

WELCOME!

Welcome to the Hamilton Aquatic Club. We're glad your swimmer has chosen to discover the joys of competitive swimming with our club. Since its beginnings in the late 1920's, HAC has been committed to the pursuit of excellence. Swimmers are trained under the direction and guidance of certified, experienced coaches.

Our swimmers have competed at all levels of international competition, including the Olympics, and achieved Canadian and world swimming records. We offer our swimmers a positive and supportive environment that recognizes their desire to develop their swimming skills but also recognizes the importance of teamwork, dedication, cooperation and fun.

With international experience coaching swimmers at both the Olympic Games and World Championships, our head coach Carmen Escobar (lacoma2509@hotmail.com) brings an extensive coaching background to our club. A strong network of assistant coaches work with the club's younger swimmers under Carmen's guidance. Full biographies of all HAC coaches are available on our website.

If you are new to competitive swimming, or even just to HAC, our website (www.hamiltonaquaticclub.ca) offers a wealth of valuable information. You'll find background on our programs and coaches, contact information for members of our Board of Directors and other representatives, along with articles, links and information to help you support your child as they move through the ranks of the swimming world. We urge you to explore our website fully. Our coaches, board members and group representatives are also always available to answer any questions you may have.

Our club's administrative assistant Denise Thorpe (denise.thorpe@sympatico.ca) or 905-643-2120, is responsible for managing payment of swim fees, tracking of volunteer points and other administrative duties. Please contact her for specific questions about your membership.

Swimming Groups

For insurance purposes, each swimmer must have a completed registration form on file with the club before entering the pool.

A detailed description of all HAC swimming groups – Olympic Way, novice, gold, age group, provincial, junior and senior – is provided on our website. Swimmers are initially placed in a group appropriate to their age and ability, and are advanced at the discretion of their coaches. Moves between groups typically take place in December, March or at the end of the swim season. When your swimmer moves up to another group in the club, all fees will be pro-rated,

effective at the beginning of the following month. New cheques for additional fees will be required before your child will be permitted to swim with a new group. Each group has a group representative who acts as a liaison between the group and the HAC Board of Directors. They are responsible for communicating information and may help coordinate club fundraisers or other events. A full list of group representatives and their contact information is available on our website.

Swim Meets

Generally, swimmers participate in one swim meet each month, with the exception of the month of March. Swim meets are the payoff for all the practices! They allow swimmers to have fun together and measure their development and progress. Swim meets are scheduled in advance and detailed information on events will be provided by the coaches. It is the responsibility of the family to ensure swimmers are at their meets on the appropriate day and time, and with the necessary equipment, fluids and healthy snacks.

Information on upcoming swim meets is available on our website and will typically be communicated to you by your coach and/or group representative. Some meets will require swimmers to have minimum or maximum qualifying times. Information about qualifying times for various level swimmers is also available on our website.

A portion of your monthly swim fees goes toward paying the cost of participating in meets (typically a fee for each event, along with a deck fee). Prior to each meet, you will receive an invoice showing the amount of money that will be debited from your balance for that meet. Please read these invoices carefully and ensure that your swimmer is participating.

If your swimmer does not intend to participate in the meet, notice must be given to the coach and the administrative assistant (denise.thorpe@sympatico.ca) before the entry deadline. Entry deadlines are listed in swim meet packages available through the link on the HAC website. There is also a location on the website to notify the club of “scratches” – events or meets your child will not be swimming.

At the end of the swim season, you will receive a statement showing the total amount of fees paid and any revenues (fundraising bonuses) or debits (ie. swim meet fees) related to your account. Balancing of the account will be done at that point.

Volunteer Commitment

Our club relies heavily on the volunteer efforts of our members to keep swim fees as low as possible and ensure the safety and enjoyment of our athletes. Swim meets, bingo revenues and our annual swim-a-thon all help subsidize club costs.

Each family is required to provide post-dated Participation Bond and Bingo Volunteer cheques to guarantee they meet their minimum volunteer and bingo commitments. Two short (2 hours) or one long (4.5 hours) bingo shift is required from each family, while the required volunteer commitment varies depending on the level of the swimmer. If your bingo commitment and volunteer hours are met, your cheques will not be cashed.

The club's biggest need for volunteers comes during our swim meets, where we require timers and other officials, as well as volunteers to help out with food, deck set-up and clean-up and other tasks. Volunteers must be 13 or older (except runners for novice meets), and qualified/trained for their positions.

Points Required by Level: (one point earned per hour volunteered)

New novice: 10 points	Age Group One and Gold: 30 points
Returning novice: 20 points	Provincial: 40 points
Age Group Three: 20 points	Junior: 55 points
Age Group Two: 25 points	Senior: 55 points

Families with more than one swimmer are expected to earn the required number of volunteer points for their highest level swimmer only. A full list of jobs and the volunteer points they earn can be found on our website.

Swim-a-Thon

Each spring, HAC participates in a swim-a-thon to promote and finance competitive swimming. All swimmers are expected to participate by collecting pledges. Based on the level of the swimmer, each family is assigned a minimum dollar amount that must be raised through the swim-a-thon. A cheque is required to guarantee swim-a-thon participation but will not be cashed if the minimum donation is raised.

Refund Policy

If a swimmer withdraws from the program prior to March 31st of any swimming season, a refund will be given for the number of FULL months remaining in the season, including a pro-rated portion of participation bond cheques. A 20% penalty per month will be applied to refunds for swimmers withdrawing after March 31st of any swimming season, unless a medical certificate is presented.

To receive a refund, notice in writing (or by e-mail) must be provided to the administrative assistant. This notification is the responsibility of the swimmer's family, not the coach. The number of full months remaining will be determined based on the date written notice of withdrawal is received, not the last practice attended. Fees to register swimmers with Swim Ontario are non-refundable.

Equipment

It is the responsibility of the swimmer to provide goggles, flutter boards and other training equipment. Coaches will provide information on necessary equipment. Please bring a HAC t-shirt and swim cap to swim meets, to show your team spirit.

HAC members receive a 10% discount on equipment and bathing suits purchased at Team Aquatic Supplies, 8-4155 Fairview Street, in Burlington.

Publication Consent Agreement

HAC occasionally publishes parent and/or swimmer names and images to promote the club and amateur swimming. Photos may be used on the HAC website, distributed to the media or used as the club deems appropriate. E-mail addresses and/or phone numbers for key members of the club may be posted on the HAC website to facilitate club communications.

Storm Policy

Practices will be cancelled on days that schools are shut down due to inclement weather. Parents should check e-mail and the HAC website often during the day for updates and may call city pools for closure information. Please ensure the club has up-to-date e-mail, phone and cell phone numbers to contact you.

Code of Conduct

As a member of the Hamilton Aquatic Club, I understand will comply with the outlined guidelines set forth by the Hamilton Aquatic Club (HAC).

As a member of HAC, I am expected to conduct myself in a dignified and responsible manner at all times, maintaining respect and consideration towards my fellow teammates and coaches, other athletes, the public, aquatic facility staff and officials.

Infractions of the HAC code of conduct will be presented in confidence to the coaches and will result in the coach contacting the parents or guardians of the swimmer involved. Depending on the severity of the infraction, the executive of HAC's board of directors may be involved.

Each member of the HAC will be responsible for:

1. Any damages to property owned, rented, borrowed or leased by the HAC including but not limited to vehicles, aquatic facilities, hotel rooms and team equipment.
2. Cooperation with all staff in an atmosphere of trust and mutual respect. Display commitment to excellence and maintain a positive attitude.
3. Acting as Ambassadors for the club during practice, at meets or within the community.
4. Refraining from any profanity.
5. Refraining from any involvement with illegal drugs.
6. Refraining from any involvement with smoking or other tobacco products.
7. Refraining from any involvement/consumption of alcohol.
8. Refraining from any belittling, humiliation or bullying of teammates or other athletes, coaches or officials.

Any additional guidelines for members of HAC will be established as needed by the Head Coach, or Board of Directors in consultation with the Head Coach.

I have carefully read the Code of Conduct, understand it and agree to abide by it.

If I break the Code of Conduct I may be dismissed from practice pending a further review by the Board of Directors.

Swimmer's Name _____(please print)

Swimmer's Signature _____

Guardian's Signature _____

Date: ____/____/____
Day Month Year