



# Killer Whale Swim Team

**Membership Handbook**

*Killer Whale Swim Team  
10-322 Thompson Rd.  
London ON  
N5Z 2Z2*

*www.kwstlondon.ca  
Phone/fax: 519 668-0940*

*kwstlondon1@gmail.com*

**Killer Whale Swim Team (KWST)**  
Membership Handbook  
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## OUR MISSION

### *OUR MISSION STATEMENT*

**The Killer Whale Swim Team provides the opportunity and environment for the youth of London, ON and surrounding areas, to participate and attain their maximum individual potentials in the sport of competitive swimming. The Team's competitive program is supported by a development program that consistently strives to promote excellence within the competitive swimming community and is in support of SWIMMING/NATATION CANADA objectives.**

### *WELCOME TO THE KWST*

The KWST is an amateur, Head Coach-run Team that teaches and promotes the sport of competitive swimming. The focus of our Team and the coaching staff is to provide a swimming program for the youth of London, and surrounding areas, from developmental levels to provincial, national levels and possibly, one day, the Olympics.

The Team encourages swim training for skill improvement, self-development, competition, leadership and sportsmanship. KWST endeavors to develop healthy, well-adjusted athletes who will contribute not only to our team, but also to our community. We offer programs for skill learning, fitness and recreation, as well as very focused competitive training. Qualified professional swim coaches oversee all the programs. The club is affiliated with Swimming/Natation Canada, the national sport governing body, and Swim Ontario, its provincial affiliate.

The direct and obvious benefits of competitive swimming include increased physical well-being, greater cardiovascular fitness, increased strength and improved coordination. A healthier person is also a happier person, better able to deal with life's daily stress. Swimmers also benefit socially by developing close friendships with teammates and swimmers from other clubs. The self-discipline learned in the pool may also carry over to outside endeavors, such as school, and the experience gained through winning, and losing, helps our swimmers grow toward adulthood.

Each swimmer's personal improvement, regardless of age or ability, fosters self-confidence. The club, under the guidance of the head swimming coach, provides the learning environment with the following goals in mind:

- a. To assist individual swimmers to achieve their maximum potential as swimmers.*
- b. To promote physical fitness, health and well-being as life values.*
- c. To encourage swimmers to develop self-discipline, self-acceptance and responsibility.*
- d. To encourage teamwork and cooperation amongst swimmers, parents and coaches.*
- e. To accept nothing less than respect for self, each other, coaches and parents.*

The moment you become a member of the KWST, you become a part of a dynamic and challenging partnership. Our team consists of not only talented and dedicated athletes, but also of equally talented and dedicated coaches and parents. Without any of these groups, our team would not be able to survive. Thanks for joining and we have a great year ahead of us!

## THE SWIM PROGRAMS

Being a swimmer with the KWST involves a tremendous amount of physical conditioning and mental discipline from which you can benefit in many ways. You will develop a sense of determination and pride in your accomplishments (in swimming and other areas in your life such as schoolwork). You will also establish and nurture relationships that will last many years.

As a swimmer, you will be expected to adhere to Team rules and be attentive to those who are in charge during training sessions. The Team makes every effort to provide the best possible coaching staff to help you develop yourself as a competitive swimmer. It is not possible to achieve these benefits unless the coaches have your full cooperation. You are participating not only as an individual, but also as a member of a group of swimmers with similar interests. Your commitment to your training as well as to the club is important.

### *A. SWIMMING LEVELS*

Each swimmer is assessed by one of our professional coaches and then placed into suitable swimming program. We offer some levels of swimming programs largely based on swimming ability. Each level demands specific commitments from the swimmer and the swimmer's family, both in time and financial support. The swim season lasts from September to June for our FUNdamentals and Junior groups . Parts of these groups finish their season at the end of June, while some highly skilled competitive swimmers may continue on through July and even August.

*The first level is our Swimming Fundamentals program and is designated as “Non-Competitive” with Swim Ontario.*

The swimming FUNdamentals program is ideal for those children (ages 6-9) who are interested in having fun while being introduced to some of the technical aspects of swimming skills. This beginner program is designed to teach the swimmer to be comfortable in the water and learn to move through it.

It also focuses on basic movements and abilities needed for swimming competitive strokes with an emphasis on freestyle and back, breast and fly stroke. There is also some development of stamina and endurance.

The swimmer will attend two or three 1.5 hour practices, twice or three times a week. Many practice time options are offered.

Swimmers must be able to complete one continuous length of a 25-meter pool (no specific stroke) to be accepted into this program.

*The second is our pre-competitive program designated as “Competitive Fundamentals / Competitive Skills” with Swim Ontario.*

This program is a natural progression from FUNdamentals program. It is designed for swimmers (12 years old and under) who have mastered the basics for moving through the water and are now ready to be introduced to competitive swimming. Practices consist of stroke work to build skills, endurance work to gain strength, and “quality” to increase speed. All four competitive strokes (freestyle, backstroke, breast stroke and butterfly) are taught at this level. Swimmers may also participate at small local meets (SEAL), but competitions are not mandatory.

*The third level is designated as “Competitive Development / Competitive Open” with Swim Ontario. Swimmers are expected to regularly attend practices, have a positive attitude, be punctual and attend several competitive meets. The swimmers are also expected to reach specific criteria as established by the Head Coach to move from level to level.*

Our Competitive Development / Competitive Open program is designed for swimmers who wish to regularly compete and have demonstrated a willingness to commit to a more rigorous training program.

There are several groups within this program. Each swimmer is placed in the appropriate group based not only on ability but also with some consideration for the swimmer’s age. The swimmers are expected to maintain specific performance criteria as established by the Head Coach to stay in their group. Likewise swimmers must achieve other specific performance criteria to move up from level to level within the competitive program.

## ***B. PRACTICES***

A schedule detailing practice times and locations will be provided at the beginning of each month for all swimmers. (Schedules can also be found on the club website [www.kwstlondon.ca](http://www.kwstlondon.ca)) Practice locations and times are set by the Head Coach and are subject to change based on holidays, meets, etc.

Most practices are in the water. Additional time for dry-land practices may also be incorporated into the program from time-to-time. Dry-land training is done out of the water to aid and enhance swimming performance and may include stretches, calisthenics and weight training.

Practices for the majority of the swimmers finish in June, however our swim season can last into July or August for the more-advanced swimmers. The coach will advise the swimmers of practices available throughout the summer months based on up-coming meets for which they have been entered.

**Please plan to arrive at practices at least ten minutes earlier than the posted start time in order to be properly prepared. It is important to arrive on time to avoid disrupting the coach and other swimmers.**

***The Killer Whales regularly use one local pool for their swim practices:***

**The Boys' & Girls' Aquaplex  
(six lane 25 meter indoor swim pool)  
184 Horton St., London, ON N6B 1K8**

## ***C. PROGRAM OUTLINES AND PREREQUISITES***

KWST' swim programs have been carefully developed by Head Coach and staff based on years of experience. The following descriptions should help you better understand how the coaches will be evaluating your child both in practices and at meets.

In general, in each group, swimmers are required to:

- a) Meet the minimum attendance expectations as outlined (unless a specific reason otherwise

has been discussed with the coach), and

b) Demonstrate good work ethic during training sessions.

### *Moving Program Levels:*

Depending on your child's progress through the swim season, you may be asked to consider moving your child to another swim program level. Usually these discussions occur at the beginning of the swim season (September), at the mid of season (January) and at the March Break.

Movements of this nature are typically suggested because coach has determined that all of the basics from the current level have been mastered however, sometimes the swimmer's age is also a factor. Advancement to the another swim program not only fosters continued improvement in your swimmer's ability but also takes into consideration that he/she are will experience greater enjoyment when practicing with children of a similar ability and age.

The coach will consult parents before any swimmer moves to another group. The team Administrator will assess fee changes for the balance of the season and inform the parents accordingly.

### *Time Standards:*

The time standards mentioned in the above Intermediate and Senior Program prerequisites are set annually by Swim Ontario for provincial standards and Swimming Canada for national level standards.

These times are categorized by sex, age group and specific stroke for a set distance e.g. 50-meter freestyle.

Within each Junior Provincial time standard category are various levels ranging from "Open", then "Age Group/Festival" through to "E". An "Age Group/Festival" time is the highest standard to which swimmers will compare their race performance and an "E" time is the lowest standard. These times are helpful to understand how well a swimmer is performing relative to others in the Province and can be used as qualification prerequisites for some competitive races.

A swimmer who has reached Junior Provincial time standards can also continue on to compete at even higher-level meets if more advanced time standards are met. Swim Ontario sets Open Provincial time standards and Swimming Canada publishes standards at for Age Group National, Eastern / Western Championships and Senior National levels.

To review these standards, please visit the Swim Ontario website at [www.swimontario.com](http://www.swimontario.com) or the Swimming Canada website at [www.swimming.ca](http://www.swimming.ca). Your coach will be more than happy to help you understand these standards as well.



#### ***D. SWIM MEETS***

The Killer Whales participate in a wide variety of swim meets throughout the year. This system enables each swimmer to compete equitably against others with similar abilities. Advancement to higher levels of competition depends on achievements; as skills are learned and times are improved, swimmers are able to compete at bigger and more competitive meets.

Locally, KWST host its “home” meet. Your swimmer will also be offered the opportunity to participate in meets outside the City of London. **Travel to and from all meets (and the associated costs) is your responsibility.**

The club’s meet schedule is set by the Head Coach and is subject to change throughout the season based on space availability at the meets offered. Be sure to regularly check the club website [www.kwstlondon.ca](http://www.kwstlondon.ca) or the Team newsletter for the most recent and accurate list of upcoming meets and dates.) As well, prior to any meet, be sure to confirm the date, warm-up time and location of each swim meet with your coach. It is your responsibility to have your child at each meet on the appropriate day and time, and with the necessary equipment.

*Note: Swimmers in the NON-COMPETITIVE category do not participate in each swim meets (one swim meet on the season only, not Champs).*

Swim meets offer your child an opportunity to put the skills learned in practice to the test. In order to host a swim meet effectively, all swim clubs need the assistance of many helpers. Being on deck is a great way to see your child swim and help the club at the same time.

*At any swim meet a number of officials are required to make the event run. Without willing participants to take on roles such as timers, strokes and turns judges, marshals, starter, referee, etc.*



*the meet does not take place. The KWST offers Level I clinics (Timing and Strokes & Turns) to all of our member families at various times during the year. It is expected that at least one member of every family will participate in these clinics in order to understand the rules and regulations of how a meet is run. Watch for details in the [www.swimontario](http://www.swimontario)*

All Swimmers will participate in many meets throughout West of Ontario including local meets hosted here in London. The standards for each meet vary from “open” to “national” standards to cater to different levels of competition. Swimmers are invited to attend based on their past performances; therefore, you may qualify for a wide range of meets. These meets involve many teams and usually take place over a two to three day period. The Head Coach and Administrator set a schedule for the meets to be attended and will inform the swimmers of their entries closer to the meet dates and according to their qualify times (if applicable). The hosting club sets the price rates which has to be paid in advance to the meet.

### **Sign up for Swim meet:**

**Registration for all swim meets should be permitted only by the parents of a child by email the KWST website: [www.kwstlondon.ca](http://www.kwstlondon.ca)**

**NO REFUND FOR MEET ENTRIES AFTER REGISTRATION AND DEADLINE!**

### **Swim Seasons**

The competitive swim season is sub-divided into two seasons: Short Course (which runs from September to March) and Long Course (which runs from April to August). Short course races are swum in a 25-meter pool or yards; long course races are swum in a 50-meter pool only. Regardless of the course format, the length of individual races may be as few as 50 meters or as many as 1500 meters. Due to the differences in the number of turns and techniques used to swim short course races versus long course races, Swim Ontario sets time standards for each course format.

In Ontario, competitive swimmers aged 12 and under will be entered into “timed final” races at all competitive meets (usually held during afternoon sessions). However, depending on the meet and its events, swimmers aged 13 and over may be entered into “preliminary” races only (usually held during early morning sessions). If your swimmer’s performance during a preliminary race places him/her in one of the top ranking positions (usually top 8 or 16), you may be expected to return later in the meet to participate in “final” races (usually held during evening sessions). Your swimmer’s performance after the “final” race will determine his/her official rank for that event at that particular meet.

### **Meet Results:**

The hosting club records results of your child’s performance at a meet. Often these results are posted in a central location in the stands area during the meet (non official).

At the completion of a meet, results are filed with Swimming Canada by the hosting club. These results can be viewed electronically on the Swimming Canada website [www.swimming.ca](http://www.swimming.ca) Check under “Events” followed by “Meet List & Results” to see the times for all swimmers.

### ***E. SWIM EQUIPMENT***



Each swimmer is responsible for his/her equipment at practices and swim meets.

In addition to personal items (practice swimsuits, towels, deck shoes, warm-up suits and toiletries), swimmers should be equipped with the following items:

- All swimmers are requested to wear a KWST swim cap during practices and at all swim meets. (They will protect the hair from excessive drying by the chlorine and provide team identification.)
- Swimmers require a team swimsuit to be worn at all meets.

Swimmers at various program levels are also required to purchase their own training equipment as follows:

Fins, finger paddles, big paddles, pull buoy, small kick board, goggles

\* Swimmers should confirm the size and shape of paddles with their coach to prior to purchase

For FUNdamentals PROGRAM swimmers: Small kick board, goggles

Most of the above items are available for sale through the Team Administrator. A team order is usually placed once each month. Team orders are entitled to a discount. Order forms are available from the Team Administrator.

Team Aquatic Supplies (#8-4155 Fairview St., Burlington, ON, L7L 2A4) stocks much of our equipment. You may shop directly from the store and receive a 10% discount (offered to KWST members) if you cannot wait for the next team order to be placed. Team Aquatics also offers sales from time-to-time.

At the beginning of the swim season our club will also provide our competitive swimmers with a team shirt.

At swim meets: swimmer are not required to purchase or wear a team swimsuit at meets, but should come equipped with their team shirt (for warmth) and team cap (for identification). Swimmers are expected to wear their team shirt, team swimsuit and team cap. Also, always have one or two pairs of goggles that fit for a swim.

**REMEMBER: Never leave valuables in the locker room and put your name on everything!**

## ***F. THE COACHING STAFF AND PARENT INTERACTION GUIDELINES***

KWST' Head Coach works full time, hires all coaching assistants and has full responsibility for the programs in the pool. It is also the Head Coach's responsibility to provide feedback to the other coaches and review their performance.

The main objective of all our coaches is the continued improvement in the performance of their swimmers. All maintain a high quality of training procedures while employing a positive outlook and always encourage their swimmers to excel, regardless of ability levels. KWST' coaches also feel that all training must be in practice sessions only. They will not be seen giving direction during warm-up sessions before a swim meet.

Positive reinforcement is the philosophy of the Killer Whale Swim Team. Criticism is only given in a friendly, helpful and constructive manner and only by the coaches.

In order for the coach to do his/her job, we ask that parents of all levels to stay off the pool deck during practices. Parents are also requested to refrain from consulting with the coaches or the swimmers during training and competition. These distractions prevent the coach from providing supervision to all the swimmers in the pool. Parents are therefore asked to remain in the designated spectator areas. Parents can request a meeting with the coach, at a time that is convenient for both, to discuss any issues or questions. All swimmers' problems (school, health or otherwise) should be discussed privately with the coach. Any physical injuries must be reported to the coach. Phoning or emailing the coach is recommended versus trying to "catch" the coach on deck or after practice.

Every swimmer should strive to be at each practice at least 10-15 minutes before the listed start time to do proper warm-up exercises and help put in lane ropes, etc. This also applies to meets; please consult with your coach to be sure of the required time of arrival. If a swimmer must arrive consistently late for practice or must regularly leave practice early for some important commitment, please inform your coach of the situation and circumstances. Any swimmer absent from practice, or who is planning to be absent, must explain the circumstances to their coach. This courtesy helps in planning and executing your child's swim program.

Swimmers should also be picked up no later than 15 minutes after their practice is over.

**Concerns or complaints should be brought to the attention of your child's coach first and directly. If not resolved, parents should bring the matter to the Head Coach and lastly to the Executive for resolution.**

KWST is committed to providing a supportive environment in which all individuals (athletes, coaches and parents/guardians) are treated with respect. As a result, parents/guardians are expected to adhere to some basic behavioural guidelines which are provided below. You should expect nothing less than the same courteous and respectful treatment from other club parents / guardians and our coaching staff.

*1. Conduct yourself at all times in a manner consistent with the values of The Killer Whale Swim Team, which include fairness, integrity and respect. This pertains to interaction with all athletes, parents, officials and coaches. Comments or behaviors that are disrespectful, derogatory, offensive, racist, abusive or sexist will not be tolerated.*

*2. Encourage a healthy lifestyle including nutritious foods and adequate sleep.*

*3. Be supportive of the entire team at all times, regardless of performance level.*

*4. Understand that volunteer organizations such as KWST depend on the energy and goodwill of parents to fulfill numerous, essential roles. When an issue arises with a Administrator and parents respect that these are all volunteers who are giving their time to benefit the team and the swimmers. Any action need to resolve an issue with any member of our "team", should be done so privately and directly with the people involved. If resolution is not achieved, contact the club President (Head Coach).*

*5. Understand that email and Internet Web sites, such as, but not limited to Facebook, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading, or in poor taste toward any other athlete (KWST or otherwise), coach, or volunteer.*

6. *Support the swimmers and the Team by volunteering your time to assist in meets, social events and fundraising activities.*

7. *Let the Coach be the Coach – Parents are expected to refrain from sitting on the pool deck during practice, making stroke corrections, judging performance or trying to coach their swimmer in any way. The coach has been hired to teach technique, design the training program, and evaluate your swimmer's performance. When parents interfere with opinions as to how the swimmer should swim, it causes considerable confusion as to who the swimmer should listen to and respect. If you have questions about the swim program and/or if you can offer insight on your child that will enable the coach to be more effective, please confer with the coach.*

8. *Swim Meet Protocol - Any questions that parents may have concerning meet results, an officiating call, the conduct of a meet, and/or the meet facility should be referred to the Club coaching staff only. Our coaches, in turn, will pursue the question or matter through appropriate channels. In accordance with Swimming Canada Swimming rules, parents are expected to remain in the spectator area and off the immediate competitive deck unless they are working the meet in an official capacity.*

9. *Have fun!*

Failure to follow these guidelines may result in a request to leave a practice or a meet. If necessary, further action may be taken by the club Administrator.

## ***G. SWIMMERS' CONDUCT and CODE OF BEHAVIOUR***

Both at home and away, a KWST swimmer is a representative of our club. Others will form opinions and impressions of our team based on their experiences with our members. Your swimmer is an important ambassador when he/she wears our team shirt and swimsuit, and enters a competition.

All Killer Whale Swim Team swimmers are expected to conduct themselves in a manner that is compatible with KWST's goals and objectives and that will present a positive image of the program, the City of London, the province of Ontario and Canadian Swimming. Proper respect toward authority, property and other people is required at all times.

The following items are outlined as the minimum behavioral standards to be followed by all KWST swimmers while engaging in Team activities (including but not limited to attending practices, attending swim meets and/or while in change rooms prior to and following these events):

### **Swimmers' Code of Behavior**

1. *Conduct yourself in a responsible manner, keeping in mind the fact that you represent London, Ontario, as well as the Killer Whales.*

2. *Display a positive and supportive attitude toward the program, coaches, teammates, volunteers and representative from other clubs.*

3. *Proper respect toward authority, property and other people (athletes, parents, fans, officials, coaches and pool staff) is required at all times. Bullying or harassing others will not be tolerated (see below for more information). Damaging, concealing or stealing any item, regardless of size or value, including but not limited to other swimmers' personal property and/or public property, will not be tolerated.*

4. Arrive early to practices and meets. Be on deck and stretch before the required start time, and be ready to listen to your coach's instructions. Bring all required equipment and proper snacks (especially water to avoid dehydration).

5. All instruction given by pool lifeguards must be obeyed.

6. Encourage your fellow teammates. Cheer them on and take pleasure in their achievements as well as your own.

7. While in the water, take your turn and keep a safe distance from other swimmers at all times.

8. Obtain permission from your coach if you wish to leave an area where the team is located.

Generally speaking, in any pool facility all areas are out of bounds except the pool deck, change rooms and washrooms.

9. Running or horseplay (including but is not limited to while in the stands, in the pool, on the pool deck, in the change rooms or under parents supervision) is not permitted. Use of foul language is not permitted. Irresponsible behavior that results in harm to self and / or others, or the disruption of practice, will not be tolerated.

10. Proper rest and nutritional habits for athletes should be followed.

11. Drinking, smoking, gambling and the use of drugs (including banned substances) is not tolerated.

12. Be responsible for your own property. Items left in change rooms (at practices or at meets) are done so at your own risk. It is advisable to lock items that cannot be carried onto the pool deck in lockers provided by the facility. Articles left behind are also your responsibility to recover. You must deal directly with the pool facility, travel company or hotel (if applicable).

13. Email and Internet Web sites, such as, but not limited to Facebook, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading, or in poor taste toward any other athlete (KWST or otherwise), coach, or volunteer.

In addition to the minimum behavioral standards listed above, the following conduct is expected when swimmers travel as a team:

1. All rules given by the Head Coach must be obeyed.

2. Swimmers travel, room and eat with their fellow teammates. Swimmers will not leave the team at any time without prior arrangement with the Head Coach.

3. Rooming assignments are arranged by the Head Coach. Swimmers can expect to share a room together with one to three other swimmers to keep costs low. Should a personality conflict arise, the matter should be brought to the attention of the Head Coach where it will be dealt with in confidence.

4. A reasonable hour for bedtime before swim meets should be observed. (Administrator will be assigned to assure lights are out at the agreed reasonable hour.)

5. Property damage caused by the swimmer will be charged to the parent.

6. Where volunteering are in attendance, it must be understood that they are there in place of the parents and are to be respected as such.

**\* Please be sure to review the Swimmers' Code of Behavior with your child.**

#### Following the Guidelines:

All coaches have the responsibility and authority to enforce the Swimmers' Code of Behavior. Failure to follow the guidelines within the Swimmers' Code of Behavior may result in disciplinary action. Discipline may take the form of being sent home at swimmer's expense, loss of privileges within the club, assignment of extra duties or other appropriate measures as determined by the Head

Coach (and/or the Administrator). In the event a swimmers acts outside the Swimmers' Code of Behavior, the following actions will be taken include:

1. 1st Incident will result with a discussion between the coach and the child.
2. 2nd Incident will result with a conference between the child, coach and child's parents (and Head Coach if warranted).

#### Swim Meet Behavior:

At the discretion of meet Officials, a swimmer may be disqualified from all events remaining at the meet if the swimmer is overheard using obscene or abusive language in the pool area, including the dressing rooms, or if he/she is observed causing willful damage. To learn more, please refer to the Swim Ontario website [www.swimontario.com](http://www.swimontario.com)



### FAMILY FINANCIAL AND PARTICIPATION REQUIREMENTS

Your family's financial and participation requirements are essential for us to be able to provide your swimmer with the top quality program you expect.

Our major expenses include pool rental, coaches' fees and expenses, Swim Canada fees (swimmer insurance coverage at practices and at meets, as well as registration for your child as a Canadian Amateur Athlete), and operating expenses including advertising, accounting fees, photocopying, etc.

When you register your swimmer with KWST, you will be informed of the specific costs and participation time commitment we require based on the swimming program for which your child has been assessed.

#### *A. REGISTRATION FEES*

This fee is due in full at time of registration and is non-refundable. Registration Fees are payable in full at time of registration. Registration fees are not prorated and are non-refundable no matter when a swimmer joins.

#### *B. PROGRAM FEES*

These fees are set based on the level at which your swimmer trains - the more hours of training per week, the higher the fees. However, please note these fees do not correspond to a fixed number of hours, or practices per week/season. Some practice times will change depending on pool availability, meets, training camps and coaching availability. Please notice that if the swimming level of your child improves, the program has to be changed to the higher level and the coach will notify you about that. It is prohibited to move from a higher level program to lower level program.

### **C. MEET FEES AND MEET FEE POLICY**

KWST' competitive swimmers are offered the option to participation in and travel (mostly throughout Western Ontario) to many competitions throughout the season. The standards for each meet vary from "open" to "national" standards in order to cater to all different levels of competition. These meets involve many teams and may be as short as 1/2 day or take place over a two to four day period.

In advance of each meet, your coach will pre-enter your swimmer into races for which he/she is qualified to swim. The number of races and number of days per meet will be different each time and at the discretion of your coach. Your coach will inform you of these entries well in advance of the meet date (usually by email). At the same time you will be given a time frame to consider these entries and a deadline (usually 15 days in advance of the meet) to inform the coach if you need to make any changes.

Swim Ontario levies fees to every host club based on the number of swimmers and the events into which the swimmers are entered. In order to recover these fees as well as pay for pool time costs for the meet, the host club charges all swimmers (from their own club and visiting clubs) meet fees. The costs for each race will vary from approximately \$8.00 to \$12.00. The hosting club sets these rates and payment is due prior to the meet (usually 7-10 days before). **The Fees for Festivals, Age Group and National Championships are different.**

The following outlines how KWST collects and pays these fees on behalf of your swimmer. Note: The cost of travel to and from meets (and accommodation if necessary) is the sole responsibility of the swimmer's family.

**If your swimmer qualifies for a provincial and / or national meets you should expect to provide additional payments for coaches (hotel, travel expenses and daily expenses).**

#### Meet Fee Policy:

**All Fees must be paid prior to the deadline, which is designated by the head coach, and failure to do so may result in swimmer's inability to participate in the competition.**

In advance of each meet, your coach will pre-enter your swimmer into a number of events. For each meet, it is your prerogative to decide if your swimmer will attend the competition. Furthermore, any additional swim meets, which are not included in the meet schedule, are selected by the head coach ONLY.

Your role and responsibilities regarding these meet entries are as follows. You are asked to adhere to these guidelines to ensure meet entries are as accurate as possible.

#### If you plan to attend

After your coach has informed you of the races your swimmer will be entered into, if you do nothing it will be assumed that your swimmer will attend the meet and participate in all the events as



outlined by the coach. Confirmation of your intention to attend the meet is not required. Be sure to confirm, with your coach, the date, warm-up time and location of each swim meet. It is your responsibility to have your child at each meet on the appropriate day and time, and with the necessary equipment.

#### If you cannot attend all or part of the meet

If, for any reason, you wish to withdraw your swimmer from any or all of the events he/she has been pre-entered in, you must formally inform your coach, in writing (or by email), before the deadline date indicated by your coach. (Please Note: The deadline for withdrawal is the date that your coach has given you. This date should not be confused with and is not the deadline date sometimes found in Meet Packages.) Please retain a copy of this formal withdrawal request. A verbal discussion over any or all changes to meet entries will not be considered a formal request.

#### If you miss the deadline to withdraw

Once the deadline date (as indicated by the coach) has passed, your swimmer is formally entered into the meet. At that time, KWST is required to submit the necessary payments to the hosting team. Unfortunately, if you miss the deadline (even by just one day), these funds have already been paid on your behalf and cannot be refunded.

#### If your child gets sick or is injured in the mean time, or if we end up missing the meet

After the deadline, if your swimmer cannot participate in the meet due to illness or injury, or fails attend the meet due to some unforeseen circumstance, unfortunately, the necessary payments will have already been submitted on your behalf and cannot be refunded.

#### If your child has a long-term injury or will be absent for an extended period of time

It takes many people and an enormous amount of coordination to properly process meet entries and fees. Your coach is aware of your child's absences, however sometimes oversights occur. To ensure that your meet fee account is managed appropriately, you must formally inform your coach and the competitive meet fees coordinator, in writing, if your swimmer will be unavailable to attend meets for an extended period of time. Be sure to include the start date and expected end date of this "black-out" period.

## **OTHER FINANCIAL INFORMATION**

### *A. MULTIPLE SWIMMERS*

If you have more than one child registered in a competitive swim program, your family financial and participation requirements will be adjusted as follows:

1. Registration Fees: Registration fees are not discounted for multiple children.
2. Program Fees: If registering your additional child(ren) into KWST programs, your program fees are discounted. The first swimmer (the child registering for the highest swim level) is charged at the full rate. Families with two swimmers have 10% off for second swimmer. Exception (if two children from the same family of different ages register for one program with a minimum number of training hours, the discount is not provided).



3. Meet Fees: Meet fees are charged based on the meets into which your children are entered. Therefore, each family's meet fee charges will be uniquely tied to their children's swimming levels. There are no discounts to meet fees based on multiple children.

### *B. CHILDREN'S FITNESS TAX CREDIT*

Through the introduction of the non-refundable Children's Tax Credit (CFTC), the Federal Government is helping support children's involvement in regular physical activity.

KWST will issue receipts for all Registration and Program Fees paid to the club on behalf of your child in a given calendar year. Payments for Fundraising, meet fees and received in lieu of volunteering are not eligible for receipts. Receipts will be issued directly to you or through the mail in time for you to file your annual tax return.

Please consult with your tax advisor to learn more about the CFTC and how it applies to you.

### *Leaving the TEAM:*

If your swimmer chooses to leave the Team before the end of the season, you must advise your coach and Administrator **IN WRITING**. The resignation will take effect as of the month-end following the month that notification was received. (For example, if a resignation notification was received any day in January, the resignation effective date will be February 28.) Applicable refunds will be calculated as the resignation effective date. **Refunds will NOT be retroactive to the date of the last swim practice attended unless the decision to leave is related to a leave of absence due to medical reasons**. Swimmers are welcome to attend all practices until the resignation effective date if desired.

### **There will be no refunds for swimmers who quit after March 1st.**

If your swimmer transfers to another club in Ontario: It is the new club's responsibility to first register the swimmer with Swimming Canada electronically. This process triggers a request to KWST for a transfer authorization. Authorization will be granted only once it has been ascertained that no fees are owing to the KWST. Note: According to Swimming Canada's national transfer policy – each transferring swimmer will be deemed “unattached” for a 30-day period once the transfer authorization has been granted. After the 30-day period, the transferring swimmer will officially be registered with the new club.

### **CLUB COMMUNICATION**

The KWST wishes to keep all of its members informed as much as possible. The Team has many formats that it utilizes to ensure that you are kept up-to-date with the latest information.

A. Website: Our new club website is a very useful resource for our members. At a glance, you will find interesting and useful information concerning the club's activities (e.g. the newsletter, swim meet schedule, monthly practice schedules, etc). The website also provides you with many links to other websites related to the sport of swimming. If you have any questions regarding the club, the first and best place to look for an answer is on the club website. The website address is [www.kwstlondon.ca](http://www.kwstlondon.ca)

B. E-mail / Telephone: KWST relies heavily on the use of electronic media to distribute information. This method is very timely and reduces costs associated with printing and copying. It is

important that you provide the Team with an email address you intend to check on a regular basis. Head coach and Administrator will regularly contact you via e-mail to pass on timely information and reminders. As well, e-mail may be used to alert you of short notice changes (e.g. pool closures in bad weather). Less often, administrator may contact you by telephone to pass along information as quickly as possible. If your e-mail address should change at any time throughout the season, it is your responsibility to update your registration information on the club website [www.kwstlondon.ca](http://www.kwstlondon.ca).

C. Christmas Party: annually organized by the parents for their children to have fun outside of the swimming pool.

D. Family Picnic: Each summer (June time-frame) the Team organizes a family picnic. This is a casual event and a fun way to end the swim season.

### **Publication Consent Agreement**

The KWST occasionally publishes parent and / or swimmers' names and images to promote the club and amateur swimming. The media which are used include the Club website or local newspapers. The Team also published the name and contact information (e-mail address and telephone number) of parents who have agreed to take on key roles within the Team's organization to promote and simplify communications within the Team.

With on-line agreement of the KWST Consent Form, the parent or guardian understands that as a member of the KWST, that their image, name, e-mail address and telephone number and / or their child's name or image may be used in such media as outlined above.

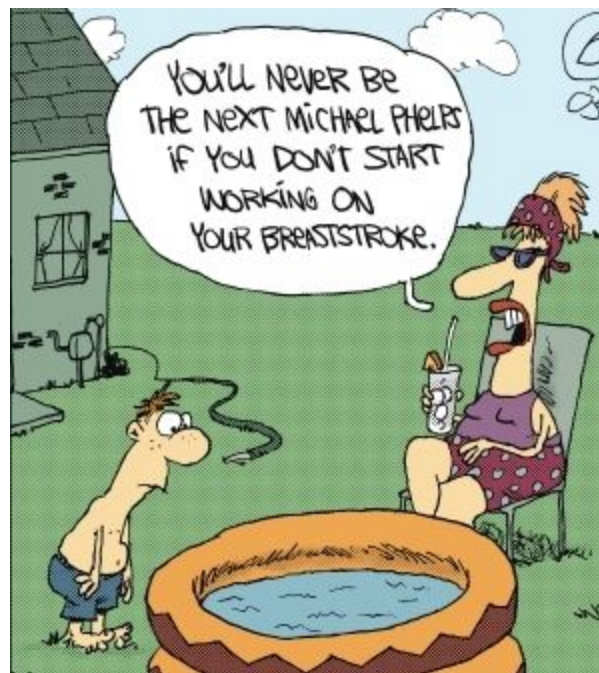
With on-line agreement of the KWST Consent Form, the parent or guardian understands that their image, name, email address and telephone number and / or their child's name and image will not be used for any purpose other than outlined above and that it will not be given to any other organization and/or media group.

### **Personal Information Protection & Electronic Documents Act (PIPEDA)**

Swim Ontario's policy with regard to the Personal Information Protection & Electronic Documents Act (PIPEDA) is now in effect. Consent forms must be signed by every family in order for children to be accepted into any Club program.

With on-line agreement of the KWST, the parent or guardian gives permission to the KWST to enter required personal information on the Swim Direct database for the purposes of registering their swimmer with Swim Ontario as a sessional, pre-competitive or competitive swimmer. The information is necessary to allow athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. (The latter also applies to Club coaches.)

For more information, please refer to Swim Ontario's website [www.swimontario.com](http://www.swimontario.com)



### ***Everything You Wanted to Know About Swim Meets but Were Afraid to Ask***

Please be sure to check with your swimmer's coach for specifics that may be different from the examples below.

Swim meets are a great family experience! They're a place where the whole family can spend time together. Listed below are some very in-depth guidelines geared to help you through your first couple of swim meets. It may seem a little overwhelming, but we tried to be as specific and as detailed as we possibly could. If you have any questions, please ask your coach.

#### **Before the Meet Starts**

1. Arrive at the pool at least 15 minutes before the scheduled warm-up time begins. This time will be listed in the meet information handed out to all swimmers.
2. Upon arrival, find a place to put your swimmer's blankets, swim bags and/or sleeping bags. The team usually sits in one place together, so look for some familiar faces.
3. Find the check-in place. Usually, parents are not allowed on deck so this may be a responsibility of your swimmer or your swimmer's coach. Make sure your swimmer checks in with his or her coach!
4. Once "checked in", the coach will help the swimmers write each event-number on his or her hand in ink. This helps him/her remember what events he/she is swimming and what event number to listen or watch for.
5. Your swimmer now gets his/her cap and goggles and reports to the pool and/or coach for warm-up instructions. It is very important for all swimmers to warm-up with the team. A swimmer's body is just like a car on a cold day-he/she needs to get the engine going and warmed-up before he/she can go all out.
6. After warm-up, your swimmer will go back to the area where his/her team is sitting and wait there until his first event is called. This is a good time to make sure he/she goes to the bathroom if necessary, gets a drink, or just gets settled in.
7. The meet will usually start about 10-15 minutes after warm-ups are over.
8. Because of insurance purposes, parents are not allowed on deck unless they are serving in an official capacity. Similarly, all questions concerning meet results, an officiating call, or the conduct of a

meet, should be referred to a coach. He or she in turn, will pursue the matter through the proper channels.

9. Heat Sheets. A heat sheet is usually available for sale in the lobby or concession area of the pool. It lists all swimmers in each event, by heat and lane, in order of "seed time". When the team entry is sent in, each swimmer and his/her previous best time (up to the date that the entry was submitted) in that event is listed. If the swimmer is swimming an event for the first time, he/she will be entered as a "no-time" or "NT". A "no-time" swimmer will most likely swim in one of the first heats of the event.

### When the Meet Starts

1. It is important for any swimmer to know what event numbers he/she is swimming (again, why they should have the numbers on their hand). He/she may swim right away after warm-up or they may have to wait awhile.

2. Generally, girls' events are odd-numbered and boys' events are even-numbered. Example: "Event #26, 10-Under Boys, 50 freestyle"

3. Most meets are computerized. There are generally two ways a swimmer gets to his/her lane:

a. In most novice meets, a swimmer's event number will be called, usually over the loudspeaker, and he/she will be asked to report to the "Clerk of Course". Swimmers should report with his/her cap and goggles. The Clerk will usually line up all the swimmers and take them down to the pool in correct order. There are usually several heats for each event.

b. A swimmer can report directly to his/her lane for competition a number of heats before he/she actually swims and check in there. This usually occurs at the competitive level. Check with your swimmer's coach for specific instructions.

4. The swimmer swims his or her race.

5. After each swim:

a. He/she is to ask the Timers (people behind the blocks at each lane) his/her time. At novice meets, he/she will be given a time card by one of the Timers. He/she will take this time card to the "Chief Place Judge" (usually at a desk near where the race finished). If the swimmer swam a "best time", he/she will be given a ribbon.

b. The swimmer should then go immediately to his or her coach. The coach will discuss the swim with each swimmer.

6. Generally, the coach follows these guidelines when discussing swims:

a. Positive comments or praise

b. Suggestions for improvement

c. Positive comments

7. Things to do after each swim:

a. Go back to the team area and relax.

b. This is another good time to check out the bathrooms, get a drink or something light to eat.

c. Waits until your next event is called and starts the procedure again.

8. When a swimmer has completed all of her events she and her parents get to go home. Make sure, however, you, as a parent, check with the coach before leaving to make sure your swimmer is not included on a relay. It is not fair to other swimmers who may have stayed to swim on a relay where your swimmer is expected to be a member and he/she is not there.

9. Results are usually posted somewhere in the facility. If awards are given at the event, they will be gathered for the team and given to the coach at the end of the meet. The coach will give the awards to the swimmers at a later time.

### What To Take To The Meet

1. Most important: Swim Suit, Team Cap, and goggles.

2. Baby or talcum powder--To "dust" the inside of swim cap. This helps preserve the cap and

makes it easier to put on.

3. Towels - Realize your swimmer will be there a while, so pack at least three or four.

4. Something to sit on. Example: old blanket, another towel or anything that will be comfortable to sit on. The swimmers will be spending a lot of time on it.

5. Sweat suits: Bring one - swimmers may want to bring two because they can get wet and soggy. It is important to keep muscles warm between races.

6. Team T-shirts: One or two if you have them. Same reason as above.

7. Games: travel games, coloring books, books, anything to pass the time – but nothing valuable!

8. Food: Each swimmer is usually allowed to bring a small cooler. It is better to bring snacks. They usually have snack bars at the meet, but the lines are long and most of the time they only sell junk food. Suggestions for items to bring:

a. Drinks: Fruit juice, Gatorade, Water

b. Snacks: Granola bars, fun fruits, yogurt, cereal, Jello cubes, sandwiches (see Nutrition)

Once you have attended one or two meets this will all become very routine. Please do not hesitate to ask any other parent for help or information.

These meets are a lot of fun for the swimmers. He/she gets to visit with his/her friends, play games, and meet kids from other teams. He/she also gets to "race" and see how much he/she has improved from all the hard work he/she has put in at practice.

### Special Note to Parents

The pool area is usually very warm. Therefore, you need to make sure you dress appropriately. Nothing is worse than being hot at a swim meet. It makes the time pass very slowly.

You will be at the meet for a few hours – so prepare by bringing some reading. If you don't think that a bleacher seat is comfortable, feel free to bring something comfortable to sit on (a blanket or a folding stadium seat).

Better yet, become an official and get involved. You get to be close to the action and have a great view of your child's race!

