

Belleville Youth Swim Team (BYST)

Handbook Version 2010.1



P.O Box 20192
Belleville, ON K8N 5V1
(613) 962-6636 (Tel)
BYST08@gmail.com (e-Mail)
www.byst.ca

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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!