

COLLINGWOOD CLIPPERS SWIM CLUB



TEAM MANUAL

CONTENTS

SUBJECT_	PAGE
Club History	3
Athlete Development	4
Club Waiver	5
Club Communication	8
Programs/Groups	9
Closing Words	11

ABOUT CCSC

History

The Collingwood Clippers Swim Club began in September 1985 as an Esso Swim Canada program. One year later, in September 1986, the Club was officially registered with Swim Ontario as an entry-level swim club under the name *Collingwood Y Clippers*. In 1989, the Club progressed from a developmental program to a competitive team and attended its first team championship competition. Soon after, the name changed to the *Collingwood Clippers Swim Club*.

Who We Are

The Collingwood Clippers Swim Club (CCSC) is a competitive, community-based swim program dedicated to fostering a passion for competitive swimming and helping each swimmer reach their fullest potential. Our Age Group program serves athletes aged 5 to 18, offering an environment where they can learn responsibility, hard work, and teamwork, all while having fun, building self-esteem, and striving for excellence.

Our Achievements

Through the shared commitment of our athletes, families, and coaches, and by pooling resources such as pool time, educational tools, and training expertise, CCSC has proudly developed swimmers who have qualified for and excelled at competitions including the Huronia Regional Championships, Ontario Age Group Championships, Ontario Swimming Championships, Speedo Eastern Championships, Bell Canadian (Olympic) Trials, and the Canadian Open Swimming Championships. We continue to celebrate these successes while setting our sights on new goals.

Our Approach

CCSC is a parent-run, professionally coached organization with our swimmers' needs at the heart of everything we do. We welcome boys and girls of all ages and abilities, providing a comprehensive program where athletes learn all four competitive strokes, along with proper starts and turns, to become confident, well-rounded swimmers. Beyond the pool, our athletes develop life skills, such as responsibility, dedication, a strong work ethic, and a positive attitude, that will benefit them for life.

Our Community

The Collingwood Clippers Swim Club serves the Town of Collingwood and surrounding townships, training out of the Collingwood Centennial Aquatic Centre from September through July.

ATHLETE DEVELOPMENT

The Collingwood Clippers Swim Club is committed to the gradual, long-term development of each swimmer helping them reach their maximum potential both as athletes and as individuals.

Our high-quality program focuses on developing technically sound strokes, strong racing skills, and positive training habits. This foundation supports performances that are appropriate for each swimmer's age, maturity, and stage of development. Through sensible programming, expert coaching, and a carefully planned progression, we nurture each athlete's growth and set them on a sustainable swimming career path.

We follow the principles of Long-Term Athlete Development (LTAD), ensuring our swimmers experience success at every stage while keeping their love for the sport alive. We recognize that peak performance at the national and international level often occurs in an athlete's late teens or twenties, the average Olympic medalist is now around 22 years old. With that in mind, our program is designed to help swimmers reach their highest potential when they are emotionally and physically ready to embrace the commitment, discipline, and dedication required, while maintaining the passion that drives them to achieve their goals.

TEAM GOALS

- Develop each athlete to their fullest potential.
- Foster a strong sense of team spirit, unity, and mutual support while building a positive, winning attitude.
- Encourage the growth of competitive *mental toughness*—including determination, confidence, and pride—both as a team and as individuals.
- Pursue excellence with focus, commitment, and diligence.
- Demonstrate good sportsmanship in all situations

COLLINGWOOD CLIPPERS SWIM CLUB WAIVERS & POLICIES

Consent Waiver - I/we, the parents/guardians of the above-named swimmer(s), hereby consent to his/her/their participation in any or all of the Collingwood Clippers Swim Club activities and assume all risks of injury to our child arising there from. In consideration of our child being accepted as a member of the Swim Club, we agree that there shall be no liability on the part of the coaches, the Swim Club, Clippers Swimming, participants or persons transporting our child to and from activities and we hereby waive and release the Collingwood Clippers Swim Club from any/all claims which we may have in connection with any such injury.

Media Waiver - I/we, the parents/guardians of the above-named swimmer(s), hereby consent to he/she/them being showcased for an achievement or other event related to the swim club whenever possible. There may be occasions during the swim season when your swimmer(s) will be photographed participating in a club related event (swim practice, swim meet, club event, etc.). Photographs of swimmers may be used on our website, articles submitted to newspapers regarding the Collingwood Clippers, Club newsletters and on approved Swim Club social media.

Fees and Payments – The fee to swim with CCSC includes pool fees, professional coaching staff and operational costs. If workouts are changed or canceled there will be no reimbursement of fees or added workouts.

Fees charged during registration include Swim Ontario/Swimming Canada registration fees and a CCSC fundraising fee. During the season, Members will be responsible for their Annual Dues (payable to CCSC either annually on October 1st, or monthly between October 1 and June 1). All payments must be made using either a Credit Card or Pre-Authorized Debit through your online account.

Declined Payments: If a payment is declined when processing an invoice, a \$25 administrative fee will be applied to the member's account. This fee covers the administrative costs associated with processing the failed payment and arranging for repayment. Payment, including the administrative fee, must be made promptly to keep the account in good standing.

Swim Ontario/Swimming Canada Registration Fee (non-refundable): Payment for the Swim Ontario/Swimming Canada registration fees are included in the initial registration.

Swim meet fees: Swim meet fees are outlined in the *Meet Package* provided by the host club and are generally based on the number of events in which a swimmer participates. In addition, a Coaching Surcharge applies for “away” meets to help cover

coaching expenses: **\$15** for a 1-day meet & **\$30** for a multi-day meet

Club Fundraising: Each family is invoiced \$150 at the start of the season as a one-time, mandatory Fundraising Fee (per account). This fee helps cover the cost of club events and operations.

Volunteer Hours: Each Member is expected to work a minimum of 10 volunteer hours (100 points) during the season at approved CCSC events and competitions. These hours may range in capacity and include; assisting at social events, supporting Clipper organized community events, officiating at competitions, attending club meetings, and more. Opportunities for volunteer hours are communicated via email throughout the season. Volunteer Hours are tracked and are updated through the club website.

Members who do not complete a minimum of 10 Volunteer Hours (100 points) will result in a Volunteer Fee of \$300. This fee is charged to accounts on July 1st.

June Invitational Swim Meet – Volunteer Hours: Our 2-Day June Invitational Meet welcomes in excess of 400 swimmers from across Ontario. This competition is CCSC's largest annual fundraiser and the proceeds help keep Membership Dues low. All Members with a participating swimmer are expected to work a minimum of 2 shifts to support the event. Supporting the June Invitational may include food prep, food sales, officiating on deck, general event support or assisting with overall Meet operations. Volunteer sign-ups are communicated prior to the event. **Members with participating swimmers who do not work a minimum of 2 shifts will be charged a Meet Volunteer Fee of \$300 on July 1st. These hours are in addition to the 10 Seasonal Volunteer Hours.**

Swim-a-thon: Each swimmer is strongly encouraged to take part in our annual swim-a-thon (date to be announced each season). This fun fundraiser supports both Swimming Canada (10% of proceeds) and the ongoing operations and maintenance of CCSC. The swim-a-thon is a great opportunity for families to use our online donation platform to collect pledges from friends and family in support of their swimmer's performance. To help meet fundraising goals and keep membership dues affordable, we encourage each family to raise **\$150** for this event.

Discontinuation of Swimming – The CCSC swim season is divided into two blocks to align with short course (25m pool) and long course (50m pool) swimming: **October 1 – January 31** (Short Course) & **February 1 – July 31** (Long Course). If families wish to discontinue their swimmer's participation for the second block written notice must be submitted to the Treasurer and Head Coach by **December 15**. Members are responsible for all payments due within the swimming block in which they participate. If notice is received **after February 1st** (the start of the second block), families remain responsible for fees through the end of the swim season.

Code of Conduct – All members must adhere to the CCSC Team Manual as well as CCSC and Swim Ontario policies to maintain good standing within the Club. Policies may be updated from time to time, with notice provided to members. The Swim Ontario Code of Conduct, along with the Complaints and Discipline Procedure, is available on the CCSC website under the “Board & Governance” tab. Compliance with the Code of Conduct and all CCSC policies is a condition of membership and is acknowledged during the swimmer registration process.

ROSTER GROUPS

FUTURES - 10 & UNDER

The FUTURES program is our grassroots introduction to competitive swimming for younger swimmers between the ages of 5 to 10. For swimmers to be able to join the program they must be able to swim a full length of the pool (25 meters) on their own and be comfortable in deep water. In this program we focus on teaching the four competitive strokes (butterfly, backstroke, breaststroke & freestyle) as well as starts and turns. Swimmers in the program have the opportunity to attend development “Devo” swim meets within the Huronia Region as well as certain invitationals if the swimmer has met specific standards. Each swimmer is unique and will progress through the program at their own rate. The main objective of this group is to teach the important fundamentals of competitive swimming while having fun! 3 weekly practices are included and attendance is encouraged, but are not mandatory. Training runs from mid-September until the end of June. Summer swimming in July may be offered for an additional fee.

NOVICE

NOVICE is intended for younger swimmers who are committed, want to be competitive and have a solid understanding of all four competitive strokes (butterfly, backstroke, breaststroke & freestyle) as well as starts and turns. Swimmers will continue to develop their swimming skills. They will also be introduced to proper training techniques for aerobic and anaerobic work as well as basic dry land and flexibility training. This group is a transition from our FUTURES program into our competitive programs. Swimmers must be invited to join the NOVICE Group. Competing at swim meets is strongly encouraged as well as regular practice attendance. Training runs from mid-September to the end of June. Summer swimming in July may be offered for an additional fee.

AGE GROUP II

AGE GROUP II is intended for swimmers 10 - 13 years old who wish to further their technical swim skills, stay fit and have fun! This group is ideal for swimmers who are working towards joining the more competitive groups or swimmers who have entered the sport over the age of 10; This group also includes swimmers who have busy schedules filled with other activities and swimmers who love to swim, want to stay fit, but are not necessarily eager to compete. This group focuses on teaching and enhancing all four competitive strokes (butterfly, backstroke, breaststroke & freestyle) as well as starts and turns. Swimmers will have monthly opportunities

to attend swim meets, but it is not mandatory. Swimmers must be able to complete 100 meters unassisted and must be comfortable in deep water. Training runs from mid-September until the end of June. Age Group 2 is offered 4 practice options per week and are able to choose up to 3. Summer swimming in July may be offered for an additional fee.

AGE GROUP

AGE GROUP is intended for swimmers moving out of NOVICE and furthering their skills with more practice time and skill challenge. AGE GROUP swimmers are committed, want to be more competitive and have a solid understanding of all four competitive strokes (butterfly, backstroke, breaststroke & freestyle) as well as starts and turns. Swimmers will continue to develop their swimming skills. They will continue proper training techniques for aerobic and anaerobic work as well as basic dry land and flexibility training. This group is a transition from our NOVICE program into more competitive training. Swimmers must be invited to join AGE GROUP. Competing at swim meets is strongly encouraged as well as regular practice attendance. Training runs from mid-September to the end of June. Summer swimming in July may be offered for an additional fee.

JUNIOR II

JUNIOR II is intended for swimmers 11 - 13 years old who have competitive swimming experience and wish to further their technical swim skills, stay fit and have fun! This group is ideal for swimmers who are working towards joining the more competitive groups. This group focuses on teaching and enhancing all four competitive strokes (butterfly, backstroke, breaststroke & freestyle) as well as starts and turns. Swimmers will have monthly opportunities to attend swim meets, but it is not mandatory. Swimmers must have at least 1 season of competitive swim training to be in Junior II. Training runs from mid-September until the end of June. Junior II is offered 5 practices per week and swimmers are encouraged to attend 4. Summer swimming in July may be offered for an additional fee.

JUNIOR

The JUNIOR group is intended for swimmers who are committed and are competitive. This group teaches skill development through enhanced training. This group focuses on the needs of Regional qualifiers to Provincial level qualifiers and aids in their pursuit of excellence. Swim meet attendance is required. Traveling within Ontario, Canada and the USA may occur. The JUNIOR GROUP is a transition group from AGE GROUP into a higher level training program. Swimmers must be invited to join the JUNIOR group. Swimmers are required to have regular practice attendance. Training runs from mid-September to the end of June. Summer swimming in July may be offered for an additional fee.

SENIOR II

The SENIOR II group is designed for high-school aged swimmers who have an understanding of all 4 competitive strokes, starts and turn, but may be newer to the sport of swimming. They are pursuing improvement in swimming as well as other sports and activities. Swimmers in this group may swim up to 4 of the SENIOR II practices of their choice. Swimmers in this group are encouraged to attend swim meets, but it is not mandatory. This group is intended for those who wish to continue their swim fitness training and those who join the sport of swimming after the age of 13. Training runs from mid-September to the end of June. Senior II is offered several

practice options per week and is able to attend up to 4. Summer swimming in July may be offered for an additional fee.

SENIOR

The SENIOR group is designed for swimmers who have demonstrated their ability and commitment to train and compete at a high level. The focus of this group is to achieve excellence and to constantly push the boundaries of the swimmers. The SENIOR group is intended for athletes who choose to be multi-sport but are expected to also prioritize attending swim practice and meets. Swimmers in the SENIOR group will be striving for Regional and Provincial time standards. Swim meet attendance is required. Traveling within Ontario, Canada and the USA may occur. The SENIOR group is a transition from the JUNIOR or SENIOR II groups and swimmers must be invited to join the SENIOR GROUP. Swimmers are offered 8 practices per week and are expected to attend 7. Training runs from mid-September to the end of June. Summer swimming in July may be offered for an additional fee.

SENIOR PERFORMANCE

The SENIOR PERFORMANCE group is designed for swimmers who have demonstrated their ability and commitment to train and compete at a high level and have chosen to make swimming their main sport. The focus of this group is to achieve excellence and to consistently improve the skills, power and endurance of the athletes. Swimmers in the SENIOR PERFORMANCE group will be striving for Provincial and National time standards. Swim meet attendance is required and traveling within Ontario, Canada and the USA for competitions may occur. Swimmers must be invited to join the SENIOR PERFORMANCE GROUP and swimmers are required to maintain above 90% practice attendance to remain in the group. Training runs from mid-September to the end of June. Summer swimming in July may be offered for an additional fee.

ATTENDANCE

Should your swimmer be absent from practice for an extended time, please communicate with your swimmers coach to make them aware of the situation.

CLUB COMMUNICATIONS

Our primary source of communication is email. It is imperative that parents/guardians monitor club emails to keep up to date. We also encourage our members to visit the club website frequently as it is constantly being updated; www.collingwoodclippers.ca.

Collingwood Clippers Staff – Contact Information

Head Coach; Rebecca Ryerson – coachrebecca@collingwoodclippers.net

Operations Director; Naomi Paterson – naomi.paterson@collingwoodclippers.net

Board of Directors - Contacting the Board

Naomi Paterson - president@collingwoodclippers.net

Courtney Colekessian – officials@collingwoodclippers.net

Ian Paterson - treasurer@collingwoodclippers.net

Melanie Meguerian - ccscmeetmanager@collingwoodclippers.net

Caitlin Kavander - fundraising@collingwoodclippers.net

Dawn McCrank - secretary@collingwoodclippers.net

Jeremy Wyant – member@collingwoodclippers.net

CLOSING WORDS

We provide our program for swimmers to reach their potential, whether that would be learning competitive swimming or becoming an Olympic swimmer. It is our goal to have parents, coaches and swimmers work together so our swimmers can reach their full potential in life and swimming. The Team Manual is a guide to see how the program operates with its many components.

FOR MORE INFORMATION:

1. Our website www.collingwoodclippers.ca
2. Swim Ontario website www.swimontario.com
3. Swimming Canada website www.swimming.ca