



**Building Great People and Champions**

# **Swim School Registration Package 2011/12**

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Welcome to Penguin Swimming's 2011/12 swimming season! All documents and information pertaining to Penguin Swimming's Swim School program for the 2011/12 swimming season are enclosed in this package.

## **SWIM SCHOOL REGISTRATION CHECKLIST**

All of the following documents are to be completed in order for an athlete to be registered in the Swim School program for 2011/12:

1.  **Swim School Registration Form** (complete and signed by one parent/guardian);
2.  **Fee Calculation Sheet** (complete);
3.  **Parent/Guardian Code of Conduct** (signed by BOTH parents/guardians);
4.  **Parent/Guardian Expectations** (signed by BOTH parents/guardians);
5.  **Team FIOF Consent Form** (complete and signed by one parent/guardian);
6.  **Swim Alberta FIOF** (complete and signed by one parent/guardian); and
7.  **All Required Cheques** (including ALL post dated cheques) payable to Penguin Swimming.

## **COMPLETED FORMS/DOCUMENTS AND FEES**

In order to participate in team activities, all completed registration documents and fees/cheques need to either be:

- A. Dropped off at **Registration Day on Tuesday August 30, 2011** from **6:00-8:00 PM** at **Central Lions Senior Centre** (11113-113 Street); OR
- B. Dropped off at **Equipment Day on Tuesday September 13, 2011** from **7:15-9:00 PM** at **Eastglen Pool** (11410-68 Street); OR
- C. Mailed to **Penguin Swimming** at 3112-105 Avenue, Edmonton, AB, T5W 0B4.

## **SWIM SCHOOL REGISTRATION NOTES**

**Returning Swim School Swimmers** will have until **Tuesday September 13, 2011** to register before the Swim School opens to new swimmers.

**Swim School Registration** will be on a first come, first serve basis. The team **WILL NOT** be taking reservations this season.



# Fee Schedule & Policies 2011/12

Updated August 2011

	Team Membership	Training Fees	Swim-A-Thon Commitment	Waterpark Commitment	Hosted Swim Meet Commitment
Swim School	\$60	\$75/session	Participation	3 Tickets	N/A
Rockhopper	\$110	\$600 (\$225/session)	\$25	5 Tickets	3 x \$50 Bond CQ's
Novice	\$230*	\$725 (\$275/session)	\$200	25 Tickets	6 x \$50 Bond CQ's
Age Group	\$230*	\$950 (\$365/session)	\$200	25 Tickets	6 x \$50 Bond CQ's
Youth	\$230	\$1,250	\$200	25 Tickets	6 x \$50 Bond CQ's
Swim FITT	\$230	\$750 (\$280/session)	\$200	25 Tickets	6 x \$50 Bond CQ's

\*Team Membership for Novice or Age Group athletes who are 10&Under as of December 31, 2011 will be \$210.

**Note:** This is not a comprehensive list of all fees required. Athletes may be required to purchase training equipment for practices, and a team suit in addition to remitting swim meet entry fees to attend swim meets. Please review the descriptions and program requirements **CAREFULLY**.

## Team Membership

The annual team membership is required for each registered athlete on the team, and includes registration with Swimming/Natation Canada, a team t-shirt, team cap, and other items depending on the program (ie. cinch sac, one awards banquet ticket, subscription to Swim News magazine, and one officials t-shirt. The annual team membership is non-refundable, and is ineligible for multiple athlete discounts.

## Training Fees

Training fees are due prior to athletes participating in practices or other team activities. Training fees are eligible for multiple athlete discounts and refunds (please see Multiple Athlete Discounts and Refund Policy).

## Swim-A-Thon Commitment

All athletes are required to participate in the annual Swim-A-Thon on **Saturday March 17, 2012**. Athletes swim for two hours or for 200 lengths (which ever comes first). Funds may be raised through sponsorship from family, friends, local businesses etc., or families may choose to simply pay out their Swim-A-Thon requirement. Families raising funds will be reimbursed up to their swim-a-thon commitment requirement based upon the amount raised. Donations of \$10 or more are eligible for tax receipts, however, parents/guardians may not receive tax receipts (either directly or indirectly). The swim-a-thon commitment is eligible for multiple athlete discounts and refunds (please see Multiple Athlete Discounts and Refund Policy).

## Waterpark Commitment

The waterpark commitment involves selling \$8 tickets to the annual West Edmonton Mall Waterpark rental on **Saturday January 28, 2012**. Families failing to sell the required amount of tickets will be invoiced for the deficient number of tickets.

## Hosted Swim Meet Commitment

Penguin Swimming proudly hosts six (6) swim meets each season including three Novice Series meets, Masters Cup, and the Fast Eddie's Sprint Invitational. Over the years, Penguin Swimming has proudly earned a well-deserved reputation for hosting meets with great hospitality, great fun, and great swimming!

Fall Session	October 15, 2011 November 5, 2011 November 19, 2011	Penguin's Challenge @ UofA Novice Series #1 @ Grant MacEwan Masters Cup @ Kinsmen
Winter Session	January 21, 2012 February 4-5, 2012	Novice Series #2 @ Grant MacEwan Fast Eddie's Sprint Invitational @ Kinsmen or UofA
Spring Session	April 21, 2012	Novice Series #3 @ Peter Hemmingway

Parent/guardian assistance from all levels of the team is the key ingredient in our success and parents/guardians should plan to help out in one or more of the following areas:

- Meet/Pool Set-Up
- Marshalling
- Hospitality and/or Concession
- Meet Clean-Up/Take-Down
- Timing (Level 1)
- Stroke & Turn Judge (Level 2)
- Starter (Level 2)
- Clerk of Course (Level 2)
- Chief Finish Judge (Level 2)

***Each family is required to provide one official at each Penguin Swimming hosted meet. If a family is unable to provide an official, they must arrange for a suitable replacement, and inform the Team Office of their replacement prior to the start of the meet.***

At registration, families will provide \$50 Bond cheques for each of the hosted swim meets. Failure of a family to provide an official or suitable replacement for the **entire duration of the swim meet** will result in their Bond cheque for that meet being cashed. Additional failures of a family to provide an official or suitable replacement will result in a “not in good standing” status, and may result in removal from the team.

***\*The team would rather have your help than cash your cheques!***

### **Referral Policy**

Families referring new athletes to the team will receive a referral bonus. Once a new athlete has registered, the referring family will receive \$15 for each Penguin Swim School athlete, \$50 for each Rockhopper, Novice, Age Group, Youth and Swim FiTT athlete, and \$25 for each Masters athlete referred.

### **Fund Raising Policy**

Families will be given the opportunity to raise funds throughout the season. The specific amount of fund raising credit awarded will be determined prior to the fund raising activity. Fund raising credit may only be applied towards training fees, team gear/equipment, and swim meet expenses (ie. entry fees, travel, accommodation) prior to June 1, 2012. There is no cash value or carry over into the next swim season if a family's fund raising credit is not used prior to June 1, 2012.

### **Refund Policy**

Resigning athletes/families must provide written notification of resignation to the team. Refunds (minus referral bonus) are applicable to training fees and swim-a-thon commitments only (not team membership fees), and will be awarded to resigning athletes/families based on the following schedule:

<u>Annual Training Fees</u>	<u>Sessional Training Fees</u>	<u>Swim School</u>
Prior to October 3, 2011 – 100%	*Applicable to 1 <sup>st</sup> session only (subsequent sessions non-refundable)	48hrs before 1 <sup>st</sup> Lesson – 100% Refund
Prior to October 31, 2011 – 66%	Prior to the 2 <sup>nd</sup> Week – 100%	Prior to the 2 <sup>nd</sup> Lesson – 85% Credit
Prior to December 12, 2011 – 33%	Prior to the 4 <sup>th</sup> Week – 66%	Prior to the 4 <sup>th</sup> Lesson – 60% Credit
After December 11, 2011 – 0%	Prior to the 6 <sup>th</sup> Week – 33%	Prior to the 6 <sup>th</sup> Lesson – 30% Credit
	After the 5 <sup>th</sup> Week – 0%	Prior to the 8 <sup>th</sup> Lesson – 10% Credit
		After the 7 <sup>th</sup> Lesson – No Refund

An administration fee of \$25 will be applied on all resigning Rockhopper, Novice, Age Group, Youth and Swim FiTT athletes. Swim School medical withdrawals require a note from a physician (3 days before 1<sup>st</sup> practice –100 % refund, and a pro rated credit thereafter).

### **NSF Cheques**

A service charge of \$25 will be applied to all NSF cheques.

### **Multiple Athlete Discounts**

Multiple athlete discounts on training fees and swim-a-thon commitments will be offered to families with multiple athletes in the Rockhopper, Novice, Age Group, Youth and Swim FiTT programs based on the following schedule: 1<sup>st</sup> athlete (100%), 2<sup>nd</sup> athlete (50%), 3<sup>rd</sup> and subsequent athletes (25%).

### **Discipline Policy**

Behavioural issues will be brought to the parent(s)/guardian(s) attention in person following practice or by phone. If removed from practice, athletes will either be sent home with a Disciplinary Notice (to be signed by a parent/guardian and returned to the coach before the athlete returns to regular team activities), or the coaching team will contact a parent/guardian. If an athlete or parent/guardian violates their respective code of conduct, practice/swim meet expectations or behaves inappropriately in the course of practice or attending a competition, disciplinary action may result. Examples of disciplinary actions may include but are not limited to: verbal warnings, written warnings, loss of privileges, suspension, and/or removal from the team. The coaching team holds the final word on any rules, regulations, or disciplinary action.



# Swim School Registration 2011/12

SNC Email TM QB Shirt Cap Cinch Post Stick

Updated August 2011

## Athlete Information

Application Type:  Returning Swimmer  New Swimmer Who Referred You to the Team?

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Gender:  Female  Male Birthdate: Year / Month / Day

Session (please circle): Fall Winter Spring Facility/Pool (please circle): Grant MacEwan Eastglen Confed

Level (please circle): Stage 1 Stage 2 Stage 3 Time (please circle): 5:30PM 6:00PM 6:15PM 6:45PM

Health Care Number: \_\_\_\_\_ SNC Number (Office Use): \_\_\_\_\_

Please list and describe any medical concerns the coaching team needs to be aware of (attach additional page if needed):

## Parent/Guardian Information

Mother  Guardian 1

Father  Guardian 2

First Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address:  Same as left

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone:  Same as left

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

## Parent/Guardian Agreement

I agree to pay the membership and training fees as described for my child's swim program. I understand that swim meet, equipment, and team uniform costs are in addition to these fees. I have read and understand the team commitments for my child's swim program and team policies. Penguin Swimming reserves the right to refuse and/or revoke registration applications and/or membership.

I have read and signed the Swim Alberta Consent Form and the Team Consent Form with respect to the Freedom of Information and Protection of Privacy Act/Personal Information Protection Act (FOIP). I give permission for Penguin Swimming to provide the required swimmer information to Swimming/Natation Canada for the purposes outlined in the Swim Alberta Consent Form. I have read and agree to abide by and support the Parent/Guardian Expectations and Parent/Guardian Code of Conduct.

I hereby consent to allow \_\_\_\_\_ to participate in Penguin Swimming's Swim School program ("the activity") from on or about September 1, 2011 to on or about August 31, 2012, and in the case of an emergency, I give permission for my child to be taken to the nearest medical facility for necessary care.

I acknowledge that the activity involves risk of injury, including the possibility of serious injury or death. Notwithstanding my acknowledgement of such risks, in consideration of Penguin Swimming agreeing to allow my child to participate in the activity, I hereby release and undertake indemnify and save harmless Penguin Swimming and its officers, directors, employees, volunteers and representatives from any and all claims for loss, damage or injury to my child arising from participation in the activity and from all actions, claims and demands of every nature whatsoever which I, my child, or my child's heirs, administrators and assigns may now or at any time hereafter have resulting directly or indirectly from such loss, damage or injury.

DATED in Edmonton, Alberta this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

Parent/Guardian (please print): \_\_\_\_\_ Signature: \_\_\_\_\_



# Fee Calculation Sheet 2011/12

Updated August 2011

1. Team Membership Fees	Amount	Total	Office Use
Swim School	\$60		
Rockhopper	\$110		
Novice (10&Under as of December 31, 2011)	\$210		
Novice, Age Group, Youth, Swim FiTT	\$230		

2. Training Fees	Amount	Total	Office Use
Swim School	\$75/session		
Rockhopper	\$600 OR \$225/session <sub>1</sub>		
Novice	\$725 OR \$275/session <sub>1</sub>		
Age Group	\$950 OR \$365/session <sub>1</sub>		
Youth	\$1,250 <sub>2</sub>		
Swim FiTT	\$750 OR \$280/session <sub>1</sub>		

<sub>1</sub>Sessional Training Fees are due at registration, December 15, 2011, and March 15, 2012.

<sub>2</sub>Youth Training Fees may be split into two (2) payments of 30% due September 13, 2011, 2010 and 70% due October 1, 2011.

3. Swim-A-Thon Commitment	Amount	Total	Office Use
Swim School	Participation		
Rockhopper	\$25		
<b>RETURNING</b> Novice, Age Group, Youth, Swim FiTT	\$200 due upon Registration OR November 1, 2011		
<b>NEW</b> Novice, Age Group, Youth, Swim FiTT	\$25 due upon Registration + \$175 December 15, 2011 / March 15, 2012		

4. Hosted Swim Meet Commitment	Amount	Total	Office Use
Swim School	None		
Rockhopper	3 x \$50 post dated cheques November 5, 2011 January 21, 2012 April 21, 2012		
Novice, Age Group, Youth, Swim FiTT	6 x \$50 post dated cheques November 5, 2011    February 4, 2012 November 19, 2011    February 5, 2012 January 21, 2012    April 21, 2012		

5. Late Fees	Amount	Total	Office Use
Returning Families (N/A to Swim School)	\$50/swimmer Training Fees received after September 13, 2011 and/or Sessional Training Fees received after December 15, 2011 and/or March 15, 2012		
Late Sessional Fee (N/A to Swim School)	\$25/swimmer		

**TOTAL FEES** (please make cheques payable to Penguin Swimming)

\*2011 Receipts for the Canada Fitness Tax Credit will be distributed in January 2012.



# Parent/Guardian Code of Conduct

Updated August 2011

## Code of Conduct

The Parent/Guardian Code of Conduct protects the team's reputation in the community and parents/guardians should consider it their responsibility to abide by the Code of Conduct and report any behaviour which does not adhere to the Code of conduct to the coaching team.

Any Penguin Swimming parent/guardian not abiding by the Code of Conduct will be asked to change or stop that behaviour. If the parent/guardian fails to comply, they will be asked to leave and disciplinary procedures will follow.

The Parent/Guardian Code of Conduct includes:

1. Treating all facilities, facility staff, coaches, athletes, and parents/guardians with respect at all times.
2. Knowing each of the roles on the team:
  - Athletes – Swim
  - Coaches – Coach
  - Officials – Officiate
  - Parents/Guardians – Parent
3. Understanding that criticizing, name calling, the use of abusive language or gestures, negative gossip or publicly complaining towards coaches, officials, parent/guardians, and/or any participating athlete will not be permitted or tolerated.
4. Conducting and demonstrating good sportsmanship and maintaining self control at all times in a manner that earns the respect of their child, other athletes, parents/guardians, officials, and coaches.
5. Understanding that participating with Penguin Swimming allows each athlete an opportunity to attend practices as assigned by the coaching team, and to be coached by members of the coaching team assigned to that swim program. Any and all other services are offered gratis.
6. Understanding that conduct which brings discredit or discord to Penguin Swimming, Swim Alberta, or Swimming Canada will result in disciplinary action. Penguin Swimming reserves the right to terminate any participation with/without cause in the best interests of the team.

Appropriate behaviour allows everyone the right to learn, to be safe, and to be treated with respect, courtesy and consideration. Consequently, appropriate behaviour with Penguin Swimming is mandatory. Each person must take responsibility for his/her behaviour and make appropriate choices.

The coaching team holds the final word on any rules, regulations, or disciplinary action.

I \_\_\_\_\_ and \_\_\_\_\_ (please print name)  
as parents/guardians of an athlete in Penguin Swimming, agree to abide by the above Parent/Guardian Code of Conduct.

\_\_\_\_\_  
1<sup>st</sup> Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Parent's/Guardian's Signature

\_\_\_\_\_  
Date



# Parent/Guardian Expectations

Updated August 2011

## Practice Expectations

1. Make every effort to get athletes to practices on time. If running late or absent, athletes are responsible for calling the team office at 435-SWIM to leave a message. Athletes arriving late are disruptive to the practice, their teammates, and the coach, and may not be permitted to participate (Swim School athletes are not expected to call the team office).
2. If there are regular circumstances affecting punctuality, please discuss alternate arrangements with the coaching team.
3. Remain in the stands or the designated viewing areas during practices.
4. Leave the coaching up to the coaching team. Parents/Guardians should not discuss coaching issues with their athlete.
5. Talk to the coach after practice or request a phone call or meeting time if there are questions or concerns.
6. Treat all facilities, facility staff, coaches, athletes, and parents/guardians with respect at all times.
7. Let the coaching team deal with any behavioural or attention issues during practices. If parent's/guardian's assistance is required, the coaching team will request it. Any problems will be dealt with according to the team's Discipline Policy.

## Swim Meet Expectations

1. Make every effort to get athletes to the swim meet on time. If running late or absent, athletes are responsible for calling the team office at 435-SWIM to leave a message. Athletes arriving late may be scratched (removed) from those days' events.
2. Assume your child is on a relay unless told otherwise.
3. Athletes are required to stay until the last team member competes in his/her event, unless excused by the coaching team.
4. Inform the coaching team before warm-up, not during the meet, of issues which may affect the athlete's full participation at the swim meet.
5. Remain in the stands or the designated viewing areas during meets. If spectator seating is not provided, then parents/guardians may sit beside (not in) the designated team area.
6. Leave the coaching up to the coaching team. Coaching behaviour includes discussing swimming technique, race plan strategy, placing, specific time improvements, and informing the athletes of their heat and/or lane assignment.
7. Do not look at the posted event results – either to gather athlete's times, and/or to review results/placing of their athlete. Remember that the process of improvement is far more important than the outcome.
8. During swim meets, any questions, comments, or concerns regarding the decisions made by meet officials are to be directed to a member of the coaching team, and parents/guardians are to address officiating issues via the coaching team only.

I \_\_\_\_\_ and \_\_\_\_\_ (please print name)  
as parents/guardians of an athlete in Penguin Swimming, agree to abide by the above Parent/Guardian Practice Expectations and Parent/Guardian Swim Meet Expectations.

\_\_\_\_\_  
1<sup>st</sup> Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Parent's/Guardian's Signature

\_\_\_\_\_  
Date





11759 Groat Road, Edmonton, AB T5M 3K6  
Phone 780, 415-1780 Fax 780, 415-1788  
Email office@swimalberta.ca  
Web Site swimalberta.ca

Freedom of Information and Protection of Privacy Act/Personal Information Protection Act  
**Swim Alberta Consent Form**

Club Name \_\_\_\_\_  
Swimmer's Name \_\_\_\_\_  
Swimmer's ID # \_\_\_\_\_

Please Read Carefully, complete and sign the consent section.  
Swimmers under 18 must have a parent or guardian sign the consent form.

The Freedom of Information and Protection of Privacy Act/Personal Information Protection Act requires that consent be obtained for the collection and use of personal information.

Collected information from club registration will be used for S/NC registration, swimming activities, team participation, pre-meet registration, results (media), and club/provincial records. All information collected from or pertaining to the swimmer will be used in the standard operating procedures of the association and unless noted below the information will be used as per operations. Should a parent/guardian or swimmer have a concern with the release of and or publication of their name, age and club affiliation within the standard operating parameters of competitions and the association then please sign the appropriate section below and the information will be modified for publication. All swimmers or their representative must sign a copy of this form.

**Club:** if section A has been signed and there are no issues on the release and publication of the swimmers name, etc. then you the club must retain a copy of the signed form in your records. If the parent/guardian or swimmer has signed Section B then a copy of the form must be forwarded to Swim Alberta.

Standard operation activities include but are not limited to:

1. Individual photos that are taken at competition or for awards presentation
2. Photos or videos that are used in electronic or print media
3. Swimmers name, gender, age and/or classification and results or provincial team and youth recognition programme that are used in the swimming newsletters and other communications, in print form, electronic, or otherwise
4. The use of the swimmers name, gender, age and/or classification in team lists or databases to enable clubs to send data to other clubs, coaches, officials or the Swim Alberta office
5. Other activities within the swimming community

Please indicate your consent for Swim Alberta to use information supplied by yourself in one of the following manners. Sign ONLY one - A or B.

A. I hereby consent to the collection and use of information (as outlined above).

\_\_\_\_\_  
Signature or Parent/Guardian Signature

\_\_\_\_\_  
Date

B. I do not to the collection and use of the information (as outlined above) EXCEPT for the following reasons:

\_\_\_\_\_  
Signature or Parent/Guardian Signature

\_\_\_\_\_  
Date