

Belleville Youth Swim Team (BYST)

Handbook Version 2010.1



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1.0 History, Goals & Objectives

1.1. History

- 1.1.1.1. The Belleville Youth Swim Team (BYST) has been a part of Belleville for nearly 30 years. Our Constitution outlines the objectives of the club as follows:
- To foster development of competitive swimming in the Belleville area;
 - To promote swimming as a means of healthful exercise and as a means for improving the physical fitness of our youth; and
 - To promote the development of good citizenship and good sportsmanship through participation in amateur swimming.
- 1.1.1.2. All individuals who display an aptitude for competitive swimming in the Belleville area are eligible to apply. However, due to limited facilities and coaching staff, the Executive has the right to limit membership. All swimmers will become members of Swim Ontario. The team usually competes in swim meets with clubs of similar size and ability.
- 1.1.1.3. During our history, we have attained both individual and team honours. Our team has consistently finished among the top ten at the Ontario Division III Championships. The team has been represented during its history at the provincial level, national level and several swimmers have gone on to swim with Canadian and US university teams.
- 1.1.1.4. Parent involvement at all levels of the team's operation (executive, fundraising, bingo, attendance at meets, etc.) is essential to help our swimmers in their search for excellence in the sport of swimming. It is expected that parents be willing to make a commitment to the team for the benefit of their children.

1.2. Mission Statement

- 1.2.1.1. The Belleville Youth Swim Team is dedicated to the growth and development of all aspects of the individual swimmer within a positive team atmosphere.

1.3. Coaching Goal

- 1.3.1.1. To develop Swimmers to be competitive at both the

Provincial and National Level while maintaining the club goals and the swimming goals of the individual.

1.4. Club Goal

- 1.4.1.1. To support promote and facilitate the development of individual swimmers and the achievement of their goals in a positive, fair and caring environment

1.5. Objectives

Individual

- Confidence
- Personal Discipline
- Competitive Skill
- Mental Training Skills
- Goal Setting Skills
- Positive Attitude
- Strong Work Habits
- Nutritional Awareness
- Personal Fitness
 - -aerobic
 - -strength
 - -flexibility

Team

- Leadership skills
- Friendship
- Sense of Group Justice
- Ethnocentric rather than Egocentric attitude
- Future Community Involvement
- Positive Interaction with Team and Community

1.6. New Team Member Information

- 1.6.1.1. Joining a Swim team can be a daunting event for even a seasoned athlete much less a young child. For those parents of new swimmers there is a wealth of information included as Annex E to this handbook. *Swimming: The Sport* will provide you with all the information you need to get off to a great start with the team.
- 1.6.1.2. As soon as possible it will benefit you to be enrolled in the Level One Officials programme to learn even more about the exciting sport of swimming.

2.0 Information Circulation

2.1. Web Site

- 2.1.1.1. News, Registration Information, Club Records, Bingo and Fundraising information are among items found on the BYST web site. The BYST Executive is responsible for maintaining this web site.
- 2.1.1.2. The web address is www.byst.ca. Please obtain a password for the Members only section from the Registrar upon sign-up or any BYST executive.

- 2.1.1.3. Check the site often for announcements and information regarding the team.
- 2.2. Electronic mail
 - 2.2.1.1. Due to the number of pools used for swimming as well as the varied and diverse schedule, the main means of contact between the club executive and the membership will be via email. Please ensure you have given an accurate email address to the Registrar upon sign-up. If it changes during the year, ensure the Registrar is aware as soon as possible.
 - 2.2.1.2. As email is the main means of contact, you should check your account before all major events as notification may be made at the last minute of important changes.
 - 2.2.1.3. On the BYST website will be access to mailing lists. Please respect the aim of these lists and do not use them for personal or business related endeavors. They are meant to allow mass mailing of important membership news.
 - 2.2.1.4. When you have received an email sent as a mass mailing and wish to reply to it, please ensure that you reply only to the sender. Replying to the entire mailing list defeats the purpose of the mailing and clogs email servers. Again, remember to click on REPLY **not** REPLY ALL when responding to an email.
- 2.3. Bulletin Board
 - 2.3.1.1. Swim meet and general notice information will be posted on the web site bulletin board.
- 2.4. BYST Folder
 - 2.4.1.1. The BYST folder is our information highway! The Executive will confirm the location of this folder at the beginning of each swimming season. Each family has their own folder. It is very important to check your folder on a regular basis. Correspondence will be placed in your folder – please have your swimmer check at each practice session.
- 2.5. Phone
 - 2.5.1.1. A phone list will be distributed to each family and is included in the members section of the website. A list of this year’s Executive is available on-line – please do not hesitate to contact any member of the Executive should questions arise. This list is also

useful in the event that a bingo replacement is required, or for the establishment of car pools.

3.0 Team Structure & Schedule

3.1. Important Notes:

- 3.1.1.1. Swim times for each level are recommended ideals and the executive will strive to attain them, but may be affected by the availability of pool time and/or fiscal restraint. Fees for each level will be based on the ideal and then corrected for the actual time.
- 3.1.1.2. Swim Canada and Swim Ontario have expanded the Age-groups and participation levels within the sanctioned swim programs. For more details on this please read Annex E of this handbook. For all members of the team, participation in any level whether competitive or non-competitive, all participation requirements will apply to the levels stated within each level below.

3.2. Junior Development Program

3.2.1. Junior BYST

3.2.1.1. Description

- This program is designed for swimmers who like to swim and want to learn and improve their swimming strokes and skills. In this program, emphasis will be on learning the four competitive strokes, and starts and turns. Participants in this program will become confident in the water through fun games, drills and activities. There are up to five progressive levels to allow for progression.

3.2.1.2. Time

- One hour, once per week for up to 16 weeks per session (Session varies between 12 and 16 weeks)

3.2.1.3. Prerequisite

- 5 - 12 years of age and be comfortable in the water

3.2.1.4. Cost

- Annual registration fee (including insurance) applies.
- No fundraising obligations.
- No bingo participation.
- No participation points required.

3.3. Team Programs

3.3.1. Overview

3.3.1.1. The following levels for FY2010/11 Season will apply within the team:

Up to 13 Years	13 Years and up
Junior Bronze & Dragons Junior Silver Junior Gold Junior Elite	Senior Bronze Senior Silver Senior Gold Senior Elite

3.3.1.2. The different levels and criteria for each are contained within Annex G of this handbook. For all information contained, the final and definitive qualification is dependant upon this handbook and any such changes as authorized by Executive decision as recorded in any Minutes to Executive Meetings.

3.4. Advancement

3.4.1. Junior BYST to Competitive Programs

3.4.1.1. The Junior BYST Coordinator will progress swimmers at this level according to guidelines and in discussion with the Fundamental instructors. She/He will keep the Head Coach informed of swimmer advancements.

3.4.2. Between Competitive Programs

3.4.2.1. Ultimately the movement between levels will be based on the stated pre-requisites and the recommendation of the head Coach. The Executive will determine the feasibility of the movement and will not authorize the movement until such time as there is adequate room in the proposed level and the financial arrangements with the swimmer's family have been coordinated.

3.4.2.2. As the Head Coach is responsible for the advancement of all competitive swimmers he/she shall have the discretion to move a swimmer to another group/level to evaluate their ability at the higher level. This evaluation period shall not exceed one week. Advancement is based on a combination of technical ability, attitude, attendance and maturity. Assistant Coaches may be consulted on the progress of the swimmers, however, only the Head Coach has the authority to recommend advancing swimmers to the next level.

3.4.3. Age-Up Movement

3.4.3.1. Age-up is in regards to a swimmer moving from Junior to Senior upon turning 13. Swimmers turning 13 within two months of the start of the swim season will be given the option to Age-up at the beginning of the swim season. This will allow for a better and more homogenous grouping in the Senior One group at the beginning of the season. Swimmers turning 13 between the time above and the end of Short Course season will be given the option to Age-up on January 1st. All other swimmers as well as those who chose to remain at the lower level shall remain in the lower level until the end of the swim season. Exceptions to this policy can be petitioned to the Executive at any time in writing.

3.4.4. Schedule Changes

3.4.4.1. Once a schedule has been created for the year it is the intention that it remains consistent for the season. However, there may be a necessity for schedule change in January to accommodate movement of swimmers due to Age-up or abilities.

4.0 Membership Fees & Responsibilities

4.1. Membership Fees

4.1.1. General

4.1.1.1. Membership fees are described in detail on the current season registration forms.

4.1.2. Trial Period

4.1.2.1. Following the opening season swim evaluation in September, new swimmers to BYST may practice for a two-week trial period before official registration is due. A non-refundable administrative fee of \$20.00 is due prior to participation in this trial period and will be applied to registration fees if the swimmer chooses to swim with BYST.

4.1.3. Refund Policy

4.1.3.1. In the event that a swimmer leaves BYST, a refund for the number of FULL months left in the swimming year will be issued, after any outstanding swim meet fees are covered. If the swimmer leaves prior to April 1st, the Swim-a-thon and fundraising levies and participation points requirements will be pro-rated for

the number of months spent on the team. A \$50.00 administration fee will apply with any cancellations.

4.1.3.2. The date will be effective when the family of the swimmer notifies the Treasurer or Registrar. Refunds will NOT be retroactive to the date of the last swim practice attended.

4.1.3.3. It is NOT the responsibility of the Coach to notify the Executive in the event that a swimmer leaves the team. The onus is on the family to notify the Registrar in writing of the issue.

4.1.3.4. Swimmers who withdraw from the swim program at any time after the initial 2-week trial period will be subject to a \$50.00 cancellation fee to cover administrative costs. Affiliated swim association fees are non-refundable.

4.1.4. Refunds due to Injury

4.1.4.1. If a swimmer is injured due to the swimming program a refund will be issued as of the date of the injury being reported to the Executive. This refund will be calculated by pro-rating the monthly fee by calculating the fee for that month divided by the number of swim practices for that month. This amount will then be multiplied by the number of practices remaining in that month. Fees will recommence in the same manner for the start-up month.

4.1.4.2. If a swimmer is injured or too ill to swim, the family must report this fact to the Executive. Commencing the following month, swim fees will be suspended until such time as the swimmer is able to recommence swimming. Payment for the full month of the recommencing month will be required prior to swimming.

4.2. Family Responsibilities

4.2.1. Participation

4.2.1.1. The Belleville Youth Swim Team (BYST) is a non-profit club run by parents/guardians of our swimmers.

4.2.1.2. Participation is mandatory for all families with the exception of those enrolled in the Junior BYST programme.

4.2.1.3. Responsibilities for the club members' parents/guardians include:

- Attendance at the spring and fall club meetings
- Assisting at swim meets
- Serving on committees
- Working at BINGO
 - BINGOs are mandatory and do not fall under the Participation Points System. For more detail read the BINGO section of this handbook.
- Working at/organizing events such as the Christmas party
- Reporting participation points

4.2.2. General Meeting

4.2.2.1. There are at least two General Meetings each year, one at the beginning of the swim season and one later in the season. The dates will be announced. Should there be a need to call additional general meetings, sufficient notice will be given by placing the appropriate notification on our web site bulletin board. Your attendance at these meetings facilitates communication between parents, the coach and your club Executive. As our common aim is the smooth and successful operation of the BYST, it is in your interest to attend.

4.2.3. Officiating Responsibilities

4.2.3.1. The Ontario Swimming Officials Association, approved by Swim Ontario, created a plan in 2006 which encourages clubs to promote their officials progression up the officiating “ladder” thus enhancing a club's ability to host and/or assist at meets. The penalty for a club that does not have the required number of officials is a loss in sanctioning rights or an inability to host swim meets.

4.2.3.2. As a final state for a club our size, the BYST requires a total of six officials at the higher end of the ladder. As it can take a few years to reach just Level III of the five levels, the BYST requires a substantial number of officials at the lower end to feed this climb.

4.2.3.3. Commencing in the FY2010/11 season, all returning families are required to have at least one Level I Official. Families new to the team in that year are exempt from the requirement but are encouraged to apply to the program. All families that already have a

Level I Official are required to work towards their Level Two Official status.

- 4.2.3.4. To better encourage everyone to comply with this direction, a participation levee is assigned to this activity. The levee is split between the theory portion of the training and the on-deck assessment. This levee is in addition to any points assigned through the regular participation points system.
- 4.2.3.5. Level I Officials: 25 points will be awarded if it is attained before December 31st or within three months for new members. A further 25 points will be awarded following the two assessments required for sign-off.
- 4.2.3.6. Level II Officials: 25 points will be awarded if it is attained before December 31st. A further 50 points shall be awarded following the assessments required for sign-off.

4.3. Participation Point System

4.3.1. General

4.3.1.1. BYST has incorporated a Participation Points System (PPS), one similar to systems already used by other Canadian swim clubs, to encourage active and equitable participation among member families with regard to the management of the club for the sole benefit of BYST swimmers. Primary reasons for implementing a PPS are:

- To give new members opportunities to participate and learn how the club operates
- To encourage/reward participation of members (especially new members)
- To set a good example for our children
- To contribute to a highly organized club structure
- To provide opportunities for personal growth

4.3.2. How does it work?

4.3.2.1. Each family with a swimmer in the competitive program is responsible for obtaining 500 points. Families new to the BYST will be responsible for attaining 250 points in the first year. Families not achieving their full commitment of points will be assessed a participation levy of \$1 per point for the deficiency.

- 4.3.2.2. A maximum of 200 points may be rolled over into the next season.
- 4.3.2.3. Families earn points by participating. Permanent point allocations are set in the tables at the end of this section. Each year there are new opportunities to earn points. Watch for offers or feel free to offer your services. Remember to report your points to the Points Coordinator.
- 4.3.2.4. Members who hold any of the following positions will be allocated their maximum points.
 - Any voted-in executive position
 - Any assigned full-time executive position

4.3.3. New Permanent Positions

- 4.3.3.1. Where it becomes necessary to create new positions to support BYST activities the following shall take place:
 - The new position is proposed, discussed and approved by executive motion and points assigned by the executive.
 - The position shall then be added to the appropriate table(s) of paragraph 4.3.7.

4.3.4. New Temporary Positions or Points Assignment

- 4.3.4.1. The overall points system will be related to the work required at a swim meet. This being the time allocated to one swim session at a meet (approximately 4 hours). This benchmark (Meet Timer) is worth 35 points of participation. All other participation shall be graded according to this benchmark when the executive assigns the points to an activity.
- 4.3.4.2. When a member acts in a one-time or temporary capacity to support BYST activities, the member shall request points to be assigned by the executive. The points assigned shall be entered into record of the executive minutes and passed to the member for points assignment.

4.3.5. Claiming Points

- Deposit all Participation Points in the folder or email the Points Coordinator. The onus is on the family to claim the Points obtained unless the organizer of an activity has stated they will report your Points for you. Points must be reported for credit.

4.3.6. Review

4.3.6.1. The PPS will be reviewed at a minimum, yearly.

4.3.7. Points Assignment Tables

100	50	25
Event Representative	Attending a General Meeting	Assistance of 3 hrs at an event
Obtaining Officiating Level 3, 4 or 5	Assistant to Event Representative	BINGO Captain Work
Training as BINGO Captain		

Table 4.3.a

200	70	35
Level 4 or 5 Officiating (per day)	Level 2 or 3 Officiating (per session)	Meet Timer (per session) Benchmark (4 hrs)

Table 4.3.b

On-going Activities(full year)		
Hrs. / Week	Total Hours	Points
0.5 -1	20-40	100
1-1.5	40-60	200
1.5-2	60-80	300
>2	>80	EXEMPT

Table 4.3.c

Examples of On-going Activities	
Activity	Points
Executive Member	Exempt
Communications Representative	200
Website Coordinator	300
Participation Points Coordinator	200
Birthday Announcement Coordinator	100
Volunteer Coaching	Depends on hrs
Dryland Coordinator	Exempt
Fundraising Coordinator	300
Equipment Manager	300
Officials Coordinator	200
Junior BYST Coordinator	300
Swim-a-thon Coordinator	200
Party Coordinator	100

Table 4.3.d

4.4. Fundraising

4.4.1.1. Major costs associated with the operation of the swim team are pool rentals and coaching staff. The primary source of revenue to support the BYST is BINGO. Swim-a-thon and other fundraising events make up the balance of revenues to finance the team.

4.4.1.2. Fundraising other than BINGO and Swim-a-thon have become a necessity for the club. There will be some Team-Fundraisers to help support bus trips, equipment replacement etc. these fundraisers will not be credited toward membership fees during the FY2010/11 season.

4.5. Swim-A-Thon

- 4.5.1.1. This event takes place in the spring of each year. This is Swim Ontario's major fundraiser with each club deriving direct benefit. Donations over \$10.00 are eligible for tax receipts. Swimmer's families cannot benefit with a tax receipt. Only donations to national level amateur sport organizations enjoy this tax-deductible status.
- 4.5.1.2. Swimmers receive pledges per pool lap and then on the set date swim 200 laps during a maximum of 2 hours in the pool. Our new swimmers find themselves very proud and surprised to be able to swim so many laps, which demonstrates the benefit of hard work to this point in the season.
- 4.5.1.3. The levy for the Swim-a-thon is \$100.00 per swimmer. A cheque postdated for April 1st of the current swim season is required at the registration.
- 4.5.1.4. The community generously supports this event and the majority of swimmers are able to raise in excess of the \$100.00 levy for the benefit of BYST.

4.6. Swim Meets

- 4.6.1.1. The meet manager will distribute information regarding clinics to qualify parents as officials at various levels. This will ensure that the BYST contributes its fair share of officials at swim meets and that we are better prepared to organize our own meet. Only full participation by all parents will ensure that a meet runs smoothly.

4.7. Swimmers' Responsibilities

- 4.7.1.1. The swimmers are the reason for BYST. The Executive and parents have hired professional coaches to help develop their interest and talent in competitive swimming.
- 4.7.1.2. In return, there are expectations placed upon the swimmer by the Club. Swimmers are required to follow a Code of Conduct, which is acknowledged by returning a signed copy to the Coach.
- 4.7.1.3. As representatives of BYST, swimmers are expected to wear BYST attire at swim meets. A competition swimsuit is available through the Club merchandising chair as needed by the swimmer. Warm-up suits will be available for purchase as required.

4.8. Eligibility

- 4.8.1.1. New swimmers should have achieved, as a minimum, the Aqua-Quest level 6 or equivalent. In addition, the Head Coach of their individual level will advise swimmers.
- 4.8.1.2. All swimmers must be registered with Swim Ontario prior to starting the season. Swimmers registered in the Junior BYST (Pre competitive program) are registered as Swim Ontario Developmental Swimmers and may participate in Developmental Swim Meets only. Swimmers who are in their first year with BYST may be registered as Developmental for no longer than one swim season. After that, swimmers must register as Competitive swimmers. Junior BYST swimmers may be registered as developmental swimmers but must upgrade to competitive swimmers if they participate in a swim meet.

4.9. Equipment

4.9.1. General

- 4.9.1.1. As with all sports, specific equipment is necessary to promote safety and comfort for the participant. It is mandatory that competitive swimmers wear their BYST competitive suit, T-shirt, and cap at all meets, if they are not wearing proper BYST competitive wear they will NOT be able to swim in the meet.

4.9.2. Required Equipment (All swimmers)

- 1 or 2 training suits (polyester suits - one size larger than regular size) - depending on the time in the pool per week you will find that one suit may not be adequate. Try to use training suits for practice instead of the Competition suit.
- 2 practice caps
- 2 pairs of goggles (if your swimmer has a prescription there are goggles available at fitness stores that allow for better vision)
- 1 or 2 competitive suits (usually one size smaller than regular size) mandatory for swim meets
- 2 BYST caps (for competition ONLY) mandatory for swim meets
- pull-buoy

- training fins

4.9.3. Additional Equipment (Junior Elite and Senior level swimmers)

- kick board
- hand paddles

4.9.4. Optional Equipment

- BYST clothing (shorts, warm-up suits, jackets) nylon mesh equipment bags BYST gym bag

4.10. Swim Meet Procedure

4.10.1.1. Swim meets are selected in consultation between the Coach and the Executive. Selected meets and locations are posted on the web site and the coach will notify you by e-mail well in advance of the meet. Interested swimmers are to indicate their desire to participate by notifying meet manager and submitting payment prior to the closing date.

4.10.1.2. The coach will fill out entry cards for each swimmer. Entry cards are then forwarded to the host meet manager approximately two weeks prior to the meet. Once the swimmer has committed to attending the meet, BYST will not be responsible for ensuring meet fees are paid. If the swimmer cannot honour the commitment, then the swimmer will be responsible for refunding to BYST the cost of all prepaid entry fees.

4.10.1.3. The Coach must be advised, at the latest, the day prior to the meet entry deadline in the event the swimmer is unable to attend. Swimmers will be ineligible to compete in any future meets until outstanding meet entry fees are received. A \$20.00 late fee will be charged for meet fees that remain outstanding as of the first day of the scheduled swim meet.

4.10.1.4. Additional information with respect to the meet (map, warm-up times, start times, etc.) will be distributed by the Head Coach or meet manager usually about one week prior to the meet. Check your e-mail for this and any other information that may be posted.

4.10.1.5. To comply with Swim Ontario rules, be advised that only swimmers and coaches be allowed on the deck of the pool. Disqualification may result for the event, and/or from the meet if parents go on deck.

4.11. Insurance and Liability

4.11.1. Insurance

4.11.1.1. Swim Ontario ensures members in good standing are insured with a comprehensive general liability policy plus sports accident package.

4.11.1.2. The limit of our liability coverage is \$5,000,000 per occurrence. Coverage under this liability policy will insure the following registered members of the club while participating in Swim Ontario or its member clubs sanctioned activities:

- Swimmers
- Coaches
- Managers or Trainers
- Officials
- Volunteers

4.11.1.3. Coverage under this liability policy for clubs as a member in good standing with Swim Ontario will insure the following participants and swimmers:

- Elected officials of clubs
- All activities governed under the Constitution and By-Laws of Swim Ontario
- Club members listed above

4.11.1.4. Under the sports team group accident plan, there is no limit to the number of accidents per member or team. For each separate accident, the plan pays according to a schedule of benefits depending on the type of injury incurred, i.e., dental treatment, fractures, etc. Further details of coverage can be obtained from the President if required. To maintain insurance protection, all swimmers must be registered with Swim Ontario with the appropriate payment.

4.11.2. Liability and Control

4.11.2.1. To ensure proper liability coverage, only swimmers registered with Swim Ontario are allowed in the pool. There is a grace period on start-up of a season but this should be used as the underlying benchmark.

4.11.2.2. Parents and siblings are allowed only in designated viewing areas. Siblings must be supervised by the parents and are not allowed to roam the pool deck.

- 4.11.2.3. The liability of the club commences at the practice time and ends upon completion. Parents are responsible for their swimmers before and after a practice.
- 4.11.2.4. If you are dropping your swimmer off at a practice do not leave until your swimmer has confirmed that there is a practice (coach is available). Ensure that you are available immediately upon the completion of the practice if you dropped your swimmer off.
- 4.11.2.5. During a swim meet, parents of younger swimmers are responsible to ensure adequate parental control is maintained throughout. The coach for the meet will control deck activities but cannot be expected to control roaming throughout the facility nor before or after swim sessions.

4.12. Codes of Conduct

4.12.1. Important Note

- 4.12.1.1. As the team has a varied group of swimmers and parents it is necessary to ensure everyone abides by a consistent level of fairness and decorum. Therefore three sets of Codes of Conduct have been prepared that each respective member of the team is required to follow. The Executive following the guidelines stated in the Violations section of this section will deal with violations to the stated Codes of Conduct. Exemptions and/or mitigating factors may be addressed in writing to the Executive at any time.

4.12.2. Swimmers' Code of Conduct

- 4.12.2.1. This Code of Conduct is attached as Annex A to this handbook.
- 4.12.2.2. Each swimmer is required to sign the Code of Conduct before entering the pool at the first practice of the season. If the swimmer is under 16, the legal guardian of the swimmer shall also sign as having explained the Code to the swimmer.

4.12.3. Parents' Code of Conduct

- 4.12.3.1. This Code of Conduct is attached as Annex B to this handbook.
- 4.12.3.2. One parent of the swimmer shall sign the Code of Conduct as a representative of the entire family of the swimmer.

4.12.4. Coaches' Code of Conduct

- 4.12.4.1. Each coach is bound by the Code of Ethics and Conduct enforced by the Ontario Swimming Coaching Association. As such a copy of this is attached as Annex C to this handbook for swimmers' and parents' reference.

4.12.5. Officials' Code of Conduct

- 4.12.5.1. Each family is expected to support their swimmer through officiating in some way at swim meets. As a result there is a Code of Conduct that must be met when acting as an official at these meets. It must be remembered that when acting as an official you are representing Swim Ontario as part of the Ontario Swimming Officials Association and not your swimmer and you must act accordingly.

- 4.12.5.2. This Code of Conduct is attached as Annex D to this handbook.

4.12.6. Violations

- 4.12.6.1. . Violations to club Codes will be handled as follows:
- First offence – Verbal warning to the member. This will ensure that the member is aware of the violation
 - Second offence – the member will be removed from the pool deck. The swimmer or parent will be asked to leave the pool deck. At the end of the practice or meet session, the coach or executive will inform the offending member what the consequences are for continued violations. A verbal and/or written apology may be required.
 - Third offence – If the situation continues, the swimmer and/or parent will meet with a committee formed of at least three executive members. The member has the right to have a supporting person present. The outcome of this meeting will be a list of consequences up to and including suspension from practices and/or meets.
 - Fourth offence – Continued violations may result in an expulsion from the club. A unanimous vote of the Executive will be required for expulsion. A meeting between the full executive and the offending member is required and a supporting person is allowed to be present.

5.0 BINGO Fundraising

5.1. General

- 5.1.1.1. A large portion of the BYST revenue is provided by BINGO revenue and is therefore very important to the continued operation of the team.
- 5.1.1.2. More detailed information on BINGO can be found in the BINGO Handbook in Annex H as well as online.
- 5.1.1.3. As a member of the Quinte BINGO Hall Charity Association, BYST has 5-6 BINGOs per month. To ensure this main source of revenue for the FY2010/11 Season all are mandatory BINGOs, this means they are must attend for all families participating in the club – Competitive and Non-competitive – and entails about five BINGOs per year, per family. All revenue earned from these goes directly to the team.
- 5.1.1.4. In the past seasons there were fundraising BINGOs in which families could earn money towards their membership fees. For the FY2010/11 season this has been cancelled. If, however, a family has a need to buy-out there BINGO as described below, the replacement worker may be entitled to compensation as decided by the Executive.

5.2. Workers

- 5.2.1.1. Government regulations mandate us to have a minimum of three representatives present for the BINGO. Without three representatives we cannot legally commence any part of the BINGO including selling tickets.
- 5.2.1.2. There is an electronic verifier for which the club is responsible to control the sales. During sessions where sales are expected to be heavy, there will be a requirement for an additional worker to attend to assist in sales. This will be on an as needed basis and since the person will be allowed to halfway through the session it will be worth compensation as decided by the Executive.

5.3. Sign-up Procedures

- 5.3.1.1. To ensure fairness to all families, the year shall be broken down into equal segments according to the mandatory BINGO requirement. Each family will be required to sign-up for the required number of BINGOs in each of the segments. The Executive will

decide the number of segments after the Fall registration is complete.

5.4. Family Responsibilities

5.4.1.1. Once a schedule has been posted as final, it is the named family's responsibility to work the BINGO. It is understood that there may be times when a family cannot fulfill a commitment for any number of reasons but the onus will fall upon the family to ensure their assigned BINGO slot is filled. This can be done at no charge by swapping a date with another family as long as the BINGO Chair is aware of the change.

5.4.1.2. If a family has attempted to swap their BINGO and is not successful, the next option is to ask for a Buy-Out. Details on this are included in the BINGO Handbook.

5.5. Refusal to Comply

5.5.1.1. If a family decides at the beginning of the year to refuse to meet their commitment as described above, they shall be penalized according to the No-Show rule. This in itself demonstrates the high reliance the team has on this revenue source.

5.6. Reminders

5.6.1.1. To ensure families are aware of their commitments, on the first of the month a recap of the current month's schedule will be sent to all families. In addition the families scheduled to attend a BINGO will be called one or two days before the BINGO.

5.7. Mitigating Factors

5.7.1.1. To ensure fairness in all occasions, a family may petition the Executive for consideration of the factors behind the Buy-Out, Late Buy-Out or No-Show to alleviate the penalty charges.

5.8. Off-Season

5.8.1.1. There is no off-season for BINGO - attendance is mandatory for a twelve-month period - September to August!

Annex A

Belleville Youth Swim Team - Swimmer's Code of Conduct

This document outlines the guidelines for behaviour that all swimmers on the Belleville Youth Swim Team must follow. Each swimmer and their parent/guardian must sign this contract at the beginning of each swim season. Failure to comply with the code of conduct guidelines may result in disciplinary action by the head coach and/or club executive. The goal of the code of conduct is provide a positive atmosphere for all members and coaches on the team.

1. I will display good sportsmanship and show respect and consideration for my fellow team members. I will support, assist and encourage my teammates and help foster team spirit.
2. I will show respect and courtesy to the coaching staff and all adult members of the organization. I will correct my attitude and behaviour if advised that they are inappropriate. I understand that misbehaviour will be reported to my parents.
3. I understand that the coaching staff is responsible for taking disciplinary action. I understand that, depending on the behaviour involved, the coaching staff has the option of removing me from a practice or meet or suspending my swimming privileges for an extended period of time.
4. I understand that it is a club requirement to wear a team uniform at all swim meets. This includes a team swimsuit and team swim cap. An exception to the regular swim suit will be made for the new high-tech swimsuits provided they are the same colour as the standard team suit.
5. I understand that I will not interfere with the workouts of others and will not leave the pool or pool deck without the permission of the coach. I will inform the coach immediately if I feel ill.
6. I will attend all practices to the best of my ability and will ensure that I am properly rested and following good nutritional practices in order to ensure my ability to improve.
7. I will respect my body. I understand that use of drugs, alcohol, and cigarettes is unacceptable and will refrain from using them.

Swimmer

Date

Parent/Guardian

Date

Swimmer Name (Printed)

Annex B

Belleville Youth Swim Team – Parent Code of Conduct

This document outlines the guidelines for behaviour that all parents of swimmers on the Belleville Youth Swim Team must follow. This contract must be signed by each parent/guardian at the beginning of the swim season. Failure to comply with the code of conduct guidelines may result in disciplinary action by the club executive. The goal of the code of conduct is provide a positive atmosphere for all members and coaches on the team.

As a parent of a swimmer on the Belleville Youth Swim Team

1. I will remember that my child swims for his/her enjoyment and not mine.
2. I will teach my child that doing one’s best is as important as winning so that my child recognizes that personal bests should be the primary goal.
3. I will remember that children learn by example. I will demonstrate good sportsmanship towards other swimmers and parents.
4. I will not force my child to participate in the sport of swimming.
5. I will not question the judgment or integrity of the coach or officials in a public forum (this includes mass email). Concerns should be directed to the club executive only.
6. I will show respect for the volunteers who give their time to ensure a positive environment for my child to swim in.

Safety Policies

1. I will remain in designated viewing areas during practices and meets and ensure that siblings of the swimmers do the same.
2. I will ensure that my child has adequate supervision at swim meets and that his/her arrival and departure from practices is timely and adequately supervised.

Parent/Guardian (on behalf of the family)

Date

Swimmer Name (Printed)

Annex C

CODE OF ETHICS AND CONDUCT FOR MEMBERS OF OSCA

1. AS A COLLECTIVE BODY

- 1.1 The body of individuals being Ontario swimming coaches or its elected representatives shall:
- a) define modes of behaviour, conduct and ethical standards for its individual members;
 - b) enact decisions concerning the behaviour of individual members;
 - c) determine disciplinary actions, where necessary, for breaches of the Code or other actions which bring the membership into possible disrepute; and
 - d) uphold respect for both the CSCTA and OSCA Code of Ethics.

2. COACHING INTENT

- 2.1 The conduct of an Ontario swimming coach:
- a) must consider that the welfare of and provision of services for athletes is paramount;
 - b) should promote swimming in the most constructive and positive manner possible;
 - c) must respect the rights, dignity, and worth of every human being, regardless of sex, ethnic origin, religion, or political persuasion;
 - d) must ensure that athletes are discouraged from the use of measures that violate the rules of their sport;
 - e) should respect the confidentiality of the coach/athlete bond;
 - f) must provide a safe environment for the athletes as far as humanly possible;
 - g) must be in accordance with both the CSCTA and OSCA Code of Ethics.

3. PROFESSIONAL CONDUCT

- 3.1 An Ontario swimming coach must conduct his/her bearing and affairs according to the following guidelines;
- a) dress must be neat and inoffensive; and
 - b) language must be inoffensive, taking into account the audience being addressed.
 - c) a coach must avoid presenting himself or herself before any athlete when he or she is impaired by any self-induced disability, such as the use of intoxicants or drugs.
 - d) a coach must avoid any self-induced disability, such as the use of intoxicants or drugs, which interferes with or prejudices the coach's ability to provide his or her services to the athlete. A criminal conviction for possession, use or sale of any illegal substance, such as recreational drugs, will be considered unsatisfactory professional conduct, and will result in disciplinary action.
- 3.2 With regard to certain personal interactions that commonly surround a swimming environment, an Ontario swimming coach:
- a) should recognize the role and importance of parents being involved in decisions of importance surrounding their dependents who have not attained the legal age;
 - b) should respect the responsibilities and preferences of other coaches and interact in a professional manner;
 - c) must set and monitor appropriate boundaries between a working relationship and friendship with the athletes, and maintain standards of propriety at all times;
 - d) should respect all other teams, and athletes from other teams; and in dealings with them not encroach upon topics or actions which are deemed to be within the realm of coaching, unless first receiving approval from the coach who is responsible for the team or athlete(s) involved; and
 - e) should react to requests by athletes or parents that relate to the joining of another club in an objective manner, with the athlete's welfare always being the primary concern.

- f) this will include contact with the head coach of the club that a swimmer may be leaving. This will be done within 3 days of first contact from a swimmer or parent.
 - 3.3 An Ontario swimming coach must refrain from public criticism of a fellow coach.
 - 3.4 All OSCA members must abide by the policies and procedures of the Harassment Policy of Swimming/Natation Canada. This is available at www.swimming.ca/swimming/
- 4. ENFORCEMENT
 - 4.1 In matters that constitute a possible breach of the Code, the body of individuals being Ontario swimming coaches, or its elected representatives, shall:
 - a) uphold the CSCTA CODE OF PROFESSIONAL CONDUCT available at www.casca.org;
 - b) designate the CSCTA CODE OF PROFESSIONAL CONDUCT to supersede the OSCA Code if appropriate; in cases whereby the CSCTA is taking action; and
 - c) have the power to enact enforcement policies and appeal procedures, even if CSCTA takes no action; or if the CSCTA action is deemed inappropriate or inadequate.
 - 4.2 Misconduct may be grounds for disciplinary action. In the event the Ethics Committee determines that there has been a violation, any one or combination of penalties may be imposed:
 - a) A letter of reminder of this Code and expected ethical conduct to the Member.
 - b) A letter of reprimand to the Member.
 - c) A letter of reprimand to the Member, with copies to the employer of the Member, as applicable.
 - d) A letter as above, with additional copies to Swim Ontario, Swimming/Natation Canada, or other bodies that govern swimming or coaching (as applicable).
 - e) Permanent letter in the file of the Member, to become a part of that Member's permanent certification record, to be distributed with information on the Member's certification status.
 - f) Temporary suspension of OSCA membership for a defined period of time.
 - g) Indefinite suspension of OSCA membership, to be reviewed at a future time.
 - h) Revocation or suspension of OSCA membership. It is understood that the above are representative penalties only, and may be modified by the Ethics Committee to appropriately fit the circumstances of the violation, and that they are presented in order of severity.
 - 4.3 The Ethics Committee of the Ontario swimming coaches shall be a sub-committee of the Board of Directors of the Ontario swimming coaches, and shall consist of the Vice-Chairperson, the Regional Coaches' Representative for the Region in which the defendant coach is located, one designated Director-at-Large, and the Swim Ontario Technical Director, and a Swim Ontario Board member. In case of a conflict of interest involving one of these members, the Chairperson of the Ontario swimming coaches shall appoint an alternate member to the committee. The Ethics Committee shall be charged with bringing a report to the Chairperson, and shall have the following disciplinary powers:
 - a) to conduct an investigation into any complaints or charges brought to their attention;
 - b) to render an appropriate verdict; and
 - c) to enforce any disciplinary action deemed appropriate as listed above.
 - 4.4 Procedure for complaints or charges shall be:
 - a) for a plaintiff to direct said complaints or charges, in writing, to any member of the OSCA Board of Directors, within sixty days of the occurrence of the grounds for complaint;
 - b) for the plaintiff to post a \$100.00 bond with the complaint or charge, to be returned only if the verdict of the Ethics Committee is in agreement with the plaintiff;

- c) for the Chairperson or Vice-Chairperson of OSCA to inform any member who is the subject of a complaint, of the nature of the complaint, and of the complainant's identity; and
 - d) for the Ethics Committee of OSCA to render a verdict in as timely a fashion as possible, and to inform the plaintiff and defendant of this verdict.
- 4.5 In the event where a complaint of harassment is filed against a member of OSCA, the Ethics Committee Chairperson shall notify the Harassment Officer of Swim Ontario, and the investigation shall proceed based on the policies and procedures outlined in the Harassment Policy of Swimming Natation Canada, as followed by Swim Ontario. The Swim Ontario Harassment Officer and the Ethics Committee Chairperson of OSCA shall comprise two thirds of any tribunal struck to investigate the harassment claim, to be joined by a 3rd member, mutually agreed upon by the parties involved. The Ethics Committee Chairperson of OSCA shall be the representative of the Ethics Committee on the tribunal, the decision-making authority of which shall supersede that of the Ethics Committee.
- 4.6 Procedure for appeal of the verdict of the Ethics Committee is restricted to a maximum of one appeal each for plaintiff and defendant, if valid grounds can be shown for an appeal, and shall be:
- a) for the appealing party to direct an appeal, in writing, to the Chairperson or Vice-chairperson of the Ontario swimming coaches within thirty days of the decision that is being appealed; and
 - b) for an ad hoc committee, as designated by the Chairperson of the OSCA, and made up of different members than the Ethics Committee, to study the appeal and render a verdict in as timely a fashion as possible.
- 4.7 Disciplinary procedures shall be as listed above.
- a) a reprimand shall be considered the start of probation.
 - b) a reprimand shall stay on file with OSCA for a period of 5 years.
 - c) a violation which occurs while a reprimand is current shall be grounds for suspension.
 - d) a suspension shall remain on file with OSCA permanently, i.e., an individual who serves a suspension remains on permanent probation.
- 4.8 A majority vote of the Ethics Committee of OSCA shall carry any disciplinary proposal, except in the case of termination of membership, which shall require unanimous approval of the Ethics Committee.
- 4.9 A majority vote of the harassment tribunal shall carry any disciplinary proposal in a harassment complaint, except in the case of termination of membership, which shall require the unanimous vote of the tribunal. Any disciplinary action taken against an OSCA member shall be reported to the OSCA Board of Directors.

Annex D**Officials' Code of Conduct**

1. Have a POSITIVE ATTITUDE when going to work at a meet.
2. BE AT THE POOL AND READY TO WORK at least 45 minutes before the session is to begin, particularly if you are doing strokes and turns. The Referee, at this time, will be giving instructions as to any rule changes or interpretations and procedures for the session.
3. REPORT PROMPTLY to the officials' area and sign in. This lets the Referee know that you have arrived. STAY IN THAT AREA. It is frustrating to have a list of people checked off and to find that they have disappeared when the briefing or meet is ready to begin.
4. ACCEPT AN ASSIGNMENT TO OFFICIATE AT A MEET ONLY IF YOU INTEND TO HONOUR THAT COMMITMENT. If, for any reason, you are unable to attend, courtesy demands that you let the person in charge of officials know as soon as possible. NEVER simply be a "no show". The swimmers suffer from your negligence.
5. ACCEPT THE ASSIGNMENT you have been given at the meet. The Meet Manager or Referee has placed you there for a reason. Also, keep in mind that it never hurts for a senior or master official to time a session, or to be the clerk of course, etc. You would be surprised at how "rusty" you have become in the interim! If you find yourself doing the same job for several sessions, a word to the Referee can usually alter the situation.
6. When you arrive at your assigned station for the session, DON'T LEAVE YOUR POST. Timers have been known to change lanes to time their own children and others have left their jobs to watch their sons/daughters compete. BE IN THE RIGHT POSITION to do your job properly.
7. In many cases, you will be officiating at a meet where your son/daughter is competing. It is a great temptation to leave the pool deck when your swimmer is done. Speak to the Referee, preferably BEFORE the session commences to ARRANGE FOR A REPLACEMENT. If you leave the deck in the middle of a session without someone to replace you, you are being unfair to both the swimmers who have not yet competed and your fellow officials who are left to carry the load.
8. KNOW THE RULES THOROUGHLY as they apply to your assigned position. It is NOT a waste of time to glance over the pertinent sections in the rulebook prior to the session.
9. Officials and officiating should be as UNOBTRUSIVE and INCONSPICUOUS as possible. Do NOT be overly "official" in your authority, particularly as it applies to stroke and turn judging and refereeing. Keep in mind that swim meets are held for swimmers: you, as an official, are there to assist them by providing adequate technical supervision for the meet.
10. BE IMPARTIAL. Be careful not to use your position to the advantage or detriment of any swimmer or team. Remember: Officials do NOT COACH NOR CHEER while working.
11. Keep in mind that the DRESS CODE is WHITES, preferably long pants for men and dress slacks or skirts for women.
12. Remember that, at any session, the REFEREE'S DECISION IS FINAL. Do not take offence if your decision is overturned.
13. Do not lecture a coach or debate disqualifications with a swimmer while working the deck.
14. REMAIN COOL AND PROFESSIONAL AT ALL TIMES. REFER ANY QUESTIONS OR PROBLEMS THAT COME YOUR WAY TO THE REFEREE.

Annex E – Swimming: The Sport**1. The Skills:****1.1 The four competitive strokes are**

- a) freestyle
- b) backstroke
- c) breaststroke, and
- d) butterfly.

2. The Competition:

2.1 Participants compete in different age groups and meets, depending on their achievement level and how old they are — usually on the first day of the meet. Provincially recognized age groups are 11& under, 12-13, 14-15, 16-17, and Senior. Local meets may also offer 10 & under events.

2.2 Freestyle Events

- a) In the freestyle, the competitor may swim any stroke he or she wishes. The usual stroke used is the front crawl. This stroke is characterized by an alternating over-hand motion of the arms and an alternating up-and-down flutter kick. The freestyle is swum over 50, 100, 200, 400, 800 and 1500 metre distances.

2.3 Backstroke Events

- a) In the backstroke, the swimmer must stay on his or her back at all times. The stroke is an alternating motion of the arms with a flutter kick. At each turn a swimmer must touch the wall with some part of the body.
- b) Swimmers must surface within 15 metres after the start and each turn. Backstroke race distances are 50, 100 and 200 metres.

2.4 Breaststroke Events

- a) Perhaps one of the most difficult strokes to master, the breaststroke requires simultaneous movements of the arms on the same horizontal plane. The hands are pushed forward from the breast on or under the surface of the water and brought backward in a heart-shaped pattern in the propulsive stage of the stroke simultaneously. The kick is a simultaneous, somewhat circular, motion, similar to the leg action of a frog's. No flutter, scissor, or dolphin kick is permitted.
- b) At each turn a swimmer must touch with both hands at the same time. Breaststroke races are distances of 50, 100 and 200 metres.

2.5 Butterfly Events

- a) The most physically demanding stroke but the most beautiful of all four strokes, the butterfly features the simultaneous overhead

stroke of the arms combined with an undulating dolphin kick. The dolphin kick features both legs moving up and down together. No flutter kicking is allowed. The butterfly was born in the early 1950s due to a loophole in the breaststroke rules and became an Olympic event in Melbourne, Australia in 1965. Butterfly races are swum in 50, 100 and 200 metre distances.

2.6 Individual Medley

- a) The individual medley, commonly referred to as the I.M., features all four competitive strokes. In the I.M., a swimmer begins with the butterfly, changes to the backstroke after one-fourth of the race, then the breaststroke for another quarter and finally finishes with the freestyle. The I.M. is swum in 100, 200 and 400 metre distances.

2.7 Medley Relay

- a) In the medley relay all four strokes are swum by four different swimmers. No swimmer may swim more than one leg of the relay, which is swum in backstroke, breaststroke, butterfly and freestyle order. The medley relay is 200 or 400 metres -or four by 50 or 100 metres.

2.8 Freestyle Relay

- a) The freestyle relay events consist of four athletes, each swimming one-quarter of the total distance of the event.

2.9 Starts and Turns

- a) Many races are won or lost by a swimmer's performance on the start or turn. On the start, the swimmer is called to the starting position by the starter, who visually checks that all swimmers are motionless. When all athletes are set, the gun or starting horn is sounded to start the race. If the starter feels that one of the swimmers has moved, left early, or received an unfair advantage, the race continues and the offending swimmer is disqualified upon finishing.
- b) Quick turns are essential to a good race. In all events the swimmer must touch the wall, but in the freestyle and backstroke the swimmer may somersault as he or she reaches the wall, touching only with the feet. In the other two competitive strokes, the swimmer must touch the wall with both hands before executing the turn.

3. The Strategies

- 3.1 The sprint races (50 and 100 metres) are an all-out burst of speed from start to finish. The slightest mistake can cost precious hundredths of seconds -and the race.

- 3.2 The 200 metre events require the swimmer to have a sense of pace as well as the ability to swim in a controlled speed.
 - 3.3 The 400, 800 and 1500 metre freestyle require the swimmer to constantly be aware of where they are in the water and how tired they are becoming. Swimming the first portion of the race at too fast of a pace can sap a swimmers strength and cause a poor finish. Swimming the first portion of the race too slowly can separate the swimmer from the pack and make catching up impossible.
 - 3.4 There are two ways to swim a distance race. Swimmers may elect to swim the race evenly (holding the same pace throughout the race) or they may negative split the race. A negative split occurs when the swimmer covers the second half of a race faster than the first half.
4. The Racing Course
 - 4.1 Competition pools may be short-course (25m) or long-course (50m). The international standard is 50 metres. World, national, as well as provincial records are accomplished in metre pools (SC and LC). Although some Canadian and many US pools have been constructed in the imperial measuring system (yards), meets and records in Canada are only sanctioned and recognized in short-course or long-course METRE pools. Converted yard times are inaccurate and not allowed in Canada. The water temperature must be kept at 26 degrees Celsius.
5. The Rules
 - 5.1 The technical rules of swimming are designed to provide fair and equitable conditions of competition and to promote uniformity in the sport. Each swimming stroke has specific rules designed to ensure that no swimmer gains an unfair competitive advantage over another swimmer. The technical rules for each stroke may be found in the Swimming/Natation Canada Rule Book.
 - 5.2 Trained officials observe the swimmers during each event to ensure compliance with these technical rules. If a swimmer commits an infraction of the rules, the result is a disqualification from that event, with no official time for the race, and no opportunity to receive an award/score for the team.
 - 5.3 Disqualifications may also result from actions such as not getting to the starting blocks on time, false starting, walking on or pushing off the bottom of the pool, pulling on the lane lines, or unsportsmanlike conduct.
 - 5.4 Some common rule violations per stroke:
 - a) Freestyle: walking on the bottom; pulling on the lane rope; not touching the wall on a turn; or not completing the prescribed distance.
 - b) Backstroke: turning past the vertical onto the stomach and gliding or kicking into the wall on the turn (the roll to the stomach must be a

part of a continuous turning action); pushing off the wall on the stomach after a turn; not remaining on the back throughout the race; turning on the stomach before the finish.

- c) Breaststroke: an illegal kick such as flutter, dolphin, or scissor kick; alternating movements of the arms; taking two arm strokes or two leg kicks while the head is under water; touching with only one hand at the turns or finish.
- d) Butterfly: alternating movements of the arms or legs; pushing the arms forward under instead of over the water surface; a breaststroke kick; touching with only one hand at the turns or finish.

6. The Officials

6.1 Officials are present at all competitions to implement the technical rules of swimming and to ensure that the competition is fair and equitable. Officials attend clinics, pass written tests, and work meets before being certified. All parents are encouraged to get involved with some form of officiating. If you are interested, contact your club's officials' chairperson.

- a) Timekeepers: operate timing devices (stopwatches or automatic timing equipment) and record the official time for each swimmer in their lane.
- b) Turn judges observe from each end of the pool and ensure that the turns and finishes comply with the rules applicable to each stroke.
- c) Stroke Judges: observe from both sides of the pool, walking abreast of the swimmers, to ensure that the rules relating to each stroke are being followed.
- d) Relay Take-off Judges: stand beside the starting blocks to observe the relay exchanges, ensuring that the feet of the departing swimmer have not lost contact with the block before the incoming swimmer touches the end of the pool.
- e) The Clerk of Course: arranges the swimmers into their proper heats and lanes.
- f) The Starter: assumes control of the swimmers from the Referee, directs them to take their mark, and sees that no swimmer is in motion prior to giving the start signal.
- g) The Referee: has overall authority and control of the competition, ensuring that all the rules are followed; assigns and instructs all official; and decides all questions relating to the conduct of the meet.

6.2 Violations of the rules are reported to the Referee, and the rules require that every reasonable effort be made to notify the swimmers or their coaches of the reasons for any disqualifications.

6.3 If your child is disqualified (DQ'd), in an event, be supportive rather than

critical. For newer swimmers, a disqualification should be treated as a learning experience, not as punishment. A disqualification alerts the swimmer and coach to what portions of the swimmer's stroke need to be corrected. It should be considered in the same light as an incorrect answer in schoolwork: it points out areas, which need further practice.

- 6.4 The disqualification is necessary to keep the competition fair and equitable for all other competitors. A supportive attitude on the part of the official, the coach, and the parent can also keep it a positive experience for the disqualified swimmer.
7. Swimming/Natation Canada
 - 7.1 Swimming Canada (SNC) is our national sport organization, and its mission statement reads as follows: "to provide opportunities for every individual in the sport of swimming to reach his or her maximum potential in fitness and excellence."
 - 7.2 SNC is governed by a volunteer Board of Directors and its professional staff carries out its policies. Swim Ontario is directly affiliated with Swimming Canada, and our athletes are also registered with this organization to allow them to compete in sanctioned swimming events not only on the local level, but also nationally and internationally.
8. The Equipment:
 - Practice suits: suits worn by swimmers during practice sessions. They are generally made of nylon, lycra, or other synthetic fabrics. These suits are usually loose fitting, and many older swimmers train wearing several suits for the purpose of creating drag.
 - Caps: latex swim caps used during a race and/or practice, to cut down resistance and to protect swimmers' hair from the effects of chemicals.
 - Competition suit: a team-racing suit may be required for competitions. This suit is usually 2 or 3 sizes smaller than the practice suit to reduce resistance when racing.
 - Fins: flippers worn on the feet, used for stroke technique and speed-assisted training.
 - Kickboard: a device usually made of plastic or Styrofoam, used to work the kick portion of a stroke.
 - Pull buoy: usually made of Styrofoam, this device is placed between the legs to isolate the use of the arms. The pull buoy is used to strengthen the arms and is sometimes used for stroke work.
 - Tracksuit: some type of warm-up or sweat suit should be worn at meets and to and from practices during cool weather.
 - Towel: a thick, large beach towel is usually preferred by swimmers. A minimum of two of these towels is recommended for meets.

Team uniform: a team uniform is generally made up of the following: suit, cap, T-shirt, sweat suit, parka. Each club has a uniform, which is usually a requirement and is unique to the team.

9. Guidelines for Parents

9.1 A Swimmer should have:

- a) The right of the opportunity to participate in sports, regardless of ability, gender, or ethnicity.
- b) The right to have qualified adult leadership.
- c) The right to participate in a safe and healthy environment.
- d) The right to play as a child as opposed to as an adult.
- e) The right to proper preparation for participation in the sport.
- f) The right to be treated with dignity by all involved.
- g) The right to equal opportunity in striving for success.
- h) The right to have fun through sport.

9.2 Your Role as a Swimming Parent

- a) Competitive swimming programs provide many benefits to young athletes. They develop self-discipline, good sportsmanship, and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit.
- b) As a swimmer's parent, your major responsibility is to provide a stable, loving, and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, and by coming to meets.
- c) Parents are not participants on their children's teams, but contribute to the success experienced by the youngsters and their teams. Parents serve as role models and their children often emulate their attitudes. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents, and teammates.
- d) Be enthusiastic and supportive!
- e) Remember that your children are swimmers. Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals.
- f) Do not overburden your children with winning or achieving best times. The most important part of children's swimming experience is that they learn about themselves, while enjoying the sport. This healthy environment encourages learning and having fun, which will

develop a positive self-image within each child.

9.3 Let the COACH coach!

- a) The coach is the only one qualified to judge a swimmer's performance and technique. Your role is to provide support. The best way to help children achieve their goals and reduce the natural fear of failure is through positive reinforcement. No one likes to make a mistake. If your child does make one, remember that this is a learning experience. Encourage all efforts, and point out the things done well. As long as the best effort was given, you should make the child feel like a winner.

9.4 Are YOU a pressure parent?

- a) The following survey has been taken from the Amateur Swimming Association of Great Britain. If you answer "yes" to one or more of these questions, you may be in danger of pressuring your child. It is important to remember that the parent's role is critical, and should be supportive at all times to ensure that positive experience for your child.

- Do you want your child to win more than he does?
- Do you openly show your disappointment if she has a poor result?
- Do you feel that you have to "psych" him up right before a competition?
- Do you feel that your child can only enjoy the sport if she wins?
- Do you regularly conduct "post mortems" immediately following a competition or training session?
- Do you feel that you have to force your child to go to training?
- Do you find yourself wanting to interfere during training or competitions, thinking that you could do better?
- Do you find yourself disliking your child's opponents?
- Are your child's goals more important to you than they are to him?
- Do you provide material rewards (e.g., money, toys) for good performances?

9.5 10 Recommendations for Swimming Parents

- a) Do not impose your ambition on your child.
- b) Be supportive no matter what.
- c) Do not coach your child.
- d) Only have positive things to say at a swimming meet.

- e) Acknowledge your child's fears.
 - f) Do not criticize the officials.
 - g) Respect your child's coach.
 - h) Be loyal and supportive of the team.
 - i) Your child shall have goals besides winning.
 - j) Do not expect your child to become an Olympian.
- 9.6 Some children become so involved in athletics that they neglect studies, families, and social responsibilities. Both you and your child need to remember that swimming is only part of life.
- 9.7 Sometimes children overemphasize sport because their parents do. Ask yourself if you're giving unbalanced attention to your child's "swimming career." If so, slack off and show interest in other areas of your child's life. Otherwise you risk giving your child the impression that swimming is the most important thing in life.
10. Glossary of Swimming Terms

Age Group Swimming: This is the program through which SNC provides fair and open competition for its younger members. It is designed to encourage maximum participation, provide an educational experience, enhance physical and mental conditioning, and develop a rich base of swimming talent. Nationally recognized age groups are 11-12, 13-14, 15-17, and Senior. Local meets may also include events for 10 & under swimmers.

Block: The starting platform

Bulkhead: A wall constructed to divide a pool into different courses, such as a 50m pool into two 25m pools.

Circle Swimming: Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

Coach: A person who trains and teaches athletes in the sport of swimming.

Cut: Slang for qualifying time. A time standard necessary to attend a particular meet or event.

Distance Event: Term used to refer to events over 400 metres.

DQ (Disqualified): This occurs when a swimmer has committed an infraction of some kind (e.g. one-handed touch in breaststroke). A disqualified swimmer is not eligible to receive an award, nor will there be an official time in that event.

Drill: An exercise involving a part of a stroke, used to improve technique.

Dry-land Training: Training done out of the water that aids and enhances swimming performance; usually includes stretching, callisthenics, and/or weight training.

Entry Form: Form used by the coach to enter swimmers in a competition.

False Start: Occurs when a swimmer is moving at the start prior to the signal.

Final: The championship heat of an event in which the top six or eight swimmers from the preliminaries compete for awards, depending on the number of lanes in the pool.

Finish: The final phase of the race — the touch at the end of the race.

Flags: Backstroke flags placed 5 metres from the end of the pool. They enable backstrokers to execute a backstroke turn more efficiently through being able to count the number of strokes into each wall.

Goal: A specific time achievement a swimmer sets and strives for; can be short- or long-term.

IM (Slang for individual medley): An event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

Lap Counter: A set of plastic display numbers used to keep track of laps during a distance race. The person who counts for the swimmer is stationed at the opposite end from the start.

Long Course or LC: a 50-metre-long pool.

Long Distance: Any freestyle event over 1500 metres, normally conducted in a natural body of water, such as a lake, river, or ocean.

Meet: Competition designed to be a measure of progress and a learning experience. By implementing what has been learned in practice, the swimmers test themselves against the clock to see how they are progressing.

Middle Distance: Term used to refer to events of 200 to 400 metres in length.

Negative Split: Swimming the second half of the race faster than the first half.

Official: A judge on the deck of the pool at a sanctioned competition who enforces SNC rules.

Official Time: A time achieved in a race during a duly sanctioned competition.

Pace: The often-predetermined speed with which a swimmer completes each segment of a race (e.g., 25 m, 50 m).

Pace Clock: Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice (may also be digital).

Prelim: Slang for preliminaries, also called heats — those races in which swimmers qualify for the championship and consolation finals in an event.

Q-Time (Short for Qualifying Time): Qualifying time necessary to compete in a particular event and/or competition.

Relay: An event in which four swimmers compete together as a team

Safety Procedure: Safety procedures are designed to prevent accidents, and

must be followed to the letter.

Sanctioned Meet: All competitions in which records may be set and official times may be obtained must be sanctioned (approved officially) by a Swim Ontario Sanctioning Officer.

Scratch: To withdraw from an event in a competition.

Short Course or SC: A 25-metre-long pool in which most competitions during the winter are held.

Split: A swimmer's intermediate time in a race. Splits are registered every 50 m and are used to determine if a swimmer is on a planned pace. Under certain conditions, initial splits may also be used as official times.

Sprint: Describes the shorter events (50 and 100 m); in training, to swim as fast as possible for a short distance.

Streamline: The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight and straight as it can be.

Taper: The final preparation phase. As part of this phase, and prior to major competitions, older and more experienced swimmers will shave their entire body to reduce resistance and heighten sensation in the water.

Time Card: The card issued to each swimmer prior to each race, on which splits and the final time are recorded.

Time Trial: A practice race, which is not part of regular competitions. Time trials may be sanctioned and used to qualify for specific meets.

Touch Pad: A large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

Warm-down: Low-intensity swimming used by swimmer after a race or main practice set to rid the body of excess lactic acid, and to gradually reduce heart rate and respiration.

Warm-up: Low-intensity swimming used by swimmers prior to a main practice set or a race to get muscles loose and warm, and to gradually increase heart rate and respiration.

Watches: Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.

Annex F - Up the Ladder (Officials' Qualifications)

This is a spare page as the Annex is a stand-alone pdf document.

Up the Ladder - OSOA

The People Involved

Swimming officials at all levels in Canada are entirely volunteers and are dedicated to the development of the sport of competitive swimming.

The Level I Candidate:

Parents of new swimmers, students, local service club members, master swimmers, any interested parties, and some of the swimmers themselves may become officials.

The Level II and III Candidate:

Those who are interested in moving up the ladder, and increasing their value as an official to their club, as the clubs conduct meets.

The Level IV (Senior) Candidate:

Level IV involves those officials who have worked actively at Level III for at least 1 year and have given every indication of continued participation. As a successful candidate they will become eligible to be the Session Referee for any swim meet planned by their club or Region.

The Level V (Master) Candidate:

Level V officials, who have obtained considerable experience at all levels of meets including national calibre meets and have demonstrated a dedication to continuing active officiating, are eligible for elevation.

The Club Officials' Chairperson (COC)

The OSOA recommends that each club appoint an officials' chairperson. This person should play a major role in both developing and advancing officials within the club. He or she should organize clinics for club parents and other interested parties, and keep records.

The COC has the responsibility to communicate, to the club officials, the availability of regional, provincial, and national clinics and seminars as well as relevant publications concerning rules. The COC also has the responsibility of submitting a copy of the Clinic Certification Form (or facsimile) to the Regional Officials Representative (ROR) as completed, and of notifying the ROR of any officials who have met the requirements for Level II or Level III status (note that Level III status must be confirmed and signed off by the ROR before the Level III pin is presented).

We expect our ever-improving swimmers to perform to their maximum potential. We, in turn, have an obligation to provide them with an adequate number of trained officials so that swim meets can be run efficiently and professionally.

The Regional Officials' Representative (ROR)

Each of the six regions of Ontario has two officials' representatives who are elected by regional Level III, IV and V officials at annual regional meetings. Their responsibilities are shared and include the following:

- monitor clinics within the region;
- co-ordinate evaluations;
- set up senior seminars;
- provide leadership within the regions for presentation of clinics, officiating and on the pool deck;
- maintain regional Official's records;
- evaluate candidates for Senior and Master official status;
- present Level III, IV and V pins to successful candidates;
- motivate, encourage, and recommend candidates to the position of Senior/Master official status;
- attend OSOA meetings, representing their regions;
- promote excellence and consistency in officiating within their regions;
- work with COC's to ensure that club meets are adequately staffed in accordance with *CSW 1.2.1*;
- assist all clubs to conform to the required Club Development Plan in order to host meets;
- have an awareness of the resources available in the region and encourage clubs to appoint COC's and assist them in developing officials;
- make recommendations to the Region's Sanction Officer regarding Sanctions.

It is recommended that the ROR be a member of the region's Board of Directors.

The Ontario Swimming Officials' Association (OSOA)

The following reflect the operations of OSOA:

Terms of Reference

1. This Association is established under the authority of the by-laws of Swim Ontario.
2. There shall be two members from each region plus a representative from Master Swimming.
3. The Association will elect a President, a Vice-President, a Secretary and a Treasurer to serve a term of two years. In the event of a vacancy, an Interim Chairperson will be elected for the remainder of the term. Signing officers will be appointed at this time. Elections are to take place at the OSOA AGM. The President determines its sub-committee structure each term.
 - A quorum at all meetings shall be 50% plus one of the members.
 - The President shall vote only in the case of a tie.
4. The President or delegate shall be the representative from this Association to the Ontario Board of Directors and the National Officials Committee (NOC).
5. The Association will meet at the call of the President but not fewer than three times a year. Meetings at the discretion of the Board may be by teleconference.
6. The purpose of this Association is to promote excellence and consistency in officiating within the Province of Ontario.
7. The Association will be responsible for the evaluation of all applicants for Senior and Master official status (Master status must be ratified/approved by the OSOA Board, then by the NOC Chair).
8. The association will investigate all matters referred to it by the Board of Directors or by the regions and make recommendations to the Board or regions as required.
9. The association will provide leadership for clinics and seminars.
10. The Association has the responsibility for developing and maintenance of educational material. (Powerpoint clinic presentations and corresponding questionnaires).
11. Should there be a conflict between these terms of reference and the By-Laws of the Swim Ontario Board of Directors, the By-Laws of the Board of Swim Ontario will take precedence.
12. Members of the Committee shall be responsible for monitoring and evaluating clinics, seminars and meets.
13. This association will provide the leadership for rule interpretation in conjunction with the National Officials Committee (NOC) and FINA, and may make recommendations on rule changes to the NOC.
14. These terms of reference may be amended by a simple majority of the association.

Requirements for Position on the Board of the Ontario Swimming Officials Association

1. Regional Representatives should be Master Officials; where an interested Master official is not available, a Senior official may serve; in this instance, the Senior official may not be an evaluator.
2. Members must attend the OSOA meetings according to the terms of reference for the OSOA and abide by those terms of reference.

Rationale:

Because the above terms require experience and knowledge, it is mandatory that all OSOA members be able to meet these requirements. All regions have Master Officials; consequently, no region should be represented by less than a Master Official.

N.B. Due to the infrequency of meetings and the workload involved, as well as the importance of regional representation, regional "reps" who are unable to attend an OSOA meeting are encouraged to send a substitute.

The Certification Process

The following summarizes the requirements for completing each official's level:

LEVEL I: RED

Trains you to be a Timer, Marshal and a Safety Marshal. You must be at least 14 years of age in order to:

- Participate in a SNC/OSOA approved clinic (Timekeeper/Marshal/Safety Marshal);
- Answer the appropriate questionnaire.

You will receive your Red pin and an Official's Record Card (Deck Evaluation Card). You need to:

- Obtain two separate deck evaluations for sessions worked as a Timer;
- Keep this card to record other clinics and deck certifications as you progress as an official;
- Gain experience on deck outside of your own pool;
- The candidate's club is responsible for purchase of Red Pin and card. The Club Officials Chair awards the Red Pin and card.

Note: It is required that officials demonstrate competence in a position before requesting a signature for on deck certification of that position. Officials must notify the Referee of a request for evaluation prior to the start of a session. Officials are allowed only one sign-off per position per meet. Sign-offs in different positions are permitted in the same meet.

LEVEL II: WHITE

You must be:

- 16 years of age;
- Certified at Level I.

Then:

- Attend clinics & answer questionnaires in strokes and turns & one other of the Level II/III positions listed; **and**
- Have two (2) on-deck certifications for each of those two positions.

Note: HEAD LANE TIMEKEEPER is included with STROKES AND TURNS; both count as one position.

When complete:

- Submit documentation to your Club Officials Chair.
- The candidate's club is responsible for the purchase of White Pin. The Club Officials Chair awards the White Pin.

LEVEL III: ORANGE

Any official acting as a Referee during a session must have a minimum of Level III certification.

You must be:

- Certified at Level II.

Then:

- Attend **all** clinics and complete questionnaires for **all** of the positions listed under Level II;

Level II Clinics available

- Judge of Stroke/Inspector of Turns/Head Lane Timekeeper
- Clerk of Course
- Chief Timekeeper
- Chief Finish Judge¹
- Chief Judge Electronics¹
- Meet Manager²
- Recorder/Scorer³
- Starter

¹Positions combined; separate signoffs not required, but one must be CFJ; recommended that one signoff be obtained in each position, as basic knowledge of electronics is an asset when moving up the ladder.

²Recommended to manage 1-2 meets with the assistance of an experienced official before performing Meet Manager on your own, and requesting first signoff (2 signoffs required)

³Deck signoff not required, but clinic must be taken.

- Certify in three (3) **additional** positions listed under Level II by obtaining two (2) successful deck evaluations in each position;
- Conduct one (1) clinic under the direction of a Level V official, or at the regional clinics;
- Attend the Referee clinic and answer the questionnaire.

When complete:

- Submit documentation (including log of all meets worked) to and request meeting with your Regional Officials' Representative (usually via your Club Officials Chair).
- The Regional Officials' Representative is responsible for confirming all Level 3 requirements have been met and awarding the Orange Pin. The candidate's region provides Orange Pin.

Note: The awarding of Level III to any official requires that the information of the clinics taken and the deck evaluations on the Officials Card be accepted by both of the RORs before Level III becomes official and the Level III pin and name tag are presented to the official.

NB: It is required that an official moving up the ladder keep a log of all meets and positions worked over the years. Candidates for Level III and above must develop a broad base of experience by officiating at a wide variety of meets at several different pool venues, including double-ended meets.

LEVEL IV: GREEN

A Level IV Official can be the Meet Referee for any Sanctioned Meet in Ontario. To become a Level IV Official you need to be successfully evaluated as a Referee.

At the time of evaluation you must have:

- Served one (1) year as a qualified Level III official, having worked a minimum of five (5) meet sessions as a referee;
- During the period spent as a Level III official, have completed three (3) favourable PTRs in the position of Referee at three different meets, by three (3) different Master Officials;
- Fully completed certification at all Level II / III positions;
- Completed a Referee's clinic within the previous 2 years;
- Conducted at least two (2) clinics at level II within the previous year under the direction of a Level V official, or at regional clinics;
- Attended a Regional Seminar / Clinic.

In preparation:

- Enlist the guidance of your Regional Officials Representative, and arrange to be reviewed as a referee, obtaining PTRs (a complete understanding of the PTR and its role in attaining Level IV is essential: see text box at right).
- Notify the Regional Officials Representative of your desire for evaluation at Senior level, presenting the 3 required, completed PTRs in the position of Referee.

Note: Regional Officials Representative must discuss with the candidate his/her readiness for evaluation; however, the final decision to be evaluated lies with the candidate. Arrangements for evaluation must be made through the Regional Officials

The Personal Training Record (PTR)

The PTR remains an integral part of the evaluation process for all Levels as a record of observation.

It is not an evaluation form.

It may be used, as specified, as often as the official wishes, in order to keep a record of his/her improvement in the position of Referee. It is also used in preparation for evaluation. An explanation of its use as such is included with the description of the requirements for Levels IV and V.

The PTR form can be obtained by following this link:

http://www.swimontario.com/external/uploads/forms/Personal_Training_Record.pdf

Note: The responsibility to obtain completed PTR's lies with the candidate. These must be presented to the Regional Officials Representative with a copy of signed-off certification card before an evaluation can take place.

Representative. **All candidates should note that a successful evaluation is not guaranteed. Success will depend on the candidate being able to demonstrate to the evaluators the knowledge and skills necessary to be an effective referee.**

Evaluation at a pre-arranged meet includes:

- Completion by the candidate of first two sections of the Senior Official [Evaluation Form](#) (web address below; candidate prints and takes to evaluation);
- Evaluation by two Master Officials designated by OSOA, while working two sessions as Referee;
- Attendance at a debriefing with the evaluators;
- Submission of completed/signed Evaluation Form to the Regional Officials Representative, for OSOA approval;
- The Regional Officials' Representative is responsible for awarding the Green Pin. OSOA provides the Green Pin.

Web address for form:

[http://www.swimontario.com/external/uploads/forms/Level_4_\(Senior\)_official_certification_form.doc](http://www.swimontario.com/external/uploads/forms/Level_4_(Senior)_official_certification_form.doc)

Following successful evaluation Level IV, the candidate's name may be placed on the list for future evaluation as Level V, ensuring appropriate practice sessions are provided at away from home meets.

LEVEL V: BLUE

This is the highest level within Canadian pin system. To become a Level V Official you need to be successfully evaluated as a Referee *or* Referee and Starter.

At the time of evaluation you must have:

- Served a minimum of one (1) year as a Senior official at SNC approved meets, officiating at a minimum of five (5) meets approved by the Regional Officials Representative, working three of the following positions: Referee, Starter, Chief Finish Judge or Chief Judge Electronics, Clerk of Course, Meet Manager;
- During the period spent as a Level IV official, have completed three (3) favourable PTRs in the position of Referee at three different meets, by three (3) different Master Officials; one of the meets must be out of region.
- Completed a Referee's clinic within the previous 2 years;
- Conducted at least two (2) clinics at level II;
- Worked a minimum of two sessions at a National level meet.

In preparation:

- Enlist the guidance of your Regional Officials Representative, and arrange to be reviewed as a referee, obtaining PTRs (a complete understanding of the PTR and its role in attaining Level V is essential: see text box at right).
- Notify the Regional Officials Representative of your desire for evaluation at Master level, presenting the 3 required, completed PTRs in the position of Referee.

Note: Regional Officials Representative must discuss with the candidate his/her readiness for evaluation; however, the final decision to be evaluated lies with the candidate. Arrangements for evaluation must be made through the Regional Officials Representative. **All candidates should note that a successful evaluation is not guaranteed. Success will**

The Personal Training Record (PTR)

The PTR remains an integral part of the evaluation process for all Levels as a record of observation.

It is not an evaluation form.

It may be used, as specified, as often as the official wishes, in order to keep a record of his/her improvement in the position of Referee. It is also used in preparation for evaluation. An explanation of its use as such is included with the description of the requirements for Levels IV and V.

The PTR form can be obtained by following this link:

http://www.swimontario.com/external/uploads/forms/Personal_Training_Record.pdf

Note: The responsibility to obtain completed PTR's lies with the candidate. These must be presented to the Regional Officials Representative with a copy of signed-off certification card before an evaluation can take place.

depend on the candidate being able to demonstrate to the evaluators the knowledge and skills necessary to be an effective referee.

Evaluation at a pre-arranged meet includes:

- Completion by the candidate of first two sections of the Master Official [Evaluation Form](#) (web address below; candidate prints and takes to evaluation);
- Evaluation by two Master Officials designated by OSOA, while working two sessions as Referee, *or* one session as a Referee and one session as a Starter.
 - Evaluators must include one out of region evaluator;
- Attendance at a debriefing with the evaluators;
- Submission of completed/signed Evaluation Form to the Regional Officials Representative.
- The Regional Officials' Representative is responsible for awarding the Blue Pin. OSOA provides the Blue Pin.

NOTE: Level V (Master) status must be ratified/approved by the OSOA board, then by the NOC chair.

Web address for form:

[http://www.swimontario.com/external/uploads/forms/Level_5_\(Master\)_official_certification_form.doc](http://www.swimontario.com/external/uploads/forms/Level_5_(Master)_official_certification_form.doc)

NB: In order to remain on the active list, all Level 3 and 4 (Senior) and Level 5 (Master) officials must work a minimum of two sessions at two different meets, and conduct or participate in one officials' clinic within each swimming year.

Up the Ladder to New and Greater Heights

It is necessary to advise the Club Officials Chair (COC) when you have completed the requirements for Level II or III. It is very difficult for the COC to be on top of all elevations to Level II or Level III.

By the time a candidate has completed the requirements for Level III, the motivation to continue should come primarily from the candidate him/herself. The focus should be directed to self-improvement through attendance at regional and provincial seminars, travel afield in the region, the province, and across the country. The candidate should also be active in providing more help to upcoming officials at the local club.

1. The Level III official maintains an active role in officiating at all positions (certification at all positions is mandatory before continuing to Level IV).
2. The candidate is also expected to teach clinics at all levels and to attend regional seminars.
3. Level III candidates are to secure blank PTR's from their COC, Regional Officials Representative, or the [OSOA website](#) for the purpose of completing their requirements as Referee for Senior Official (Level IV) evaluation. The minimum session length for the completion of a PTR is approximately three (3) hours.
4. The Level III candidate should request (in writing) of his/her Regional Officials' Representative that he/she be put on the list for future evaluation.
5. Candidates are encouraged to apply to their Regional Officials Representative for acceptance into the assistance program towards provincial travel for the purpose of gaining experience (Level III/IV Training Program).
6. The Regional Officials Representative, the Meet Manager of the designated meet, and the candidate for evaluation arrange with written confirmation (fax or email is fine), the details of the upcoming evaluation. The location, time, and responsibilities should be determined at this time. Candidates who must travel out of their region must arrange their own travel and accommodation.

7. By the time the candidate is to be evaluated, the OSOA [Certification of Senior Official](#) form must be completed and presented to the evaluators. *Note:* All data requested in the first two sections of the form must be completed before an evaluation can take place. The evaluators will then complete their portion and make recommendations regarding elevation to Level IV.
8. In the case of an unsuccessful evaluation, no documentation is retained by the evaluators.
 - Candidate must wait a minimum of six (6) months, and complete three additional PTRs in the position of Referee, prior to re-applying for evaluation.
9. Successful candidates will be presented with their Level III pin and name badge and Level IV pin at a suitable time and place.
10. Over the next year, Senior officials must have completed three further favourable PTR's for the position of referee at three different meets by three different Master officials, one of which is completed outside of region before seeking evaluation as a Master official. As an apprentice Level V official, the candidate will continue to teach clinics at all positions of officiating, attend regional and provincial seminars, and will travel outside the home region to work at high calibre meets. Candidates shall also work a national level meet.
 - Following successful evaluation Level IV, the candidate's name may be placed on the list for future evaluation as Level V, ensuring appropriate practice sessions are provided at away from home meets.
11. If his/her name is not already on the list for future evaluation, a potential Level V official shall notify (in writing) his/her Regional Officials Representative of his/her desire to be evaluated for Master official. The Regional Officials' Representative will then add the candidate's name to the list of future evaluations. The same procedure is followed for finding a suitable meet and notifying the officials concerned as was done for the candidate observed at Level III (step 6).
12. Prior to the elevation, the candidate must complete the necessary information in the first two sections of the [Certification of Master Official](#) form, and record details of clinics presented and National experience. The Regional Officials' Representative must sign the form, verifying that the required PTRs have been presented. This form, with the required information recorded, is presented to the evaluators prior to the start of the meet.
13. It is the responsibility of the Regional Officials Representative to familiarize the candidate with the evaluation forms and procedures prior to any evaluation for Levels IV and V.
14. The Regional Officials Representative may suggest that a candidate gain further experience before being evaluated. However, the final decision on evaluation lies with the candidate. **All candidates should note that a successful evaluation is not guaranteed. Success will depend on the candidate being able to demonstrate to the evaluators the knowledge and skills necessary to be an effective referee.**

The Documentation & Forms Needed

Online versions of forms required for candidates moving up the officiating ladder are available through the OSOA website

http://www.swimontario.com/index_o.php?id=1673

or, if viewing this document electronically, through direct links below:

Forms relating to officials' development:

[Personal Training Record \(PTR\)](#)

[Starter's assessment form](#)

[Referee's assessment form](#)

[Level III / IV / V Training program application](#)

[Certification of Senior Official](#)

[Certification of Master Official](#)

[All On-line Clinic Documentation](#)

Other documentation:

[Officials' Clinic Certification form \(letter size print\)](#)

[Officials' Clinic Certification form \(legal size print\)](#)

[Disqualification \(DQ\) slip](#)

[Wording for disqualifications](#)

[NOC travel expense form](#)

Incentive Programs For Officials

The Ontario Swimming Officials Association has developed or administers several programs to recognize the dedication and outstanding achievements of officials in the area of officiating.

These programs are designed to encourage and inspire development in the officiating ranks. The following is a list of the current incentive programs:

- Swim Ontario Recognition Awards
- Level III \ IV Training Program
- Level V Assistance (JG Memorial Fund)
- Senior / Master Officials' Seminars
- Elizabeth Collins Ralph Trophy
- NOC Official of the Year

Looking Ahead

Currently, a list of officials throughout the province is being developed through OSOA. It is imperative that a copy of the Officials' Tracking Form be forwarded to the Regional Officials Representative so that the list can be updated continually.

Record keeping lies in the hands of the two Regional Officials Representatives; however, they rely on information provided to them by the Club Officials' Chairperson. The success of this procedure depends upon the following key elements:

- The appointment of a COC in each club.
- The reporting of successful upgrading by each individual candidate to the ROR via the COC.

Note: The awarding of Level III to any official requires that the information of the clinics taken and the deck evaluations on the official's card be accepted by one of the RORs before Level III becomes official and the Level III pin and name tag are presented to the official.

And finally...

Not all situations can be covered on paper. Club Officials Chairs should keep their lines of communication with their Regional Officials Representatives open, and obtain advice or clarifications

when necessary. Should you have comments on the guide, please raise them with the Ontario Swimming Officials Association board of directors through your Regional Officials Representative.

Swimming websites:

www.osoa.ca

www.swimontario.com

www.swimming.ca

www.fina.org

www.mymisc.ca

www.usaswimming.org

OFFICIALS' CODE OF CONDUCT

1. Have a POSITIVE ATTITUDE when going to work at a meet.
2. BE AT THE POOL AND READY TO WORK at least 45 minutes before the session is to begin, particularly if you are doing strokes and turns. The Referee, at this time, will be giving instructions as to any rule changes or interpretations and procedures for the session.
3. REPORT PROMPTLY to the officials' area and sign in. This lets the Referee know that you have arrived. STAY IN THAT AREA. It is frustrating to have a list of people checked off and to find that they have disappeared when the briefing or meet is ready to begin.
4. ACCEPT AN ASSIGNMENT TO OFFICIATE AT A MEET ONLY IF YOU INTEND TO HONOUR THAT COMMITMENT. If, for any reason, you are unable to attend, courtesy demands that you let the person in charge of officials know as soon as possible. NEVER simply be a "no show". The swimmers suffer from your negligence.
5. ACCEPT THE ASSIGNMENT you have been given at the meet. The Meet Manager or Referee has placed you there for a reason. Also, keep in mind that it never hurts for a senior or master official to time a session, or to be the clerk of course, etc. You would be surprised at how "rusty" you have become in the interim! If you find yourself doing the same job for several sessions, a word to the Referee can usually alter the situation.
6. When you arrive at your assigned station for the session, DON'T LEAVE YOUR POST. Timers have been known to change lanes to time their own children and others have left their jobs to watch their sons/daughters compete. BE IN THE RIGHT POSITION to do your job properly.
7. In many cases, you will be officiating at a meet where your son/daughter is competing. It is a great temptation to leave the pool deck when your swimmer is done. Speak to the Referee, preferably BEFORE the session commences to ARRANGE FOR A REPLACEMENT. If you leave the deck in the middle of a session without someone to replace you, you are being unfair to both the swimmers who have not yet competed and your fellow officials who are left to carry the load.
8. KNOW THE RULES THOROUGHLY as they apply to your assigned position. It is NOT a waste of time to glance over the pertinent sections in the rule book prior to the session.
9. Officials and officiating should be as UNOBTRUSIVE and INCONSPICUOUS as possible. Do NOT be overly "officious" in your authority, particularly as it applies to stroke and turn judging and refereeing. Keep in mind that swim meets are held for swimmers: you, as an official, are there to assist them by providing adequate technical supervision for the meet.
10. BE IMPARTIAL. Be careful not to use your position to the advantage or detriment of any swimmer or team. Remember: Officials do NOT COACH NOR CHEER while working.
11. Keep in mind that the DRESS CODE is WHITES, preferably long pants for men and dress slacks or skirts for women.
12. Remember that, at any session, the REFEREE'S DECISION IS FINAL. Do not take offence if your decision is overturned.
13. Do not lecture a coach or debate disqualifications with a swimmer while working the deck. REMAIN COOL AND PROFESSIONAL AT ALL TIMES. REFER ANY QUESTIONS OR PROBLEMS THAT COME YOUR WAY TO THE REFEREE.

Annex G – Swimming Levels and Criteria

1. Team Programs

1.1 Overview

- a) The following levels for FY2010/11 Season will apply within the team:

Up to 13 Years	13 Years and up
Junior Bronze & Dragons Junior Silver Junior Gold Junior Elite	Senior Bronze Senior Silver Senior Gold Senior Elite

- b) The different levels and criteria for each are contained below. For all information contained, the final and definitive qualification is dependant upon this handbook and any such changes as authorized by Executive decision as recorded in any Minutes to Executive Meetings.

2. Junior Bronze

2.1 Description

- a) This is the first level in our fully competitive swimming program. This program is for swimmers who have learned the four competitive strokes and basic competition techniques. Swimmers are selected to join this group based on age, ability and attitude. Swimmers at this level may compete 6 - 8 times per year at various swim meets.

2.2 Time

- a) Approximately 5 hours per week

2.3 Prerequisite and test sets

50m Freestyle	0:50
100m Freestyle	2:00
100m I.M.	any

- a) 5 x 100m FS at 2:45 on 4:00
- b) 50 fly with fins

2.4 Cost

- a) Annual affiliation fee plus BYST membership fees, participation and fundraising (Bingos, Swim-a-thon and other fundraisers). Equipment and meet fees are additional.

2.5 Expectations

- a) Improve stroke technique in 4 events
- b) Learn all stroke progression drills for all 4 strokes
- c) Use test swims to monitor improvement
- d) Practice IM swimming sets
- e) Perfect starts, turns, and finishes on all 4 competitive strokes including IM turns
- f) Perfect relay take-overs
- g) Move to independently monitoring own training with pace clock
- h) Work on pace swims, builds, negative splits and over-distance swims
- i) Learn the rules of the sport
- j) Increase distance in training to increase endurance
- k) Participate in time trials, with a full range of distances and events
- l) Participate in low level meets
- m) Begin to use goal setting --- Begin using a log book
- n) Learn and practice stretching
- o) Training equipment needed: water bottle, pull buoy, flippers and kick board
- p) Working to cover 2500-3000m in a practice
- q) 200 m fr with flip turns and bilateral breathing
- r) 200 m bk with flip turns and bent arm pull
- s) 100 m breast with proper kicks, pullouts and correct stroke timing
- t) 50m fly with fins and correct turns
- u) 100 IM and turns
- v) A competitive racing start
- w) Correct finishes on the four competitive strokes

3. Junior Silver**3.1 Description**

- a) This is the second level in our competitive swimming program. This program is for swimmers who have learned and strengthened the four competitive strokes and basic competition techniques. These swimmers are preparing for obtaining some of their EOSA prerequisites. Training distances and intensity will be greatly increased. Emphasis on building a strong aerobic base and further

perfection of stroke mechanics. Swimmers are selected to join this group based on age, ability and attitude. Swimmers at this level may compete 6 - 8 times per year at various swim meets. Movement will depend on a number of factors.

3.2 Time

- a) Approximately 7 hours per week

3.3 Prerequisites and Test Sets

100m Freestyle	1:40
200m Freestyle	3:45
200m I.M.	4:15
400M Freestyle	8:00

- 5 x 100 FS at 2:30 on 3:30 with correct turns
- 5 x 100 IM at 3:15 on 4:15 with correct turns
- Able to complete a legal 50 fly
- Able to swim a 200IM in competition

- a) Attendance at Junior Bronze level is exemplary
- b) Maturity level (social and peer)
- c) Positive and supportive attitude
- d) Willingness to participate in meets
- e) Technical skills and ability

3.4 Cost

- a) Annual affiliation fee plus BYST membership fees, participation and fundraising (Bingos, Swim-a-thon and other fundraisers). Equipment and meet fees are additional.

3.5 Expectations

- a) Swimmer perfects all stroke progressions presented
- b) Frequent test sets to monitor progress in pull; kick; stroke, endurance (aerobic and anaerobic)
- c) Introduction to all types of training sets (aerobic, aerobic endurance, anaerobic lactic (age specific training) anaerobic alactic, pace work and speed work
- d) Equal amounts of work on pull and kick
- e) Speed work in every session
- f) Swimmers learn pace, stroke count, stroke rate and begin to monitor heart rate (sets will be based on pace more than heart rate)
- g) Assisted stretching procedures understood

4. Junior Gold

4.1 Description

- a) These swimmers are preparing at obtaining both of their EOSA prerequisites. Training distances and intensity will be again increased Emphasis on building a strong aerobic base, anaerobic sets will be included and further perfection of stroke mechanics. Movement will depend on a number of factors Swimmers at this level may compete 6 - 8 times per year at various swim meets.

4.2 Time

- a) Approximately 9 hours per week

4.3 Prerequisites and Test Sets

100m Freestyle	1:30
200m Freestyle	3:15
200m I.M.	4:00
400m Freestyle	7:00

- 5 x 100 FS at 2:15 on 3:15 with correct turns
- 5 x 100 IM at 3:00 on 4:00 with correct turns
- Able to complete a legal 100 fly with fins
- Able to swim a 200IM in competition

- a) Attendance at junior Silver level is exemplary
- b) Maturity level (social and peer)
- c) Supportive and positive attitude
- d) Willingness to participate in meets
- e) All turns are technically correct including IM switches

4.4 Cost

- a) Annual affiliation fee plus BYST membership fees, participation and fundraising (Bingos, Swim-a-thon and other fundraisers). Equipment and meet fees are additional.

4.5 Expectations

- a) Swimmer shows high proficiency in all stroke progressions presented
- b) Frequent test sets to monitor progress in pull; kick; stroke, endurance (aerobic and anaerobic)
- c) Introduction to all types of training sets (aerobic, aerobic endurance, anaerobic lactic (age specific training) anaerobic alactic, pace work and speed work
- d) Equal amounts of work on pull and kick

- e) Speed work in every session
- f) Swimmers learn pace, stroke count, stroke rate and begin to monitor heart rate (sets will be based on pace more than heart rate)
- g) Independent stretching

5. Junior Elite

5.1 Description

- a) This is a more competitive program for young swimmers who are refining their strokes and skills through more challenging workouts. Provincial times should be the goal of swimmers in this level as well as the 400 IM and the 800 free provincial prerequisite

5.2 Time

- a) Approximately 11 hours per week

5.3 Prerequisite and Test Sets

100m Freestyle	1:15
200m Freestyle	2:45
200m I.M.	3:10
400m Freestyle	6:00
800m Freestyle	13:00

- 10 x 100m FS at 1:30 on 2:15 with correct turns
- 10 x 100m IM on 2:30 with correct turns
- 1 x 100m Fly swam legally.

- a) Near perfect attendance in Junior Gold with a positive approach and attitude
- b) An agreement must be made to train at this level by both the swimmer and parent.

5.4 Cost

- a) Annual affiliation fee plus BYST membership fee, participation and fundraising (Bingos, Swim-a-thon, and other fundraisers). Equipment and meet fees are additional.

5.5 Expectations

- a) Frequent stroke analysis and stroke drills will be incorporated into the practice in order to perfect swimmers technical ability;
- b) Swimmers will be expected to attend early morning sessions as well as evening session on an extremely regular basis (one missed practice/week)
- c) Punctuality at practice is mandatory;
- d) Attendance (no more then one missed practice per week);

- e) Development of personal record keeping concerning goals, best times etc.
- f) Compulsory goal setting;
- g) Must attend nutrition and physio-workshops when given;
- h) Punctuality at practice is expected (5 min minimum arrival before beginning of practice time. It is expected that all swimmers are ready to enter the water at the starting time)

Non compliance in the above areas is counter productive to the development of the swimmer as periodization becomes a large factor in the training program and missed practices all impact on the development of the swimmer. Swimmers who do not continue to meet the attendance, punctuality and performance standards (set intervals) will be asked to move to Junior Gold for further refinement of Junior Elite expectations

6. Senior Bronze

6.1 Description

- a) Senior Bronze is suited to the senior athlete who wishes to hone their stroke technical skills for movement into a more competitive group or for older athletes who have joined the team at an older age and wish to learn competitive swimming and then move to more competitive swimming groups. This competitive level is designed for swimmers 13 and over who have achieved success in their strokes and skills. The swimmers in this training group have also developed excellent training habits. These swimmers are learning race techniques and strategies.

6.2 Time

- a) Approximately 9 hours per week

6.3 Prerequisite

- a) Age is the primary factor but the swimmer should, but not necessarily, be capable of the times. The main criteria is ability to complete the practice programs.
- b) Swimmers must demonstrate dedication to the sport, good training habits.

100m Freestyle	1:20
200m Freestyle	2:50
400m I.M.	6:45

6.4 Cost

- a) Annual affiliation fee plus BYST membership fees, participation and fundraising (Bingos, Swim-a-thon, and other fundraisers). Equipment and meet fees are additional.

6.5 Expectations

- a) Improve stroke technique in 4 events;
- b) Learn all stroke progression drills for all 4 strokes;
- c) Use test swims to monitor improvement;
- d) Practice IM swimming sets;
- e) Perfect starts, turns, and finishes on all 4 competitive strokes including IM turns;
- f) Perfect relay takeovers;
- g) Move to independently monitoring own training with pace clock;
- h) Work on pace swims, builds, negative splits and over distance swims;
- i) Learn the rules of the sport;
- j) Increase distance in training to increase endurance;
- k) Participate in time trials, with a full range of distances and events;
- l) Participate in low level meets;
- m) Begin to use goal setting ... begin using log book;
- n) Learn and practice stretching;
- o) Training equipment needed: water bottle, pull buoy, flippers and kick board;
- p) Working to being able to cover 2500 to 3000 m in a practice;
- q) 200 m fr with flip turns and bilateral breathing;
- r) 200 m bk with flip turns and bent arm pull;
- s) 100 m breast with proper kicks, pullouts and correct stroke timing;
- t) 50 m fly with fins and correct turns;
- u) 100 IM and turns;
- v) A competitive racing start;
- w) Correct finishes on the four competitive strokes;
- x) Expectations that key drills will be learned for all 4 strokes.

7. Senior Silver**7.1 Description**

- a) Senior Silver is suited to the senior athlete who is enhancing their stroke technical skills for movement into a more competitive group. The swimmers in this training group are further developing excellent training habits. These swimmers are continuing to learn race techniques and strategies. Provincial times should be the goal

of swimmers in this level as well as the 400 IM and the 800 free provincial prerequisites.

7.2 Time

- a) Approximately 11 hours per week

7.3 Prerequisite and test sets

- a) Swimmers must demonstrate dedication to the sport, good training habits.

100m Freestyle	1:15
200m Freestyle	2:45
200m IM	3:15
400m IM	6:40

- 10 x 100 Fr holding 1:20 on 2:00 with correct turns
- 10 x 100 IM on 1:45 on 2:00 with correct turns
- 1 x (100fly, 75fly+25bk, 50fly+50bk, 25fly+75bk, 100bk etc.etc...100free) at 2:00
- 800 fr @ 1:30 pace for 12:00.

7.4 Cost

- a) Annual affiliation fee plus BYST membership fees, participation and fundraising (Bingos, Swim-a-thon, and other fundraisers). Equipment and meet fees are additional.

7.5 Expectations

- a) Improve stroke technique in 4 events;
- b) Learn all stroke progression drills for all 4 strokes;
- c) Use test swims to monitor improvement;
- d) Practice IM swimming sets;
- e) Perfect starts, turns, and finishes on all 4 competitive strokes including IM turns;
- f) Perfect relay takeovers;
- g) Move to independently monitoring own training with pace clock;
- h) Work on pace swims, builds, negative splits and over distance swims;
- i) Learn the rules of the sport;
- j) Increase distance in training to increase endurance;
- k) Participate in time trials, with a full range of distances and events;
- l) Participate in low level meets;
- m) Begin to use goal setting ... begin using log book;

- n) Learn and practice stretching;
- o) Training equipment needed: water bottle, pull buoy, flippers and kick board;
- p) Working to being able to cover 2500 to 3000 m in a practice;
- q) 200 m fr with flip turns and bilateral breathing;
- r) 200 m bk with flip turns and bent arm pull;
- s) 100 m breast with proper kicks, pullouts and correct stroke timing;
- t) 50 m fly with fins and correct turns;
- u) 100 IM and turns;
- v) A competitive racing start;
- w) Correct finishes on the four competitive strokes;
- x) Expectations that key drills will be learned for all 4 strokes.

Non compliance in the above areas is counter productive to the development of the swimmer as periodization becomes a large factor in the training program and missed practices all impact on the development of the swimmer. Swimmers who do not continue to meet the attendance, punctuality and performance standards (set intervals) will be asked to move to Senior Bronze for further refinement of the expectations

8. Senior Gold

8.1 Description

- a) This is one of the highest levels in our competitive program. This program is designed for older swimmers who have set goals for themselves and have the drive and determination to succeed. These swimmers have excellent strokes and skills and are improving race techniques and strategies. They will have met the time standards below and are training at a very high intensity level.

8.2 Time

- a) Approximately 12 hours per week

8.3 Prerequisite and test sets

- a) Near perfect attendance must be obtained in the previous level
- b) An agreement must be made to train at this level by swimmer as well as parent and a positive approach and attitude in training sessions must be demonstrated in the previous levels.

100m Freestyle	1:08
200m Freestyle	2:30
400m I.M.	6:10
800m Freestyle	11:15

- 10 x 100m FS at 1:15 on 2:00
- 5 x 200m IM at 3:00 on 5:00
- 2 x (100fly, 75fly+25bk, 50fly+50bk, 25fly+75bk, 100bk etc.etc...100free) at 2:00

8.4 Cost

- a) Annual affiliation fee plus BYST membership fees, participation and fundraising (Bingos, Swim-a-thon, and other fundraisers). Equipment and meet fees are additional.

8.5 Expectations

- a) Positive supportive attitude must be demonstrated at all times (no negativity will be tolerated);
- b) Frequent stroke analysis and stroke drills will be incorporated into the practice in order to perfect swimmers technical ability;
- c) Swimmers will be expected to attend early morning sessions as well as evening sessions on an extremely regular basis (one missed practice/week);
- d) Punctuality on deck at practice starting time is mandatory;
- e) Attendance (no more then one missed practice per week);
- f) Development of personal record keeping concerning goals, best times and training set times;
- g) Compulsory dryland and mental training sessions;
- h) Must attend nutrition and physio workshops when given;
- i) Punctuality at practice is expected. 5 min minimum arrival before beginning of water entry time for dynamic stretching. It is expected that all swimmers are ready to enter the water at the starting time;
- j) Technical skills should be internalized (i.e. Exemplary finish, turns, and dives with streamline would be executed consistently).

Non compliance in the above areas is counter productive to the development of the swimmer as periodization becomes a large factor in the training program and missed practices all impact on the development of the swimmer. Swimmers who do not continue to meet the attendance, punctuality and performance standards (set intervals) will be asked to move to Senior 1 for further refinement of Senior 2 expectations.

9. Senior Elite

9.1 Description

- a) This is the highest level in our competitive program. This program is designed for older swimmers who have set goals for themselves

and have the drive and determination to succeed. These swimmers have excellent strokes and skills and are improving race techniques and strategies. They will have met the time standards below as they are training at a very high intensity level. National and/or Provincial times should be the goal of swimmers in this level as well as the 400 IM and the 800 free provincial prerequisite.

9.2 Time

- a) Approximately 14.0 hours per week

9.3 Prerequisite and test sets

- a) An agreement must be made to train at this level by swimmer as well as parent

100m Freestyle	1:04
200m Freestyle	2:20
800m Freestyle	10:45
400m IM	6:00

- b) 7 x 200 FS @ 2:35 on 5:00 interval
- c) 5 x 200 IM @ 3:00 with correct turns on 5:00
- d) 2 x (100 fly .75 fly +25 bk..50 fly + 50 bk..25 fly + 75 bk ..100 bk etc.etc..100 fr)@ 1:45

9.4 Cost

- a) Annual affiliation fee plus BYST membership fees, participation and fundraising (Bingos, Swim-a-thon, and other fundraisers). Equipment and meet fees are additional.

9.5 Expectations

- a) Prime expectation of Senior Elite Group is to meet junior national or senior national qualifying times
- b) Provincial time have been obtained at the senior level
- c) Swimmers will be expected to attend early morning sessions as well as evening sessions on an extremely regular basis;
- d) Frequent stroke analysis with an emphasis on further perfecting technical abilities of swimmer;
- e) Punctuality at practice is expected;
- f) Further refinement of Senior 2 expectations;
- g) Full understanding of training principles and willingness to practice same on a consistent basis
- h) Full use of personal record keeping concerning goals, practice times and best times etc.
- i) Compulsory dryland and mental training sessions;

- j) Must attend nutrition and physio workshops when given;
- k) Willingness to attend high level meets in order to showcase their talents and goal.

All practices must be attended; occasional absenteeism is understandable but no one practice should be missed on a consistent basis. Non compliance in the above areas is counter productive to the development of the swimmer as periodization becomes a large factor in the training program and missed practices all impact on the development of the swimmer. Swimmers who do not continue to meet the attendance, punctuality and performance standards (set intervals) will be asked to move to Senior 2.

Annex H – BINGO Handbook

General

A large portion of the BYST revenue is provided by BINGO revenue and is therefore very important to the continued operation of the team.

As a member of the Quinte BINGO Hall Charity Association, BYST has 5-6 BINGOs per month. To ensure this main source of revenue the team has mandatory BINGOs, these are must attend for all families participating in the club – Competitive and Pre-competitive programs – and entails about five BINGOs per year, per family depending on membership numbers. All revenue earned from these goes directly to the team. If after an equitable split of mandatory BINGOs there are still additional ones, these remaining BINGOs will be fundraisers for which families can work to earn a \$40 fundraising credit per BINGO. The team currently only works Late-night BINGOs but periodically may need to work a BINGO at another time such as the Saturday Matinee. To ease programming for the year, the entire season shall be split into three sessions and all families shall be required to volunteer for a set number of BINGOs in each of these sessions.

Government Legislation mandates us to have a minimum of three representatives present for the BINGO. Without three representatives – the BINGO hall staff cannot legally represent the team – we cannot legally commence any part of the BINGO including selling tickets. We have annotated these three positions as captain, assistant captain and runner. The duties of each of these positions are fully explained in the BINGO bag for which the captain is responsible. During the Saturday BINGO there is an additional person required to run the Mini-Program in addition to the regular games.

BINGO Captains

As the captain is responsible for a great number of the administrative details regarding their BINGO there is a training program that is mandatory. To ensure proper training of new captains, the first BINGO will be completed as an extra person to ensure you are able to watch everything without being sidetracked by other duties. The second and subsequent ones will be completed as an assistant until comfortable with the duties. As this training program lasts at least two BINGOs and to offset this disruption the captain will earn an additional 100 participation points for being trained as well as 25 participation points for each BINGO worked afterwards. Anyone who is interested in training for the captain position please let the BINGO Chair know when the call for volunteers happens.

Timings

To ensure adequate time for set-up all volunteers must arrive at the start time for the BINGO: Late Night BINGOs at 8:30pm while for Saturday Budget BINGOs at 11:30am. This will allow flexibility to the captain to ensure we have our three representatives on site at the proper time.

Family Responsibilities

Once a schedule has been posted as final, it is the named family's responsibility to work the BINGO. It is understood that there may be times when a family cannot fulfil a

commitment for any number of reasons but the onus will fall upon the family to ensure their assigned BINGO slot is filled. This can be done at no charge by swapping a date with another family as long as the BINGO Chair is aware of the change.

If a family has attempted to swap their BINGO and is not successful, the next option is to engage the BINGO Chair to find another family to fill the slot. This is known as a Buy-Out. As the family that fills in for another is working above their commitment they will earn \$40 of fundraising. As all BINGOs unless identified by the Team Executive are mandatory, notification of at least two weeks is required or it will automatically revert to a Late Buy-out or No-Show (described below). If a Buy-Out is done with the minimum two weeks before the BINGO, the cost will be \$40; which is used to 'pay' the family that fills in their fundraising but allows the BINGO chair the time to find the fill-in.

If the request comes within two weeks but still more than 48 hours before the BINGO and no swap is available it will be known as a Late Buy-Out and will cost the family a penalty of \$20 as well as the normal \$40 payment for a total of \$60. If the request happens within 48 hours of the BINGO or the family does not attend the BINGO it will be called a No-Show and the penalty increases to \$60 along with the normal \$40 for a total of \$100. If a family has two consecutive No-Shows there will be a further penalty of \$50 in addition to the No-Show penalty.

The captain will invoke the NO SHOW at 8:40pm and 11:40am respectively as he/she must call for another member to fill-in at that time to ensure we have our mandated number of representatives.

Refusal to Comply

If a family decides at the beginning of the year to refuse to meet their commitment as described above, they shall be penalized according to the No-Show rule for the number of BINGOs the Executive determines is the yearly commitment. Therefore, if the yearly commitment were five BINGOs, the penalty would be, \$40 per BINGO plus a \$60 fine per BINGO plus the consecutive fine of \$50 and therefore a total of \$550. This in itself demonstrates the high reliance the team has on this revenue source.

Reminders

To ensure families are aware of their commitments, on the first of the month a recap of the current month's schedule will be sent to all families. In addition the families scheduled to attend a BINGO will be called two days before the BINGO.

Mitigating Factors

To ensure fairness in all occasions, a family may petition the Executive for consideration of the factors behind the Buy-Out, Late Buy-Out or No-Show to alleviate the penalty charges.

THERE IS NO OFF-SEASON FOR BINGO - ATTENDANCE IS MANDATORY FOR A TWELVE MONTH PERIOD - SEPTEMBER TO AUGUST!

Location

All BINGOs take place at the Quinte BINGO Hall, Highway 62, just north of Belleville.



Contact

Bingo Coordinator: Peter Lilienthal, (613) 394-5867.

BYST-BINGO@sympatico.ca

Please ensure that this address is in your address book to ensure that it does not get sent to your spam folder if you have your settings set to automatically do this.