

NORTHUMBERLAND AQUATIC CLUB

2020 – 2021 SEASON

(Revised September 3rd, 2020)



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 the Head Coach or a member of the Board of Directors.

COACHING STAFF

Head Coach

Trish MacNeil

trish@swimnorac.com

905-376-0402

BOARD OF DIRECTORS

A full list of the Board of Directors is available on the NORAC website -

<http://swimnorac.com/about-us/>

Board meetings are held monthly , currently via Webex.
If you wish to attend, please contact the President before hand.

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 description of each of our program levels is available on the NORAC website - <http://swimnorac.com/competitive-team/>

For the 2020/21 season, due to the COVID 19 pandemic limitations, our competitive program will be divided into 5 groups rather than 6. The Youth will be a Youth/Youth+ combination and the Jr Development a Youth+/Jr combination.

The Head Coach will indicate the appropriate level for your swimmer to be registered in.

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 while maintaining physical distance
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 tolerated
9. All feedback by the NORAC Coaching Staff needs to be followed during practice time
10. NORAC Coaches will be treated with respect
11. Bring all equipment in good working order to every practice
12. DO NOT come to practice if you have any COVID-19 symptoms or are sick in any way
13. Let your coach know if you will not be at practice and the reason why
14. Be flexible, swimming is going to be different this season, be prepared to work outside of your comfort zone
15. Maintain physical distancing with team mates, coaches and pool staff

TRAINING SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MASTERS		6-6:55 am		6-6:55 am			
ELITE	3:15-4:45 pm		6-7:30 am	3:15-4:45 pm	3:15-4:45 pm	6:25-7:25 am	7:30-8:30 pm
SENIOR		3:15-4:45 pm	3:15-4:45 pm			7:40-8:40am	
JUNIOR	6:15-7:15 pm			6:15-7:15 pm	6:15-7:15 pm		6:15-7:15 pm
YOUTH	5-6 pm				5-6 pm		5-6 pm
NOVICE				5-6 pm			4-4:45 pm

The above training schedule is subject to change as the season progress and we adapt to the changing regulations issued by Swim Ontario and local authorities.

SWIM MEETS and OFFICIALS COMMITMENT

At this time Swim Canada/Swim Ontario are not sanctioning meets. We hope to be able to provide competitive opportunities to our swimmers by hosting Time Trials and/or In House meets. All Local and Swim Ontario/Swim Canada guidelines will be adhered to.

OFFICIALS COMMITMENT

Once we are able to host meets, we will require certified Officials on deck. All parents are expected, at a minimum, to be certified as a Level 1 Official. At this time, no in person Officials clinics will be held but some clinics are available on line and others will be available virtually.

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. **STATUS of Swim-a-thon for 2021 is unknown at this time.**

FEE AND FUNDRAISING STRUCTURE

NO SWIMMER, NEW OR RETURNING, WILL BE ALLOWED IN THE POOL UNTIL THE REGISTRAR HAS ALL THE COMPLETED REGISTRATION FORMS, ALL FEE PAYMENTS AND THE SWIM CANADA ONLINE REGISTRATION REQUIREMENTS HAVE BEEN COMPLETED.

- Fees for competitive swimmers consist of Swim Ontario Fees and local club fees. Past NORAC participants will notice a change in our fees structure in that the registration, fundraising and bingo amounts have all been consolidated into one fee.
- Members may participate in fundraising initiatives to offset swimming fees. Funds raised by participating in FUNDSCHIP or cheese sales will be credited to member accounts and applied to future monthly/quarterly payments
- Members are also encouraged to assist with bingos. Member accounts will be credited \$80 for each bingo worked. The bingo schedule and signup procedure is available on the website - <http://swimnorac.com/parents/fundraising/>
- In order that we may request the appropriate number of bingos, please indicate on your registration form whether it is your intention to help work NORAC bingos
- Family Participation Policy – this Policy will be on hold for the start of the season until further parent participation is permitted.

Swim Ontario Fees – are based on swimmer age as of Dec 31/2020 and must be included in the initial fee payment at the start of the season

Age as of Dec 31/20 Category	8& U Fundamental	9 & 10 Skills	11-14 Development	15&O Open
Swim Ontario Fee	\$125.00	\$145.00	\$165.00	\$185.00

NORAC Fees – The annual fee for this program can be paid in full or divided into monthly or quarterly payments and must be paid according to one of the 3 payment options listed below. The fee is for the *annual* program in its entirety. Make up training time will not be provided for sessions cancelled due to statutory holidays or inclement weather. For families who participate in fundraising/bingos, monthly/quarterly installments will be adjusted the 2nd month following the completed activity. The post-dated cheque on hand will be destroyed and an etransfer sent to the registrar for the adjusted amount.

Training Group	Annual NORAC fee
NOVICE	\$1,000
YOUTH	\$1,500
JR/SR Development	\$2,100
ELITE	\$2,600

JOINING AND TERMINATING POLICY
2020/2021 SEASON
JOINING POLICY

IF YOU JOIN BETWEEN	% OF FEE'S TO BE PAID
SEPT.1 - NOV.30	100%
DEC.1 - JAN.31	80%
FEB.1 - MAR.31	60%
APR.1 - END OF SEASON	40%

Swim Ontario Fees are required in full

TERMINATING POLICY

IF YOU TERMINATE BETWEEN	% OF NORAC FEES TO BE REIMBURSED
SEPT.1 - OCT.31	75%
NOV.1 - NOV.30	50%
DEC.1 – DEC.31	25%
JAN.1 - END OF SEASON	0%

**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 Board 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**.

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.

COVID 19 – in the event NORAC must refrain from training for a 2 week quarantine period, no fees credits will apply. If in fact training is cancelled for an extended period of time, the NORAC Board will review the fees and implement a refund/credit.

FEE PAYMENT OPTIONS FOR REGISTRATION

Option 1: Full payment of fees at registration

Swim Ontario Registration amount and NORAC fees amount (as listed on page 5) may be paid in full at registration by cheque or by e-transfer. Contact the registrar registrar@swimnorac.com for e-transfer details.

Option 2: Quarterly payment of fees – fees to be paid in 3 installments, Sept, Dec & March Swim Ontario Registration amount (as listed on page 5) must be added to the 1st Installment

<u>CHEQUES / DATE</u>	<u>NOVICE</u>	<u>YOUTH</u>	<u>JR/SR Development</u>	<u>ELITE</u>
1 st . Installment (plus Swim Ontario Fee) @ Registration	\$400	\$600	\$800	\$1,000
	<i>+ Swim Ontario Amount (see pg 5)</i>			
2 nd . Installment <i>December 1st, 2020</i>	\$300	\$450	\$650	\$800
3 rd . Installment <i>March 1st, 2021</i>	\$300	\$450	\$650	\$800

Option 3: Monthly fee installments - Sept. 2020 – May 2021.

Swim Ontario Registration amount (as listed on page 5) must be added to the 1st Installment

<u>CHEQUES / DATE</u>	<u>NOVICE</u>	<u>YOUTH</u>	<u>JR/SR Development</u>	<u>ELITE</u>
1 st . Installment (plus Swim Ontario Fee) @ Registration	\$200.00	\$300.00	\$420.00	\$520.00
	<i>+ Swim Ontario Amount (see pg 5)</i>			
2 nd . Installment October 1 st , 2020	\$100.00	\$150.00	\$210.00	\$260.00
3 rd . Installment November 1 st , 2020	\$100.00	\$150.00	\$210.00	\$260.00
4 th . Installment December 1 st , 2020	\$100.00	\$150.00	\$210.00	\$260.00
5 th . Installment January 1 st , 2021	\$100.00	\$150.00	\$210.00	\$260.00
6 th . Installment February 1 st , 2021	\$100.00	\$150.00	\$210.00	\$260.00
7 th . Installment March 1 st , 2021	\$100.00	\$150.00	\$210.00	\$260.00
8 th . Installment April 1 st , 2021	\$100.00	\$150.00	\$210.00	\$260.00
9 th . Installment May 1 st , 2021	\$100.00	\$150.00	\$210.00	\$260.00

For families who participate in fundraising/bingos, monthly/quarterly installments will be adjusted the 2nd month following the completed activity. The post-dated cheque on hand will be destroyed and an e-transfer sent to the registrar for the adjusted amount.

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.

The following jobs are not required at this time due to COVID 19 procedure changes.

- 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 bona fide 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.
- No shows, late cancellations or two (2) late arrivals will result in a bingo penalty charge of \$80
- 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 is asked to sign up for at least one bingo to work next summer.
- Bingo dates and the sign-up process are posted on the NORAC website at www.swimnorac.com/parents/fundraising/.

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