

NORTHUMBERLAND AQUATIC CLUB

2018 – 2019 SEASON

(Revised July 19th, 2018)



**Competitive Swimming in Northumberland County
At its Best**

www.swimnorac.com

WELCOME TO THE NORTHUMBERLAND AQUATIC CLUB.
IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CONTACT A
MEMBER OF THE COACHING STAFF OR BOARD OF DIRECTORS.

COACHING STAFF

Head Coach	Trish MacNeil	trish@swimnorac.com 905-376-0402
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BOARD OF DIRECTORS

President	Terry Teno	905-396-2500 sgtteno@gmail.com
Vice President	Carla Ring-Herron	carlamring@gmail.com
Past President	Mary-Ellen McKenna	905-885-7037 memckenna123@gmail.com
Secretary	Amy Linton	
Treasurer	Nathan Johnson	
Registrar	Annette Otter	905-373-4353 aotter@cogeco.ca
Director of Officials	Heather Stratford	officials@swimnorac.com
Director of Bingo	Matt Forbes	bingo@swimnorac.com
Director of Conflict Resolution	Mary Ellen McKenna	905-885-7037 memckenna123@gmail.com
Director of Social Events	Debbie Jones	gjones20@cogeco.ca
Director of Fundraising	Cathryn Everist	905-376-6421 c.everist@bell.net
Director at Large	Christine Olcu	416-528-6516 christineolcu@yahoo.ca

Board meetings are held monthly and the dates will be posted on the NORAC website.
If you wish to attend, please contact the President before hand.

WELCOME TO THE NORTHUMBERLAND AQUATIC CLUB

The Northumberland Aquatic Club is a non-profit organization providing professional swim instruction, training and coaching for children and adults of Northumberland County. The operations of the club are overseen by a volunteer Board of Directors elected annually by the membership.

MISSION

Our mission is to be recognized as a premier competitive swim club supporting swimmers of all ages and abilities within a professional and instructional environment.

VISION

Our Vision is to:

- Provide opportunities for all who are involved in the Club to improve their skills and qualifications
- Provide coaches who are able to meet the needs of each swimmer while challenging them to reach their highest potential
- Have family members actively contribute towards the success of the Club.

CLUB VALUES

NORAC will operate in a manner based on our values:

- Be proactive and innovative
- Communicate openly respecting Club policies
- Promote good sportsmanship and social responsibility
- Act with honesty and integrity
- Promote a healthy and positive environment
- Be fair, equitable, transparent and accountable
- Respect the confidentiality of personal information
- Respect swimmers, coaches and families
- Support the decisions of the Board of Directors
- Abide by the Club's Codes of Conduct

NORAC PROGRAM STRUCTURE

Not all swimmers participate for the same reasons, as not all swimmers have the same goals and objectives. Each swimmer should therefore be treated in such a way as to allow them to achieve their personal goals and objectives.

A. Pre-Competitive

a. **Swim School** – *Learn to Swim*

- Learning adapted to the needs of the Child
- Learning to be comfortable in water using a variety of equipment
- Learning progressive skills of 5 competitive strokes (butterfly, backstroke, breaststroke, freestyle and underwater butterfly kick)
- Learning basic competitive skills including streamlining, diving, turns etc
- Active learning through Verbal, Visual and Kinesthetic lesson delivery from NORAC Instructors
- Provide sessional Report Cards to the Family with evaluation of current swim skills and progress
- Goal is to progress to the competitive stream

b. **Special Needs Swim School** – *Learn to Swim for those who need special assistance*

- Learning adapted to the need of the Child
- Low swimmer/volunteer ratio
- Goal is to progress to the regular Swim School program if able or even to the PARA Competitive program

B. Competitive Program

a. **Novice** – *Learning Stroke Technique Ages 7-10*

- Fundamental Skills are taught such as push-offs from the wall, turns and basic dives
- Geared to improve the 5 swim strokes: Dolphin Kick underwater, Butterfly, Backstroke, Breaststroke and Freestyle
- Approximate number of hours training: 3
- Progressing towards being comfortable in a competitive environment
- Swim meet participation at the NORAC Home swim meets
- Instruction is provided by NCCP Certified Coaches
- Nutrition and Hydration habits will be taught to sustain a healthy lifestyle
- Sportsmanship is introduced (respecting coaches and teammates)
- Goal is to progress to Youth or Youth+

b. **Youth** – *Learning to Pace and Train Effectively age 10-12*

- Goal Setting is introduced and applied for Short Term goals only
- Stroke Technique is improved in an environment where using a Pace Clock will increase the number of laps per session
- Dives required for individual swims will be refined and Relay Dives will be introduced
- Stroke turns will be applied every day and Backstroke to Breaststroke turn (Suicide Flip Turn) will be taught
- Nutrition and Hydration habits will be taught to sustain a healthy lifestyle
- Sportsmanship is introduced (respecting coaches and teammates)
- Instruction is provided by NCCP certified coaches
- Approximate number of hours training: 4
- Swim meet participation is at the NORAC Home swim meets and other out of town swim competitions
- Goal is to progress to Youth+ or Junior

c. **Youth Plus (+)** – *Learning to Compete and Build Strength Age 11-13*

- Continue to improve all 5 Competitive strokes: Dolphin Kick underwater, Butterfly, Backstroke, Breaststroke and Freestyle
- Become good at changing speeds during training and racing with increasing or reducing number of rotational cycles (number of individual strokes) per lap (Line)
- Nutrition and Hydration habits will be reinforced to sustain training without creating tiredness and fatigue
- Sportsmanship will be enforced
- Leadership Values will be introduced such as Time Management, Athlete Dependability, Work Ethic /Consistency
- Goal Setting is introduced and applied for Short Term and Long Term Goals
- Competitive Strategies in Individual and Team events will be introduced while effectively applying Dives and Turns
- Approximate number of hours training: 6
- Instruction is provided by NCCP certified coaches
- Swim meet participation is at the NORAC Home swim meets and other out of town swim competitions
- Striving for qualifying times at out of town meets

d. **Junior Development** – *Swimming Performance to highest level in swimming Age 12-14*

- Stroke Technique will be taken apart and rebuilt to maximum efficiency to serve performance
- Stroke Efficiency will be monitored
- Performance Nutrition (awareness of food consumption results)
- Effective Hydration during training and racing (motivation to increased hydration outside of the pool)
- Sportsmanship and Leadership Values will be applied everyday
- Goal Setting will be mentored and application of Short Term and Long Terms goals will be expected
- Volunteering for Swim School Instruction will be expected
- Competitive Strategies will be reinforced during the Short Course Season (September to January) and refined / improved for better performance in the Long Course Season (February to June)
- Attendance and commitment will be closely monitored
- Approximate number of hours training: 8
- Instruction is provided by NCCP Certified coaches
- Swim meet participation is at the NORAC Home swim meets and other out of town swim competitions
- Striving for qualifying times at higher meets eg Regionals/Festivals

e. **Senior Development** – *Swimming Performance for Maintaining Fitness Age 14+*

- Aerobic and Anaerobic fitness geared towards individualized specific physical conditioning
- Stroke Technique will be improved based on the number of hours the athlete can commit to the program
- Stroke Efficiency will be monitored
- Performance Nutrition and Effective Hydration will be taught
- Sportsmanship and Leadership Values will be applied every day
- Competitive Strategies will be enforced throughout the swim season (Short Course and Long Course Season will be infused as one swim season to provide a minimum of 10 months for the athlete to maximize performance)
- Schedules can be accommodated for other sports or school commitments
- Approximate number of hours training: 6- 8
- Instruction is provided by NCCP Certified Coaches
- Coaching or Volunteering for Swim School Instruction will be suggested
- Swim meet participation is at the NORAC Home swim meets and other out of town swim competitions
- Striving for qualifying times at higher level meets if swimmer is interested

f. **Elite / Varsity** – *Result driven competitive group structured around Physical and Mental preparation Age 14+*

- Sportsmanship and Leadership Values will be applied every day (includes mentorship of younger swimmers within the NORAC Pre-Competitive and Competitive programs)
- Performance factors will be maximized (Stroke Technique, Transition Skills – Dives, Turns and Underwater kicking, Relaxation Strategies, Meditation and Visualization)
- Evaluation of Physical and Mental preparation will be continuously monitored
- Physical and Mental boundaries will be tested and improved throughout the Short Course and Long Course Season
- Attendance and commitment will be closely monitored
- Approximate number of hours training: 10-13
- Coaching for Swim School Instruction will be expected
- Instruction is provided by NCCP Certified Coaches
- Swim meet participation is at the NORAC Home swim meets and other out of town swim competitions
- Preparation towards higher levels of swimming (Provincial, Age Group National, Senior National, Olympic Trials and International Competitions)

C. **PARA-Competitive** – *Competitive stream in Para events.*

- Emphasize good stroke technique keeping in mind physical limitations
- Prioritize Aerobic training
- Further develop and consolidate swimming specific skills
- Low impact on stability muscle groups and joints
- Introduce Goal Setting skills (Short term, Medium term, Long term)
- Promote teamwork and personal interaction skills
- Promote discipline and personal responsibility
- Swim meet participation is at the NORAC Home swim meets and other out of town swim competitions – including Para Provincial and higher meets when swimmer is comfortable

D. **Masters** – *Competitive and Competitive training streams available 18+*

- Recreational and competitive training
- Stroke Technique development in the 5 swimming strokes: Dolphin Kick underwater, Butterfly, Backstroke, Breaststroke and Freestyle
- Swim Meets if enough swimmers are interested

NORAC Swim Meet Policy

Number of qualifiers does NOT guarantee swimming competition attendance

If NORAC has a minimum of 5 competitive athletes attending, under the discretion of the Head Coach the Club will participate.

Example: 10 Qualifiers for Provincials / Festivals / Nationals but only 3 athletes / families attending — NORAC will not attend the swim meet competition.

Swim Meet Etiquette

- 1) Finish warm up
- 2) Dry off and Get dressed
- 3) Sit down with teammates and REST
- 4) Find out entries (event #, heat # and lane)
- 5) Pay attention to events and heats, making sure to get to your heat early and ready to go 3-4 heats before you swim
- 6) Make sure to drink lots of water and to eat when there is enough time between events
- 7) Stay focused
- 8) Ask a coach before you go to the bathroom/leave the deck
- 9) Stay dressed and warm between events
- 10) Have fun!

Training Practice Etiquette

1. Attend with readiness to train / perform: push physical and mental limits
2. Greet Coaches / Instructors on the pool deck on entry and exit
3. Support and Respect Teammates
4. Maintain a clean and organized environment on the pool deck
5. Clean up after yourself in the change rooms
6. Mind the members in the Jack Burger Sports Complex and treat adults in a respectful manner
7. Follow the Jack Burger Sports Complex rules and regulations (example: abide by the rules described by the Lifeguarding Staff and all other Facility Staff)
8. Swearing and discriminatory comments will not be tolerated
9. All feedback by the NORAC Coaching Staff needs to be followed during practice time
10. NORAC Coaches will be treated with respect

TRAINING SCHEDULE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Swim School	5-6 pm 6-7 pm		5-6 pm 6-7 pm	5-6 pm 6-7 pm	5-6 pm 6-7 pm	
Novice		5 – 7 pm		6-7 pm		
Youth		5 – 7 pm			5 – 7 pm	
PARA	Schedule based on ability/needs of the Swimmer					
Youth +	5 – 7 pm		5 – 7 pm	4 - 6 pm		
Jr. Development	5 – 7 pm		5 – 7 pm	4 - 6 pm		6:30-8:30 am
Sr. Development	3 – 5 pm	3 – 5 pm			3:00-5:00 pm	6:30-8:30 am
Elite	6-7:30 am ** 3 – 5 pm	3 – 5 pm	6-7:30 am **	3 – 5 pm	3:00-5:00 pm	6:30-8:30 am
Masters	6:00-7:00 am		6:00-7:00 am			6:30-7:30 am

** selected swimmers to be assigned by Head Coach

SWIM SCHOOL Monday, Wednesday, Thursday, Friday

NOVICE Tuesday 5-7 pm
Thursday 6-7 pm

YOUTH Tuesday 5-7 pm
Friday 5-7 pm

YOUTH + Monday 5-7 pm
Wednesday 5-7 pm
Thursday 4-6 pm

Jr. Development Monday 5-7 pm
Wednesday 5-7 pm
Thursday 4-6 pm
Saturday 6:30-8:30 am

Sr. Development Monday 3-5 pm
Tuesday 3-5 pm
Friday 3-5 pm
Saturday 6:30-8:30 am

ELITE Monday 6-7:30 am **
3-5 pm
Tuesday 3-5 pm
Wednesday 6-7:30 am **
Thursday 3-5 pm
Friday 3 – 5 pm
Saturday 6:30-8:30 am

MASTERS Monday 6 – 7 am
Wednesday 6 – 7 am
Saturday 6:30-7:30 am

SWIM MEETS and OFFICIALS COMMITMENT

HOME MEET SCHEDULE

Home meets provide an important source of revenue for the club as well as an opportunity for our swimmers to evaluate their skills. **NORAC depends on the participation of all swimmer parents in order to run a successful meet.**

Sat. Nov. 10 & Sun. Nov 11, 2018 - NORAC Fall Invitational – 11:30 am – 4 pm

Sat. Feb 23 & Sun. Feb 24, 2019 - NORAC Spring Performance Meet – 11:30 am – 4 pm

OFFICIALS COMMITMENT

In order to host a swim meet, a club requires the assistance of more than 30 qualified officials. All parents are expected, as a minimum, to be certified as a Level 1 official.

As your child moves up the swimming levels, parents too should be moving up the Official's ladder. Parents with swimmers at the Youth + level should be working towards their Level 2 certification. Jr/Sr Development/Elite parents should be working towards Level 3. Ideally, the club should have a minimum of two Level 4 officials as well.

For more information about Officials, contact the NORAC Director of Officials

SWIM-A-THON

Each spring NORAC swimmers participate in the annual swim-a-thon. Swimmers will complete 200 lengths (5km) or swim for 2 hours. All swimmers are encouraged to collect sponsors for this event. All donations are collected online. Please watch for emails directing you to the Swim-a-thon website and instructions on how to set up an account and accept donations. Funds raised through this event are used to keep registration costs down and are not eligible for individual fundraising commitments.

FEE AND FUNDRAISING STRUCTURE

NO SWIMMER, NEW OR RETURNING, WILL BE ALLOWED IN THE POOL UNTIL THE REGISTRAR HAS ALL THE COMPLETED REGISTRATION FORMS AND ALL THE FEE PAYMENTS.

- Fees for competitive swimmers consist of Swim Ontario Fees, Registration Fees, Fundraising Fees & Bingo Requirements. The Fundraising Fee is the portion of the NORAC fees that members may raise by participating in fundraising initiatives. Members are also required to assist with Bingos. Post-dated cheques are required at time of registration (see page 12). **These cheques will be returned once fundraising and bingo requirements are fulfilled.**
- In order that we may request the appropriate # of bingos, please indicate on your registration form whether it is your intention to work your bingos or to pay the buyout amount
- Families with more than one swimmer are required to do 85% of the fundraising requirement for the second and subsequent swimmer(s). **This discount applies to the swimmer in the lower training group.**
- Families may start fundraising from June 1 and have those credits applied towards the next season's fundraising fees.
- On July 31, if the **total amount of fundraising and registration fees** have been surpassed, a cheque will be issued
- **Multi-Swimmer families:** the maximum number of bingos required for a 2 swimmer family is 8; the maximum number of bingos for a 3 or more swimmer family is 10.
- Members who complete their Bingo requirements may do extra bingos for which they will receive a \$40.00 fundraising credit and 40 Family Participation Points. **(Please note that members having not yet completed their Bingo requirements will be given priority when signing up for Bingos.)**
- At least one Bingo per family must be worked during the summer of 2018.
- See Family Participation Policy for points details and penalty amounts.

Training Group	Swim Ontario Fees	Registration Fees	Fundraising Fees **	Bingo Requirement (Buyout)	Participation Points/family
NOVICE	Age as of Dec 31/17 8& U - \$100.00 9 & 10 - \$120.00 11-14 - \$140.00 15&O - \$160.00	+ \$405.00	+ \$330.00	+ 4 (\$320)	250
YOUTH		+ \$495.00	+ \$470.00	+ 6 (\$480)	450
YOUTH +		+ \$610.00	+ \$625.00	+ 6 (\$480)	
JR/SR Development		+ \$720.00	+ \$770.00	+ 6 (\$480)	
ELITE		+ \$790.00	+ \$920.00	+ 6 (\$480)	

Fees for PARA Comp will be dependent on number and length of training sessions.

**** INDIVIDUAL FUNDRAISING**

The following individual fundraising opportunities will be offered as long as a parent is willing to co-ordinate the activities. Participation in fundraising also earns Family Participation Points

- Gift Card Sales
- Cheese Sales
- Pepperoni Sales (Club fundraiser earns Family Participation Points)

New fundraising initiatives are always welcome provided a parent is willing to take responsibility for the activity and the activity has been pre-approved by the NORAC Board of Directors.

JOINING AND TERMINATING POLICY
2018/2019 SEASON
JOINING POLICY

IF YOU JOIN BETWEEN	% OF FEE'S TO BE PAID	% OF FUNDRAISING TO BE DONE	% Participation Points to Complete	BINGO'S REQUIRED
SEPT.1 - NOV.30	100%	100%	100%	ALL
DEC.1 - JAN.31	80%	80%	80%	ALL
FEB.1 - MAR.31	60%	60%	60%	HALF
APR.1 - END OF SEASON	50%	0%	0%	HALF

Swim Ontario Fees are required in full

* **A two week trial period is available for children who have never swum with the Northumberland Aquatic Club. Please see the registrar for details.**

TERMINATING POLICY

IF YOU TERMINATE BETWEEN	% OF FEE'S TO BE REIMBURSED	% OF FUNDRAISING TO BE COMPLETED	BINGO'S REQUIRED
SEPT.1 - OCT.31	50%	0%	NONE
NOV.1 - NOV.30	25%	0%	HALF
DEC.1 - DEC.31	0%	0%	HALF
JAN.1 - END OF SEASON	0%	100%	ALL

**Percentage of fees to be reimbursed is determined after a \$25.00 administration fee has been deducted. Any swimmer resigning membership with the Club must provide written notice to the Executive via the Secretary, prior to any refunds being issued or release being given to the swimmer.

All **Swim Ontario fees** are included in the first installment cheque and are **not refundable**. Amounts raised via fundraising will not be refunded.

Refunds will be given in accordance with the above Terminating Policy, (the policy will be reviewed by the Board of Directors if the termination notice is accompanied by a doctor's certificate).

A swimmer may be asked to resign by either the Head Coach or the Board of Directors if their conduct is judged to be contrary to the Codes of Conduct or contrary to the purpose of the club, provided that they have had an opportunity to explain their position. All fees must be paid in full and refunds paid in accordance with the Terminating Policy before the swimmer will be released from NORAC.

SCHEDULE OF POST-DATED CHEQUES FOR REGISTRATION

<u>CHEQUES / DATE</u>	<u>NOVICE</u>	<u>YOUTH</u>	<u>YOUTH +</u>	<u>JR/SR Development</u>	<u>ELITE</u>
1st. Installment (plus Swim Ontario Fee) @ Registration	\$195.00 +	\$215.00 +	\$275.00 +	\$350.00 +	\$390.00 +
	+ Swim Ontario Amount (see pg 10)				
2nd. Installment October 15th, 2018	\$90.00	\$125.00	\$160.00	\$190.00	\$220.00
3rd. Installment November 15th, 2018	\$90.00	\$125.00	\$160.00	\$190.00	\$220.00
4th. Installment December 15th, 2018	\$90.00	\$125.00	\$160.00	\$190.00	\$220.00
50% Bingo Buyout December 15th, 2018	\$160.00	\$240.00	\$240.00	\$240.00	\$240.00
50% Family Participation Deposit January 15th, 2019 ***	\$125.00	\$225.00			
5th. Installment January 15th, 2019	\$90.00	\$125.00	\$160.00	\$190.00	\$220.00
Bingo Penalty Cheque January 15th 2019	\$90.00	\$80.00	\$80.00	\$80.00	\$80.00
6th. Installment February 15th, 2019	\$90.00	\$125.00	\$160.00	\$190.00	\$220.00
7th. Installment March 15th, 2019	\$90.00	\$125.00	\$160.00	\$190.00	\$220.00
50% Bingo Buyout April 15th, 2019	\$160.00	\$240.00	\$240.00	\$240.00	\$240.00
50% Family Participation Deposit May 15th, 2019 ***	\$125.00	\$225.00			

The 7 monthly payments from Sept. to March include the total of Swim Ontario, Registration and fundraising fees. As a family participates in fundraising initiatives and accumulates a fundraising credit, uncashed cheques will be returned or a refund will be issued at the end of the swim season. Bingo buyout cheques will be returned once the bingo commitment has been fulfilled.

If a swimmer joins the club later in the season, the cumulative amount of monthly installments must be paid at the time of registration.

If a Swim School swimmer wishes to move up to the Competitive Level at any time during or immediately following a Swim School session, the following will apply:

- Swim Ontario Fees: Swim Ontario registration fees must be paid in full
- NORAC Fees: All fees/fundraising will be based on date moving to Competitive Level according to Joining Policy
- All Bingos must be completed as per Joining Policy

NORAC GUIDELINES FOR BINGO

Bingo is a major fundraiser for NORAC and it takes many people to make it run smoothly. We encourage every family to take part. We are governed by the Alcohol and Gaming Commission of Ontario (AGCO) and are required to follow AGCO legislation in order to maintain our Bingo License. For this reason we must ensure everyone follows the same rules as set out by NORAC, Hometown Bingo and the AGCO.

Your Duties are to:

- Arrive at the scheduled time and stay for your entire shift.
- Follow the banker's instructions.
- Count and verify bingo cards.
- Sell cards to patrons.
- Call back winning bingos.
- Help patrons when asked.
- Clear tables of paper and garbage during the bingo.
- Clear tables of garbage, leftover liquids, verifiers and verifier booklets at the end of the bingo.

Important

- Volunteers must be bonafide members of Norac and over 18 years of age. If you have other family members willing to work bingos for you, please notify the bingo director well before your bingo date. The registrar can add them to the bonafide member's list.
- No shows, late cancellations or two (2) late arrivals will result in your bingo penalty cheque being cashed (a cheque of \$80 provided by you at registration).
- Bingo shifts typically run 4.5 hrs.
- Bingo times are:

Session:	Arrival Time	Bingo Start Time
Early	10:30 am	12:30 pm
Afternoon:	1:30 pm	3:30 pm
Evening:	5:00 pm	7:00 pm
Late night:	8:00 pm	9:45 pm
- Although the bingo director sends reminder emails, it is your responsibility to remember your bingo dates. The reminder email is a courtesy only.
- Every family must reserve one bingo to work in the summer.
- Families with outstanding bingo requirements will be given priority when booking bingos.
- Bingo dates and the sign-up process are posted on the Norac website at www.swimnorac.com.

NORAC Code of Conduct

As a Member of Swim Ontario, the Northumberland Aquatic Club abides by the Swim Ontario Code of Conduct and the NORAC Code of Conduct.

Board Members, Coaches, Parents, Athletes and Officials are expected to be familiar with and abide by these Codes of Conduct which can be found on the NORAC website.

All swimmers, parents, coaches and Board members are required to sign the applicable Code of Conduct at the time of registration stating that they will abide by NORAC's codes of conduct.

NORAC Complaints and Conflict Resolution Procedure

If a swimmer, parent, guardian, coach or Board member is in breach of a code of conduct, the issue should initially be brought to the attention of the person most directly involved. For example, a parent addresses the concern with the coach of the swimmer in breach of the code, if the issue is not dealt with to the satisfaction of the complainant, then the concern should be taken to the head coach, and finally, if need be, a written complaint is submitted to the NORAC Conflict Resolution Committee.

The NORAC Conflict Resolution Committee is comprised of three members of the NORAC Board of Directors (the Board). If any member of the standing Conflict Resolution Committee is the parent/guardian of a child involved in the complaint, another member of the Board will be appointed to the Committee for the purpose of resolving the complaint.

The Conflict Resolution Committee has the authority to provide a copy of the complaint to the parents/guardians of the swimmer who is the subject of the complaint and gather any information it deems necessary in order to resolve the complaint. The Committee will endeavour to complete the information gathering and draft a report to the Board within 30 days of receipt of the complaint. The Chair of the Committee will keep, or cause to be kept, a full record of the proceedings of the committee, and will provide to the Board for its consideration and approval, a written report including the recommendation on how the complaint is to be resolved. The Board will review the report at its next regularly scheduled meeting.

The member who has been charged and the complainant will each receive a copy of the decision and the reasons for the decision.

The approach of progressive discipline will be used to correct, as opposed to punish, undesirable behaviour and enable the Conflict Resolution Committee to choose from a continuum of interventions and supports to resolve the complaint.

Resolution of the complaint may include but is not limited to:

- An invitation to the swimmer and the swimmer's parent/guardian to discuss the complaint
- A verbal or written warning or reprimand
- A request for the swimmer to write a letter of apology to the complainant
- A request for the swimmer to write a letter discussing how their actions have impacted themselves and other members of NORAC and what they will do to ensure the inappropriate behaviour does not continue
- Suspension of membership for a period of time
- Permanent revocation of membership

Serious infractions that will be grounds for immediate suspension and possible dismissal include but are not limited to:

- Uttering a threat to inflict serious bodily harm on another person
- Possession and/or use of alcohol, cigarettes or illegal drugs
- Committing an act of vandalism
- Committing physical assault
- Theft
- Persistent opposition to authority
- Use of profane or improper language
- Conduct injurious to the moral tone of NORAC or to the physical or mental well-being of others
- Inappropriate touching

NORTHUMBERLAND AQUATIC CLUB PRIVACY POLICY

Personal Information Protection & Electronic Documents Act (PIPEDA)

Regulation

As of January 1, 2004, the federal government is enforcing the PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.

Northumberland Aquatic Club (NORAC), in essence, is asking its members to allow personal information such as name, address, date of birth, e-mail addresses, telephone numbers, etc., on their families to be entered electronically on a club and national database. Hard copy lists are also on file in club offices and in provincial offices. They are kept in a secure location to which no one other than the club and Swim Ontario staff has access. The Board of NORAC is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.

Purpose of Information Collection

This information is necessary to allow our athletes to train and compete in an age appropriate environment, and to have personal information on hand when direct contact is necessary. The latter also applies to volunteers and coaches. NORAC and Swim Ontario also collects donor information for Swim-A-Thon tax receipt purposes.

Security & Safeguards

The database used for national registry (Metasport Systems/SwimDirect) is secure, and personal information is not accessible to the general public. NORAC's registrar has access to the database only as it pertains to club members. Swim Ontario, as the parent organization, can access personal information on all its registered members including members of NORAC. Swimming Canada uses the database to determine total registration numbers, rankings, as well as meet results, for the entire country. Passwords are mandatory for all identified groups to access required information.

The database of NORAC is protected by the users, limited to the Head Coach, and club registrar. Access and the sharing of information is limited to the uses listed below.

Limited Use of Information

Personal information is shared with chaperones and coaches, as needed for swimmer safety. Meet managers are provided with the name and date of birth of swimmers entering competitions. Names, ages, and event results are published electronically as well as in hard copy format after the conclusion of competitions.

Swimmer and parents name, phone number and addresses are shared with club members for the purpose of NORAC events, fundraising and social organizing. Swimmer names may be included in newsletter and activity notices. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged swimmers.

Consent & Withdrawal Thereof

NORAC and Swim Ontario requires consent from each family to continue with this practice. Each club registrar keeps a signed consent form (see attached) on file for each registered member (athletes, volunteers, coaches, etc.) until such time at which a member wishes to withdraw consent or leaves the organization. **Withdrawal of consent for the use of personal information must be received immediately in writing by the Registrar of NORAC.**

Personal information is kept on file for the duration of a member's participation in NORAC and Swim Ontario programs. At the end of each season (August 31), the data is archived and will only be re-activated for those members who re-register with NORAC. After six (6) years, all outdated information will be purged entirely from the NORAC and SwimDirect database. Hard copy lists are kept by NORAC and at the Swim Ontario office for a period of no more than two years, after which time they are destroyed.

Individual Access

NORAC and Swim Ontario will be happy to provide registered individuals with personal data as it appears on the NORAC and SwimDirect database within 30 days of receipt of a written request.

Breach of Privacy Policy Complaints

Complaints are to be directed to the Board of NORAC who will attempt to remedy each situation as it arises expeditiously and in strict confidence.

Privacy Policy adopted by NORAC June 16, 2004