



Newmarket Stingrays Swim Club Handbook

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About the Newmarket Stingrays

Mission Statement

The Newmarket Stingrays Swim Club strives to develop exceptional athletes who learn to make decisions on their own, achieve their goals through hard work and determination, and respect those around them both in and out of the pool.

History

Founded in 1975, the Newmarket Stingrays Swim Club is a volunteer run, not for profit organization that has been developing swimming excellence in York Region. Dedicated to the sport of competitive swimming, the Stingrays' Club philosophy emphasizes helping every swimmer be the best they can be, both in the pool and in the community, regardless of ability.

The Newmarket Stingrays have consistently been the leader in the community for athlete development and success stories. The club has grown over the years and many of the swimmers go on to university scholarships in both Canada and the US.

Governance & Volunteering

Board of Directors

The Board of Directors are elected to their respective positions.

- President
- Treasurer
- Membership
- Human Resources
- Director at Large
- Team Travel
- Communication
- Marketing
- Special Events
- Secretary

At the Annual General Meeting (AGM) of the Club, directors shall be elected for a two (2) year term and then the role will be up for renewal. A full description of each position can be found on the club website.

Programs***

Competitive

This program is for swimmers who have developed their skills and endurance and who are now ready to set competitive goals and work towards them.

Ages 10 - University

September to June

- Groups are set by age, keeping swimmers of the same age together
- 5 – 9 workouts weekly, increasing each year
- Continued focus on stroke technique, competitive skills and endurance
- New skills include goal setting, time management and personal development
- Regular participation in competitions within the GTA. More advanced athletes may qualify to compete in at the Provincial, National and International levels.
- Coaches are National Coaching Certification Program (NCCP) qualified

Development

This program is the jumping off point into the exciting world of competitive swimming!

Ages 8 - 9

September to June

- 4 workouts weekly
- Focus on stroke development, competitive swimming skills and endurance
- Participation in monthly swim meets within the GTA
- Coaches are National Coaching Certification Program (NCCP) qualified

Wave

This program is an introduction to the world of real competition! WAVE is an on-ramp program to get swimmers up to speed and ready to compete with their age group. The natural progression up from Splash, or a starting point for new swimmers that have passed try-outs.

Ages 7 – 10

September to June

- 3 workouts weekly
- Focus on stroke development
- Participation in in-house swim meets
- Coaches are National Coaching Certification Program (NCCP) qualified

Splash

This unique pre-competitive program provides basic swimming proficiency and a solid foundation of competitive swimming skills.

Ages 5-7

3, ten-week sessions per year

- 2, 45-minute lessons weekly
- Low swimmer to coach ratio (generally at most 3:1)
- All coaches are current or past competitive swimmers with coaching workshops and lifesaving qualifications (minimum bronze medallion)

Fabulous Friday swim meet at the end of each session at which all participants earn ribbons. Prerequisites are required. For more details, please email newswim@rogers.com September Swim Camp is a prerequisite for the Fall Splash session.

*****Note:** Newmarket Stingrays does not affiliate with the Ontario Swim Academy (OSA).

Fees & Club Finances

Club Finances

The majority of the Newmarket Stingrays Swim Club revenues come from the basic membership fees. In addition, the club also receives revenue from hosting swim meets, Bingo, Swim-a-thon and fundraising.

Membership Fees

All the fees listed below are invoiced prior to the beginning of the swim season.

- Basic Fee
- Swim Ontario Registration
- Fund from the Heart Assessment
- Swim meet fees

Basic Fee

As a non-profit organization, the Newmarket Stingrays Swim Club sets a break-even budget each year. After deducting estimated fundraising and swim meet revenues for the upcoming year, the difference required to fund the budget is set as the basic membership fees.

Swim Ontario Fees

Mandatory Non-refundable Swim Ontario Registration fees are paid at the start of every season for each registered swimmer which covers Swimming/Natation Canada (SNC) fees and Swim Ontario fees. This fee is non-refundable.

Fund from the Heart (FFTH)

Fund from the Heart (FFTH) offers temporary financial relief for member families who are presented with life crises that impact their ability to pay for membership and/or travel meets. The fund has been established through donations from existing members on an annual basis and credits earned from departing/graduating families. The Fund has an established maximum which will be accumulated. Funds generated above this amount, as set by the Board of Directors, will be transferred to the general operating fund of the Club and on an annual basis the Board of Directors will determine where such funds will be allocated, if available.

The assessment is a voluntary \$5 per swimmer contribution to the program. Distribution is made in accordance with the Fund from the Heart (FFH) guidelines below. Anyone not wishing to contribute may deduct this assessment from their first instalment.

Bingo

Bingo continues to be the most consistent and major fundraising vehicle for the club. As a part of the basic fees, we cover the cost of providing workers at each bingo session, that are run by our club. Each session requires two

workers that will be paid at the end of each session worked. Each bingo volunteer is compensated \$60 per session worked. Bingo is currently located at

Bingo World
1230 Kerrisdale Blvd
Newmarket Ontario

Anyone over the age of 18 may work at Bingo, including family and friends of a stingray member.

Swim Meet Fees

Swim meets are an integral part of the Stingrays program, and each swimmer will be provided with multiple opportunities to participate in meets throughout the year. The host club requires an entry fee for each swimmer and for each event a swimmer participates in. To make this easy to administer, a portion of your fees will be credited to your meet fee account. Each family will have a meet fee account and the actual costs to participate will be deducted from the credit applied to this account. The fees differ depending on the group the swimmer is in. The higher the group the more meets they will have the opportunity to attend.

A schedule of meets for the season will be posted on the website early in the swim season. When received, please note these dates on your calendar. Meet fees are paid by the office to the host club for each swimmer, swim and relay event. Every meet has a deadline of approximately 2 weeks prior to the meet date.

- It is the parent's responsibility to ensure that their swimmer's coach and the Office Manager at newswim@rogers.com are advised if their swimmer will not be attending a scheduled meet. Failure to do so prior to the deadline, will result in fees being charged to the swimmer's meet fee account regardless of attendance. Once fees are sent to the host club, they cannot be refunded.
- Information packages for each swim meet will be posted on the website under events.

Each family will receive a copy of their meet fee account in August, showing all transactions from the prior season. Any surplus amount will be refunded to families if they do not return to the club once their account has been finalized. If there is a deficit in the meet fee account, you will be notified by the office and you will need to make a further deposit within 2-weeks of the request.

Overdue Payment Policy

All payments by instalments are due on the first of each month (October, November, December, January, February, March). If a payment fails to go through, the member will be notified by the club administrator via email. If the payment is not received by the end of the month, the swimmer will not be allowed to attend practices until the payment is received in full.

If a member is experiencing financial difficulty, they should reach out to the Membership Director to discuss alternative payment options and/or apply for benefits from Funds from the Heart.

Accessing Benefits Paid from Funds from the Heart (FFTH)

Criteria for Eligibility:

Funding is available to members of the AG5 group and up who have been with the Club at least one full year. A committee composed of the Club Treasurer, Membership Director and one other individual appointed by the Board of Directors will review all submissions. Decisions of the committee must be unanimous.

The FFTH committee will consider covering a portion of a swimmer's basic fees, depending on the criteria listed above. FFTH may be used to pay for up to a maximum of 1/3rd of the annual basic fee amount. It is only a portion of the basic fee amount that would be covered by the FFTH, all other fees must be covered by the family.

Applications may also be made for travel subsidy to travel swim meets. Optional non-championship meets may be accessed once per season (not to be accessed more than once every two years). The subsidy will be set in the fall for the season by the committee members. Currently the amount is \$250.

Members who qualify for Championship meets who demonstrate financial need may access FFTH once per season. The committee will review the cost of the meet, the financial need, and the importance of the experience on a case-by-case basis and set the amount accordingly.

How to Apply

A written/email request must be submitted to one of the above-listed committee members or newswim@rogers.com. A general statement about the reasons for the application and the current financial situation of the member family is necessary. A spirit of mutual trust is implied. Applications made to the program will be kept strictly confidential.

Member Obligations for Stingray Hosted Swim Meets

The Newmarket Stingrays Swim Club relies on the participation commitment from each of our families to be able to host swim meets. These are a major revenue source for the club. The following is a summary of each Stingray family's annual obligation:

- The total Stingray family obligation for the 2024-2025 season is six (6) sessions and they can be worked at one of our club hosted meets (E.g., Alan Swanston Classic, Steve Kingston Memorial, etc.)
- In addition, each Stingray family must work a minimum four (4) sessions at any Stingrays hosted Championship meet. This season we will be hosting the Central Region B Championships in Markham Pan Am in June.
- The total obligation for the 2024-2025 season is 10 sessions, as defined above.
- Each Stingrays family will have a minimum of one (1) official registered with Swim Ontario
- It is mandatory that all Stingrays Officials have completed the Introduction to Swimming Officiating Clinic
- Each Stingrays family in their second year and beyond are required to take a minimum of one (1) additional clinic per year

IMPORTANT: A Stingrays family that fails to complete their member obligations for Stingrays Hosted Swim Meets will be fined \$150 per session that is not met. These fines will be applied to your meet fee account.

Earning Participation Credits through Your Member Obligations

As a not-for-profit organization the club depends on volunteers to host swim meets and manage operations. Stingray's families can earn participation credits for working at swim meets, club events, fundraisers, team travel, committee work, etc. Each position that a Stingrays family member works will have participation credits assigned to the role. The participation credits for each role can be made available by the member of the board of director responsible for this role. They are also available as a part of the volunteer survey each fall.

The number of credits awarded for each position are not intended to compensate the volunteer for what the 'job' is worth in the real world. There simply are not enough credits collected to be able to do that. More than 40 volunteers are required to run a single session of a swim meet. Each credit represents \$1 that can be applied to your basic fees the following swim season. These credits are non-refundable and non-transferable to another member if your swimmer leaves the club or graduates, instead these credits will be credited to the Funds for the Heart.

Earning Fundraising Credits

We provide fundraising opportunities to help families reduce the cost of their basic fees. Any fundraising credits earned within a season will be applied to a swimmers account for the following year.

Each family is encouraged to contribute toward fundraising activities the club provides. You will receive 75% of the fundraising profit generated by your family. Fundraising events will be determined at the beginning of the year and will be communicated with the membership. If you have any fundraising ideas, please reach out to the Social Director.

EXAMPLE:

Family Y raises \$150 total profit through their fundraising activity during the season. They

will receive 75% of the raised amount, which gives them a \$112.50 credit and will be applied to next year.

Special Club Events

Swimmer participation in the designated community events is encouraged. These events are considered essential to building team spirit, community support of the Swim Club and teaching our young swimmers the value of giving back to our community.

Examples of such events in the past have included:

- Santa Claus Parade
- Tree Planting
- Preparing a meal for the 'Inn from the Cold'
- Celebrity Server

Referrals

The Newmarket Stingrays Swim Club encourages member families to spread the word about our club. Any current member that refers a new swimmer to the club (and they join and complete the season) will receive a referral credit towards their fees the following season. The referring family will receive the following referral credit towards their fees for next year:

- \$50 per swimmer that completes a splash session
- \$150 for the first swimmer that joins a competitive group and completes the season
- \$200 for any additional (2 or more) swimmers that join a competitive group and completes the season

How to receive the credit?

The new swimmer must mention the referring family's name at the time of registration.

If the referring member leaves the club the following year, the referral credits will be added to the participation credits and will be refunded up to the amount they pre-paid the prior year. Any additional amounts are non-refundable or transferable.

Membership Cancellation and Refunds

Membership Cancellation

The Club's Cancellation Policy requires that parents must provide a letter of resignation, dated, to the Membership Director and copy the office at newswim@rogers.com. The swimmer will be charged the full Swim Ontario fees, outstanding meet fee costs, the prorated amount of the basic fees accrued to the date of resignation plus a four-week administration fee.

Refund Calculation

Basic Fees:

If a swimmer decides to leave the Newmarket Stingrays Swim Club at any point after registration. The refund will be calculated as follows:

$$= \text{Basic Fee} \times \frac{[(40 \text{ weeks} - \# \text{ of weeks of participation} - 4 \text{ week admin. fee})]}{40 \text{ weeks}}$$

Note:

- 4-week (or 10%) administration fee will be charged
- Participation and fundraising credits earned throughout the current season are non-refundable upon withdrawal from the club.
- Pre-registration and Swim Ontario fees are non-refundable.

Meet Fee Account:

The meet fee account is fully refundable to families as this money is held in trust. All deposits and any expenses will be reflected up until the date the swimmer(s) resign from the club.

Meet Fee Refund Calculations

The meet fee account is fully refundable to families as this money is held in trust. All deposits and any expenses will be reflected up until the date the swimmer(s) resign from the club.

Remaining Swim Meet Fees

Any balance remaining at the end of the year will carry forward to next year or will be refunded if the swimmer does not return to the Club the following season.

Outstanding Swim Meet Fees

Outstanding balances must be paid in full within two weeks of notification, or all swim privileges will be revoked.

Additional Swim Meet Fees

If a swimmer qualifies for their age group level top provincial meet or higher, a team t-shirt may be designed for the event showing the name of the event and the names of all qualifying swimmers. Each swimmer's meet fee account will be charged the cost of this event t-shirt.

NSF Fees

The Board reserves the right to pass on any fees charged by the financial institution for any cheques returned or credit card transaction rejected by your bank.

Returning Swimmers

The Club does not encourage swimmers going from club to club. Each request is evaluated individually using the following criteria for former Stingrays swimmer that wants to return to the Club:

1. Reason for leaving
2. Positive impact on club - family volunteers, positive relationships with other swimmers and coaches
3. Quality of swimmer

There must be appropriate space in the group for the returning swimmer

A swimmer who leaves and then returns, and then leaves for another club again, will not be considered for future membership.

Newmarket Hosted Swim Meets

Commitments

Families are responsible to work a minimum total of ten (10) sessions at our Stingrays hosted meet over the course of the season. These sessions can be all done at one meet or spread out over the multiple meets that we normally host. This 2024-2025 season we been selected to host the Central Region B Championship meet, it is mandatory to work a minimum of four (4) sessions at this meet and will contribute towards your total obligation. A family is only responsible to work a minimum of ten (10) sessions at our Stingrays hosted meets, regardless of how many swimmers they have in the club. A session constitutes working any of the positions listed in the appendix titled "Participation Credit System" under "Swim Meet Positions". For the 2024-2025 season, each family will be responsible for six (6) sessions at our hosted meets including the Alan Swanston Classic, Steve Kingston Memorial and Time Trials. Families will also be responsible for an additional four (4) sessions at Central Region B Championships in June at Markham Pan Am.

Additionally, each family is required to take one course per year until they have taken every course or have achieved their Level 3 status. Prior to every Newmarket hosted meet the club will conduct several clinics depending on requirements. Additionally, the Central Region and other clubs host clinics on a regular basis.

Eligible courses include the following:

- Intro to Swimming Officiating
- Safety Marshal
- Inspectors of Turns and Judge of Stroke
- Administration Desk
- Chief Finish Judge / Chief Judge Electronics
- Recorder/Scorer
- Meet Manager
- Starter
- Referee

Please note that sessions at meets are not guaranteed and are assigned on a first come first served basis. We do our best to accommodate those who have taken courses and would like to work new positions. We also will take into consideration those who have outstanding sessions not yet worked.

If a family does not work the minimum number of obligated sessions and/or does not take one official's clinic throughout the season, they will be charged a penalty of \$150 per session not worked and clinic not taken. This fee will be applied to the meet fee account at the end of the season.

Officiating Clinics

Clinics are offered in a variety of ways. The Stingrays Swim Club will offer them periodically. Swim Ontario runs clinics within the central region and are offered both in person and virtually. Please note that the Starter and Referee clinics must be done in person. All formats are acceptable. Each family must complete one new officiating clinic per swim season.

Officiating Levels

The following table depicts the credits earned per session worked

Level	Credits
1	30
1B	75
2	90
3	110
4	125
5	135

Note: Level 1B is an official who has taken Introduction to Swimming Officiating, received two successful evaluations and taken the Inspector of Turns/Judge of Strokes Clinics.

Duties Performed at Other Clubs

You will not receive credits for duties performed for other clubs while at away swim meets. However, this is a great way to contribute to the sport and earn sign offs.

Swim Meets

Swim Meet Basics

- Be on time.
- Swimmers must arrive and be on deck at the specified warm-up time.
- Cheer on your teammates.
- Check in with your coach after a swim.

Relays

A relay team is faster than the sum of its individual times. Relays not only demand speed in the pool but also teamwork and camaraderie on the blocks. Relays are teams; a blending of speed, consistency, enthusiasm and heart, qualities a coach knows best and develops throughout the season. A swimmer assigned to a relay team has a responsibility to be prepared.

Coaches use the following criteria to determine medley and freestyle relays:

- Times
- Attendance, workout habits and attitude
- Individual performance in a particular stroke (medley) or specific position (free) within a relay
- Consistency in performance throughout the season

Most relays take place at the end of a meet. If the coaches feel relays are important and a relay team is selected, swimmers will be expected to participate.

Traveling To Team Swim Meets

Traveling with the team to an 'away' meet is the highlight of the year for many of our competitive swimmers.

Away meets provide an opportunity for swimmers to:

- experience independence
- develop their competitive swimming skills
- deepen friendships and
- have the time of their lives

Each year the Club travels to invitational away meets, and for qualifying athletes they may travel to Provincial and National meets. Most often, these meets are designated as 'team meets' and fall under the Stingray's Team Travel policy. The purpose of these rules and guidelines is to ensure the safety and comfort of the swimmers.

Team Travel Meets

The Team Travel Director organizes chaperones, transportation, accommodations, and food for each away meet. Coaches and parent chaperones accompany the team. It takes a lot of organization and attention to detail to ensure that our swimmers travel in safety and get enough sleep and food to swim fast and have fun.

If a swimmer is attending an "away" meet, it is mandatory they travel to an away meet with the rest of the swim club by bus or other pre-arranged transportation such as car/van/airplane. If parents wish to attend as a spectator at an away meet, we strongly encourage parents to stay at a different hotel than the team. This is to allow for team bonding, to limit confusion and avoid schedule interruptions. **Note:** It is optional for visiting parents to take their child home with them after the meet is over, provided the permission form has been signed and submitted to the lead chaperone.

Chaperones

At the beginning of each season parents/guardians complete an online Volunteer form indicating their areas of interest for volunteering. The Team Travel Manager contacts everyone who expressed an interest to offer volunteer opportunities. All potential chaperones must complete a Vulnerable Sector Screening (VSS) prior to chaperoning their first away meet.

Typical Duties of a Chaperone:

- Check swimmers in at the designated location prior to boarding the bus
- Travel with swimmers on the bus
- Do a head count before leaving and then each time you get on the bus before giving the OK to depart.
- Help swimmers settle into their rooms
- Accompany swimmers to meals
- Make sure swimmers are behaving properly/deal with sleep issues, etc
- Prepare and clean up snack in the afternoon (all meals are in restaurants/catered/etc)
- Prepare snack items to take to pool
- Travel with swimmers to the pool
- Supervise swimmers when they are not on the pool deck.
- The hotel is requested to have the swimmers' rooms positioned as close as possible to the chaperones' rooms.
- 12 and under swimmers are not allowed to go anywhere without chaperones' supervision and permission.
- Chaperones share accommodations with another member of the same gender. We will, however, do everything we can to ensure that each chaperone gets their own bed.

Newmarket Stingray's Uniform Guidelines

Over the years, the Newmarket Stingrays have built a proud team tradition. Part of that tradition includes being identified as a member of the Stingrays by wearing the team uniform. To promote pride in the team, a dress code exists. Members of the Stingrays are expected to represent the team, present themselves well and to the extent possible, wear the team colours of red and blue.

All participants when representing the club at events will conform to the club uniform policy as outlined below.

Swimsuits

- Swimmers in AG5, Development and Wave (Competitive) are required to wear the **team racing suit to ALL SWIM MEETS**. Up to a \$60 credit is provided to all swimmers as part of their club fees to cover the cost of the swimmers racing suit, which will be ordered on Gear up day.
- Swimmers in AG4 through Senior are encouraged to wear a race suit of their choosing (at the member's cost), providing it conforms to Swim Canada (and FINA) requirements. For those new to the club (or new to purchasing a 'leg suit') a FINA label may be required at higher level provincial meets where there are qualification standards. There are no credits for suits for swimmers AG4 and above.

Swim Caps

If an athlete chooses to wear a cap while representing the club at swim meets, it must be the Newmarket Stingrays silicone cap. These are available to purchase from the coaches and the club administrator.

On Deck

Swimmers must wear Newmarket Stingrays designated team attire while on deck during all swim meets. To be designated team attire, the article of clothing must possess the Stingrays logo.

- Examples of acceptable team attire that may be worn on deck during meets include:
 - Stingrays Hoodie
 - Stingrays Sweatpants or Shorts
 - Stingrays T-Shirts in the designated colour required for each day of the meet
 - Stingrays Winter Parka
 - Team Track Suit (optional)

Clothing purchased at other meets (i.e., Festivals, Central Regions Champs, Age Groups/ Provincials) that do not bear the Stingrays logo, are not permitted.

During Travel

Stingray Swimmers are required to wear their team clothing while traveling to any meet regardless of whether the meet is a Team Travel Meet (via Bus) or Local (Etobicoke, Markham, Newmarket, or other). This will help identify our swimmers and convey a team image.

Failure to comply with the dress code may result in:

- removal from a swim meet at which the disregard of code is observed (with no refund of meet fees already paid)
- a suspension from attending meets (until the situation is rectified), for repeated disregard, or failure to obtain mandatory team equipment; and / or
- action, as determined by the Board of Directors at that time, considered appropriate for refusal to obtain mandatory equipment following a suspension. In unusual circumstances (e.g. supplies of ordered equipment have not arrived in a timely fashion), a temporary relaxation of the dress code may be allowed (but only as it pertains to the particular piece of team equipment). Also, at certain high-level meets, the coach can, at his or her discretion, allow high performance suits to be worn, if it is deemed beneficial and appropriate. This normally only applies to the senior end of the Club, at a limited type of event.
- Over the years, the Newmarket Stingrays have built a proud team tradition. Part of that tradition includes being identified as a member of the Stingrays by wearing the team uniform. To promote pride in the team, a dress code exists. Members of the Stingrays are expected to represent the team, present themselves well and to the extent possible, wear the team colours of red and blue.

If you have any questions about the dress code or its intent, please contact your coach.

Team Uniform & Equipment

Most team equipment and casual wear is available for purchase online (refer to club website for more details). Team water bottles and swim meet caps are available for purchase through your coach or club administrator, email newswim@rogers.com.

Travel Meet Attendance & Withdrawal

A Swimmer's Role

A swimmer should help to inform parents of upcoming travel meets before the deadline. It is your responsibility to plan to ensure schoolwork does not suffer because of team travel. A swimmer must also understand and sign the Swimmer's Etiquette and Rules before you leave.

A Parent's Role

- Inform the administrator on whether your swimmer will be attending the travel meet or not.
- If your swimmer is attending the travel meet you will need to submit all forms and deposits on time. Forms received after the deadline cannot be accepted as room reservations and transportation are made based on forms submitted by the deadline.
- A written note identifying any food allergies or medical conditions must be submitted with your permission forms.
- Review and sign the Swimmer's Etiquette and Rules with your swimmer before departure.
- Respect the requests in your meet travel package (such as no junk food, no excessive amounts of money etc.). The swimmers' diet is well planned, and nutritional, healthy snacks are provided as needed.
- Contact the Team Travel Director or another member of the Board if you have questions or concerns.
- Visiting parents should limit their interaction with the child during the competition period while at a pool.
- Avoid dealing with delicate personal issues which could affect the swimmer's performance.
- To enable your swimmer, benefit the most from an away swim meet, visiting parents should book hotel accommodations at a different hotel if possible.

Meet Cancellation Policy

If a swimmer child has been diagnosed with an illness prior to a specific meet, which would affect the swimmer's performance in swimming, a doctor's note must be submitted for a full refund; notification must be received at least 24 hours prior to departure.

If there is a last-minute cancellation due to injury or a family emergency, every effort will be given to obtain a partial refund (i.e., meal portion) provided notification is given prior to departure.

All other cancellations are considered non-refundable.

There will be no refund of meet entry fees once the entry deadline has passed.

Code of Conduct

The goal of the Newmarket Stingrays Swim Club is to develop great kids that swim fast. To achieve this goal, board members, parents, swimmers, and coaches are expected to work together and follow the guidelines set out below in addition to the [Swim Ontario Code of Conduct](#) while at practice, meets, during team travel or as otherwise representing the Club. When everyone works together it creates the environment necessary for each swimmer to

reach his or her potential. The code outlines the responsibilities of swimmers, parents, and coaches to achieve the set goal.

SWIMMERS

1. I will display a positive attitude and respectful behaviour. This includes respecting other swimmers, coaches, parents, officials, and the general public in connection with Club activities.
2. I will listen to and follow all coaching directives and suggestions. I will communicate directly with the coaching staff if I have questions or comments regarding this.
3. I understand that all discussions with the coaches are welcomed; ideally at the end of the workout or as otherwise agreed with the coach.
4. I will display a positive attitude and an intention to improve. I understand that negative comments, foul language, and negative attitudes including hand, physical, facial signs or gestures will not be tolerated. In addition, if the Coach is of the opinion that my behaviour is affecting his or her ability to Coach, and/or the performance and enjoyment of other swimmers, it may result in my immediate dismissal from the workout area, solely at Coach's discretion.
5. I will take responsibility for arriving on deck, with all my required equipment, 15 minutes prior to the workout start time.
6. I understand that I am expected to stay to the end of workout. I should report any illness or injury to the coach immediately. If I am too sick to swim, I will not attend workout. If I come to a workout, I understand that I am expected to swim.
7. I am responsible for providing my coach with an explanation for any absences in the manner identified by the coach.
8. I understand that pool facilities are shared or public places that are to be respected, and I will follow all facility rules, laws and/or by-laws. I will not run in the pool area, engage in horseplay, use foul or derogatory language, or misuse or damage property at any pool facility used by the Club (including those used at meets).
9. I understand that some prescription medicines and over-the-counter drugs may affect my performance and/or have ingredients that are banned for competition. I will consult with my physician/coach about medications if necessary.
10. I will not engage in any illegal activity in accordance with Ontario law while representing or in connection with Club activities.
11. I will not use my cellular phone to take photos of fellow swimmers or coaching staff without their prior consent
12. I will not engage in any form of abuse; verbal, physical, cyber bullying, discrimination, or sexual harassment while representing or in connection with Club activities.
13. I understand that the Newmarket Stingrays treats all written social media postings, blogs, status updates and tweets as public 'comment'. Photographs, video, and audio 'material' posted on social media are also accessible to the public. As a result, I will not comment, respond, or post material related to the club in any way that may be construed as negative or may be considered derogatory towards others, or put myself in a situation where it may harm my reputation, the reputation of my teammates or the Club.
14. I will conduct myself with pride and show that I am prepared to race at swim meets by:
 - a. Wearing only Stingray approved meet attire
 - b. Being on deck 15 minutes before the start of warm up.
 - c. Warming up properly and, if facilities are available, cooling down properly after a race.
 - d. Communicating with the coaches before and after every race.

PARENTS / GUARDIANS

Swimming can be a fun and rewarding activity for your child, and as parents you play an important role in that experience. We expect parents to support their child by offering positive reinforcement for their efforts and by adhering to the following:

1. I will assist my child in getting to practice regularly and on time.
2. I will support the coach by allowing the coach to direct the swimming and allow my child to follow the coach's instruction. I will address any concerns with the coach directly and privately with them so as not to undermine their authority with my swimmer.
3. If a parent has a concern with the coaching staff, it should be elevated to the Coach, the Head Coach, and/or the Human Resources director for review and resolution.
4. NO abusive or aggressive behaviour toward a coach, a swim meet official, another swimmer parent, or guardian or the staff and patrons of facilities used by the club will be tolerated.
5. The pool deck is for swimmers and coaches. I understand that I am not permitted on deck without proper authorization at practice and swim meets.
6. Each parent shall do their best to maintain a positive communication style in referring to the Club, and to promote it as a learning environment.
7. I have reviewed the "Rowan's Law: Concussion Awareness" resource, which is required by Swim Ontario and the Newmarket Stingrays in order to participate in the swimming program.

All the coaches in our club (except Splash) adhere to the professional code of conduct of the Canadian Swim Coaches and Teachers Association (CSCTA) which can be found at the website www.cscsa.org

Addressing Code of Conduct Violations

The best interest of the club and swimmers must always come first. Swimmers may be suspended if the swimmers/parents conduct is deemed by the coaches and/or Board of Directors to be in breach of the Code of Conduct. The following guidelines will be followed when dealing with code violations:

- Verbal warning to the individual. This will ensure the individual is aware of the violation.
- Removal from practice or swim meet, followed by parental involvement as applicable.
- If the situation continues the swimmer and parent will meet with a member(s) of the Board of Directors and/or coaching staff, following which written notice of temporary suspension from practices and or swim meets may occur.
- Continued violations will result in a final meeting with a member(s) of the Board of Directors and permanent removal from the club.

Violations of the Code of Conduct will be documented by the coaching staff and forwarded to the Board of Directors for review, as appropriate. The Board of Directors reserves the right to take appropriate actions for violations of the Code of Conduct depending on the severity of the infraction, which may mean skipping steps above, up to and including immediate removal of the swimmer from the Club.

Please contact any member of the Board of Directors if you have any questions about this policy.

Privacy

The Newmarket Stingrays Swim Club (hereinafter referred to as 'the club') respects the privacy of its members,

volunteers, and staff. We are committed to ensuring that appropriate measures and safeguards are in place to protect specific information that is held for the purpose of running the operations of the club. We do not rent, sell or trade mailing lists and the members section only – membership list is for the sole use of the club and its members with respect to legitimate club business.

We understand that some of the information that we collect and maintain on members, volunteers and staff is private, which is why we collect personal information only for the purposes noted below. In some cases, your personal information will be disclosed to third party organizations for the purposes noted.

- To maintain, manage, develop, and communicate our programs and operations, through solicited feedback and support
- To meet program requirements such as registration with Swim Ontario and other affiliations
- To meet legal and other requirements associated with our staff such as payroll related functions

At all times we strive to keep personal information accurate and up to date for the purposes identified above. Members, volunteers, and staff do have choices and can refuse or withdraw consent for us to keep and use information. They may request that their name be removed from our membership list; they can refuse to provide personal information to us; and they may withdraw consent at any time. In all cases, this may limit the club's ability to provide service and support to those individuals.

Search Tool Opt-Out

There is a member search tool within the website. If you would like to be removed from that search, you must log in to the website then go to "Account Info", then under "Participate in Member Search" select "Do not participate".

Varsity Swimmers

A Varsity swimmer is a graduate from the Newmarket Stingrays and a registered member of a university team or committed to a varsity program for the upcoming season. These swimmers can attend all workouts until the last qualifying swim meet of the season (during their off season or holidays), provided they are registered with Swim Ontario. The swimmer will need to email the head coach speak to them about attending. We will request a deposit of \$250 to the swimmer's meet fee account in September to cover any swim meet fees and Swim Ontario fee.

All other swimmers are required to pay swim Ontario and club membership fees and can attend practices subject to regular membership rules.

Varsity Swimmers' Travel Meet Policy

When the invitation to Attend forms are sent out to current swimmers, all varsity swimmers who have previously expressed an interest in attending travel meets will be sent an email containing the details of the meet and the deadline for confirming attendance. The forms will be made available to them on the website.

Varsity swimmers must adhere to the same deadline as current swimmers to be entered in the meet. They must also contact the Team Travel Director and advise them if they wish to be a part of the team travel package. They have the option of:

- a) full package, travel, hotel and meals or
- b) hotel and meals (no transportation) or
- c) their own arrangements.

It will be the responsibility of the swimmer to ensure that the Stingrays' Office Manager has his/her current email address. If a varsity swimmer chooses not to use the travel portion of the package with the rest of the team it will be the swimmer's responsibility to arrange his/her own meals, travel to and from the meet, and to and from their hotel.

If the varsity student does not wish to utilize the travel package offered by the club they can make their own arrangements for accommodation, transportation and meals but they will still benefit from coaching at the pool.

There are no travel subsidies for varsity swimmers regardless of which option they choose. While staying with the team the Varsity swimmer must adhere to the Team's dress code and code of conduct

Appendices

Officials Certification Chart



Year of Transition: **Certification Pathway** updates for 2022

Additional updates coming in 2023

Required Clinics					Required 2 - Deck Evals						
Level III Referee	Level III (note 5)	Level II Developing Referee	Level II	Level I	Clinic	Position	Level I	Level II	Level II Developing Referee	Level III (note 5)	Level III Referee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Intro to Swim Officiating	Timekeeper		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Safety Marshal	Safety Marshal					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Stroke & Turn	Stroke Judge or Turn Judge (HLT)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	any one of these clinics		Chief Timekeeper	Chief Timekeeper		Any 1 position	<input checked="" type="checkbox"/>	Any 4 positions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Clerk of Course	Clerk of Course			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Starter	Starter			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			CFJ/CJE	CFJ/CJE (note 1)					Any 1 position
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Meet Manager	Meet Manager					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Recorder-Scorer	Recorder-Scorer					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Para Swimming E-module or the Domestic Para Swimming Clinic (note 2)						
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			Referee (note 3)	Referee (note 4)					

https://admin.swimontario.com/document/Certification_Pathway_Overview

The Officiating Ladder

There are 5 levels of swim officiating in Canada. After starting at Level I, you are encouraged to move up the ladder through to higher levels of officiating. Moving up the ladder through the various levels requires a combination of additional clinic instruction, deck experience and deck evaluation. The order in which you take the level 2 positions is unimportant, take the courses you think you will enjoy most, first.

Level I – Red pin

To be certified as a Level I Official you must:

- Participate in SNC/OSOA approved clinic (Timekeeper/Marshal/Safety Marshal) in-person or online
- Answer and complete successfully the appropriate questionnaire.
- Have two (2) successful on-deck evaluations as certifications for Timekeeper

Level II – White pin

- Attend clinics & answer questionnaires in Inspector of Turns and Judge of Strokes Clinics PLUS one other of the Level II designated clinics/positions.
And
- Have two (2) successful on-deck evaluations as certifications for each of those two positions. (One additional evaluation is now required in Judge of Strokes)

Level III – Orange pin

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

Level II designated positions are:

- Judge of Stroke/Inspector of Turns/Head Lane Timekeeper
- Clerk of Course
- Chief Timekeeper
- Chief Finish Judge (1)
- Chief Judge Electronics (1)
- Meet Manager (2)
- Recorder/Scorer (3)
- Starter

Please note that there is no order to take these.

- *Positions combined; separate sign-offs not required, but one must be CFJ; recommended that one sign-off be obtained in each position, as basic knowledge of electronics is an asset when moving Up the Ladder.*
- *Recommended to manage 1-2 meets with the assistance of an experienced official before performing Meet Manager on your own, and requesting first sign-off (2 sign-offs required)*
- *Deck sign-off not required, but clinic must be taken.*

Officials Job Descriptions: Who does what?

Officials Food Coordinator

The Officials Food person looks after feeding our volunteer officials and coaches. They also coordinate the volunteers who will assist in making the food. Food and refreshments are made available before the meet and lunch and / or dinner is provided as required. A good supply of food for officials and coaches will keep teams coming back to future meets.

Runners

Runners are responsible for collecting the results cards from the timers at the end of each heat and delivering them to the Place Judges. They may also be called upon to deliver results cards to the Recorder Scorers in the computer room. This is a perfect job for a younger sibling who would like to help out at a meet.

Marshall

Safety is an important concern at swim meets, and the marshal is assigned the important responsibility of maintaining a safe swim environment. This may include supervision of warm-ups, crowd control on deck, and supervising the behavior of swimmers in and out of the pool.

Timer

If you've ever been to a swim meet, you're sure to have heard the announcements calling for parents to volunteer as timers. What you may not appreciate is that timers are officials, and that it takes a lot of timers to run a swim meet. A six-lane pool requires 18 timers per session. Most parents start off their volunteer activities as lane timers. As a lane timer you operate various timing devices such as stopwatches or buttons that are attached to the automatic timing equipment. Lane timers are responsible for starting their watches at the Starter's signal and stopping their watches or activating their buttons when any part of the swimmer's body touches the wall at the finish. The watch time is then recorded and used to determine the race results. Timer's meetings are held just before the start of a session in order to explain the duties of the timer and answer any questions.

Stroke & Turn Judges

The stroke judge walks along the side of the pool, typically between the backstroke flags, and observes the swimmers on his half of the pool. The stroke judge ensures compliance with the rules pertaining to the mechanics of the swim such as the arm stroke and kick.

The turn judge observes the swimmers from either the start / finish end or turn end of the pool. The turn judge is responsible for judging the starts, finishes, and turns during each race. The stroke judge and turn positions frequently are combined into one position called stroke and turn judge. Before working on their own, stroke and turn judges must attend a training clinic and apprentice under the guidance of a certified stroke and turn

official.

Chief Timer

Bored with timing? Ready to take on a job with more action and responsibility? The chief timer assures that all lanes have timers, working stop watches and buttons, clipboards, pencils, and timing cards or sheets. The chief timer starts two watches on every race and delivers a working watch to timers when their own watches fail. The chief timer may also be asked to help train the lane timers at the beginning of a session.

Administration Desk

If you enjoy lots of contact with the swimmers and have good organizational skills, the Admin Desk position may be for you. The Admin Desk greatly contributes to a well- run meet. The Admin Desk checks swimmers into the meet, scratches swimmers that are absent or do not intend to swim an event, manages deck entries, and ensures all changes are communicated to Senior Officials and Coaches in a timely manner. The Admin Desk may also shepherd swimmers from a staging area to the starting blocks. Training involves a clinic and apprenticeship.

Recorder

If you know your way around a computer, you may be a natural for recorder. The swimmers' times are entered from their timing results cards into a computer running Hy- Tek Meet Manager software, where they are matched to the individual swimmer's name. The recorder is responsible for bringing all this information together, for posting the results of races, and for printing labels for the awards. Training involves attending a clinic, followed by an apprenticeship.

Meet Manager

The Meet Manager is responsible for planning and organizing every aspect of the meet and making sure it runs without a hitch. From registering the meet with Swim Ontario months in advance, through inviting coaches from other clubs to register, handling the torrent of entry information as it comes in, right through to making sure the awards are prepared and distributed properly, this job requires someone with awesome patience, perseverance and attention to detail if the meet is to be a success.

Starter

The starter ensures that all swimmers receive a fair and equitable start. The starter works closely with the referee and assumes responsibility for the start at the referee's signal.

The starter steps the swimmers onto the starting blocks or into the water, directs the swimmers to take their mark, and in conjunction with the referee, determines when a false start has occurred. The starter is also responsible for making sure that the starting equipment is in working order prior to the start of a session and may instruct the timers in their duties. An individual must be certified as a stroke and turn official for a minimum of one year before he can train as a starter.

Referee

The referee has the overall authority and responsibility for seeing that the competition complies with all the appropriate rules and regulations. The referee resolves all questions related to the conduct of the swim meet and reviews any disqualifications. To train as a referee, an individual must first have been certified as a starter for a minimum of one year, and must be recommended for advancement by the regional official's chair