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## **Registration Package for 2018-2019**

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## From the Head Coach

Welcome back to all of our returning members and new members for the 2018-2019 season. MSSAC is a swimming leader in Canada, we are innovators, we are doers and we are achievers.

I encourage you all to get involved in the club and help me build a world class team here in Mississauga. This year we have introduced 2 new programs, the International High-Performance Program designed to recruit high performing athletes into our club and our new Elite Swim Academy designed to offer additional programming to our young swimmers and attract non MSSAC swimmers into our organization.

We have a great team this upcoming season with few athletes graduating from last year's team and all swimming at a very high level. It will be exciting to watch them compete and represent our club on the national stage. We have great coaching as well in our age group squads that provide experience and dynamic coaching for our younger age groups and those swimmers will progress rapidly. Logistically our parents should be quite happy this year as we have managed to have East and West groups, though the schedules are not perfect they will really help parents by keeping the proximity of pools hopefully close by.

Let's have a great year and I look forward to seeing everyone around a pool deck somewhere in the near future. All the best,

Kevin Anderson  
Head Coach/Director of Swimming



Kevin Anderson  
Head Coach  
Mississauga Aquatic Club

## From the President

Hello Members

Attached is our registration package for the upcoming 2018/2019 season. We had a great year this year in the pool with multiple swimmers qualifying for National, Provincial, and Regional events. Our White Group swimmers made tremendous progress as well.

Following the hosting of Jr. Nationals last year, we continued our string of successful meets by Hosting Central Regional B Championships, and Ontario Summer Provincials. Our annual Autumn Harvest and Hicken meets were both over 1000 swimmers! This was made possible by the best team of parent volunteers in the business.

Please read the registration package carefully, we have lots of exciting events coming up next season including the official launch of the Believe in Blue and Orange Program.

We look forward to seeing you in September, have an awesome summer.

Kevin Toderel  
President

## Registration Overview

The information that follows covers a broad spectrum and we appreciate your time as you read through it. If you have questions, feel free to contact Kelly at [kelly@mississaugaswimming.com](mailto:kelly@mississaugaswimming.com) or 905-822-7946 ext 2.

Registration for existing members expected to open week of July 9<sup>th</sup>. Registration for new members expected to open week of July 16<sup>th</sup>. Online registration is new and members need to set up an account on the ACTIVE network and register online for the respective group. Credit Card details will be entered directly into the new website.

Group placement letters and registration packages will be emailed in due course.

If you do not want to register for the group that you have been recommended for you must discuss the placement with a Coach.

### **Who to contact?**

For any questions regarding the Wave Program  
[waveheadcoach@mississaugaswimming.com](mailto:waveheadcoach@mississaugaswimming.com)

For any questions regarding all other programs  
[nandi.kormendi@mississaugaswimming.com](mailto:nandi.kormendi@mississaugaswimming.com)

Registration and all program fee payments will be online. In addition to online registration you will be required to submit one cheque dated November 1<sup>st</sup>, 2018 (payable to MSSAC or Mississauga Aquatic Club) for the car raffle. Please mail your Cheque to the following address:

Mississauga Swimming  
2155 Dunwin Drive  
Unit #3  
Mississauga, ON L5L 4M1

**Please ensure your swimmers name (as per registration name) is referenced on the cheque.**

Members wishing to submit payment in person may do so during regular office hours Monday to Thursday 10am-2pm. The office will also be open late on the following days for drop off payment:

Monday July 9 and Tuesday July 10 – 10am-7pm  
Monday July 16 and Tuesday July 17 -10am-7pm  
Monday August 27<sup>th</sup> and Tuesday August 28<sup>th</sup> – 10am-7pm

There will also be a registration table at the BBQ on September 25. Please remember that your registration will not be approved until you register online and submit the post dated payment cheque for the lottery tickets dated November 1, 2018 and payable to MSSAC or Mississauga Aquatic Club.

## Season Start Information

**SAVE THE DATE ! Tuesday September 25**

**Our Annual Welcome Back BBQ at Mississauga Valley Park**

**Check the website in August for more details and the on line sign up.**

Start Dates :

High Performance and Junior National : - September 10th

High Performance Age Group, Regional Development Group, Blue and Orange : September 17th

White: September 24th

WAVE : please check the website under Swim Groups

The detailed practice schedule for September will be posted on the website under the Documents Tab by mid August. Please be aware that many pools shut down in September or December for maintenance so you may not follow your regular schedule the first couple of weeks.

## Mssac Hosted Swim Meets – It's about the Racing!

Mississauga Swimming focuses its membership on volunteerism for club hosted meets. This approach will also help ensure that MSSAC adheres to Swim Ontario's Official's Development Plan which is required for meet sanction approval. The Officials Development Plan is designed to promote the progression of officials "up the ladder", enhancing their ability to host or assist at meets. Better officiating means better and more efficient meets. The following minimum number of officials is required for large clubs in Ontario to obtain a sanction for swim meets:

Club Size	Option 1	Option 2	Option 3
70 or more families	<ul style="list-style-type: none"><li>• 5 Level II</li><li>• 1 Level III</li><li>• 2 Level IV or V*</li></ul>	<ul style="list-style-type: none"><li>• 5 Level II</li><li>• 2 Level III</li><li>• 1 Level IV or V*</li></ul>	<ul style="list-style-type: none"><li>• 7 Level II</li><li>• 0 Level III</li><li>• 2 Level IV or V*</li></ul>

MSSAC offer a few in-house clinics each year however we encourage everyone to attend the clinics run by Central Region Officials. They conduct training sessions each fall and spring. These sessions provide the opportunity to train in any position. These clinics will be announced on Swim Ontario's website and MSSAC's website. Register for in-person clinics through the website for the Ontario Swim Officials Association at [www.OSOA.ca](http://www.OSOA.ca) (see also "Other

Registrations Required”). Please click on the “OFFICIALS” tab on the MSSAC website for more details.

## We Need Senior Officials

Many people believe that senior officials (Levels III, IV and V) are paid, but they are not. These positions are filled by volunteers and it takes dedication spanning a few years to obtain senior officiating levels. Referees from the area are often retired swim parents and they're looking to us, the next generation, to train and support the swimmers of today. In order for MSSAC to run sanctioned meets, we MUST have Senior Officials within the Club.

Here is some general background regarding skills and positions:

- ◆ If you're comfortable using computer software, in particular MS Access, then processing meet entries and meet results is the job for you. These responsibilities fall under the Recorder/Scorer position.
- ◆ Do you like electronic gizmos? Then volunteer to learn how to set-up and run the electronics at UTM. It's fun! These responsibilities fall under the Chief Judge Electronics.
- ◆ Are you organized and work well under pressure? Then train to be Clerk of Course. In this role, you're on deck during warm-ups and throughout the session to accept entry changes from the coaches. No computer skills required and you get the opportunity to meet the coaches.

If you're interested in more details please email our MSSAC's Club Officials Chair (volunteer) at [officials@mississaugaswimming.com](mailto:officials@mississaugaswimming.com) (see our website for current contact information).

## Points System

MSSAC is using a points system to track volunteer time contributed by families to the club. As you are aware, competitive swimming depends heavily on volunteers from swim families to run meets, and organize events and other activities key to the success of our swimmers.

In order to offer more flexibility to families and to recognize and reward volunteer time contributed 'off-deck', the club has decided to use a points system to track volunteer activities. The system will track participation in club activities such as: Swim-A-Thon, Parent Rep, committee involvement, timely completion of registration activities, 'on-deck' sessions served, officials' clinics attended, and certification levels achieved, among other activities.

The system will make it easier for families to meet the mandatory commitments allowing them some degree in choice as to how they support the club. Of course, as much of the activities required are 'on-deck', there will be minimum participation levels required from your participation at swim meets.

The points system is fully described in documents available on the MSSAC website- sign in and click on Documents (ignore the drop down, click the word Documents)). Full details are available in "Points System Handbook" and Points System FAQ's. Also, check "How to find your points".

**Competitions** require each family in The Mississauga Aquatic Club to work volunteer sessions, **which will be translated to points based on position served. Sign-up is on-line via our Club's website and you will be able to select the officiating role and sessions you'd like to support. These requests are filled on a first-come, first-served basis. Those that have**

registered to train for senior positions will be given priority to work specific roles to ensure that their progress continues.

**MSSAC hosts two large invitational meets annually: the short-course Harvest / Autumn Meet in early November and long course Dr. Ralph Hicken Meet in May. We also run a medium-sized competition at UTM in December. The Club may also host additional meets, including those conducted on behalf of the Central Region or Swim Ontario (dependent on the results of the bidding process for such meets). These are top level competitions that require families in The Mississauga Aquatic Club to work volunteer sessions. Additionally there will be a series of Novice meets held that require participating families to provide a volunteer.**

Event notification emails are sent when events are added to the website. Please visit the website's Event page to review new events, sign your swimmers up to participate in events, and sign-up for volunteer positions as required.

Wave Families are exempt from the Points System but we encourage you to take the Level 1 timers clinic and help out at the meets aimed at the Wave swimmers.

Please refer to the Points Handbook for further information.

## Other Volunteer Opportunities

To ensure continued success, we are asking you to join our volunteer community now. Interested individuals can donate their time, energy and expertise at every level, from helping with one social event per year to joining the Board. With a positive attitude and a willingness to lend a hand, you will have a great impact on your child's athletic environment, and love of swimming. Moreover, you will earn points for your participation in any of the following activities:

- ◆ Chaperones for team travel meets
- ◆ Food committee members (helping to supply food at the meets our Club hosts).
- ◆ News writers and photographers
- ◆ Support for social events such as
  - Swim-A-Thon
  - September BBQ
  - Photography Committee
- ◆ Fundraising and sponsorship
- ◆ Team Uniform Committee
- ◆ Group Parent Representative ( one per squad)

If you're interested in lending a hand, please contact Andrea, our Club Manager [andrea.pittis@mississaugaswimming.com](mailto:andrea.pittis@mississaugaswimming.com)

## Fundraising Obligations

### Minimum Contribution

Fundraising helps make swimming more affordable for everyone. There are minimum contributions and to ensure that obligations are met, registration with MSSAC includes a levy. It's our hope that many people will raise even more than the minimum, generating well-needed funds for the Club.

Families will be required to fully participate in all Club-related fundraising activities which may include, but not be limited to, sales of products, lottery tickets, etc., from time to time during the swim season.

Your minimum fundraising obligations are listed below.

<b>Group</b>	<b>Swim-a-thon</b>	<b>Car Raffle</b>	<b>Total</b>
High Performance	450	700	1150
Junior National	450	700	1150
High Performance Age Group	375	600	975
Regional Development	240	400	640
Blue	310	500	810
Orange	245	400	545
White	180	300	480
Wave	50	100	150

### How to Recoup Your Contribution

#### **Swim-A-Thon**

Swim-A-Thon is the major national fundraising project in which most affiliated clubs in Canada participate. It promotes and finances amateur competitive swimming. The purpose of Swim-A-Thon is to raise money **for our Club** through swimmers' participation in a marathon swim through obtaining pledges for so much per length swum, or a pre-determined amount.

Swimmer accounts will be credited for all pledges collected up to their levied amount.

Swimming Canada retains an administration fee and the remainder of money raised stays with our Club.

This is a terrific fundraising opportunity for us. With respect to timing, the MSSAC Swim-a-Thon (SAT) is usually held in April. Swim A Thon details are distributed 2-3 months in advance.

#### **Lottery**

Each year, MSSAC has organized a lottery with cash prizes. **This year we will be raffling off a car!** Tickets will be provided in December 2018 and the draw will take place in June 2019. You may sell your books of tickets or keep them for yourselves, entering your name on each ticket. Given that you paid for the tickets up front, the cash you receive as you sell the tickets is yours to keep. All tickets must be returned to the Club before (details and reminders will be provided) to ensure that they are included in the draw. **We will supply each member with the raffle rules when we distribute the tickets.**

## Sponsorship

If you would like information on how to sponsor MSSAC, or one of our events (meet, travel, etc) please contact our Director of Sponsorship whose contact details can be found on our website.

## Swimmer's Code of Conduct

We must ensure that all swimmers are treated with respect and that we project a positive image. Swimmers are expected to adhere to the rules listed below while participating in any Club sponsored function including meets, practices, travel to swim meets and social activities. Failure to do so will result in disciplinary action, which could include suspension from the Club.

1. I will show respect for all athletes, parents, officials, coaches, pool staff and facilities at all times.
2. I will not use foul language.
3. I will not engage in any form of harassment against other athletes, coaches, parents or officials.
4. I will not engage in destructive gossip regarding coaches, staff, parents, athletes or officials.
5. I will not use banned substances, illegal drugs, and alcohol or tobacco products.
6. I will not break any laws.
7. I will not engage in any activities that could endanger or hinder other athletes, or cause damage to property.
8. I will not leave practice or club functions without permission from the coach, official or chaperone.
9. I will wear MSSAC team attire as described in the Uniform Policy.
10. When travelling for meets, I will follow rules outlined by the coaches and chaperones. When the Coaches and chaperones deem behaviour unacceptable, I can be penalized, up to and including removal from the competition and being sent home at my family's expense. In extreme cases, dismissal from the Club could result. Examples of inappropriate behaviour include: promiscuity, failure to comply with the stated rules and/or curfews as set out by the coaches or chaperones, and any behaviour in violation of the criminal code.
11. Internet Web sites, such as, but not limited to Facebook.com, Twitter and Instagram , on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading, or in poor taste toward any other student athlete (MSSAC or otherwise), coach, or volunteer.

I am aware that failure to fulfill these obligations could result in dismissal from practices and/or meets, up to and including termination of membership.

## Swimmer's Responsibilities

1. I will listen to my coach.
2. I will show respect for my coaches, team mates, parents, fans, pool staff and officials.
3. I will know my practice schedule and will be on time. This means being on deck 10 minutes before practice starts.
4. I will help with pool set-up and deck clean up as requested by my coach.
5. I will bring the required equipment to practice as outlined by my coach.
6. To avoid de-hydration, I will bring a bottle of water to practice and to meets.
7. I will maintain a healthy lifestyle, avoiding junk food and ensuring I get enough rest.
8. At swim meets, I am responsible for remembering which event/heat I am in, and will ensure that I get to that event a minimum of 5 minutes before the race begins.
9. I will have fun and promise to advise my coach or parents if this isn't the case.
10. I am representing the Mississauga Aquatic Club and will always support my team and be a positive role model.

## Parent's Code of Conduct

MSSAC is committed to providing an environment in which all individuals (athletes, coaches and families) are treated with respect, and provides a supportive environment. As a result, parents/guardians are expected to adhere to some basic guidelines which are provided below.

1. I will conduct myself at all times in a manner consistent with the values of The Mississauga Aquatic Club, which include fairness, integrity and respect. This pertains to interaction with all athletes, other parents, officials and coaches.
2. I will refrain from comments or behaviours that are disrespectful, offensive, racist, abusive or sexist.
3. I will not engage in destructive gossip regarding coaches, staff, parents, athletes or officials.
4. If I have questions or concerns with respect to my child's swim program, I should contact my child's coach directly. Any further concerns will be directed to the Head Coach. If my concern is still unresolved, I will contact the Club President.
5. I will not approach coaches or officials on the swim deck during swim meets or during practices. Instead, I will arrange to meet with coaches before or after the sessions.
6. I will ensure that my child arrives at practice on time.
7. I will encourage a healthy lifestyle including nutritious foods and adequate sleep.
8. I will be supportive of my child and the team at all times, regardless of performance level.
9. I understand that volunteer organizations such as MSSAC depend on the energy and goodwill of parents to fulfill numerous essential roles. When I have an issue with my parent rep, meet technical organizers or board members, I will respect that these are all volunteers working on my child's behalf. If I feel the need to take issue with any member of our "team", I will do so privately and directly with the people involved. If resolution is not achieved, I will contact the Club President.
10. I will ensure that my swimmer understands that Internet Web sites, such as, but not limited to Facebook.com, and mySpace.com, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading, or in poor taste toward any other student athlete (MSSAC or otherwise), coach, or volunteer.
11. I will support my swimmer and the Club by volunteering my time to assist in meets, social events and fundraising activities.
12. I will also have fun!

I understand that failure to comply with these Codes may result in disciplinary action as determined by the Board of Directors, up to and including termination of membership.

## MSSAC Privacy Policy

PIPEDA regulates the collection, use and disclosure of personal information. Swim Ontario (the parent organization) has developed a policy on the collection, use and disclosure of personal information.

The Swim Ontario policy is available via MSSAC's website ([www.mississaugaswimming.com](http://www.mississaugaswimming.com)) or Swim Ontario's website ([www.swimontario.com](http://www.swimontario.com)). Swim Ontario has access to all personal information collected by MSSAC.

MSSAC has developed its own Privacy Policy. The section below outlines how MSSAC manages your personal information. Please review our policy that is posted on our website at [www.mississaugaswimming.com/policies/privacy\\_policy.htm](http://www.mississaugaswimming.com/policies/privacy_policy.htm)

**What This Policy Covers** This policy covers MSSAC's treatment of the personal information collected from you. MSSAC is responsible for the personal information collected and held. To ensure this accountability, MSSAC has developed this policy and trained those involved with MSSAC about these policies and practices.

## Photo Policy

In the course of the swimming season, pictures and videos may be taken to promote the Club or to use as training materials. Most common uses are advertising material, publication on our website, displays at sports shows and our Awards Banquet, and for training purposes. We love to include parents/guardians in our event pictures as you're as much a part of the Club as your children!

By joining MSSAC, you are providing permission (on behalf of your child/ward), to the Mississauga Aquatic Club to photograph and/or record your child/ward and or your child's/ward's voice, in still photographs, video and/or audio tape and to use this material, in whole or in part, through the media of television, internet, multi-media presentation, radio, or in a printed form or display for the promotion or as part of the Mississauga Aquatic Club, or to create training materials for use by the Club.

## Medical Policy

Any swimmer with an injury preventing him/her from full program participation must submit a Doctor's note. As soon as the swimmer is able to participate either partially or fully another note must be submitted detailing any restrictions.

Doctor's note which must be submitted directly to [susanne@mississaugawimming.com](mailto:susanne@mississaugawimming.com)

Medical Credits will be at the discretion of the Head Coach. He will take in to consideration the injury and whether and to what level the swimmer will be able to participate in training in the water on the deck. For the duration of the injury the swimmer's schedule and program may be changed.

Medial Credits for Swim Meets will only be applied if we are able to recoup the entry fee from the host club.

## Team Travel Policy

### Types of Out of Town Travel

Mandatory Team Travel – to be eligible to participate the swimmer will travel on the bus/plane/train with the team, coaches and chaperones, stay at the team hotel, eat with the team and travel home with the team.

Family Team Travel- Swimmers travel with Family but are required to stay in the team hotel. Swimmers will be entered in the meet with proof of hotel booking. MSSAC will select the hotel and block a series of rooms for our club. Parents will call the hotel directly to secure a room. Swimmers will be supervised by parent and eat with parent BUT there may be mandatory team meetings and a team meal organized. There may be variations to this from year to year based on size of the meet, location of the meet and ages of the swimmers.

Assisted Team Travel- for some meets we will offer team travel for swimmers in need. A minimum of 6 swimmers must request the assistance. These swimmers will travel with the coach/chaperone by rented van / air / train to the meet, stay in the team hotel, be supervised at all times by chaperone and return home with the chaperone/coach.

“Out of Town / On your Own” - Swimmers will travel with family and can stay where ever they wish. MSSAC will block rooms at a hotel for those families wanting to stay as a group.

The MSSAC Travel Director will research the most cost effective and athlete friendly transportation and housing.

The Travel Director will offer options for MSSAC families to encourage team spirit. Any exceptions to the team’s travel plans (i.e. for Health, Medical or other reasons) must be requested in writing to the Head Coach a minimum 21 days prior to departure. The Head Coach will consult with the Club President and Travel Director and will reply directly to the family requesting the exception. Should a swimmer leave the group accompanied by a parent/ legal guardian and has previous board approval, they (parent/legal guardian) will assume immediate and full responsibility for the swimmer and thereby release the Club from any liability and/or obligations related to the swimmer.

Should a swimmer violate the Code of Conduct or leave the group without any prior communication with BOTH the Chaperone and the Coach, he/she will be subject to immediate disciplinary action (as deemed appropriate by the Chaperone and Coach) as well as follow-up action on their return.

All out of Town meets will be listed in the registration package and designated as either – Mandatory Team Travel or “On your Own”.

## Team Uniform Policy

### Mandatory Uniform at Practice

Regardless of the program, all MSSAC swimmers are expected to come to practices with the following: swim suit, goggles and official MSSAC swim cap. We have a contract with ARENA so all suits and equipment should be ARENA

<u>Training Equipment</u>	Wave	White	Orange	Blue	HPAG	Reg Dev	HP/Jr National
Arena Kickboard		X	X	X	X	X	X
Fins – Arena Powerfin		x	X	X	X	X	
Fins- Arena Powerfin Pro							X
Pull Buoy		small	small	X	X	X	X
Snorkel			X	X	X	X	X
Skipping Rope		X	X	X	X	X	X
Arena hand paddles or strokemakers			xs or sm	sm	Sm/med	Med/L	Med/L
Arena Elite Finger paddle			X	X	X	X	X
<b><u>Clothing</u></b>							
MSSAC Custom Arena Suit	X	X	OPT	OPT	OPT	OPT	OPT
MSSAC tshirt	X	X	X	X	X	X	X
Microfibre Towel (optional)							
MSSAC Toque (optional)							
MSSAC Arena Track Jacket		X	X	X	X	X	X
MSSAC Arena Track Pants/Shorts		OPT	OPT	OPT	OPT	OPT	OPT
MSSAC Mesh Bag	X	X	X	X	X	X	X
MSSAC Back Pack	X	X	X	X	X	X	X
Arena Powerskin ST Racing suit (Black)			X	X	X	X	X
Arena Carbon Racing Suit ( colour your choice)							X
MSSAC Dome Cap							X
MSSAC Silicone Cap	X	X	X	X	X	X	X

**ALL Equipment purchased should be ARENA brand (kickboard, fins, pull buoy, hand paddles).**

Our team wear provider is Team Aquatic Supplies (TAS) (<https://www.team-aquatic.com/store/>). MSSAC has group discounts with TAS and in support of the agreement, all members must purchase team wear, including competition suits from TAS. MSSAC members can shop at any of the TAS outlets. For 2018/2019 MSSAC has partnered with TAS and Arena to bring MSSAC members new and exciting team wear items. This year the **MSSAC Team Wear** will be available ONE TIME during the year to club members. It will not be available in stores but MUST be ordered through the club office. This way MSSAC members will receive the lowest price possible.

All swimmers in Wave and White must have a MSSAC custom training suit.

All swimmers will receive a MSSAC cap in September. Additional caps are available at the office all year, please email [Kelly@mississaugaswimming.com](mailto:Kelly@mississaugaswimming.com) and your order will be billed to your swimmer statement and sent to the pool with your coach.

On Monday October 1<sup>st</sup> MSSAC will be having their TAS fitting night from 4:00 to 8:00pm at the TAS retail store address provided below. The event will be posted on the Website and you will have to sign up for a particular time slot as it is a popular event. You will be able to try on the **MSSAC Team Wear** including MSSAC Wave and White custom training suits and MSSAC Track Jackets (although you will be ordering these items online once you have attended the fitting). You will also be able to purchase any training equipment required at the store. All orders will be 25% on this night!

### **Team Aquatic Supplies**

1065 Canadian Place

Mississauga, Ontario

905-602-9159

[www.team-aquatic.com](http://www.team-aquatic.com)

## Meet Entry Process

Meets fill quickly and to ensure that your swimmer can participate, it's imperative that we enter as early as possible, and ensure that there's communication as early as possible.

Your coach will email a "Meet Confirmation" bulletin to swimmers and /or parents as soon as the meet package becomes available. Some meets are very popular and we need to send entries well ahead of the cut off date to ensure that our team is accepted. This may be as early as twelve weeks prior to the meet. Families are required to reply to their participation by the deadline provided in the email. This deadline will be approximately three weeks prior to the event. This date will be adjusted depending on the requirements of meet managers and may be earlier for travel meets. If you know that you cannot attend, email your coach as soon as possible. Don't wait until the final confirmation date. Coaches will then confirm entries to parents informing them of the events in which their swimmer(s) have been entered. Entries will be posted to the on-line Team Manager database (that is linked via the website) the following day after the posted confirmation due date. Families can view their entries and must address any issues with their coach within two days.

A detailed Meet Schedule is available on the website. Please refer to the Meet Calendar each month for updates. We often don't have information in the fall for the entire season, and we add updates as the information becomes available. If you have questions about these meets, or are unsure of which meets your swimmer will be participating, please contact your coach.

Please remember that we must submit our meet entry fees to the host club one week prior to the meet or our entire team can be rejected from the meet. We pay in advance for your swimmer to participate thus the lead time and need for the meet deposit. If your account is in arrears we can suspend your swimmer from future meets until you are able to bring your account up to date.

If your swimmer is ill or injured and the confirmation deadline has passed, you must still pay the meet entry fees.

For travel meets, you will be contacted by the Club via email to confirm participation. Travel meets are handled this way due to cost. The lead time to confirm participation in travel meets is generally further in advance so that we may finalize travel arrangements. If your account is in arrears you will be asked to bring your account current prior to a travel meet. All paperwork and travel deposits MUST be submitted and processed prior to your child being accepted on a travel team. There will be NO exceptions to this policy.

**Please be aware that advising our Club Administrator is not the correct method to confirm participation or to withdraw from a meet. Contact your squad coach by email and cc the meet entries coach [nandi.kormendi@mississaugaswimming.com](mailto:nandi.kormendi@mississaugaswimming.com)**

**A few days before each meet, it's best to check the host Club's website for updates. Club's often adjust start times and may move a few events. This information will not be on Swim Canada's website, so always check the host club's site.**

## Membership Terms

By registering with the Mississauga Aquatic Club you acknowledge that: Swimming, like any sporting event, may present various elements of risk. I do hereby for and on behalf of myself, my heirs, executors, administrators, and assigns, remise, release and forever discharge The Mississauga Aquatic Club, its officers, members, representatives and agents, and their heirs, executors, administrators, successors and assignees, of and from any and all damages, losses and injuries which may be suffered or sustained by me or my son/daughter or ward in connection with practices and swim meets, and travel to/from swim meets, and all such causes or action, claims and demands are hereby waived.

Any legal action brought against the Mississauga Aquatic Club, its officers, members, representatives and agents, and their heirs, executors, administrators, successors and assignees, or against any of its affiliates such as the City of Mississauga or the University of Toronto in Mississauga, can result in immediate termination of membership.

## Communication

Over the years we have strived to eliminate communication in paper form and instead use email and our website extensively. We ask that all members check their email a few times each week for bulletins. The most common communication updates include:

- ◆ Practice Schedule Changes
- ◆ Information and reminders about upcoming meets
- ◆ Forms and confirmation deadlines for travel meets
- ◆ Social announcements
- ◆ Officials clinics training opportunities
- ◆ Invoice details from the Book Keeper
- ◆ Updates and information from your Coach

We also ask that you visit our website often. There are frequent announcements posted on the main page of the site, and it's key that you check the meet schedule monthly to ensure that you understand what meets your child is entered in, and when applicable, to ensure that you 'cancel' by the deadline listed.

For the quickest answer to your question -please do your best to contact the correct person by email as listed below:

Chaperone Committee	<a href="mailto:kelly@mississaugaswimming.com">kelly@mississaugaswimming.com</a>
Coach Questions	<a href="mailto:nandi.kormendi@mississaugaswimming.com">nandi.kormendi@mississaugaswimming.com</a>
Community Events	<a href="mailto:susanne@mississaugaswimming.com">susanne@mississaugaswimming.com</a>
Competitive Coach Applications	<a href="mailto:kevin.anderson@mississaugaswimming.com">kevin.anderson@mississaugaswimming.com</a>
Current Office Hours	<a href="https://www.teampages.com/clubs/5840/contact_page">https://www.teampages.com/clubs/5840/contact_page</a>
Events and Committees	<a href="mailto:susanne@mississaugaswimming.com">susanne@mississaugaswimming.com</a>
Fundraising	<a href="mailto:nmeleka@hotmail.com">nmeleka@hotmail.com</a>
Glenforest Lifeguards	<a href="mailto:aris@mississaugaswimming.com">aris@mississaugaswimming.com</a>
Glenforest Pool Rentals	<a href="mailto:aris@mississaugaswimming.com">aris@mississaugaswimming.com</a>
MSSAC Custom Team Wear and Uniforms	<a href="mailto:kelly@mississaugaswimming.com">kelly@mississaugaswimming.com</a>
MSSAC Home Meets Committee	<a href="mailto:libbykalman@gmail.com">libbykalman@gmail.com</a>
MSSAC hosted meets	<a href="mailto:libbykalman@gmail.com">libbykalman@gmail.com</a>
MSSAC Swimmer meet entries	<a href="mailto:nandi.kormendi@mississaugaswimming.com">nandi.kormendi@mississaugaswimming.com</a>
MSSAC Team Travel	<a href="mailto:susanne@mississaugaswimming.com">susanne@mississaugaswimming.com</a>
New swimmer registration and tryouts	<a href="mailto:kelly@mississaugaswimming.com">kelly@mississaugaswimming.com</a>
Officials- clinics, training, job sign ups	<a href="mailto:officials@mississaugaswimming.com">officials@mississaugaswimming.com</a>
Points ( missing, where to find, how to earn)	<a href="mailto:pointsadmin@mississaugaswimming.com">pointsadmin@mississaugaswimming.com</a>
Practice/Schedule Questions	<a href="mailto:nandi.kormendi@mississaugaswimming.com">nandi.kormendi@mississaugaswimming.com</a>
Program Information: Competitive Groups	<a href="mailto:nandi.kormendi@mississaugaswimming.com">nandi.kormendi@mississaugaswimming.com</a>
Program Information: High Performance	<a href="mailto:kevin.anderson@mississaugaswimming.com">kevin.anderson@mississaugaswimming.com</a>
Program Information: WAVE ( intro programs)	<a href="mailto:waveheadcoach@mississaugaswimming.com">waveheadcoach@mississaugaswimming.com</a>
Raffle Tickets pick up	<a href="mailto:kelly@mississaugaswimming.com">kelly@mississaugaswimming.com</a>
Summer Programs	<a href="mailto:kevin.anderson@mississaugaswimming.com">kevin.anderson@mississaugaswimming.com</a>
Swim Ontario/Swim Canada Registrations	<a href="mailto:susanne@mississaugaswimming.com">susanne@mississaugaswimming.com</a>
Swimmer Statements	<a href="mailto:accounts@mississaugaswimming.com">accounts@mississaugaswimming.com</a>
Visa or Mastercard Issues	<a href="mailto:accounts@mississaugaswimming.com">accounts@mississaugaswimming.com</a>
WAVE Coach Applications	<a href="mailto:waveheadcoach@mississaugaswimming.com">waveheadcoach@mississaugaswimming.com</a>
WAVE Coach Questions	<a href="mailto:waveheadcoach@mississaugaswimming.com">waveheadcoach@mississaugaswimming.com</a>
WAVE Practice/Schedule Questions	<a href="mailto:waveheadcoach@mississaugaswimming.com">waveheadcoach@mississaugaswimming.com</a>

## Program Fees 2018/2019

The annual fees for each program are outlined below. Note that fees do not correspond to a fixed number of hours or practices per week/season. Some practice times will change depending on pool availability, meets, training camps and coaching availability.

Swim Group	Program Fees	Estimated Meet Cost	Swim a Thon	Car Raffle	Total
High Performance	\$3,690	\$1,900	\$450	\$700	\$6,740
Junior National	\$3,573	\$1,900	\$450	\$700	\$6,623
High Performance Age Group	\$3,042	\$1,500	\$375	\$600	\$5,517
Regional Development A	\$1,850	\$750	\$240	\$400	\$3,240
Regional Development B	\$1,675	\$750	\$240	\$400	\$3,065
Blue	\$2,200	\$1400	\$310	\$500	\$4,410
Orange	\$1,662	\$900	\$245	\$400	\$3,207
White	\$1,060	\$500	\$180	\$300	\$2,040
Wave	\$875	included	\$50	\$100	\$1,025

**Note:**

1. This schedule does not include the mandatory MSSAC Team Uniform costs. All swimmers receive one cap.
2. The meet fee deposit is an estimate based on the actual costs for the previous two years (excluding travel costs). Your swimmer's participation will determine your final cost.
3. Swimmers planning to participate in Training Camps and Travel Meets will be offered a personalized payment plan.

### **Additional Swim Ontario Fee**

This year, Swim Ontario has changed the fees to vary by age. The fees (which are mandatory) are as follows:

◆ Ages 8 and Under	\$ 92.80
◆ Ages 9 and 10	\$112.80
◆ Ages 11-14	\$132.80
◆ Ages 15 and Over	\$152.80
◆ Open-Varsity	\$ 49.28

This fee is based on the swimmer's age as of December 31<sup>st</sup> 2018

All High Performance and Junior National, swimmers will be offered the opportunity to participate in an out of town (country) training camp. Details will be presented at the September Group Meeting. If this camp is added we recommend you increase your monthly payment so that the full cost is not charged to your account the month following the trip.

## Payment Schedule

**\*\*\* Please note we have changed the Website to now offer only ONLINE registration and payment by credit card\*\*\***

Your credit card will be automatically charged on the first of every month for the program installment fees in line with your registration group. With each payment you will receive an invoice advising of charge, date, and amount. All program installment fees, meet fees, team wear orders and Swim Ontario fees will all be charged to the credit card.

The only cheque you are submitting is for the Lottery tickets and should be dated November 15, 2018 payable to MSSAC and must be submitted to Office by mail or in person.

**Outstanding balances are not carried forward from year to year.** They must be paid in full before AUGUST 15th of each year and will be charged to the credit card.

We ask that your account never be in arrears. Failure to pay according to the schedule WILL result in suspension from the meets, suspension from practice or dismissal from the Club.

### MSSAC offers the following discounts off swim program fees:

- Family discount wherein the 2<sup>nd</sup> child receives a discount of 10% of the swim program fee and a 3<sup>rd</sup> child receives a discount of 15% of the swim program fee. This discount will be applied against each program fee payment.

### Payment Schedule: (All groups except Wave)

Upon Registration	Non-Refundable deposit	\$200/\$100
Between Sep 4 and 30	Swim Ontario Fee	
October 1, 2018	Program Fees	
November 1, 2018	Program Fees	
<b>November 15, 2018</b>	<b>Raffle Tickets - MUST BE A CHEQUE</b>	
December 1, 2018	Program Fees	
January 1, 2019	Program Fees	
February 1, 2019	Program Fees	
<b>Week of Feb 11-15, 2019</b>	<b>Swim a Thon</b>	
March 1, 2019	Program Fees	
<b>April 1, 2019</b>	<b>Points Penalty (see Points Handbook)</b>	
April 1, 2019	Program Fees	
May 1, 2019	Program Fees	

Please note that MSSAC remits the Swim Ontario Registration fee to the provincial office on behalf of all members in September.

**The Swim Ontario Registration Fee is not refundable after September 7, 2018.**

**Note that a fee of \$25.00 will be charged to your account for each payment that is returned as non-sufficient funds (NSF). This fee applies to returned cheques and rejected credit card payments.** There will be no exceptions to this policy.

Members who fall into arrears, and do not respond to requests for payment, WILL have their swimmer suspended from practices and/or meets. We hope that members understand that the Club has a fiduciary responsibility to ensure that everyone is in good financial standing.

A fee schedule will be included in your swimmer placement package.

You will be required to pay your balancing owing in full by August 15, 2019.

## Resignation Policy

Any swimmer resigning from the Club must provide written notice to the Club Office.

The Swim Ontario Registration Fee is not refundable after September 7, 2018

Swim program fees will be refunded as follows, subject to written notice received by the Club Registrar ([susanne@mississaugaswimming.com](mailto:susanne@mississaugaswimming.com) and [kelly@mississaugaswimming.com](mailto:kelly@mississaugaswimming.com)) prior to the date listed:

### **For White, Orange, Blue, Regional, HPAG, High Performance and Junior National:**

Initial Deposit of \$200 is non-refundable

Resignations prior to October 15<sup>th</sup> – 90% of balance of program fees are refunded

Resignations between October 16<sup>th</sup> up to December 1<sup>st</sup> – 75% of balance of program fees are refunded

Resignations between December 2<sup>nd</sup> up to February 1<sup>st</sup> – 40% of balance of program fees are refunded

### **For WAVE :**

Initial Deposit (\$100) is non refundable

Resignations prior to October 15<sup>th</sup> – 90% of balance of program fees are refunded

Resignations between October 16<sup>th</sup> up to December 1<sup>st</sup> – 75% of balance of program fees are refunded

Resignations between December 2<sup>nd</sup> up to February 1<sup>st</sup> – 25% of balance of program fees are refunded

Sibling discounts will be applied against each program fee payment.

Resignation prior to October 15 - to be mailed December 15, 2018

Resignation prior to December 1 - to be mailed February 15, 2019

Resignation prior to February 1, 2019 - to be mailed at the end of the swimming season (July).

All refunds will be made by cheque. Final statements will be emailed to you at the close of the Club's fiscal year (August 31).

Raffle Ticket Deposit will be refunded to those swimmers who resign prior to October 15, 2018.

Swim a Thon Deposit will be refunded to those swimmers who resign prior to February 1, 2019.

Points Commitment will be refunded at the same rate as the Swim program fees.

Any swimmer with an injury preventing him/her from full program participation must submit a Doctor's note. As soon as the swimmer is able to participate either partially or fully another note must be submitted detailing any restrictions.

## Registration

- Three on-line registrations needed
- Log in to our website and update your contact information
- **YOU ARE RESPONSIBLE FOR ENSURING YOUR CONTACT INFORMATION IS UP TO DATE IN EACH OF THESE SYSTEMS.**



### 1. Mississauga Swimming ([www.mississaugaswimming.com](http://www.mississaugaswimming.com))

- MSSAC website
- One ACCOUNT with a single Login Email is created for FAMILY (ACCOUNT = FAMILY/PARENT/GUARDIANS)
- Up to 4 other emails can be added to receive email updates
- Each Family is responsible for maintaining the accuracy of information in the MSSAC website
- Instructions on how to use the Members only portion are available on the website



### 2. Ontario Swim Officials Association ([www.osoa.ca](http://www.osoa.ca))

- As a minimum, EACH PARENT must create and maintain an on-line account with OSOA
- This website tracks a person's experience and progress as a Swim Official from beginner (Level 1 timer) to Master Official (Level 5)
- To register for an account, go to [www.osoa.ca](http://www.osoa.ca) and click "Register"
- Once your account is activated, **you are responsible for keeping Clinics Completed and Deck Evaluations received up to date.**
- **If information is missing or not accurate, you will not receive MSSAC Points, until it is correctly submitted and verified.**
- ALL Members are asked to submit a PDF scan or cell phone photo of their white Officials Card to [officials@mississaugaswimming.com](mailto:officials@mississaugaswimming.com)
- Instructions on how to add information is available at [www.osoa.ca](http://www.osoa.ca)



### 3. Swim Canada ([www.swimming.ca](http://www.swimming.ca))

- Accounts are created by the MSSAC registrar (Susanne) when the swimmer first registers. Parents must check that their Swim Canada account information is up to date
- Every September, Swim Canada sends email to each account requesting parents verify swimmer information to ensure accuracy.
- If you do not verify the account (you must press SUBMIT) your swimmer will not be insured. If this happens the office has to "go in the back door" to verify for you – this can mean you will be late starting or you may miss a meet. PLEASE be sure to do this yourself!

## Forms/information that must be returned

After completing the on-line portion of the registration package, submit lottery cheque to the office. Once this is done the Registrar will approve the registration and move your swimmer to the correct roster group. You will receive an email with your swimmers group placement information.

It is very important that you read the entire registration package and understand all the club policies. The on – line system requires you to agree to a membership agreement which confirms that you have read and you do understand the policies and membership terms that you and your swimmer will have to abide by.

- Lottery cheque as applicable.



Registration will be on-line but the lottery cheque must be submitted to the office for your registration to be complete. You can either mail the cheque to the address below or stop by the office on the following dates:

Mailing Address:  
2155 Dunwin Drive, Unit #3  
Mississauga, L5L 4M1

- Monday July 9 - 10am to 7pm
- Tuesday July 10 – 10am to 7pm
- Monday July 16 – 10am to 7pm
- Tuesday July 17 – 10am to 7pm
- Monday August 27 – 10am to 7pm
- Tuesday August 28 – 10am to 7pm

We will have a registration table at the MSSAC BBQ on September 25th

# Membership Agreement



Mississauga Aquatic Club (MSSAC)

## Membership Agreement 2018-2019

By signing this agreement, I acknowledge that I have received the Mississauga Aquatic Club Registration Package for the swim season covering September 2018 through August 2019. I also confirm that I have read, understand and will comply with the following:

- |                          |                            |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Swimmer Code of Conduct    |
| <input type="checkbox"/> | Swimmer's Responsibilities |
| <input type="checkbox"/> | Parent's Code of Conduct   |
| <input type="checkbox"/> | MSSAC Privacy Policy       |
| <input type="checkbox"/> | Photo Policy               |
| <input type="checkbox"/> | Team Travel Policy         |
| <input type="checkbox"/> | Team Uniform Policy        |
| <input type="checkbox"/> | Points Policy              |
| <input type="checkbox"/> | Fundraising Obligations    |
| <input type="checkbox"/> | Resignation Policy         |
| <input type="checkbox"/> | Meet Entry Process         |
| <input type="checkbox"/> | Medical Credit Policy      |
| <input type="checkbox"/> | Payment Schedule           |
| <input type="checkbox"/> | Membership Terms           |

We hereby agree to support the Mississauga Aquatic Club by accepting the aforementioned policies and agreements.

\_\_\_\_\_  
Please print Parent/Guardian's  
name

\_\_\_\_\_  
Signature of Custodial  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print Swimmer's name

\_\_\_\_\_  
Signature of Swimmer

\_\_\_\_\_  
Date