

22 Wing Thunderbird Swim Club
Policies and Procedures

1. Should a swimmer, or his/her family, register swimmer/s on the Meet Registration Sheet and the Sheet submitted, who then fails to attend the Meet, they are responsible to pay the entry fee that the T-Birds paid on their behalf.
2. The T-Birds will cover hotel and travel costs of all volunteer coaches, as per the submitted schedule from the Head Coach, when they travel to out of town meets. The club will also cover hotel and travel expenses of any other person travelling on approved club business. An incidental allowance of \$45.00 per day will also be provided. Receipts are to be provided to the Treasurer as required by NPF.
3. The T-Birds Swim Club, through the Travel Coordinator, will coordinate hotel rooms based on the following restrictions:
 - a. Rooms are to be 2 persons (coaches), same-sex p/room (unless married or common law partners);
* Note: the club may partially fund hotel costs if not sharing with other coaches, to a maximum IAW "Accommodation and Car Rental Directory"
 - b. Only those T-Birds club members designated to be at an approved function in an official capacity, be reimbursed for travel expenses; and
 - c. All others will pay the cost of their own rooms. The Travel Coordinator will reserve a block of rooms for a set period of time designated by the hotel for all attendees. It will be the responsibility of those parents to book any accommodations required.
4. The T-Birds Swim Club will use qualified coaches; team swimmers or parents, all of who must be qualified lifeguards during all swim practices rather than hiring from the Fitness & Wellness Centre lifeguard list. This lifeguard must be an employee with NPF, have an enhanced reliability check and will be paid the current wage for lifeguarding as per the Collective Agreement at 22 Wing.
5. During Swim Meets, T-Bird swimmers are under the care and responsibility of the designated coach on the pool deck.
6. Parents who wish to travel on the team bus or van to a Swim Meet may only do so with the prior approval of the T-Birds Swim Club Executive, this will be coordinated through the Team Administrator. This approval will only be given if

there are seats available. Should the mode of transportation be a rental vehicle, there may be a set cost levied against the parent/s prior to departing for the Meet.

7. Meet fees, equipment purchases etc, are invoiced prior to receiving good and attending swim meets. Parents or guardians pay the invoice in full prior to attending swim meets and receiving equipment. If the fees are not paid on time, the swimmer may be restricted from attending the Swim Meet.

8. Swimmers and/or parents of swimmers who decide to terminate their membership with the T-Birds Swim Club, will be required to provide a Letter of Resignation addressed to the President and Head Coach of the Club. The following information is to be included in the letter, so as to keep Swim Ontario and the Club records accurate:

- a. Swimmers name;
- b. Program in which swimmer is registered; and
- c. Date of resignation.

Note* Failure to provide the aforementioned, may delay any possible refund. Also, refunds of T-Bird's team fees are pro-rated up to and including December 31st **less Swim Ontario registrant fee's** and are non-refundable after this date.

9. Should parents or other individuals volunteer to "Car Pool" their own swimmer/s, or other swimmer/s to a practice or Swim Meet, it will be done at no cost to the T-Birds Swim Club. In these cases, no costs related to the transportation of swimmers will be entertained, i.e. vehicle repairs etc. Also, these types of transportation arrangements are made by parents/swimmers and it is not the responsibility of the T-Birds Swim Club to ensure the vehicle/driver has the correct insurance coverage and/or license.

10. Parents of T-Birds swimmers are required to volunteer with all hosted Swim Meet(s), fundraising, and/or officiating responsibilities at same events, including general involvement with the functions of the T-Birds team in areas such as assisting with social, telephone, accommodation, and transportation details.

11. T-Birds swimmers are required to purchase a "Team" CT-33 cap and. This will be worn during all Swim Meets. Any suitable swimsuit, cap and goggles can be worn for practices.

12. Membership with the T-Birds Swim Club is a privilege and as such, carries with it certain obligations. If a swimmer and/or parent is unable to meet these obligations, their membership may be revoked if:

- a. A swimmer is absent for more than 2 weeks without notification;

- b. Does not follow the T-Birds Swim Club Code of Professional Conduct;
 - c. A swimmers lack of attendance for practices and mandatory swim meets; and/or
 - d. Fails to participate in necessary club functions such as fundraising, chaperoning and officiating.
13. Parents/swimmers are required to stay abreast of current T-Birds information and activities (fundraisers, socials etc.) It is thus your responsibility to read all handouts, newsletters etc, and check the team bulletin board, located in the swimming pool as well as our web site.