



KIRKLAND LAKE AQUATIC CLUB
STINGRAYS

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PHILOSOPHY OF THE KIRKLAND LAKE AQUATIC CLUB

“Swimmers come first!”

Competitive swimming is an ideal sport for the development of self-confidence, self-discipline, physical and fitness and social interaction. We stress the human and social aspect of the sport while maintaining a competitive spirit. Within the Kirkland Lake Aquatic Club team, the less talented swimmer is as valued as the elite.

Aims of the Kirkland Lake Aquatic Club are:

- To promote the sport of competitive swimming and to encourage training for competitions, self-development, leadership and sportsmanship
- To provide a competent training program based on valid physiological principles
- To provide equal opportunity for swimmers of all skill levels to train and compete at the highest level of amateur competition for which they have qualified

CLUB RESPONSIBILITIES AND OPERATING PROCEDURES

THE CLUB WILL:

- Hire a qualified head coach and assistant coaches as deemed necessary
- Register all fully paid members with Swim Ontario
- Ensure proper supervision of swimmers during practices and swim meets
- Endeavour to keep parents informed of each swimmer’s progress and of all KLAC related activities on the bulletin board at the complex and on the website.
- Hold Board meetings to deal with KLAC operations and programs
- Hold an annual general meeting to receive year end reports and conduct elections

LINKS

Kirkland Lake Aquatic Club website

www.klacstingrays.com

KLAC Email address

klacstingrays@gmail.com

KLAC E-transfer payments

klacpayments@gmail.com

KLAC Facebook page

www.facebook.com/KLACStingrays

Swim Ontario website

www.swimontario.com

Swim a Thon webpage

www.ontarioswimathon.ca/KLAC

Swim Officials Registration System

www.swimming.ca/en/registration/

Swimming Canada website

www.swimming.ca

FINA website

www.fina.org

2018-19 KIRKLAND LAKE AQUATIC CLUB

EXECUTIVE DIRECTORS

PRESIDENT	Mélanie Dubé
DIRECTOR OF CLUB COMMUNICATIONS	Rodney Thomas
DIRECTOR OF FUNDRAISING	Jennifer Ivanor
DIRECTOR OF CORPORATE SPONSORS	Leanne Nielson
REGISTRAR	Nancy Breen
DIRECTOR OF OFFICIALS	Stephanie Martyn
WEB DIRECTOR	Brad Comish
DIRECTOR OF FINANCES	Carlyn McNamara
DIRECTOR OF RECORDS & PROCEEDINGS	Amy Bullock

MAILING ADDRESS & EMAIL ADDRESS

The Kirkland Lake Aquatic Club
PO BOX 876
Kirkland Lake, ON
P2N 3K4
klacstingrays@gmail.com

2018-19 COACHING STAFF

HEAD COACH	Darryl Borland
ASSISTANT COACH	Rodney Thomas
JUNIOR COACHES	TBD
	TBD

POOL SCHEDULE

The regular swim season will start in September annually. Senior swimmers season ends at the individual swimmers last summer meet with March Break off. All other groups will have a break during the December holiday season and March Break.

**See Pool Schedule Table for session pool times

POOL SUPERVISION

Swimmers are only supervised during practice times and swim meets. It is the parent/legal guardian's responsibility to ensure to supervise their swimmer. Swimmers in the age of 12 and under need to be supervised out of practice and this is a regulation of the Complex. Also, it is the parent/legal guardian's responsibility to ensure that their swimmer is behaving appropriately in the complex lobby and change rooms before and after practice. The Joe Mavrincac Community Complex personnel have the right to ask your child to leave the premises if they witness inappropriate behaviour. Please remind your swimmer(s) to behave appropriately and respect both their team mates and all patrons of the complex.

JOE MAVRINAC COMMUNITY COMPLEX REGULATIONS

1. A complex safety standard states "all patrons must shower with warm soapy water upon entering the pool initially as well as every time after using the washroom".
2. Children 6 years of age and over are to use the appropriate change room, or the alternate family change room if accompanied by a parent of the opposite sex.
3. Swimmers must wear the appropriate bathing attire in the pool area. At no time are parents or spectators allowed to enter the pool deck wearing their outside footwear.
4. No food or beverage (with exception of water) is allowed in the pool area or on pool deck.
5. No person under the age of 16 is permitted in the sauna. As well, no person under the age of 12 is allowed in the whirlpool unless accompanied by a responsible adult.
6. All other pool rules must be followed, at all times, as posted within the pool area.
7. All swimmers must shower before entering in the pool.

SWIM MEET PROCEDURES

1. Swimmers are expected to be respectful and listen to the coaches and chaperones at all times.
2. The coach will decide all events for each swimmer.
3. Swimmers may not leave the pool deck without the coach's permission.
4. There will be no scratches from events entered except upon consultation with their coach.
5. Swimmers should report to the coach before and after each event for instructions & follow up.
6. Swimmers must wear a team t-shirt and a white KLAC swim cap for competition
7. It is the Kirkland Lake Aquatic Club policy that no swimmer share accommodations with the coach.
8. Any swimmer involved in any behaviour prohibited in the KLAC Code of Conduct will be sent home from the swim meet at the parent's expense.
9. Parents/Guardians are to remain in the stands and should not enter the pool deck unless officiating.
Only coaches are allowed on deck with swimmers at swim meets
10. Parents will be responsible for any fines incurred by their swimmer as outlined in Swim Ontario's Swim Meet Scratch policies.

*Swimmers are expected to attend all championship meets in which they qualify.
At team meets, swimmers are expected to stay and support fellow teammates until the end of the session
they are swimming in!*

REGISTRATION

MULTI SWIMMER DISCOUNT

Swim families with multiple swimmers will receive a deduction in their registration fees starting with the highest level swim group as follows:

- Swimmer #1 will be charged full rate
- Swimmer #2 will receive 10% discount
- Swimmer #3 will receive a 15% discount
- Swimmer #4 and subsequent will receive a 20% discount

Cheques should be made out to the KLAC in full or by postdated cheque with 34% due at the time of registration, 33% on October 1st, and the remaining 33% on November 1st. Additional payment options may be possible. Any individuals registering up to and including the Christmas break will pay full registration fees. Individuals joining after the Christmas break will pay 60% of the registration fee plus Swim Ontario registration fee.

All PIPEDA consent forms, website release forms and Code of Conduct forms must be signed prior to the first training session.

All Receipt of Review of Concussion Awareness Resource must be sign and give at registration.

For registration forms and information visit www.klacstingrays.com under the Swimmers heading.

REFUNDS

GUIDING PRINCIPLES:

Together with the club Head Coach, the Kirkland Lake Aquatic Club Board of Directors will encourage a registered swimmer continued participation on the swim team. This may involve a change in swim group registration to best support the registrant's personal goals/aspirations whenever feasible.

In the event that for personal or medical reasons a registration refund is requested the following procedure will apply.

PROCEDURE:

A prorated refund prior to March 1 in the current swim season will be given and calculated from the date of the Kirkland Lake Aquatic Club's first regularly scheduled swim practice of the season excluding the non-refundable Swim Ontario Insurance Fee based on the following:

1. A prorated refund at time of request plus 8 weeks will be given (based on the requesting swimmer's current registration fee divided by 32 weeks) plus

2. The annual official's registration fee as paid to Swim Ontario for all registered officials within the immediate swim family plus
3. A \$20 administrative fee
4. Prior to the refund cheque being issued, all outstanding equipment purchases must be paid and fundraising product/money returned to the club

EQUIPMENT

Any equipment invoice must be paid when merchandise is received. The following equipment is suggested:

SENIOR GROUP - fins, pull buoys, paddles, kickboards, goggles, cap, bathing suit (solid colour preferred for swim meets)

AGE GROUP - fins, pull buoys, kickboards, goggles, cap, bathing suit (solid colour preferred for swim meets)

JUNIOR GROUP – kickboards, goggles, cap, bathing suit (solid colour preferred for swim meets)

Kickboards are supplied for training sessions by the complex. A combination lock is recommended for change room lockers. Lockers may be rented for the season through the front desk at the complex.

All KLAC team apparel is available from the Registrar. Also an inventory of goggles, swim caps and bathing suits is available for purchase. For any equipment needs, visit www.klacstingrays.com under the Swimmers heading.

SWIM MEET INFORMATION

A few weeks prior to each meet an electronic notification will be sent to swim families. Parents must give permission for their swimmer(s) to attend the posted swim meet in order to be eligible to attend. All competitive swimmers are eligible to attend developmental meets and are entered into races according to ability or times achieved.

Once the coaches have determined the events each swimmer will be entered in, a memo will be emailed to parents containing the fees (average \$40 - \$70 depending on the type of meet), swim events and location and meet warm up information. All fees must be paid in full by the stipulated date to our **TRAVEL & MEET DIRECTOR** by cheque made out to KLAC with Family Name clearly written on envelope or by E-transfer to klacpayments@gmail.com using the password swimming.

Swimmers may be scratched from a swim meet if fees are outstanding and the swimmer may not be entered in future swim meets until outstanding fees are paid. If the swimmer is unable to attend the swim meet due to unforeseen circumstances the family is responsible for paying their meet fees (unless decided otherwise by the board). Please inform the coaches immediately should such a situation arise.

Travel costs vary depending on the meet. At times, a bus may be used for safety reasons during winter months and for team events. In the event that a bus has been booked for an out of town meet it is mandatory that your swimmer take the bus, no exceptions. The club will attempt to subsidize the travel costs and swimmer subsidy will be based on the fundraising efforts made by each family.

Swimmers are responsible for their own meals when travelling and are encouraged to pack a lunch or snacks, juice and water for swim meets to eat during the day. Please avoid products high in sugar or fat, as well as milk. During team events, swimmers should be prepared to stop at a restaurant on the way home.

OFFICIALS

Swim Ontario has introduced a new registration procedure that will require all officials who wish to officiate at a sanctioned competition **be registered annually** on the Swimming Canada registration site within two weeks (14 days) of commencing activity as an Official. **This update is completed annually by the individual not the club's DIRECTOR OF OFFICIALS, after you have provided the Director of Officials with the required documentation.** For more information on officiating at swim meets visit www.klacstingrays.com under the Parent Info heading. Officials training will be offered periodically throughout the swim season.

Swim meets require at least 35 volunteers per session. Our club is expected to assist with officiating if we have swimmers attending out of town meets. We count on parents to volunteer their services in these areas. Officials training will be offered periodically throughout the swim season.

Designated club officials should register at the officials' room at least one half hour before the meet is scheduled to begin and participate in the pre-meet briefing for their assigned position. Officials are asked to wear white t-shirts for time keepers and chief timekeeper positions and black pants (capris or skirts) with black shoes or red polo shirts and black pants (capris or skirts) with black shoes for all other Officials positions.

OFFICIALS DISCOUNT

Having a strong pipeline of volunteer officials among KLAC's membership is essential to the operation of KLAC-hosted meets. As an incentive to encourage KLAC family members to work their way up the officials' ladder, KLAC offers the following Officials Discount on the Registration Fee:

- An official who achieves and maintains Level III status in a current swim year receives a 5% discount in the Registration Fee for each KLAC swimmer in that family.
- An official who achieves and maintains Level IV status in a current swim year and volunteers at 75% of KLAC hosted meets receives a 10% discount in the Registration Fee for each KLAC swimmer in that family.
- An official who achieves and maintains Level 5 status in a current swim year and volunteers at 75% of KLAC hosted meets receives a 15% discount in the Registration Fee for each KLAC swimmer in that family.

The Officials' Discount is paid out at year end after all outlined criteria are met.

SWIM A THON

This fundraiser is an Ontario wide fundraiser held in March annually. It is mandatory that all swimmers participate in this event. Swimmers are encouraged to raise at least \$250 each. This is one of our biggest fundraisers, 90% of all monies raised are returned back to our club. Watch for information packages for this event in January.

ADDITIONAL INFORMATION

MEETINGS

KLAC Board meetings are typically held once a month. Anyone wishing to make a presentation should make a request in writing to klacstingrays@gmail.com, at least one week prior to the meeting in order to be added to the agenda.

Parent meetings will be held at the start of the season to answer any questions new families may have. As well, our Head Coach will be available periodically throughout the season to meet with parents as needed.

The Annual General Meeting, at which year- end reports are presented and elections held, will take place in June annually. It is hoped that all members will attend and provide input on the season.

CLUB AWARDS

An annual awards day BBQ is held for all members and their families at the end of the season.

COMPLAINTS

Complaints will only be accepted if in writing and mailed to the KLAC mailbox.