



HALIFAX TROJAN
AQUATIC CLUB

New & Returning
Parent
Handbook
2026 – 2027

Created August 2026

Welcome to the Halifax Trojan Aquatic Club!

Founded in 1967, our legacy spans almost six decades, with swimmers excelling regionally, nationally, and internationally - including at the Olympic Games. We're thrilled to have you as part of it.

Our Mission

Our mission is to create an athlete-focused program that is driven by dedicated coaches and engaged families. We aim to achieve excellence in swimming and build qualities in athletes including respect, support, and competitiveness – all while reaching their full potential in swimming, and in life.

Our Vision

Our vision is to establish ourselves as a stand-out swim club and be recognized as a leader in Nova Scotia, the Atlantic Region, and the Country. We are committed to building a strong and positive culture, fostering teamwork, and achieving excellence.

Our coaching staff bring a shared passion for the sport and a history of competitive swimming. Our head coach, **Chris Cormier**, brings over 14 years of coaching experience spanning pre-competitive to national levels across Ontario and Nova Scotia, including roles with Swimming Canada and Own the Podium. Meet the full coaching staff on our [HTAC Coaches page](#).

The club is governed by a volunteer board, with nominations each Spring at our Annual General Meeting. Meet this year's board [here](#).

All competitive swim clubs in Nova Scotia are governed by [Swim Nova Scotia](#) and the national body, [Swimming Canada](#).

This handbook provides an overview for parents who are new (or returning) to HTAC and to swimming in Nova Scotia. For ongoing club information, refer to the [HTAC website](#) and our team communication channels.

Go Trojans Go!

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1. Season at a Glance

Halifax Trojan Aquatic Club (HTAC) trains in three blocks: Fall, Winter, and Spring.

Fall (September–December)

September: The training season ramps up! Here's a list of things to do to launch your swimmer's season:

- Watch for a welcome email with important start-up information including - squad training calendar, staff contacts and equipment lists.
- Subscribe to your squad's calendar for your swimmer's practice times and locations.
- Order equipment through the team portal using your Trojan's discount code.
- Join us at the team expo in September to meet coaches, the board, and office staff.
- We distribute team gear (t-shirts, caps) ahead of the first meet.

October: Meets begin, starting with the Dal Sprint and Relay meet at the Dalplex. Typically Fall meets are short course (25 m pool) and swimmers with different time standards (for example AA and AAA) compete together. You can read about time standards in the Swim Meets & Time Standards section below.

November: Team travel begins for senior squads.

December: Block wraps with the Candy Cane Meet in Truro - the first meet with morning heats and evening finals. Some squads hold holiday parties and a season break follows. Some Junior and Senior squads will be offered holiday training.



Parent Tip!

Book Truro (Candy Cane) hotels early; ask your Parent Rep for recommendations.

Winter (January–March)

Training resumes at full schedule and runs to the championship meet at the end of March - the busiest block for meets. AA swimmers typically compete short course (25 m); AAA swimmers typically compete long course (50 m).

Spring Break (March Break): Swim Nova Scotia (Swim NS) runs a training/competition trip for swimmers under 14 years old, who make the qualifying times, to Maine - watch for details in late Fall or early Winter. Senior squads can look forward to a training camp or scheduled training instead.



Parent Tip!

You'll notice that the intensity of your swimmer's training shifts over the season. The coaches create practices that build towards specific meets and moments in the season.

1. Season at a Glance (continued)

Spring (April–May/June)

This block runs from April through May or mid-July, depending on your squad's competition calendar.

We come together for the Swim-a-Thon team fundraiser, running March through May. Funds raised are used to purchase club equipment, host clinics and offset team travel costs.

We close out the season with a **team banquet**, and some squads celebrate with their own end-of-year parties too.

2. Swim Practice: Schedules, Equipment, and Attendance

Where & When

- We hold practices at the **Dalplex, Centennial Pool, Zatzman, Shearwater**, and the **Halifax Commons**.
- Find your squad's training schedule (times and locations) in the **Member Hub**.
- Subscribe to your squad's Google Calendar and the club events calendar (email the office for a subscription link if you don't use Google Calendar).
- The calendar stays current up to a specified date - we'll **email you directly** for any last-minute changes or cancellations, so keep an eye on your inbox.
- **Dalplex access:** Swimmers tap an HTAC-issued Dalplex card to enter. HTAC issues cards in September (the first one's free; families purchase replacements for \$15 +HST) and swimmers reactivate them each year. Please note the DalCard will only let swimmers into the facility 15 minutes before the start of their on deck activation.
- Parents and Guardians need to be on the HTAC access list. Currently, the Guardian name on all Junior and Academy member account records is included. If you would like to add another name to the access list, please email office@htac.ca
- Please note: Parent access without a Dalplex membership or daypass is a viewing-only privilege. If parents use the facility for other purposes then HTAC could lose the privilege entirely.
- Because we share pool space with other groups, **practice times change often** - check the calendar and watch for email updates.



Parent Tip!

Centennial Parking: Register your license plate at the front desk to avoid a ticket!

What to Expect At Practice

- Swimmers arrive on deck in a bathing suit with cap, goggles, squad-specific equipment, and a filled water bottle (plus dryland attire on dryland days).
- All practice times include activation or on deck dryland. This is a mandatory part of practice, and is not an arrival window. Practice begins at the time listed.
- Most practices run short course (25 m), except morning training at Centennial Pool, which typically runs long course (50 m).
- New to swimming? Swim Nova Scotia offers [helpful resources and a glossary](#) to help you get oriented.



Parent Tip!

Drop your swimmer 10 minutes before practice time starts so they have time to chat with friends, make it to the pool, and change!

2. Swim Practice: Schedules, Equipment, and Attendance (continued)

Equipment

TYPE	WHAT IT COVERS	WHERE TO GET IT
TEAM EQUIPMENT	Included in your equipment fee (e.g., team shirts, caps)	Arrives ahead of the first meet, usually Sept/Oct.
INDIVIDUAL EQUIPMENT	Squad-specific gear list (in the LySports Portal).	Order via the HTAC Ly Sports Portal using your Trojan's discount code - please use the link on the HTAC website so you land on our team's selected gear.



Parent Tip!

You can also look for second-hand gear on the public HTAC Used Equipment Facebook page. This is linked in the Member Hub.

Missing A Practice

Expectations for your swimmer's attendance will be outlined in the squad invitations sent by the HTAC office or the head coach. If your swimmer will be away or sick, please email their coach directly - the more advance notice you can give, the better, since coaches may plan practices around who's attending.

3. Swim Meets & Time Standards

How a Meet Works

1. **Declare participation** - You will receive an email that it's time to "declare" your swimmer by a specific deadline. To declare participation, log in to your Halifax Trojan Aquatic Club (HTAC) account, navigate to the **Events & Results** tab, read the information about the meet, then accept or decline the meet.
2. **We handle payment and invoicing** - Declaring to attend the meet commits you to the meet fee. We send the swimmer list to the host club, pay the entry fee on your behalf, and then invoice you directly. (*Please don't pay the swim meet's host directly.*)
3. **Your swimmer's coach selects events** - Sometimes with your swimmer's input.
4. **We send pre-meet details** - Shortly before the meet, we'll send arrival times and a complete meet package by email. This package includes a **session report** with the events and the session timeline, as well as a **psych sheet** which lists the swimmers' races.
5. **Meet day arrives** - Arrive at the time listed in the meet details email, ready to race!
6. **Everyone pitches in** - If your swimmer is competing at an HTAC-hosted meet, we ask your family to volunteer too (see Section 5 | Volunteering).

Meets are usually organised by age and gender and each event is females followed by males. New to meets? See Swim Nova Scotia's [Handy Hints for Newer Swimmers](#) for information on what to expect, what to bring, and how disqualifications work.



Parent Tip!

It's easy to forget to declare for a meet! Set a reminder in your calendar and streamline by declaring for multiple meets at a time.

Time Standards

Competitive swimmers track their times against Swimming Canada standards. Swimmers usually start with Nova Tech times before progressing to AA times, sometimes followed by AAA times and beyond. As your swimmer progresses, they can qualify for meets that require a specific time standard per event - check the [time standards on the HTAC website](#) for provincial, regional, and national standards.

For further reading, Swim Nova Scotia's [Competition Programming Guide](#) explains how competitive levels are structured in the province.

3. Swim Meets & Time Standards (continued)

Finding Results

- Download the Meet Mobile app for live, unofficial results as they come in (there is an annual fee for this app, and the app is optional, not required).
- We post official results after the meet concludes on the HTAC website, and often the meet host will print and post meet results around the facility for swimmers and spectators.

Travelling to Swim Meets

- **Meets you travel to (like the Candy Cane meet in Truro):** you're welcome to book your own hotel. Swim NS sometimes arranges hotel blocks, and we'll let you know if that's an option.
- **Team travel, sometimes referred to as an away meet:** our coaches and volunteers supervise the group, and we book travel through HTAC's travel agency. Declaring means agreeing to the estimated quote; once we know participation numbers, we firm up the quote (hotel, flights, meals, transport). You'll then have a window to un-declare if needed - ***watch closely for updates.***



Parent Tip!

Many parents save on travel costs by using points for flights and hotels!

4. Fees

There are three main fees, invoiced separately:

FEE	WHAT IT COVERS	NOTES
Swimming Canada / Swim Nova Scotia Fees	Insurance, Safe Sport programming, National and provincial registration	Mandatory for all swimmers in the club. Swimmers must complete their registration with Swim Canada and Swim Nova Scotia before entering swim meets.
Equipment Fees	Club gear (t-shirts, caps, etc.)	The equipment will be distributed in the Fall *non-refundable.
Annual Dues	Pool and coaching time.	Invoiced at 10% upon registration. This can be paid in full or in 10 monthly installments.

- Payment plans are available - you can find details in your Halifax Trojan Aquatic Club (HTAC) account online. A card must be kept on file; and you can pay by credit card, e-transfer, or lump sum.
- **Withdrawing:** Review HTAC's [membership dues policy](#) at registration. Early withdrawal may result in a balance owing even if your swimmer is currently with the installment plan.
- **Other costs:** Individual equipment, meet fees, team travel, replacement Dal cards, replacing equipment, and the year-end banquet ticket. Swimmers also take part in the Spring Swim-a-thon fundraiser, and families may occasionally be asked to donate food/drinks for HTAC-hosted meets.

5. Volunteering

Halifax Trojan Aquatic Club (HTAC) is a member-run club - there are many ways to get involved! Swim meets and team events are labour intensive. In order to share the volunteer workload across the whole team, HTAC has implemented a mandatory volunteer policy.

- Review the [Volunteer Policy](#) (new in 2026) to understand the volunteer requirements.
- New to officiating? Email officials@htac.ca to get started with the officials' training program.
- Learn about official course types and pathways on the [Swimming Canada website](#).



Parent Tip!

Review the timing of your swimmer's events before you register for your volunteer role at a swim meet. You can sometimes align your volunteer time with your swimmer's races or you can make alternative car pool arrangements so your swimmer can leave when they finish their races.

6. Communications & Team Policies

Parents play a critical role in supporting your athletes and maintaining a positive club environment! You can find all of the [HTAC policies on the website](#). Please communicate respectfully and constructively with office staff, coaches, the board, and volunteers. You can find a guide to the appropriate channels for specific topics below.

Coaches & Staff Contacts

See the HTAC website for current Coaches and Staff contacts. [Linked Here](#).

FOR...	CONTACT
Missed practice and meet attendance	Your Swimmer's Coach (by email)
Event planning, general questions, carpools, resources	Your Squad's Parent Rep
Invoices, equipment, schedules, general inquiries	HTAC Office Staff
Safe Sport concerns	HTAC's Safe Sport Officer (safesport@htac.ca)

6. Communications & Team Policies (continued)

How HTAC Communicates

Email - This is the primary channel for official, time-sensitive communication including:

- **Schedule change emails** - sent as soon as possible
- **Weekly office notes** - declaration deadlines, calendar notices, upcoming events
- **Meet details emails** --sent 2–3 days before a meet, with the meet package and arrival times
- **Monthly newsletter** - The Chlorine Chronicles

We also communicate via:

- **Google Calendar** - for squad training schedules
- **Social media** - promotional/community content only (not for official or time-sensitive info)
- **HTAC website** - general info, registration, events, results, policies, and the Member Hub.

You can read HTAC's full Communications Policy on the [HTAC website](#).

Parent Tip!



HTAC sends a LOT of team-wide emails.

Here's a swim parent's guide for handling the influx:

- Prioritize the last minute Schedule change emails so you know if practice is cancelled or moved.
- Scan the Weekly office notes for deadlines so you don't forget to register for an upcoming event or meet.
- Read the Meet details emails so you know the arrival times. Compare the session report and the psych sheet so you know how long your swimmer will be at the pool.
- Enjoy the rest of the emails when you have time, like when you're waiting for your swimmer to emerge from the change rooms after practice:)

7. Glossary & Quick Reference

- **HTAC** - Halifax Trojan Aquatic Club
- **Swim NS** - Swim Nova Scotia
- **Provincial AA / AAA** - Competitive time-standard levels; AAA swimmers compete at a faster standard
- **Short Course** - Races in a 25 m pool
- **Long Course** - Races in a 50 m pool
- **Member Hub** - Online portal for schedules, equipment lists, and club info
- **Psych Sheet** - Lists which events/races a swimmer is entered in at a meet
- **Session Report** - Timeline of a meet's events and session lengths

For a full glossary of swim terminology, see [Swim Nova Scotia's website](#).

