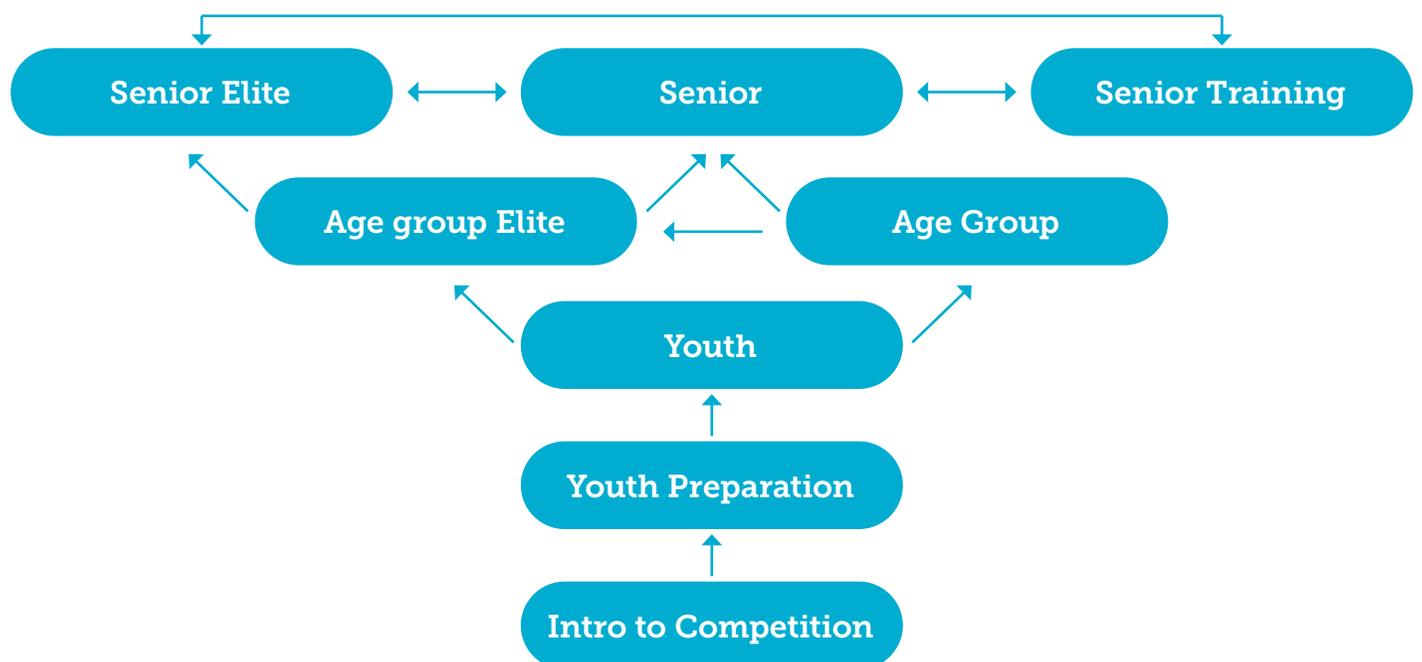




# CSLA Swim Team

Parent handbook  
2023 – 2024 Season

Flow chart for group movement within the swim team



Our goal is to help develop our athletes to the point where they can reach their maximum potential. Our coaches are dedicated to giving our athletes all the tools and resources necessary for them to reach their highest possible level of performance, while also encouraging an active, healthy lifestyle.

Every year, we receive many questions with regards to what being a part of the CSLA swim team means. This guide will help answer some of the more frequently asked questions. Additional information can be found on the CSLA website, or by contacting us directly. Contact information can be found at the end of this document.

## PROGRAM INFORMATION

### Parent meeting

The parent meeting will be held on **September 27, 2023 at 6:30pm.**

### Swim Team Try Outs

Try outs for swim team are held on **August 28 to 30 between 3 pm and 6 pm.**

If you are interested in trying out for the team please contact Coach Abdenour Hammadache to reserve your spot.

Coach (Assistant Head Coach)

**Abdenour Hammadache**

abdenourHammadache@gmail.com

### Late Registrations

Late registration into a program is at the sole discretion of the Aquatics Department's coaches and will be subject to the same terms and conditions of regular registrations (cost, deadlines, reimbursement calculations, etc.). In addition, late registrations past December 15, are final and non-reimbursable. Only reimbursement due to medical reasons and accompanied by a doctor's note will be considered.

### Where do I find out about upcoming Competition details (warm-up times; event time; etc.)?

All competition information will be posted in home page of the CLSA Website under the *Upcoming Competition* section.

The following links are also posted on the CSLA website as soon as they are available:

**Competition Invitation:** is published by the host swim club and is the official invitation to a competition. It includes all basic information for the meet such as swimmer eligibility, location, dates, and events. \*An event at a competition is considered an individual race (i.e.: 11–12-year-old 200 IM).

**Technical Bulletin:** Is provided by the host team and is made available 2 to 4 days before a competition. This document includes warm-up times, session times,

official's information, description of competition procedures and special modifications/rules, relay information, link to results page and list of rules and awards.

**Entries:** Displays the list of events that each athlete is confirmed to compete in, which are determined by their coach.

**Intra-Club Meets:** Schedule to be determined

Meet Results are available on the Swim Canada website [www.swimming.ca/en/events-results/meet-results](http://www.swimming.ca/en/events-results/meet-results) or via the *Splash Me* App (available on Android and Apple) and are regularly updated within the hour following each event. Depending on the competition, a direct link to the host team results page can be found on the CSLA Home page.

*Please note that all information for swim meets is provided by the host club.*

### How do I find out about cancelled practices?

Cancelled practices will be posted on the web site and/or Facebook page. An email will also follow.

[swimteamcotesaintlucaquatics.com](http://swimteamcotesaintlucaquatics.com)

### What equipment does my child need?

Coaches will advise their designated groups about the training equipment required. A list of equipment can be found on our website here:

[www.swimteamcotesaintlucaquatics.com/training-equipment.html](http://www.swimteamcotesaintlucaquatics.com/training-equipment.html).

You can order the required equipment from our affiliated partner: **alltides.com** with rebate code CSLA25.

Once a season, the team has a team store event where swimmers can buy team clothes and bathing suits. Dates are announced at the start of the season.

## FINANCIAL INFORMATION...IT PAYS TO BE INFORMED!

### REGISTRATION AND FEES

#### Program Cost Breakdown:

The swim team program cost includes training fees, club fees and volunteer fees.

##### 1. Training Fees:

this is a single fee that comprises coaching cost for pool time and dry land training. The fee varies according to the swim team group. This fee is refundable on a pro-rated basis up to and including December 15.

##### 2. Club fees:

are made up of Affiliation fees and Accessories fees:

###### Affiliation fees:

determined by the Fédération de Natation du Québec and Swim Canada. These fees are refundable up to and including September 30 only.

###### Swim Accessories Fee:

\$60 for the team t-shirt and 2 bathing caps—This fee is non-refundable after accessories have been issued.

##### 3. Volunteer fee **\*new for 2023 – 2024\***:

- \$250 per family

A volunteer fee of \$250 per family is due at registration time. It is the equivalent of the 20 volunteer credits (\$12.50 per credit) that families are required to volunteer during the program's duration.

This fee will be reimbursed (via cheque or credit on file) at the end of the program, to all families who meet the minimum volunteering requirement of 20 credits.

The fee is fully refundable up to and including December 15. After this date it will only be refunded due to medical reasons which oblige the swimmer to withdraw from the program. A Doctor's note will be required.

*\*Please refer to the Volunteering Section for Volunteer positions and details\**

### Payment Options:

There are two payment options available:

#### 1. Full payment of program cost:

The Program cost may be paid in full at the front desk at the ACC.

#### 2. Payment Plan:

- **Initial deposit:** the initial payment is equal to the cost of the Club fees for their respective group plus the volunteer's fee of \$250.
- **Training Cost:** will be divided over five (5) equal Pre-Authorized Payments (PAP). The payments will be due on the 5th day of the following months: October, November, January, February, and March.

To take advantage of the Payment Plan option, you must come in person to the Aquatic and Community Center (ACC). This option is not available online.

Only registered swimmers will have access to the building/pool.

A printed access card will be required to access the building and pool.

## Available Discounts:

**Fun Card:** To obtain the Fun Card discount, the card must be valid for at least six (6) months after the day of the registration. You will receive a ten percent (10%) discount on the Aquatic teams' training fees upon presentation of an eligible active Fun Card (applies to Cote-Saint-Luc residents only).

OR (one discount option available per invoice)

**Multi-Family Discount:** a ten percent (10%) discount on the Aquatic Team training fees will be given to every family member residing at the same address (includes residents and non-residents).

Please note:

- The 10% discount only applies to families living at the same address.
- Registration for all family members must be processed on the same invoice (same date). No exceptions.
- The 10% discount will be applied to the total cost of the lower priced program(s). The highest cost program will not receive a discount.

\* Aquatic teams refer to multi-season programs: winter swim team, masters, and triathlon.

## Competition Fees:

Competition and related fees are **additional** to the program's cost.

You will be invoiced throughout the season according to the competition schedules and an e-mail will be sent out to all club members, advising when the invoices are ready for payment.

Once a swimmer confirms his/her presence to a competition, they will be invoiced and expected to pay the total cost of the invoice regardless of their participation. Invoices must be paid in full **before** the date of the meet or departure date. **Competition fees are non-refundable.**

Invoices can be paid in person at the ACC front desk, or online using your Cote Saint-Luc online registration account. If you do not have an online account, please contact Jonathan (jhalliday@cotesaintluc.org).

The breakdown of the cost of the swim meets is as follows (based on 2022 – 2023 costs—subject to change):

|                                                          | 2023 / 2024       |
|----------------------------------------------------------|-------------------|
| Regional Competition (1- to 2-day competition)           | \$30 / day        |
| Provincial Invitation (2 to 4 events)                    | \$55              |
| Provincial Invitation (5 to 7 events)                    | \$90              |
| Flat rate Invitational                                   | as per organizers |
| Team champs (Events only)                                | TBD               |
| Mini-Coupe                                               | \$55              |
| Coupe de region (Region will decide pricing in the Fall) | TBD               |
| Québec Junior Cup                                        | as per organizers |
| Québec Senior Cup                                        | as per organizers |
| Provincial Championships                                 | as per organizers |
| Canadian Junior Championships                            | as per organizers |
| Canadian Senior Championships                            | as per organizers |

## Additional Competition related fees to consider:

In addition to the above-mentioned fees, and depending on where an event takes place, there might be other costs associated with participating in competitions/meets. For example: hotels, transportation, special events, fundraising, etc., please plan accordingly.

Non-payment of program, competition or related fees may result on your child not being permitted to participate in the program and/or competitions.

## Program Cancellation and Reimbursement

1. A reimbursement request must be made in writing via a completed and signed Reimbursement Request Form. **Verbal or email requests will not be considered.** Form is available online or you could request it at the front desk.
2. Reimbursement requests may be submitted up to and including December 15 of the current year.
3. **Club Fees are not refundable after September 30.**
4. **Volunteer Fees are not refundable after December 15.**
5. Reimbursements requested after September 30 will apply to the training fees portion of the program only.
6. Reimbursements will only be issued to the person who was originally invoiced for the activity, independently of who paid for it.
7. Reimbursements will be pro-rated monthly from the date that the request Form is received at the Parks and Recreation's department. After the 15th of the month, the month is considered completed and not eligible for refund.
8. Multi-family discount will be clawed back before any reimbursement is processed if the file no longer qualifies for it.

Reimbursements are provided via cheque or via a credit note on the account and are subject to the Parks and Recreation City of Cote Saint-Luc general refund policy.

## GENERAL INFORMATION

### FACILITY ACCESS

#### When should the Swimmer's Access/Fun Cards be used?

Swimmers should **always** have their Access card or Fun Card with them as they are required to:

Access the ACC facilities, including pool and locker\* rooms.

**Fitness room:** Please note that swimmers must be 13 years of age or older **and** be accompanied by a coach to access the fitness room.

**These rules will be strictly enforced.**

\***Locker Rentals:** there are lockers available for rent on an annual or season's basis. Rentals can be arranged through the ACC front desk. Rental price remains the same year-long. Rentals run from September to building shutdown in August. Available as of September 18, 2023.

#### Is the Fun Card available to all swim team parents?

Regular Fun Cards are exclusive to Cote-Saint-Luc residents, however, non-resident parents of CSLA swimmers can purchase a Competitive Teams (Parents) Pool

and Fitness card\*. These cards are considered memberships and are non-refundable.

#### Please note:

- These Cards are available starting on September (start of the season) and their expiry date will coincide with the facilities shutdown in the month of August of the following year. No pro-rated discount will be provided on the price of the card; purchase them early so that you can take advantage of its benefits.
- The card is only available on an individual basis (not couple or family cards available).
- The Competitive Teams (Parents) card does not provide you with any discount.

## COMPETITIONS—SWIM MEETS

### How does a swimmer confirm their attendance to a competition?

Swimmer's attendance is confirmed by completing the digital form by the determined deadline indicated on the form. The link for this form will be sent via MailChimp email. The e-mail will be sent at least two weeks before the competition. Each competition attendance form will contain the name and location of the competition as well as the related costs. If a swimmer confirms presence for a competition, they will be invoiced for it. Meet attendance deadlines must be respected as late submissions will not be accepted.

### What is the procedure for away competitions that require lodging/transport?

To promote team spirit, all swimmers ages 10 and up, are required to stay at the hotel chosen by the Club. If parents would like to stay at the same hotel as their child, they must reserve and pay for their own rooms directly with the hotel.

- If you agree to attend an away meet and confirm your hotel reservation, you have up to 15 days prior to the competition to cancel your room. Hotel fees will be incurred for any cancellations made within 14 days of the meet.
- All athletes must pay for travel arrangements set up by the Club (bussing to away meets) even if the parents decide to drive to the away meets themselves.
- The above parameters apply to group reservations for away competitions with more than 12 swimmers confirmed.
- For away competitions of groups of 11 swimmers or less, a block of hotel rooms will be **reserved** for the group until a specified date. Families will be responsible for **booking** their own rooms and organizing their own transportation.

## VOLUNTEERING

The success of each CSLA swimmer's experience relies on our amazing volunteers! Each swim competition requires over 120 volunteers per day.

The Swim Team operates on *Parent Power* and the top-notch CSLA coaching staff. The team can only function with the dedicated commitment and support of ALL team parents. The general expectations, duties and credit for each volunteer post are outlined below, however, there may be other tasks that need to get done.

NB: A Meet Manager, Fundraising Campaign Organizer, Officials Coordinator, Hospitality & Event Coordinator, Parent Committee President etc. will receive a full credit towards their volunteer fee.

### Volunteer Positions Season 2023 – 2024

| Description of volunteer roles available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Credit                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Hospitality (home competitions only):</b> The valuable team who ensures all volunteers and officials are taken care of at home competitions. A predetermined menu is provided, food preparation and buffet-style service, clean up and preparation for the next meal. Pool-side responsibilities include keeping officials hydrated and armed with snacks. Legend says that a meet is judged by the meals served! <i>Experience Required: A desire to partake in a kitchen party with new and old friends! Come prepared with music, jokes and tricks!</i> | 4 Credits per session    |
| <b>Timer:</b> The job of the timer is to time heats using a stopwatch from the starting beep to the final touch. This provides you with a great seat to watch all the action. <i>Experience Required: A passion for competition and a dynamic cheer, all while focusing on timing accuracy. Timer clinics are offered at the ACC, please consult the CSLA website at the start of the season for dates. You will also receive emails with the information, please check your emails regularly.</i>                                                            | 4 Credits per session    |
| <b>Safety Marshal:</b> The role of the Safety Marshal is to observe the safety of swimmers during the warm-up period and ensure established safety procedures are followed. Candidates must be calm, discreet, patient, and respectful with swimmers and coaches while maintaining control and applying FNQ competition rules. Usually, the person acting as a Safety Marshal is also working another position during the meet. <i>Experience Required: Training is provided through a clinic.</i>                                                            | Paired with another role |
| <b>Stroke and Turn Judge:</b> The role of the Stroke and Turn Judge is to observe the correctness of the stroke and/or turn to ensure that no swimmer gets an unfair advantage. <i>Experience Required: A short (2-3 hour) training course is required before you can be a stroke and turn judge. Courses are offered frequently, scheduled near a home competition date.</i>                                                                                                                                                                                 | 6 Credits per session    |
| <b>Clerk-of-Course:</b> The Clerk-of-Course is responsible to making deck entries of swimmers (if needed), scratching swimmers from races and entering relay teams. <i>Experience Required: A training course is required, good organization skills and computer proficiency.</i>                                                                                                                                                                                                                                                                             | 6 Credits per session    |
| <b>Chief Timer:</b> The Chief Timer is responsible for all the timers. The Chief Timer may also be asked to collect "sweeps" (the visual observation of the order in which the swimmers have touched the wall). <i>Experience Required: A short training course is required, great people skills and good organization skills.</i>                                                                                                                                                                                                                            | 6 Credits per session    |
| <b>Starter:</b> The starter starts each race through the activation of the electronic timing system (horn and strobe flash) and ensures a fair start has occurred. <i>Experience Required: Intermediate to Advanced experience with swim competitions and a short training course must be completed.</i>                                                                                                                                                                                                                                                      | 6 Credits per session    |
| <b>Referee:</b> The referee is the senior official at the competition and is responsible for all the deck officials. <i>Experience Required: Advanced experience with swim competitions and training courses. The referee is usually selected by the meet manager.</i>                                                                                                                                                                                                                                                                                        | 8 Credits per session    |

| Description of volunteer roles available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      | Credit                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|
| <b>Meet Manager and Assistant Meet Manager:</b> Meet Managers are responsible for the preparation, organization, and overall success of the competitions. Responsibilities include meet sanctioning and recognition by the FNQ; meet package and technical bulletins are prepared, accurate and available; all officials' positions are filled; accurate pool set-up is to standard. <i>Experience required: Must have Meet Manager certification.</i>                                                                                              |                      | 20 Credits per season |
| <b>Parent Committee Representatives:</b> Seeking 3 – 5 parents. In collaboration with the Head Swim Team Coach and the Coordinator the parent committee will establish a calendar of team social activities. They will Coordinate breakfasts, awards night etc. Explore and implement team fund- raising activities (t-shirt sponsors, getting sponsors for events. Individual social jobs will be posted for help/ support with each event and the committee. <i>Experience required: Must have a positive attitude and a willingness to help.</i> |                      | 20 Credits per season |
| Volunteer credit system summary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                       |
| Volunteer Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$ Amount per credit |                       |
| 1 credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$12.50              |                       |

## OFFICIALS

Interested in becoming an official? The training dates for Officials Clinics are currently TBD but will appear on the CSLA website in the 'PARENTS' -> 'OFFICIALS' section.

To sign up as an official for a competition:

1. Watch for the email requesting officials for a competition your child or CSLA is participating in and click on the sign-up link.
2. Sign up for the session or sessions that you would like to volunteer for. Include your request for specific volunteer roles however the Meet Managers will decide where you are most needed.
3. To ensure your volunteer hours are accurately tracked we ask that each family uses the Officials sign-up document mentioned above. Should you choose to volunteer at the last minute, it will be your responsibility to communicate that time (and competition) to Jonathan Halliday by email (found on the last page of this document). **Failure to report volunteer times** by email to the Aquatics Coordinator will result in those hours not counting towards your family's volunteer contribution.

### Officials—Communication

All official's certifications and officials experience at competitions is tracked by the club's Officials Coordinator and submitted to the FNQ. Please communicate requests regarding officiating via through our Official's Coordinator—to be confirmed (officiels.csla@gmail.com).

## FUNDRAISING

### Why do we fundraise?

To help lower the costs of competition related expenses. The funds raised will be applied toward a specific event or activity.

Fundraising suggestions are welcomed and are a great volunteering opportunity for parents who wish to become involved. Hosting meets at the ACC allows CSLA to generate revenue which partially supports the day-to-day operations of the Swim Team program.

## COMMUNICATION

We continue to improve all areas of CSLA communication and would love to hear from you! Our contact information is listed below, and you can expect to hear back from us within 24-48 hours (not including weekends). If you do not, please try again as we may not have received the first message.

**Swim Competitions:** the most up-to-date information for upcoming swim competitions is posted on the CSLA website as soon as we have it. Here you will find competition/meet packages, entry lists, technical bulletins, official's clinics, and other important information posted on the home page.

**Contact Information, CSLA Families:** If you do not receive a welcome email (sent to emails on file), you can fill out the following form to have your email added to our list. <https://forms.office.com/r/MCAMAExcFJ>

**CSLA Emails via Mailchimp:** We use MailChimp to share team information as it permits us to track all communications. Families will only be sent messages related to their swimmers. We request that all messages are reviewed carefully to ensure clear communication.

**Technical communications with Coaches:** Coaches hold the most accurate information regarding each swimmer's training and development; each coach will have a specific group of swimmers that they are responsible for. At the September parent meeting, this information will be shared as well as the coaches contact information. Each coach will meet with his respective groups prior to the first competition.

## HOW TO REACH US

The CSLA website is a great resource for vital team information. We recommend bookmarking it.

**[www.swimteamcotesaintlucaquatics.com](http://www.swimteamcotesaintlucaquatics.com)**

For inquiries regarding the swim team, scheduling, meets, etc.

**514-485-6806**

### **Head Coach: Mike Calcutt**

Phone: ext. 2235

e-mail: [MCalcutt@cotesaintluc.org](mailto:MCalcutt@cotesaintluc.org)

Office hours: Monday, Wednesday, Thursday from 12 pm to 3:30 pm and Tuesday 8:30 am to 12 pm

### **Assistant Head Coach: Abdenour Hammadache**

email: [abdenourHammadache@gmail.com](mailto:abdenourHammadache@gmail.com)

For inquiries regarding invoices, payments, hotel bookings etc. please refer to:

### **Aquatics Coordinator: Jonathan Halliday**

Phone: ext. 2220

e-mail: [jhalliday@cotesaintluc.org](mailto:jhalliday@cotesaintluc.org)

For other questions and concerns, please refer to:

### **Manager of Aquatics & Leisure: Trish McKenzie**

Phone: ext. 2232

e-mail: [tmckenzie@cotesaintluc.org](mailto:tmckenzie@cotesaintluc.org)

### **Important Dates to Remember**

**September 27** parents meeting

**September 30** deadline for club fees reimbursement

**December 15** program cancellation deadline and full reimbursement of Volunteer fees

***Happy Swimming!***

## CODE OF CONDUCT

As a member of Côte Saint-Luc Aquatics (CSLA), I am part of a swimming organization that believes teamwork, integrity, respect, and good sportsmanship are more important than winning. By signing this Code of Conduct, I agree to follow the rules for behavior and sportsmanship while I am a member of CSLA. The following behavior guidelines state the principles CSLA expects all members to demonstrate and uphold.

CSLA is fortunate to have experienced, professional coaches working to develop our children into better swimmers, and more importantly, teaching and instilling important life skills. These skills include:

Time-management, self-discipline, and sportsmanship. Your child will reap the benefits of swimming long after his/her participation with CSLA ends.

As parents, it is essential that we give our coaching staff the respect and authority they deserve to run our swim team. Our coaches are hired for that purpose while the Head Coach, and Assistant Head Coach oversees the direction of the staff.

### PART I – PARENTS CODE OF CONDUCT

- Set the right example for our children by always showing respect and common courtesies to the team members, coaches, competitors, officials, parents, ACC employees as well as for all facilities and other property used during practice or competition.
- Respect the integrity of swim officials by assuming decisions are based on honest, objective evaluations of performance. Only coaches may approach meet officials for clarification of rulings.
- Understand that opposing teams, including their swimmers, coaches, and fans, want the same positive experiences for their swimmers as we do. Help CSLA achieve our goals by avoiding criticism either verbally or by gesture. Look for opportunities to build rapport with teams that we compete and work with.
- Demonstrate good sportsmanship during all practices, competitions, and team activities. Promote good sportsmanship by setting an example and by helping others to do likewise. CSLA wins gracefully, loses graciously, and congratulates their opponents either way.
- Be an active participant in many events and other team activities and encourage and support your child by permitting them to be timely on time for practices and competitions.

- Realize that swimmers become easily confused when coached by parents and benefit most from positive reinforcement of the professional coaching staffs' instructions and advice. Your unconditional love and support before and after races will help them best.
- Recognize that CSLA coaches are professionals and allow them to coach your child without interference during workouts and meets, (including not being present on deck during practice or competitions unless you are working at the meet).
- Support your professional coaches as they strive to do what is best for each CSLA swimmer. Our expectations and methods are based on Swimming Canada, the FNQ and other recognized swimming authorities.
- If you have concerns, you must address it with the appropriate coach in private.
- Maintain open and honest communication among all members of the CSLA family. We reach our common goals by working together.
- Insist that your child refrain from using alcohol, tobacco, drugs, other prohibited substances, violence, abusive or foul language, inappropriate sexual conduct, or any other behavior deemed dishonest, discourteous, offensive, or disrespectful of others.

### PART II – PARENTS, BASIC RESPONSIBILITIES

- Practice teamwork with all parents, swimmers, and coaches by supporting the values of Discipline, Loyalty, Commitment, and Hard Work.
- Assist the coaches in conducting effective practices by ensuring swimmers arrive and leave on time and bring the proper equipment.
- Arrive at meets in time for volunteer or swimmer check in, stretching and warm-ups.
- Represent CSLA with excellence, respect, team spirit, good sportsmanship, and politeness
- Always maintain self-control. Refrain from inappropriate behavior that detracts from a positive image of the team or is detrimental to our performance objectives.
- Know your role. Swimmers – Swim / Coaches – Coach / Officials – Officiate / Parents – Parent
- Call or meet with coaches before or after practice/meets to discuss issues.
- Do not coach your child at practice or during meets, that is the coach's job.
- Assist the coaches by not talking with or motioning to swimmers during practices unless clearing it with a coach first.

- Do not interrupt or confront the coaching staff on the pool deck during practice or meets.
- Trust and support your swimmer's and coach's decisions around goal setting, training commitments, swim event entries, and meet schedules. Do not impose your ambitions on your child.
- Any questions about disqualifications, judging, etc. should be directed to your swimmer's coach.
- Get involved ...be an official, help plan a fundraiser, help plan a group social. Find something you enjoy!
- Pay your fees on time (as per the Survival Guide).
- Know and uphold CSLA management, coach directives, and the code of conduct that are designed to maximize the experience for all swimmers and parents.

### **PART III – SWIMMERS CODE OF CONDUCT**

The undersigned athlete participating with/for the Côte Saint-Luc Aquatics Swim Team (CSLA) agrees to abide by the guidelines outlined below in addition to those established by the staff.

- Swim for the fun of it, not just to please your parents or coach.
- Make every team practice, meet participation and activity an opportunity to learn.
- Swimmers are expected to remember that at practice, during swim meets, team activities and in public they are representing CSLA. They should represent CSLA with excellence, respect, team spirit, good sportsmanship, and politeness.
- Swimmers are always expected to follow the directions of any member of the coaching staff, respect any instructions by officials and any person who is a chaperone. Disrespect or failure to obey instructions will not be tolerated from any athlete.
- Swimmers are expected to show respect, common courtesies, and good sportsmanship always to the team members, coaches, competitors, officials, parents and for all facilities and other property used during practices, competitions, and team activities.
- Swimmers should be punctual and arrive on time for all practices and meets and team events. Pool time is valuable.
- Swimmers must notify the coach in advance if they are planning to leave practice or swim meets early.
- Swimmers are expected to wear CSLA team caps and team t-shirts at all swim meets. This displays team pride and makes it easier to identify swimmers on the blocks and in the water.
- Swimmers should be an active participant in all team practices, competitions, fundraising events, and other team activities.

- Focus on every drill and every set. Be committed to putting forth your best effort every day. An honest effort does not include cutting laps, pulling on lane lines, or missing send offs/sets.
- Disruption of practice by an athlete will be grounds for removal. Continual cheating in a practice will be considered a disruption of practice.
- Swimmers are expected to use appropriate language. Use of profane or abusive language or obscene gestures will not be tolerated.
- Dishonesty, theft, vandalism, Indiscreet or destructive behavior will not be tolerated.
- Every effort should be made to avoid guilt by association with such activities as those listed above.
- There shall be no drinking of alcohol or use of tobacco products, cannabis, illegal drugs or any substances banned by Swim Canada.
- Swimmers are expected to respect each other. Fighting, intentional touching or striking another athlete will subject the swimmer to the most severe discipline.

### **PART IV – VIOLATION OF THE CODE, SWIMMERS**

The coaches have the authority to impose the following penalties for violation of the Côte Saint-Luc Aquatics Swim Team Code of Conduct. The penalties include, but are not limited to, the following:

- The swimmer will be given a verbal warning.
- The swimmer will be pulled out of practice in addition to a verbal warning and the coach will contact the parent.
- The swimmer will need to be accompanied by a parent at practice for four (4) consecutive days.
- If the swimmer continues his/her bad behavior, he/she will be suspended for one (1) week. (There will be NO pro-rating of fees.) If the swimmers disciplinary problem continues, the swimmer and parent will meet with the coach to discuss the problem further.

## PART V – VIOLATION OF THE CODE, PARENTS

The coaches have the authority to impose the following penalties for violation of the Côte Saint-Luc Aquatics Swim Team Code of Conduct. The penalties include, but are not limited to, the following

- The parent will be given a verbal warning.
- Continued disregard for the code will result in a written warning.
- If the parent continues his/her bad behavior after these measures, he/she will be suspended from the team.

I, the undersigned swimmer(s), and parent, agree that if I violate any of these rules, I will be subject to disciplinary action determined by the coaches, which may include expulsion from the team.

By placing your name below, you agree that you have reviewed the Côte Saint-Luc Aquatics Swim Team Survival Guide AND the Code of Conduct with the registered athlete. In addition, you confirm that the athlete understands the Côte Saint-Luc Aquatics Swim Team Code of Conduct and that you (the parent/guardian) and the swimmer agree to abide by this Code and accept potential consequences for failure to abide by it.

---

Swimmer's Name

---

Swimmer's Signature

---

Parent/Guardian's Name

---

Parent/Guardian's Signature

Signed on:

**20**

---

Month

Day

Year