

WAAC Code of Conduct

Expectations:

- Respect for the needs and sensitivities of teammates and competitors;
- Courtesy, good sportsmanship, co-operation with coaches and respect for the rules they set out for meets, trips, and training sessions



- Respect for public and private property, including pool decks, change rooms, and on trips, buses or other vehicles of transportation, hotel rooms, lobbies and other facilities
- Prohibitions:
 - No drinking or transporting of alcoholic beverages
 - No smoking or chewing tobacco
 - No illegal drugs (which if found, could be turned over to the appropriate authorities)
 - No sexual harassment or other discriminatory behavior
 - No sexual fraternization on trips
 - No entertaining of outside guests in hotel rooms
 - No bullying

Responsibilities of the Swimmer:

- Attend practices
- Be on time for practices and meets
- Use the proper attire/equipment including official WAAC clothing at meets
- Leave pool facility promptly at the end of each practice
- Leave the pool deck and change rooms in a respectable and orderly manner. No damage to facility.
- Ensure that all WAAC communications are delivered to member families from mail boxes or as provided by the Coach

Responsibilities of the Parents/Guardians of Youth Swimmers:

- Ensure swimmer(s) get to practices and meets on time and in case of practices ensure children leave facilities promptly
- Communicate with coaches as the need arises
- Ensure that children have proper equipment
- Most importantly, supply swimmers with emotional support

Discipline:

Breach in the code of conduct will result in an evaluation and disciplinary action up to and including a temporary suspension, or dismissal from the Club, with the approval of the Board of Directors.

A coach may need to discipline a swimmer. Depending on the nature of the problem, the coach may speak privately to the individual and/or to the parents. A swimmer may be asked to leave the pool and remain on deck for the duration of the practice (for safety reasons) or miss a practice or an upcoming meet. As a last resort, a swimmer may be asked to leave the Club. If an issue is not resolved by the coach to the satisfaction of all individuals involved, the issue may be referred to a liaison officer to ensure proper and fair communication with all involved parties. In the case of swimmer discipline, the order of authority is Head Coach, Board of Directors. Termination will require an Executive vote and it may be necessary to involve third party advice. Safety must always take precedence.



COMPLAINTS AND SUGGESTIONS

It is extremely important that the coach not be interrupted during a practice. Parents are not permitted on the pool deck during training sessions and practices, but are invited to watch from the pool gallery. Parents will be notified by a coach if necessary, to assist with any issues.

We have coach/parent liaisons that can either arrange an appropriate time to speak to the coach or possibly even answer the questions you may have. Email liaison@ACESswim.ca. Formal complaints and suggestions must be submitted in writing and presented directly to a Liaison officer or to the Club President. This can be done via email to either liaison@ACESswim.ca or president@ACESswim.ca.

In respect to complaints or concerns, the Liaison Officer or President will contact the person(s) that brought forth the issue. Amongst them it will be decided how the issue will be dealt with most appropriately. This may involve a meeting with all persons involved; or the person with the complaint or concern may remain anonymous and ask the Liaison to deal with the issue and report back to them. The Liaison Office may only present the issue to the Executive with the permission of the person making the complaint/concern. The author of the complaint will be asked to not discuss or have further conversations with other individuals or executive members.

Issues brought forth to a Liaison Officer or President will be kept in strict confidence and along with the Coach will be dealt with accordingly and to the satisfaction of all parties. Outside parties may be called in, if necessary, for expertise.

PARTICIPATION CONSENT AGREEMENT

Safety is a priority for all swimmers involved in WAAC and the club strives to ensure a safe environment for its swimmers. Injuries may occur during some activities because of the inherent nature of the activity and without neglect on the part of the swimmer or the Club. The parent or legal guardian authorizes the swimmer to participate in Club activities (including local and out of town meets) and releases the Club, its Board of Directors, coaches and chaperones from any and all claims which may arise by reason of the Swimmer's participation in Club activities. This includes any and all claims which may arise due to bodily injury or illness. The parent or legal guardian authorizes the Club, its Board of Directors, coaches, chaperones and/or any representative of the Club to authorize such medical attention as may be necessary and appropriate in the circumstance that a swimmer suffers an injury or illness while participating in Club activities and agrees to pay for all medical and any other related expenses incurred in such event.

The parent or legal guardian releases the Club, its Board of Directors, coaches, chaperones and/or any representative of the Club from any claim arising from the medical treatment a swimmer may require while participating in club activities.

The parent or legal guardian acknowledges that should a swimmer not abide by the rules and expectations as established by the Club, its Board of Directors, coaches, chaperones and/or any representative of the Club while participating in Club activities, at the discretion of the coaches, the swimmer's participation may be terminated and the swimmer may be sent home immediately at the expense of the parent or legal guardian. Any additional costs incurred by reason of the termination of a swimmer's participation in club activities, and/ or as a result of the swimmer being sent home will be the responsibility of the parent or legal guardian.



Please refer to our concussion protocol if the need arises, <https://www.ontario.ca/laws/view>

PUBLICATION CONSENT AGREEMENT

The Wilmot Aquatic ACES occasionally publish swimmers' names and images to promote the club and amateur swimming (i.e. WAAC Web Site, e-Newsletter, newspaper or swim publications).

I understand that, as a member of the Wilmot Aquatic ACES, my or my child's name or image may be used in such literature. I understand that my or my child's name and image will not be used for any purpose other than promoting the Wilmot Aquatic ACES Club and that it will not be given to any other organization and/or media group.

PERSONAL INFORMATION PROTECTION & ELECTRONIC DOCUMENTS ACT (PIPEDA)

Swim Ontario's policy with regard to the Personal Information Protection & Electronic Documents Act is a required document. Consent forms must be signed by every family in order for a swimmer to be accepted into any club program. The policy may be accessed for review on Swim Ontario's website and a link to Swim Ontario's PIPEDA consent form is included in the confirmation email sent on completion of online registration. The parent or legal guardian gives permission to the Wilmot Aquatic ACES to enter required personal information on the Swim Direct database for the purposes outlined in Swim Ontario's policy. Consent may be withdrawn upon written notice to the Swim Ontario Executive Director, and personal information will be purged from the database. Withdrawal constitutes de-registration. The club will be informed immediately upon receipt of the written notice.

POOL CLOSURES AND RESCHEDULING

In the event that our pool(s) are shut down or closed, due to circumstances that are beyond the Club's control WAAC will immediately work at rescheduling training session(s) at different location(s) if possible. Parents will be informed promptly of any changes or cancellation. There will be no refund for sessions missed based on a shut down from one of our facilities.

WAAC reserves the right to reorganize training sessions to accommodate and/or rebalance grouping. Families will be informed promptly of the any changes to times and locations.

COACHES

Each year, the Board of Directors and Head Coach hire the coaching staff for the season. When the directors and Head Coach come to their decision, they have hired the coach for their knowledge, skills, and ability for the sport of swimming. Coaches are professionals and fully qualified for their position.



The Head Coach

This person is responsible for the Coaching staff and establishing the overall club program in consultation with their coaching team. The Head Coach will be NCCP Level 2 or Age Group Coach (2) or higher. They will be registered with Swim Canada and Coaches Association of Canada, as well as be in good standing with Swim Ontario. The coaches have authority over all aspects of the swimming program. This includes any groupings of swimmers. Some coaches may do so with only age in mind, others do so by age and ability, and others may do so only by ability.

The Assistant Coach

This person is the next -in charge- to the Head Coach. They will have their own groups to coach and their own duties within the coaching unit. If there were such time that the Head Coach cannot fulfill their duties, the Assistant Coach would step in and complete such duties.

The Jr. Coach

This position is for new and developing coaches. They will have their own groups to take charge of. This will be done with the supervision of either the Assistant Coach or the Head Coach. This position tends to be filled with younger coaches who are interested in working their way towards coaching with autonomy.

Communication with Coaches

It is important that you get to know your child's coach early in the season. Please feel free to speak to them about any concerns you may have or to relay any information pertaining to your swimmer.

There will be times that the coaches will be available for questions, but please, we must not disturb them while they are coaching. It is unfair to both the coach and the other swimmers in the water to expect to have a discussion with the coaches during practice times. Parent and swimmer meetings will be set up early season to talk about the program and what is expected. Please use the email for coaches that is posted on our website to set up a time to meet (i.e. coaches@ACESswim.ca)

You must ensure that you are not interfering in anyway with the coaches and their duties on the pool deck.

PARENT'S ROLE

Parents are an essential part of the Wilmot Aquatic ACES. You are asked to participate actively in the Club. We could not operate a club like this without the dedication of our parents.

Do what you can to support the team. Our team is about family, we spend many hours over the year together, please do your part. See TEC requirements.

Say nothing but good things about your swimmer's team, the staff, team members, other parents, and especially your children.



Applaud good performances and effort (meaning action toward excellence). Cheer any good race or good swim whether by your swimmer, his teammates, or anyone else. Draw attention to the pursuit of swimming excellence. Remember that all swimmers develop at different levels. Be patient.

Parents are asked to stay off the pool deck area while their child is swimming. Please watch your children from the viewing areas. This holds true for both practices and meets. A coach or an official will request that you leave the pool deck if this rule is not followed.

Get involved in Officiating. Every program must have so many parents at varying levels in order to host swim meets. See what you can do to help.

ATTENDANCE POLICY

As a general rule, the least possible interruptions in a training schedule, will produce the greatest amount of success. Consistent practice attendance will play a key role in the swimmer's success at every level of the WAAC Program.

Swimmer's with attendance less than 50% at the meet sign up deadline on Team Unify will not be entered in the meet

SWIM MEETS

Swim meets are a great experience, but they are different from almost any other sporting event you have probably attended. Depending on the size of the meet, there can be up to 700 competitors there. With this being the case, you never know when your Child's race is going to be up! No one can predict how fast or slow a meet is going to go. Find out what kind of meet it is. Aqua 7 meets are shorter, invitational and championship meets can be longer.

Swim meets are important, as they get your child the opportunity to see how their training is going. Not all swims will be best times, in fact, many ACES will not be. Be patient, their training and effort will pay off.

ALL swimmers will be entered in swim meets based on their Level they are registered in.

Should you not be able to attend, you **must** decline the meet on Team Unify. Once entries are completed and entered, you will be billed for the meet.

The day of a meet, swimmers who are 30 minutes late into the warm up session, without a message sent to coaches, will be scratched from that session of the meet and will still be responsible for meet payments.

AQUA 7 Meets: New this season, the Aqua 7 league has dropped the three meet attendance policy to attend the Aqua 7 Finals in May. Due to changes brought down by Swim Ontario, we are removing the Aqua 7 meet fees from our SNC registration amount. Starting this season, there will be a flat rate of \$25 per Aqua 7 meet charged to those swimmers that sign up to attend the meet. These meets are for all swimmers on the team Depending on the number of the teams in the



league, depends on how many meets. The Championship is held in Wilmot. The regular season meets are about 4 hours in length and finish off with a pot luck luncheon for all swimmers and families of both teams.

Other types of meets are Invitational and Championships. Invitational meets will be timed final or Heats and Finals:

Timed Finals

Swimmers are “seeded” by their entry time and placed in “heats”. This means that your swimmer will most likely be swimming with others around the same time as theirs for that particular event. The heats are *set up* because the pool can only accommodate that amount of swimmers at one time (6 or 8 depending on the pool). The automatic timing system at each lane end will time your swimmer. Their times are then electronically submitted and the swimmers will be rated by their official time. Ribbons are awarded based on the one swim for each event. All 12 and under events including Relays and distance events are Timed Finals.

Heats and Finals

Meets that have Finals will be for those 13 and over.

Swimmers are *seeded* into their heats, but a method called “circle seeding” is used for the last 3 heats only. The fastest swimmers will be placed in the last 3 heats. #1 fastest will be in the last heat, #2 fastest will be in the second to last heat #3 fastest will be in the third last heat. #4 will then go back to the first heat, #5 to the second last and so on. This is done so all the kids will be challenged to come up with their best swim and hopefully be one of the top 6 (8 in an 8 lane pool) to swim again in the finals. They will be held on the afternoon of each day of the swim meet. Any entries over and above 3 heats will be seeded in heats as explained above.

Qualifying: Regionals, Provincial & National Championship Meets

All Championship style meets have qualifying times that you must attend by age group in order to compete at the meet. The times are posted on the bulletin board and are available on WOSA swimming (Western Region), Swim Ontario and Swim Canada webpages. These meets are the stepping stones to the Olympic trials meet.

Meet Protocol: When to Arrive, Where to Sit

Arrive 15 minutes ahead of the meet warm-up time. The coach will inform you as to when that is. Please note that different age groups may have different warm-up times. Swimmers will sit with coaches and team members at a designated area by the pool.

Parents may not sit with the team, but may sit in designated viewing areas at the individual venues. Though touching base with a swimmer during the meet may occur, parents are encouraged to support their swimmer(s) and the other swimmers on the team from the viewing area, and are to refrain from coaching or otherwise instructing the swimmer on swim technique or strategy. Please



remember that learning to clean up after themselves, carry their own bags and being on time for warm ups is part of the learning process.

Championship Meet & Attendance

Regionals, Festivals, Youth-Junior Provincials, Provincials and all National level meets require 75% attendance to participate. That is 75% practice attendance four weeks prior to the meet sign up deadline on Team Unify. If a swimmer falls below 75% attendance, they will be given a warning that they will not be able to participate in a championship meet. If a swimmer has a documented medical reason, with a signed not from a physician, we will work with the swimmer to help them maintain 75% attendance

The day of a meet, swimmers who are 30 minutes late into the warm up session, without a message sent to coaches, will be scratched from that session of the meet and will still be responsible for meet payments.

RELAYS

There is nothing more exciting than a relay race! This is when 4 swimmers from their appropriate divisions swim together for one race. There are 2 types of relays – the Freestyle Relay (all swimmers swim freestyle) and the Medley Relay (each swimmer does one of the following strokes: backstroke, breaststroke, butterfly and free).

Throughout the regular swim meet season, the relay teams may change frequently or you may end up with the same swimmers every swim meet. Relays count as points for the club during the swim meet. Your swimmer may be bumped up to a different division to help make 4 swimmers for another division.

Remember, it is the coaches' decision as to who will swim on the relays and where. Our club policy is that the combination of the fastest four swimmers will make up a relay team. Two swimmers must be of the same age group to move swimmers up for that relay. If you have any questions about how a relay was formed, or need clarification on the policy, please contact the Head Coach or the Director – Parent/Coach Liaison. They would be able to clarify things for you.

EQUIPMENT

Please be aware that all swimmers need the required equipment. Swimmers who repeatedly show up to practice without appropriate equipment, will sit out during the sets that require that particular piece of equipment.

You may find a list of required equipment after you log into Team Unify under the *Members Only* tab: Teamwear & Equipment.



ALUMNI POLICY

In the interest of retaining a positive and long-standing relationship with WAAC alumni, the club offers training to post-secondary students for the time that the school year ends (May) until our season ends (July). WAAC will waive the registration fees and TEC requirements for this period, provided they are in good standing with the club. Alumni will only need to pay meet fees and Provincial/National Sport Organization fees required for competition.

TEAM EVENT COMMITMENTS (TEC)

TEC stands for "Team Event Commitment". Every family is required to assist in a minimum number of ACES events in order to be a part of our competitive swim team family. These events range from volunteering for our social and fundraising campaigns to officiating at our club swim meets.

The TEC scale is based on the group that your swimmer(s) swims with. Higher level swimmers benefit more from our events and as such require a higher number of TECs. Please refer to the TEC commitment document under the About the ACES tab on Team Unify.

