

GO  **Kingfish**



Competitive
Registration and Information
Handbook
2019 - 2020

Welcome to the GO Kingfish Swim Club!

We are looking forward to another season full of fast swims, good friends and fun times.



The Club

Welcome to the Greater Ottawa Kingfish Swim Club (GO Kingfish), a competitive swim club that offers a swimming program for the novice to the international-level athlete. The club was formed in 1981 when the Gloucester Swim Club and the Ottawa Kingfish Swim Club amalgamated.

The club consists of approximately 300 swimmers of all ages. GO Kingfish swimmers have competed at the Olympic Games, Commonwealth Games, Pan American Games, Pan Pacific Championships, National Youth Championships, Canada Games and have had a strong presence at the National, Provincial and Regional Championships for many years.



Contact Information

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Phone

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E-mail

• info@gokingfish.ca



Website

• gokingfish.ca



Facilities

Go Kingfish's practices are held at four pools in the Ottawa area:



Main pool

University of Ottawa
Montpetit Hall Ottawa ON

Three Satellite pools

Sawmill Creek Pool
3380 D'Aoust Ave



Bob McQuarrie Rec Center
1490 Youville Dr



Canterbury Pool
2185 Rue Arch





2019/2020 Swim Season

Schedule

The 2019-2020 swim season runs from **early September 2019 to mid/late July 2020**. The schedule varies depending on participation and/or qualifications in specific meets up to the end of July. The coaches will determine the schedule for each swimmer.

The swimming year is split into two seasons:

1. The short course (25m pool) season, which runs from September to December.
2. The long course (50m pool) season, which runs from January to July.

Swim Meets

All swimmers are offered the opportunity to compete at swim meets approximately once every 3-4 weeks. Some of these meets are in town, some are day trips and still others are weekend trips. The coaching staff will decide which meets the team will attend and which swimmers will attend specific meets. Some meets have time standards that must be met before the swimmer can qualify.

The coaches will distribute meet information several weeks before the meet. If the swimmer is unable to attend, a signed rejection notice must be returned to the coach before the deadline. If no rejection notification is received, it will be assumed that the swimmer is attending the meet. There is a fee for each entry into a swim meet (approximately \$10.00-\$15.00 per event). The coaching staff will submit entries and GO Kingfish pays the meet fees at least 2 weeks prior to the meet. Meet fees will be charged to your account.

During the swim season, GO Kingfish will host four invitational swim meets: late October, mid-January, late-February and late-April. Hosting meets provides advantages both to the Club and its swimmers. In meets hosted by GO Kingfish, our coaches' select the events that will be run at the meet. This allows our swimmers the opportunity to swim events that may not be offered at other meets. As well, they are much cheaper to attend since there are no travel expenses, and our swimmers will not be fatigued from traveling.

Finally swim meets hosted by GO Kingfish are an excellent and **NECESSARY** source of revenue for the Club.

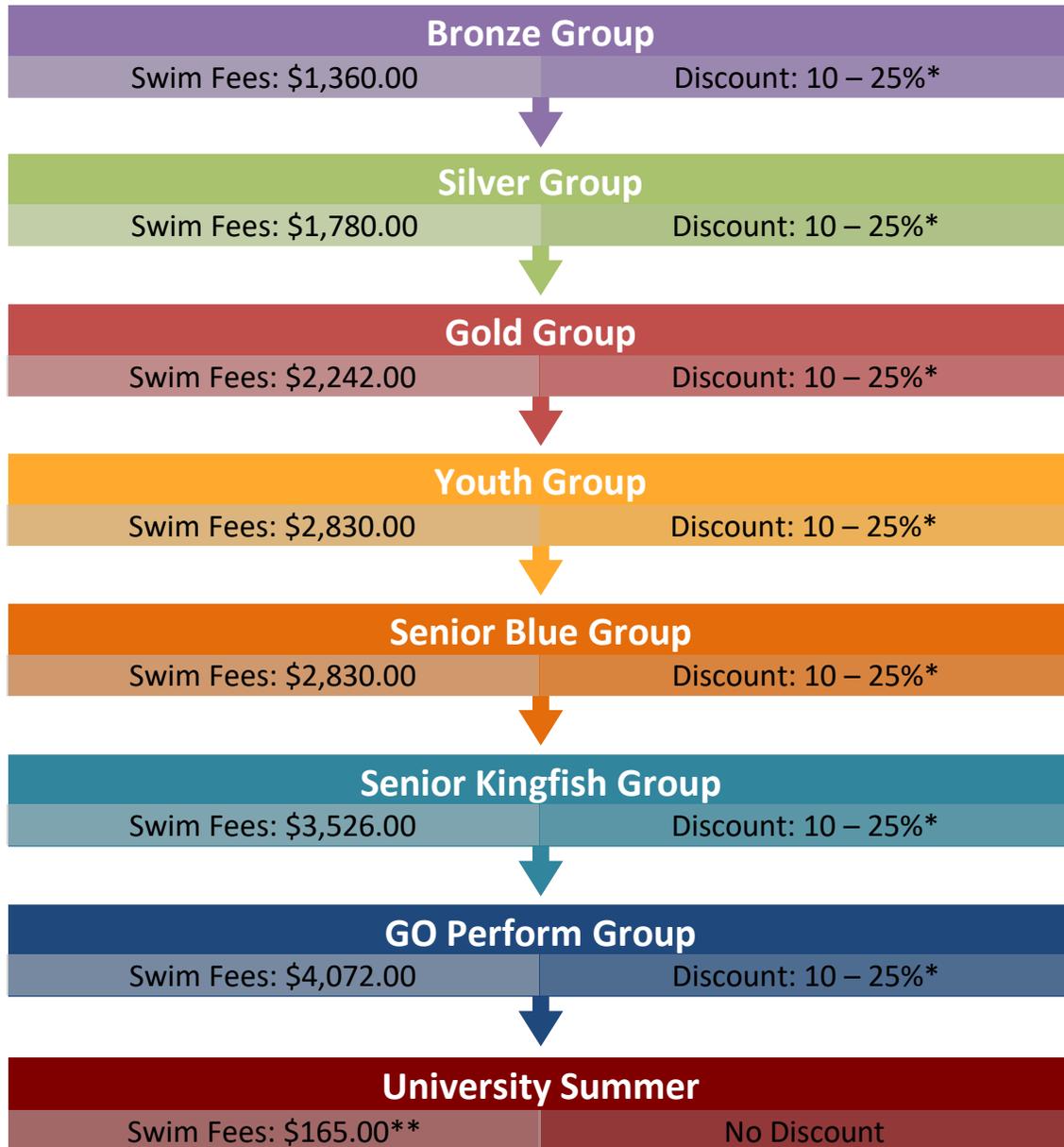
Team Wear

All swimmers from Bronze to GO Perform are expected to wear the current team t-shirt and official GO Kingfish swim cap at all meets. All swimmers in Youth, Senior Blue, Senior Kingfish and GO Perform are expected to wear the team jacket to travel to swim meets and on deck during finals. All other GO Kingfish groups are highly encouraged to wear the team jacket to foster a unified team image. Additional optional team wear (for example: team warm-up pants, shorts, etc.) will be available to purchase at the beginning of the season and at various times throughout the year.

Guidelines for team wear during practices have been established and are available on the GO Kingfish website. In addition, team equipment requirements, which vary by group level, will be communicated by the coaches at the beginning of the season and are available on the GO Kingfish website.



Swim Fees



*For families with more than one swimmer, swim fees are reduced by 10% for the first additional swimmer, 15% for the second additional swimmer, 20% for the third additional swimmer and 25% for the fourth additional swimmer. Discounts will only be applied to swim fees of the younger swimmer.

**University Swimmers must provide a Credit Card to set up account, but payment can be paid by other means.

Swim fees are reviewed annually by the GO Kingfish Board of Directors and are established by group level for the season and remain competitive in relation to other local clubs. Fees are set with the goal of reflecting each group's share of the Club's operating costs and considers many elements. The following are examples and should not be considered a complete list of elements considered when establishing swim fees: number and length of practices (availability per week / months per year); access to other training options / tools (strength and conditioning, psychological, health, video review); coach to swimmer ratio; and pool rental fees (including costs for lifeguards).

Meet Fees

For every meet, the host club (including GO Kingfish for its own meets), levies a charge for each individual event and each team. GO Kingfish pays for these fees approximately two weeks in advance of each meet. Your account will be charged for the full amount of meet fees incurred based on the number of events that your swimmer is registered for. ***A WRITTEN rejection notification must be received by the coaching staff prior to the published rejection date if your swimmer will not attend a swim meet or you will be charged the registration fees.***

Each swimmer will also be charged \$7.50 per away swim meet as a surcharge to help finance coaches travel, and a \$10.00 surcharge for home meets for drink contributions for the Canteen and coaches expenses.

Swim Association Fees

It is compulsory that each swimmer be registered with Swim/Natation Canada (SNC) and Swim Ontario (SO). The fee for the 2019/2020 season is \$160.00 and covers the cost of registration in both swim associations.

Club Registration Fees

Each club must also register with SNC and SO. Therefore, each GO Kingfish member pays an additional \$30.00 to cover the cost of this registration. In return, GO Kingfish issues a team t-shirt and official GO Kingfish swim cap to each swimmer.





Volunteer Responsibilities

GO Kingfish generates a great deal of its annual revenue by hosting swim meets which in turn greatly offsets operating expenses. Swim meets typically have 4 sessions requiring approximately 50 volunteers each to act as officials (timers, stroke and turn judges, etc.) or as canteen and hospitality (food serving) helpers. To be successful, every swim club relies on its families to volunteer as a result a member of each family (or designated individual) is required to volunteer for 1 session per meet and provide a food contribution at all of GO hosted meets **whether your swimmer is participating or not**. Certain groups have additional volunteer commitments which are detailed further below.

Volunteer responsibilities can be met by **any** representative, for example, an older sibling, niece or nephew that need volunteer hours, friend of the family, or even a member of another GO family that will volunteer in exchange for you covering their commitment at another meet. **Please note:** You will need to use your account to register the replacement as a volunteer in order for GO Kingfish to recognize that your family has fulfilled its volunteer responsibilities. Please contact the Officials Coordinator (officials@gokingfish.ca) for assistance.

Food donations are used to provide meals to volunteer officials and the coaches attending our meets. The donations are also sold through our Canteen to the public to raise funds for the Club. All food contributions are required to be **peanut and nut free**. As all food is donated, GO Kingfish cannot guarantee that all items will be nut free.



The accounts of those families who choose not to fulfill their volunteer responsibilities will be charged \$75 per session missed and \$20 per meet for the food contribution missed.

Bronze/Silver/Gold Groups Volunteer Commitment

- Volunteer 1 Session + Food Contribution @ each GO-hosted meet

Youth Group and Above Volunteer Commitment

- Volunteer 1 Session + Food Contribution @ each GO-hosted meet
- Volunteer 1 Session @ GO Pentathlon or one of the Gee Gee Meets



Fundraising Programs

GO Kingfish has fundraising programs that are also sources of revenue to the Club.

President's Choice Gift Cards

Revenues from the President's Choice Gift Card program are an important part of the Club's operating budget. The 5% rebate provided to GO Kingfish, is based on a considerable minimum monthly purchase of cards, which is why participation rate is so important. Gift cards can be used, dollar for dollar, in lieu of cash at all grocery retailers who sell President's Choice products. The commitment per family for this program is to purchase \$400 of President's Choice gift cards per month.

At registration, each family must choose one of the following options to meet this fundraising commitment:

1. **Purchase of President's Choice gift cards (\$400/month)**
10 monthly purchases of \$400.00 (September to June)
2. **Combined (50/50) purchase of President's Choice gift cards and buy-out**
10 monthly purchases of \$200.00 (September to June) a one-time 50% buy-out of \$150.00
3. **Buy-out of President's Choice gift cards**
A one-time buy-out of \$300.00

President's Choice gift card delivery dates is approximately the 15th of every month.

Swim-a-thon

GO Kingfish plans a swim-a-thon for swimmers from Bronze to GO Perform each year. During the swim-a-thon participating swimmers have 2 hours to try to complete 200 laps. The Club emphasizes participation and fun. The decision to have a swim-a-thon is made during the swim season if a need is identified. For example, if there is new equipment to purchase to help better coach our swimmers. Additional details will be communicated during the season.



Club Fees

Payment Options

GO Kingfish swim fees are for a **FULL** season and do not represent a monthly membership. The following 3 payment options are available to pay the swim fee and monthly President's Choice (PC) gift card obligations:

Option 1: Credit card payment(s)

10 credit card payments for swim fees and PC gift cards. All payments are processed on the first of every month from September to June. You can also pay for the full year of swim fees and/or PC cards in one lump sum at the beginning of the year (to do so, please contact billing@gokingfish.ca).

Please note, that swim association and registration fees, as well as PC gift card buy-out fees (should this apply) will also be charged in September.

Option 2: Direct debit

10 direct debit payments from your bank account payable on the **10th of every month** from September to June for swim fees and PC gift cards. You can also pay for the full year of swim fees and/or PC cards in one lump sum at the beginning of the year (to do so, please contact billing@gokingfish.ca).

Please note that swim association and registration fees, as well as PC gift card buy-out fees (should this apply) will also be withdrawn from your account with your first payment in September.

Option 3:

Payment, upon registration, for the full year of swim fees and/or PC cards in one lump sum by Electronic Funds Transfer. A service fee of **\$2.00** will be charged to your account for any payment accepted via Electronic Funds Transfer.

Please note that swim association and registration fees, as well as PC gift card buy-out fees (should this apply) will also be expected in this payment.

Payment of Other Charges

Meet fees, equipment purchases, and team travel fees are payable by credit card on the **1st of the month** or via direct debit on the **10th day of the month** following the month in which the charges were incurred. If you choose payment Option 3 above, please contact the club administrator (billing@gokingfish.ca) to set up credit card or direct debit to pay for these fees. Payment of other changes will not be accepted via Electronic Funds Transfer.

Please refer to the website for the complete 2019-2020 Fee Payment Schedule showing the monthly breakdown of payments for each group. When payments are processed throughout the season, a notification will be e-mailed along with a link to account statements.

Refunds

A swimmer may resign from the club with 30 days written notice and **may** be eligible for a partial refund of their unpaid annual fee. To be eligible for this refund, any resignation must be done in writing to the Club Administrator (billing@gokingfish.ca) and must be done prior to December 31st at 11:59pm. It will not be enough for a swimmer to simply inform their coach of their resignation. Refunds of the unpaid portion of annual fee will not be granted if resignation takes place after December 31st at 11:59pm. All resignations/refunds require Board of Directors approval.

Refund for Medical Reason

Medical refunds will only be considered only after such time that the swimmer has been unable to train for a minimum of 1 month (consecutively) due to medical reasons/injury.

Refunds will be granted at the discretion of the Board of Directors, upon written application to the Club Administrator (billing@gokingfish.ca) and accompanied by a letter from a medical doctor describing the nature of the illness/injury.

Fee Reduction

Swim fees are for a full season. There will be no reduction in fees for a swimmer not participating in all practice sessions. There will be no refund for a swimmer requesting a leave of absence from training, except for confirmed medical reasons as described above.

Delinquent Accounts

In the event of a delinquent account, the swimmer and their family will be expected to settle the amount owing, before the 1st of the following month. A swimmer will not swim if a delinquent account exceeds 60 days owing. The full amount of any outstanding balance to the Club must be paid before any swimmer can register for the following season.



A \$25 administration fee, plus any bank fees incurred, will be charged for all NSF transactions.



Officiating

GO Kingfish is an active member of the Swim Ontario Officials Committee (SOOC). Effective September 1, 2015, the SOOC implemented a National Registration Procedure which requires all officials in Canada who wish to officiate at a sanctioned competition be registered annually on the Swimming Canada registration site within two weeks (14 days) of commencing activity as an Official. An Official is defined as an individual pursuing officiating certification in order to volunteer qualified officiating services at sanctioned swimming competitions. The Club Officials Chair (COC) is responsible for registering all club officials in this database. **One family member will be asked to sign the Swim Ontario Code of Conduct and Ethics and a PIPEDA Consent Form** (Privacy Policy Compliance Form). GO Kingfish will pay the SOOC levy for officials registration.

Swim meets are staffed by volunteer parents from the competitive programs of Bronze to GO Perform. The club distributes the effort across all families in a fair manner. See above section on **Volunteer Responsibilities** for specific requirements.

Each swim club needs swim Officials certified at all levels in order to be able to host sanctioned competitions. To become a certified Official in swimming requires some knowledge of the sport which can be gained by volunteering at swim meets and attending clinics hosted by GO Kingfish, other local clubs, Swim Ontario and Swim Canada. More importantly, GO Kingfish needs approximately 240 volunteers for a two day swim meet hosted by the Club (this includes on deck officials, canteen and hospitality volunteers). Parents need to not only volunteer at swim meets, but those interested, need to also take the steps required to become certified swim Officials. GO Kingfish supports and encourages interested parents to progress through the levels of certification.



It is the Club's goal to continue to increase the number of GO Kingfish parents with level 2 certification. This can be accomplished by completing the following three steps:

1. Become a certified timer (i.e. complete the Intro to Swimming Officiating clinic and obtain two successful deck evaluations at different meets)
2. Become a certified stroke and turn official (i.e. complete the Judge of Stroke and Inspector of Turns clinic and obtain two successful deck evaluations at different meets)
3. Become certified in one other level 2 official position (choices include: Starter; Chief Judge Electronics; Chief Finish Judge; Meet Manager; or Clerk of Course) (i.e. complete the related clinic and obtain two successful deck evaluations at different meets)

Progression to level 2 Official is easy and fun. Parents are encouraged to volunteer, at not only GO Kingfish swim meets but other club hosted meets as well, in order to progress through the levels of certification more quickly.

Clinics: Local swim clubs host in-class clinics and Swim Ontario hosts on-line webinars for various officiating roles. Swim Canada hosts the on-line Intro to Swimming Officiating clinic. Schedules will be posted on the GO volunteer grids. To register for in-class and webinar clinics, please follow the posted instructions. To take the on-line clinic, please contact the Officials Coordinator (officials@gokingfish.ca) for assistance.



Club Travel Policy

The team will be traveling to out-of-town meets approximately 3-6 times per year. Your Coaches will advise you if team travel will be offered, to allow for team building exercises.

Arrangements for team travel accommodation and transportation are made based on signed consent forms received by the coaching staff prior to the meet. Costs for transportation, lodging and chaperones will be equally divided between the swimmers attending each meet. It is important to understand that should you change your mind after consent has been given, **you will be responsible for any entry fee, travel and accommodation costs that have been incurred on behalf of your swimmer.**

Swimmers will receive an itinerary with all the relevant travel information approximately 5-7 days before departure. Each swimmer will need money per day for food while away from Ottawa, the amount varies per swimmer, so please budget according to your swimmer's needs. The food money for each swimmer should be kept separate from the meet money. Chaperones will be willing to look after the food money for the younger swimmers during the trip (if desired). All Team Travel costs are charged to your account.

For each out of town meet, there will be a request sent out asking for parents willing to chaperon. Parents wishing to volunteer for chaperoning will be required to provide a **police vulnerable sector check** (typical for all minor sports teams' coaches and volunteers). If you are interested in being a chaperone, please consult the Members Doc section of the Club website for police vulnerable sector check information. **A valid police vulnerable sector check is needed each swim season. A copy must be provided to the Club prior to chaperoning any meet.**

For meets that are not considered mandatory team travel, parents will be responsible for making all the arrangements for their swimmer, including the supervision of the swimmer for the entire meet, except when the swimmer is on the pool deck.