

Swimmer Information Handbook



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1. Welcome & Club Overview

Welcome to the Temiskaming Northern Loons Swim Club (TNL)!

By joining TNL, swimmers also become members of Swim Ontario.

This handbook is designed to provide swimmers and families with a clear understanding of how our club operates, expectations, and opportunities throughout the season.

TNL Swim Club executive board meetings are held once a month or at the call of the chair. Anyone wishing to make a presentation should contact the President at least one week prior to the meeting in order to be added to the agenda.

The Annual General Meeting is an opportunity to participate in voicing your opinion on how the club operates for the upcoming season. This is where year-end reports will be presented and election of vacant positions will be filled. The date of the Annual General Meeting will be sent to all members via e-mail.

TNL By Laws can be found on website (tnlswimclub.com)

2025-2026 EXECUTIVE

President –Holly Packard
Vice President -Vacant
Secretary – Lisa MacDougall
Treasurer - Sharon Baker
Voting Director- Vacant

Non Executive Positions:

Fundraising Chair -
Equipment Manager – Stacy Utas
Swim-a-thon Coordinator -
Website Coordinator –
Bingo Convenor - Melissa Kemp

Coaching Staff

Club Head Coach	Stacy Utas
Assistant Coach	Cynthia Beaubien
Part time Coach	Aaron Palmer
Part time Coach	

If you have any concerns or questions regarding club operations, please contact tnlswimclub@gmail.com with the subject of your concern or question and the executive will direct you to the appropriate person.

Coaching concerns are to be directed to head coach by email tnlcoachingstaff@gmail.com

2. Club Philosophy & Culture

Club Philosophy: Swimmers First

At the Temiskaming Northern Loons Swim Club (TNL), we believe swimming is more than a sport—it is a vehicle for developing confident, resilient, and healthy individuals.

We are committed to a **“Swimmers First”** approach, where every athlete is valued, supported, and challenged according to their stage of development, personal goals, and commitment level.

Our program fosters:

- Skill development and excellence through structured, progressive training
- Character development including discipline, accountability, and perseverance
- A positive team environment built on respect, inclusion, and encouragement
- A lifelong love of sport and physical activity

We celebrate both participation and performance, recognizing that success looks different for every swimmer - from learning a new skill to competing at the highest levels of the sport.

Our Commitment

TNL is committed to providing:

- A safe, inclusive, and athlete-centered environment
- Certified coaches grounded in current sport science and Long-Term Athlete Development principles
- Progressive training pathways that meet the needs of all swimmers, from beginner to high performance
- Opportunities for swimmers to pursue individual excellence at the level they aspire to
- Development of life skills such as teamwork, leadership, time management, and goal setting

Club Responsibilities

The Temiskaming Northern Loons Swim Club is committed to:

- Employing qualified and certified coaches
- Registering all swimmers with governing bodies including Swim Ontario and Swimming Canada
- Maintaining transparent governance through regular meetings and an Annual General Meeting
- Upholding all policies related to Safe Sport and athlete protection

Our Culture

We take pride in being a club where:

- Every swimmer feels they belong
- Effort is valued as much as results
- Teammates support and celebrate each other
- Coaches, swimmers, and families work together to create a positive and respectful environment

3. Coaches Philosophy

At the Temiskaming Northern Loons Swim Club, our coaches are committed to creating an environment where swimmers can develop, succeed, and enjoy the process of improvement.

Our coaching approach is rooted in athlete-centered development, where long-term growth takes priority over short-term results. We recognize that each swimmer is unique, and we strive to meet athletes where they are - supporting their individual journey through the sport.

Our role as coaches extends beyond swimming. We aim to help athletes develop:

- Confidence and independence
- Strong work ethic and time management
- Respect for themselves, teammates, and competitors
- Lifelong skills that extend into school, sport, and everyday life

Our Coaching Principles

Development Over Results

We prioritize technical skill, physical development, and strong training habits. While competition is an important part of swimming, it is viewed as an opportunity to learn, grow, and apply skills - not just a measure of success.

Positive and Accountable Environment

We foster a team culture built on respect, effort, and accountability. Swimmers are encouraged to take ownership of their training while feeling supported by coaches and teammates.

Competition Philosophy

Competitions are an extension of training and an important part of athlete development. Our approach to competition includes:

- Setting process-based goals (technique, pacing, execution)
- Encouraging resilience and learning from both successes and setbacks
- Promoting sportsmanship and team pride

We aim to create confident swimmers who can perform under pressure while maintaining perspective and enjoyment of the sport.

Rest, Recovery, and Long-Term Health

TNL coaches place a strong emphasis on rest and recovery as essential components of performance.

- Swimmers are encouraged to recover properly following competitions, particularly after high-effort meets
- Training schedules may be adjusted to allow for physical and mental recovery
- We educate swimmers on the importance of sleep, nutrition, and active recovery
- We recognize that recovery is critical to preventing burnout, reducing injury risk, and supporting long-term development

Our Commitment as Coaches

As coaches, we are committed to:

- Leading with professionalism, integrity, and consistency
- Continuing our own education and development
- Communicating openly with swimmers and families
- Making decisions that reflect the best interest of the athlete and the team

4. Program Overview & Structure

Program Philosophy

Our program is designed to support swimmers through progressive stages of development, recognizing that athletes grow and succeed at different rates. Movement between groups is based on skill, readiness, attitude, and commitment - not strictly age. At all levels, TNL emphasizes the development of the whole athlete:

- Physical literacy and athleticism
- Mental skills (focus, resilience, confidence)
- Healthy habits (nutrition, recovery, lifestyle)
- Sportsmanship and respect for others

Important Program Commitment

When registering with TNL, families are registering for a full program, not a guaranteed number of individual practices.

While we make every effort to maintain a consistent schedule:

- Practices may be adjusted, condensed, or cancelled due to:
 - Swim meets (especially when the full team is attending)
 - Coach availability
 - Pool scheduling constraints
 - Holidays and School Breaks
 - Inclement weather
- Following competitions, recovery is prioritized:
 - Swimmers who compete at meets will typically not train the following Monday

Our priority is always quality training, athlete well-being, and long-term development.

TNL Programs

Junior Competitive (and Pre-Competitive)

This entry-level group introduces swimmers to the sport in a fun, supportive environment. The group later transitions into more structured competitive swimming.

Focus:

- Water confidence and fundamental movement skills
- Introduction and development of all four strokes
- Learning through play, drills, and positive experiences
- Building enjoyment and comfort in a team setting
- Introduction to racing skills (starts, turns, finishes)
- Learning how swim meets work
- Building confidence through participation

Swimmers are encouraged to begin competing in a low-pressure, supportive environment.

Intermediate Competitive

Swimmers begin to train with more purpose and consistency as they build a strong technical and aerobic foundation.

Focus:

- Refinement of stroke technique
- Development of endurance and basic speed
- Introduction to race strategy and goal setting
- Increased understanding of training habits and expectations

Senior Competitive

This group supports swimmers who are committed to improving performance and competing more consistently.

Focus:

- Advanced technical refinement across all race components
- Development of aerobic and anaerobic capacity
- Race strategy, pacing, and mental preparation
- Personal accountability and training consistency

Competitive Performance (Morning Practices)

This is our highest level training group for swimmers pursuing excellence in competition.

Focus:

- Individualized, high-performance training
- Advanced race strategies and performance analysis
- Strength, conditioning, and training optimization
- Goal setting aligned with Provincial, National, and higher-level competition

Swimmers in this group demonstrate a high level of commitment, ownership, and work ethic.

Masters Program (Non Comp)

Two to three days a week- focuses on improving stroke and endurance

- Stroke and Endurance
- Swim-stroke efficiency
- Adults seeking fitness/training

Swimmers in this group will be swimming at the same time as our Morning Performance group- Space is limited!

Schedule Overview

Group	Ideal Age	Focus	Training Schedule**	Season	Fees (Includes Swim Ontario + TNL fees + hoodie)
Junior Pre-Competitive	7–9*	Introduction to swimming skills and basic competition concepts in a fun, supportive environment	2x/week (Mon, Fri 5:15–6:00pm)	Sept–March	\$775
Junior Competitive	7–9*	Development of all strokes and introduction to racing skills (starts, turns, finishes)	3x/week (Mon, Fri 5:15–6:00pm; Wed 5:45–6:45pm)	Sept–May	\$980
Intermediate Competitive	10+*	Stroke refinement, endurance development, and introduction to race strategies	3x/week (Mon, Fri 6:00–7:00pm; Wed 5:45–6:45pm)	Sept–May	\$1,085
Senior Competitive	12+*	Advanced technique, race strategy, and increased training intensity	3x/week (Mon, Fri 4:00–5:15pm; Wed 6:45–8:00pm)	Sept–May	\$1,290
Morning Performance	12+*	High-performance training with advanced conditioning and individualized development	2-3x/week (Tues, Thurs 6:30–7:45am & Sat 8:30-10:30am) *Not every Saturday	Sept–May	\$720 (<i>Must be in Senior Competitive group</i>)
Masters	19+	Focuses on improving stroke efficiency and endurance	2-3x/week (Tues, Thurs 6:30–7:45am & Sat 8:30-10:30am) *Not every Saturday	Sept–May	\$1050

Program Overview Notes:

*Coaches may place swimmers outside of suggested age ranges based on skill, maturity, coachability, and commitment

** Training schedules may be adjusted

Fees include a TNL team hoodie (or other promotional item) with swimmer's name

Swim Ontario fees are included where applicable

Coaches will recommend appropriate swim meets based on each swimmer's level

In the event of inclement weather where it is deemed unsafe to travel to practice, club members will be notified by noon (via email and Facebook) if the practices are canceled. Practices are not necessarily canceled when buses aren't running.

Refer to the monthly calendar for any other days where regular training is canceled or modified.

Swim Group Placement & Movement

- Placement in training groups is determined by the coaching staff
- Decisions are based on:
 - Skill development
 - Work ethic and commitment
 - Training readiness and attitude
- Formal group reviews occur: December & March
 - Movement between groups may occur at these times
 - A fee applies for group changes

Summer Extension:

Please note that a season extension may be offered to some swimmers in connection with the Summer Provincials. This extension is by invitation only and is not necessarily based on qualification or selection to compete at the meet. Invitations will be extended at the coaches' discretion. Additional training fees will apply for the extended season. More details will be provided to invited swimmers and their families as the date approaches.

5. Registration, Fees & Financial Policies

FEES & PAYMENT STRUCTURE

Group	Swim Ontario Fee	TNL Program Fee	Total Fee*	Payment Plan	
				Registration Fee	Due Jan 15
Junior Pre-Competitive	\$63.83	\$711.17	\$775	\$465	\$310
Junior Competitive	\$179.96	\$798.54	\$980	\$590	\$390
Intermediate Competitive	\$179.96	\$905.04	\$1,085	\$650	\$435
Senior Competitive	\$179.96	\$1,110.04	\$1,290	\$775	\$515
Morning Competitive Performance	— *	\$720.00	\$720	\$430	\$290
Masters Non Comp	\$72.25	\$977.75	\$1050	\$630	\$420

*Non Resident User Fee- Any TNL athlete residing outside of Temiskaming Shores must pay \$225 per season/family in addition to TNL registration fees as outlined in the fee schedule.

Registration

Registration will open on August 18, 2026, and close on August 31, 2026. Completing registration does not guarantee a spot on the team. Following tryouts, families will be notified of their swimmer's placement and whether or not they have been selected for the team.

After registration closes, late registrations may be considered on a case-by-case basis, at the discretion of the coaching staff and Board.

Any fees outstanding from a previous season must be paid in full prior to registration.

Swimmers will not be permitted to register or participate in the current season if:

- Fees are outstanding
- Accounts are in arrears

The club reserves the right to suspend or deny participation until accounts are brought into good standing.

Pricing & Schedule Changes

Pricing and schedules are based on anticipated registration numbers and are subject to change if registration numbers are significantly outside our expectations. While we do not anticipate needing to make changes, we reserve the right to adjust pricing, schedules, or program offerings where necessary to ensure the program remains viable.

Payment Policy

For your convenience and to ensure accurate record-keeping and secure processing of payments, TNL accepts payment by cheque or e-transfer.

Cash payments are not accepted.

Payments made by e-transfer to tnlswimpayments@gmail.com (Please write in memo swimmers name and purpose of payment)

Cheques must be submitted directly to Treasurer or Head Coach

Refund & Withdrawal Policy

TNL is committed to fair and transparent policies while recognizing the planning and costs required to operate our programs.

Refund Eligibility

- Swim Ontario / Swimming Canada fees are non-refundable once the swimmer is registered
- The registration payment is non-refundable
- Partial refunds of TNL program fees may be considered based on the timing of withdrawal

Medical Withdrawal

- Refunds due to injury or medical reasons may be considered on a case-by-case basis
- A medical note may be required

Program & Schedule Adjustments

- TNL reserves the right to adjust:
 - Training schedules
 - Practice times
 - Coaching assignments
- These adjustments are considered a normal part of club operations and do not qualify for refunds

Additional Notes

- Missed practices, cancellations, or schedule adjustments do not qualify for refunds
- Group change fees are non-refundable
- Refunds, if approved, may be subject to a processing fee
- The club reserves the right to suspend participation if accounts are not in good standing

Swim Group Change Fees

	December Fee	March Fee
Junior Pre Comp → Junior Comp	\$65*	\$35*
Junior Comp → Intermediate	\$70	\$40
Intermediate → Senior	\$135	\$65
Adding Morning Practices (Performance)	\$400	\$225

*** Plus Swim Ontario Fee of \$116.13 (179.96-63.83) if the swimmer will be participating in swim meets.**

6. Communication Guidelines

Communication with Coaches

Clear, respectful communication between coaches, swimmers, and families is an important part of a successful team environment. TNL encourages families to ask questions and communicate concerns; however, we ask that families use the appropriate communication channels and respect the coaching staff's time and responsibilities.

Primary Communication Method

Email is the primary method of communication between families and coaches.

For questions, concerns, schedule information, swimmer absences, or other non-urgent matters, please email the coaching staff at: tnlcoachingstaff@gmail.com

This allows coaches to respond thoughtfully and ensures that important information can be tracked and communicated consistently.

Parents and guardians are asked to:

- Use email as the primary method of communication with coaches
- Allow coaches reasonable time to respond to non-urgent emails
- Keep communication respectful, constructive, and focused on the swimmer
- Avoid contacting coaches during practices or competitions unless the matter is time-sensitive or requires immediate attention

Coach Cell Phones

Coaches' personal cell phones are not a regular communication channel for parents.

Parents/guardians should contact a coach's cell phone in an emergency only or when immediate communication is required.

Examples may include:

- An urgent medical or safety situation
- An immediate issue involving transportation during team travel

- A time-sensitive situation where email is not appropriate or would not be received in time

Routine questions, concerns, absences, schedule information, and meet-related communication should be handled by email.

7. Club Policies

Club Affiliation Policy

To maintain clear club affiliation, support athlete well-being, and ensure fair and consistent program administration, all swimmers registered with Temiskaming Northern Loons (TNL) must be affiliated with TNL as their primary competitive swim club for the duration of the season.

Swimmers may not concurrently register with, regularly train as a member of, or compete on behalf of another organized swim club, whether sanctioned or unsanctioned, without prior written approval from TNL.

TNL recognizes and supports athletes participating in other sports, school activities, recreational programs, camps, and community activities. Participation in these activities is of course permitted, including where they may conflict with TNL practices or competitions. Athletes and families are asked to communicate scheduling conflicts with coaches in advance whenever reasonably possible as this may impact the number of coaches required on deck.

Participation in other activities will not, on its own, be considered a violation of this Club Affiliation Policy.

Where participation in another activity significantly affects a swimmer's ability to meet the attendance, training, or competition expectations of their specific TNL program, the swimmer, family, and coaching staff may discuss whether adjustments to the swimmer's program or competitive goals are appropriate.

Failure to comply with the club affiliation requirements outlined above may result in a review of the swimmer's registration status and, where appropriate, removal from the program.

Photo & Video Recording Policy

By registering with Temiskaming Northern Lights (TNL), members grant permission for TNL and its authorized representatives to photograph or video record swimmers participating in TNL training sessions, competitions, and club-sanctioned events. These images may be used for promotional and communication purposes, including but not limited to:

- The TNL website
- Social media platforms
- Advertising and sponsorship materials
- Brochures, newsletters, and event programs
- Traditional media (print, broadcast)

Recording Restrictions:

- Photography and video recording are not permitted during TNL practices unless explicitly authorized by the Head Coach or Board of Directors for promotional purposes.
- Recording at swim meets is permitted only if allowed by the facility or governing body.
- Any violation of this policy may be addressed under the TNL Discipline Policy.

TNL Privacy Policy (PIPEDA Compliance)

TNL collects and maintains personal information from swimmers, volunteers, and coaches. This information is required to operate the club effectively, including:

- Communicating with swimmers and their families
- Managing registration, training groups, and competition entries
- Ensuring compliance with Swim Ontario, Swimming Canada, and facility requirements

TNL may share swimmer information with:

- The City of Temiskaming Shores (facility access and programming)
- Swim Ontario
- Swimming Canada
- Meet hosts and affiliated aquatic organizations

TNL may also use third-party service providers (e.g., registration platforms, communication tools, timing systems). These providers may access swimmer data solely to perform contracted services and must maintain privacy standards comparable to TNL's.

TNL publishes swimmer names, ages, and event results in electronic and media formats as required for competition participation and recognition. Aggregate, non-identifying data may be used for statistical or operational purposes.

Please be aware that swimmer names, ages and swim event results are published electronically and in other media in the ordinary course of competitive swimming.

TNL is committed to safeguarding personal information and preventing unauthorized access, disclosure, or misuse.

8. Swim Meets

Meet Selection:

Please note that not all meets are appropriate for all swimmers. Participation is at the discretion of the coaching staff, who will invite swimmers or swim groups to meets that best support their development and readiness. The Swim Meet Schedule may change. Refer to the monthly schedule sent to all members for up to date information.

Swim Meet Schedule

Important Note

The list of swim meets below represents our *wish list* for the season. Actual attendance will depend on club budget, meet availability, and swimmer interest. In some cases, depending on the budget, a TNL surcharge may be added to cover additional costs. Coaches will always provide full details before any swimmer is signed up for a meet.

2026-2027 Tentative Swim Meet/Camps

Meet Name	Location	Tentative Dates	Additional Notes
NEOR #1	Sault Ste Marie	Oct 24-25	Unconfirmed with TNL at this time
NCA Training Camp	Sudbury	Oct 16-18	Unconfirmed -working on details
Dom Bouchard Invit.	North Bay	Nov 13-15	
KLAC Invit.	Kirkland Lake	Nov 28-29 Or Dec 5-6	
NEOR #2	Kirkland Lake	Jan 23-24	
A Champs (Regionals)	Sault Ste Marie	Feb 5-7	Must have qualifying times
Top Fish	Kirkland Lake	Feb 21	12 and Under
Ontario Age Group (Provincials)	Markham	March 4-7	Must have qualifying times
Training Camp	Unknown	March Break	Unconfirmed – working on details
GMAC Invit. (Long Course)	Guelph	April 1-4	
NEOR #3	North Bay	April 9-11	
Superior Cup	Sault Ste Marie	April 30-May 2	Unconfirmed at this time
Top Fish	Kirkland Lake	May 3rd	12 and Under
GMAC Invit. (Long Course)	Guelph	May 7-9	
B Champs (Regionals)	Timmins	May 29-30	Time Standards Apply
OSC (Provincials)	Toronto	July 7-11	Must have qualifying times

Swim Meet Process

A few weeks/months prior to each meet, coaches will send an email invitation with the RSVP link

Families must respond via LINK by the stated deadline

- Failure to respond = swimmer will not be entered in the meet

Once entries are finalized:

- Coaches will send a meet information package including:
 - Events entered
 - Meet location
 - Schedule details
 - Fees Due (prior to meet)

Event selection is the responsibility of the coaching staff!

Coaches consider a variety of factors when selecting events, including:

- The swimmer's current times and progression
- Training and competition goals
- Stroke development
- Meet format and available events
- The swimmer's age and development
- Team needs, including relays
- The swimmer's overall workload at the meet
- Opportunities to challenge and develop the swimmer

Parents and guardians are welcome to communicate **special circumstances or scheduling considerations** when completing the meet RSVP. For example, families may note that a swimmer needs to leave early for a family commitment, has a school conflict, or has another important scheduling consideration.

These notes help coaches plan appropriately, but **they do not constitute an event request or guarantee specific events.**

Coaches Choose Events

There will be times when a swimmer is entered in an event that is not their favourite event, an event they have not recently competed in, or an event that pushes them outside of their comfort zone.

This is an intentional part of athlete development.

Coaches may select events that challenge swimmers to:

- Develop less-preferred strokes or distances
- Gain experience in new events
- Learn to compete outside their comfort zone
- Build versatility and confidence
- Support long-term development rather than short-term preferences
- Contribute to team relays and team goals

A swimmer may not always understand why a particular event was selected at first. Coaches will make these decisions based on the athlete's development and the needs of the team.

Parents are encouraged to support their swimmer in approaching every event with a positive attitude and a willingness to learn.

If a swimmer has a genuine concern about an event, we encourage the swimmer to speak respectfully with their coach. Developing the confidence to communicate directly with coaches is an important part of becoming an independent athlete.

Parent Support

The most helpful role a parent can play is to encourage effort, preparation, resilience, and a positive attitude.

Parents are welcome to share relevant information that may affect a swimmer's participation, but coaches are responsible for coaching decisions, including training plans, meet participation, event selection, race strategy, and relay assignments.

Our goal is to work together so that swimmers learn to trust their coaches, take ownership of their swimming, and embrace opportunities to challenge themselves.

TNL coaches make event-selection decisions in the best interest of the swimmer and the team.

Swim Meet Expectations & Rules

To ensure a safe and positive environment, all swimmers are expected to follow these guidelines:

- Swimmers must follow coach instructions at all times
- Coaches are responsible for event selection
- No event scratches without coach approval
- Swimmers must report to the coach before and after each race
- Swimmers must be on deck 15 minutes prior to warm-up
- Swimmers must inform coaches if they leave the deck
- Swimmers are responsible for their belongings and keeping the deck area clean
- Swimmers under age 10 must have active parent/guardian supervision on premise (coaches are not responsible for supervision once off pool deck)
- Behavior Expectations:
 - Any swimmer displaying inappropriate behavior may be removed from the meet and sent home
 - Swimmer communicates with coaches when they are leaving pool deck, Swimmers are responsible for being in the correct spots before their races, coaches can't be chasing swimmers who left pool deck
- Only coaches are permitted on deck with swimmers
- Parents/guardians must remain in designated spectator areas

Meet Fees & Competition Information

Meet Fee Structure

Swimmers attending competitions are required to pay meet entry fees, which are set by the host club.

- Typical cost per race: \$12–\$20 per event (relays are split 4 ways)
- Total cost depends on the number of events entered
- Developmental meets are generally lower cost, while invitational and championship meets may be higher
- TNL pays all meet entry fees upfront to the host club
- Families are responsible for reimbursing the club
- Payments are due prior to the meet

Important: Non-Refundable Fees

- All meet fees are non-refundable
- Once entries are submitted, host clubs do not provide refunds
- No refunds will be issued for:
 - Illness
 - Injury
 - Schedule conflicts
 - Absence from the meet
 - A Swimmer absent from the relay therefore forfeiting the relay

By committing to a meet, families acknowledge and accept these conditions.

Additional Competition Costs

Families should plan for additional expenses when attending swim meets:

- Travel (gas)
- Accommodation (hotel/motel)
- Meals

These costs will vary depending on the location and duration of the meet.

Payment Methods

Payments for meet fees and other club-related expenses can be made by:

- E-transfer (preferred)
- Cheque (given to Treasurer or Head Coach only)

E-Transfer Details

- Email: tnlswimpayments@gmail.com
- Please include in the memo:
 - Swimmer's name
 - Purpose of payment

9. Team Travel and Swim Camps

From time to time, the club may organize team travel opportunities for competitions, training camps, or special events. Participation in team travel events will be determined at the discretion of the coaching staff based on factors including athlete readiness, team goals, logistics, and event requirements.

Team Travel Expectations

Swimmers who are invited and choose to participate in a designated team travel event are expected to travel, stay, and participate with the team for the duration of the trip unless prior arrangements have been approved by the Head Coach.

The purpose of team travel is to promote:

- Team unity and athlete development
- Accountability and responsibility
- Positive team culture and conduct
- Consistent coaching supervision and support

During team travel events, athletes are expected to:

- Follow all team rules, curfews, and schedules
- Show respectful behaviour toward teammates, coaches, chaperones, officials, hotel staff, and the public
- Attend all team functions including meals, meetings, warm-ups, and competitions
- Represent the club in a positive and professional manner at all times

Parent Attendance

Parents and guardians are welcome to attend meets and support athletes during team travel events. However, swimmers participating in official team travel are expected to remain with the team for transportation, accommodations, meals, and team activities unless otherwise approved by the Head Coach.

Chaperones

Approved chaperones may be asked to assist with supervision and athlete support during team travel events. Chaperones will be selected by the Head Coach in consultation with the Board of Directors and coaching staff.

All chaperones are expected to:

- Support club policies and coaching decisions
- Promote a safe, respectful, and positive environment
- Maintain appropriate athlete supervision and boundaries
- Act in the best interests of all athletes and the club

Additional Information

Specific details regarding itineraries, costs, accommodations, transportation, supervision, expectations, and required documentation will be communicated to families in advance of each travel event.

Failure to follow team travel expectations may result in disciplinary action and/or removal from future travel opportunities.

10. Fundraising

Fundraising plays an essential role in supporting the Temiskaming Northern Loons Swim Club. These efforts help offset key operating costs such as pool time, coaching, insurance, and equipment, allowing us to keep registration fees as affordable as possible for all families.

All families are expected to participate in fundraising initiatives and volunteer opportunities throughout the season. A volunteer sign-up form will be provided at registration, and additional details will be shared in advance of each fundraiser.

Our Approach

Fundraising is a shared responsibility that directly benefits all swimmers. By working together, we:

- Keep fees lower
- Strengthen our club community
- Provide more opportunities for athlete development

We appreciate the time, effort, and commitment of all TNL families in supporting these initiatives.

Core Fundraising Programs

TNL runs several key fundraisers each season. Participation in these initiatives is an important part of being a club member.

Bingo

- Held monthly (twice per month on rare occasions)
- Two Volunteers (Primary & Secondary) are required to assist from 3:30 pm – 9:30 pm (Three volunteers required for Monster Bingo Events)
- A consistent and important source of revenue for the club
- Each family will be billed \$300/family if they do not volunteer for a Bingo or 2 alternative TNL volunteer initiative(s) with similar time commitments.

Each family is required to support one bingo shift or 2 alternative TNL volunteer initiative(s) with similar time commitments. The volunteer does not need to be a parent; however, they must be at least 19 years old.

Individuals new to bingo will be scheduled as a secondary volunteer and paired with an experienced primary volunteer. Families are responsible for ensuring their shift is covered. An opt-out fee of \$300 will apply to families who choose not to participate or who do not fulfill their assigned shift.

Fundscrip (Gift Cards)

- Ongoing monthly fundraiser
- Families purchase gift cards for everyday spending (groceries, gas, etc.)
- TNL earns a percentage from each card sold
- An easy way to support the club through purchases you already make

Online Auction

- Held in November (Facebook-based)
- Each family is requested to donate an item

Swim-a-thon (Via Swim Ontario)

- Our largest fundraiser of the year
- All swimmers are expected to participate
- Each swimmer is asked to raise a minimum of \$100 in pledges
- Volunteers are needed for:
 - Timekeeping
 - Supporting swimmers
 - Organizing refreshments

Movie Fundraiser

- Held during the Christmas season
- Each family is requested to purchase a minimum number of tickets
 - Tickets may be resold or used personally
- Volunteers needed for:
 - Organizing and Ticket sales

Corporate Sponsorship

- Runs in the spring & early fall
- Families are asked to:
 - Distribute sponsorship letters
 - Secure at least one sponsor
- Helps build strong community partnerships and support

Sales Fundraiser (First Aid Kits/Chocolate/Other Items)

- Swimmers are required to sell a minimum number of cases/items
- A simple and effective way to generate funds within the community

11. Swimwear & Equipment

The cost of all swimwear, goggles, caps, and personal equipment is the responsibility of the parent/guardian.

Swimmers are encouraged to always have:

- At least one spare pair of goggles
- A backup swim cap
- A sports bag for practices and swim meets
- Ear plugs (with case)

All personal belongings should be clearly labeled with the swimmer's name.

Practice Swimwear

Any one-piece competitive-style swimsuit may be worn at practice

Swimwear should be appropriate for training and allow for full range of movement

Competition Requirements

For swim meets, swimmers are required to have:

- A TNL swim cap (silver or black with TNL logo)
- Appropriate footwear for pool deck use (flip flops, sandals, slides, etc.)

Deck & Off-Deck Expectations

For safety and hygiene reasons:

- Footwear is mandatory on the pool deck at all times, both during practices and swim meets
- Swimmers may not walk around the facility in bare feet outside of designated deck areas
- When not on deck, swimmers must wear:
 - A shirt or cover-up
 - Appropriate footwear

TNL Apparel & Team Wear (Active 1 Source for Sports)

- TNL branded clothing (hoodies, jackets, shirts, etc.) is available for purchase through Active 1 Source for Sports in New Lisheard
- Order details and seasonal apparel information at the end of this handbook (items may change throughout the season)
- When attending swim meets, swimmers are encouraged to wear:
 - A TNL-branded top when on deck
 - TNL Swim Cap (\$15 replacement)
- TNL families receive a discount on swim gear at: Active 1 Source for Sports in New Lisheard
 - Simply mention you are a TNL member at checkout
 - The store will verify membership with a registered list
 - Discount applies to eligible swim equipment purchases

Practice Checklist

Swimmers should arrive ready to train with:

- One-piece practice swimsuit
- Goggles
- Ear Plugs (with Case)
- Towel
- Water bottle (filled)
- Swim cap (if needed for hair management)
- Dry clothes for after practice
- Flip flops / sandals for pool deck (mandatory)
- Small sports bag for belongings

Optional (recommended):

- Extra goggles (backup)
- Hair ties / swim cap backup
- Light snack for after practice (especially for longer sessions)

Swim Meet Checklist

Swimmers should arrive fully prepared for a full day of racing and team activity:

Required Swim Gear

- Swimsuit (Competitive Swim suit if you choose)
- TNL swim cap x 2
- Goggles (plus spare pair strongly recommended)
- Towels (at least 2 recommended)

Clothing

- TNL team top (recommended on deck)
- Comfortable clothing for between races:
 - Hoodies / sweatpants / warm layers
- Extra dry clothes for after the meet
- Appropriate footwear (mandatory on deck)

Food & Hydration

- Large water bottle
- Healthy snacks (easy-to-digest foods such as fruit, sandwiches, granola bars)
- Lunch (for full-day meets)
- Electrolytes (optional but recommended)

Other Essentials

- Small backpack or swim bag
- Blanket or camp chair (for deck seating if needed)
- Phone or device (if allowed by family for communication)
- Any required medication (clearly labeled, if applicable- please inform coaches)
- Locker Lock on Swim bag so swimmers can use facility lockers and keep belongings safe

12. Code of Conduct & Safe Sport Policy

The Temiskaming Northern Loons Swim Club (TNL) is committed to providing a safe, respectful, inclusive, and fun environment for all swimmers, coaches, officials, and families.

TNL operates in alignment with Swimming Canada and Swim Ontario Safe Sport policies, which require all participants in sport to uphold standards of respect, safety, and integrity.

Our goal is to ensure that swimming is an experience that is:

- Fun and enjoyable
- Safe and supportive
- Focused on long-term athlete development
- Free from harassment, bullying, or intimidation of any kind

General Expectations (All Members)

All members of TNL (swimmers, parents, coaches, and volunteers) are expected to:

- Treat others with respect, fairness, and courtesy
- Support a positive team environment
- Act in a way that reflects well on themselves, the club, and the sport of swimming
- Avoid any behaviour that could bring the club or sport into disrepute
- Respect facility rules at all training and competition venues

Behaviour that disrupts training, competition, or team culture will not be tolerated.

Swimmer Code of Conduct

Behaviour Expectations

Swimmers are expected to:

- Obey all pool and facility rules
- Behave in a responsible, co-operative, and respectful manner
- Follow all coach instructions
- Support teammates and contribute positively to the training environment
- Represent TNL with pride at all practices and competitions

Swimmers must not:

- Disrupt training or interfere with other athletes
- Engage in unsafe or disrespectful behaviour
- Use language or actions that are inappropriate or harmful

Coaches will clearly communicate training expectations. Swimmers who consistently fail to meet standards of behaviour, effort, or safety may be asked to leave practice or have their participation reviewed.

Attendance & Punctuality

Swimmers are expected to:

- Be on deck 10 minutes before practice begins (or when facility unlocks doors)
- Notify coaches in advance of absences when possible (via email)

Attendance and behaviour expectations are part of continued participation in the program.

Parent & Guardian Code of Conduct

TNL strongly values parent involvement; however, it must support a positive athlete-centred environment.

Parents and guardians are expected to:

- Demonstrate respect toward coaches, board members, swimmers, officials, and other families
- Support coaching decisions and program structure
- Communicate concerns through appropriate channels
- Help maintain a positive and encouraging environment at all times

Positive Environment Standard

To protect swimmer confidence and team culture:

- Negative comments about swimmers, coaches, or other families in front of athletes or other parents are not acceptable
- Gossip, criticism, or undermining behaviour harms:
 - Athlete confidence
 - Team unity
 - Club culture and enjoyment of the sport

TNL expects all families to actively contribute to a supportive and respectful community.

Safe Sport – Harassment & Bullying Policy

TNL follows Swim Ontario and Swimming Canada definitions of harassment and bullying.

Harassment

Harassment is any behaviour that is:

- Insulting, intimidating, humiliating, offensive, or degrading
- Creates an uncomfortable or unsafe environment

Examples include:

- Offensive remarks or teasing
- Threats or verbal abuse
- Exclusion or humiliation
- Unwanted physical contact
- Any form of sexual, verbal, emotional, or physical misconduct

Bullying

Bullying is intentional, repeated behaviour that hurts, excludes, or humiliates another person, often involving a power imbalance.

Examples include:

- Name-calling or ridicule
- Social exclusion or spreading rumours
- Physical intimidation or aggression
- Online or text-based harassment

TNL has a zero tolerance approach to harassment and bullying in any form.

Swim Meet & Team Behaviour

At competitions and team events:

- Swimmers must follow coach instructions at all times
- Coaches determine event selection and race strategy
- Respect for teammates, opponents, and officials is mandatory
- Disrespectful or disruptive behaviour may result in removal from competition

Swimmers are expected to consider themselves ambassadors of TNL at all times.

Discipline Policy

TNL uses a progressive discipline approach to support learning and accountability.

Minor Incidents

1. Verbal warning from coach
2. Continued behaviour → removal from practice or activity
3. Parent notification
4. Repeated issues → suspension or further action

A meeting may be held with:

- Coach
- Parent/guardian
- Swimmer
- Executive member (if required)

Major Incidents

Serious misconduct may result in:

- Immediate suspension from training or competition
- Removal from the club
- Reporting to Swim Ontario Safe Sport authorities

Coaches maintain authority over swimmers and deck activities at all times.

Reporting Concerns & Complaints

TNL is committed to safe, respectful, and transparent communication.

Step 1: Coach Communication

Concerns should first be directed to the Head Coach via email.

Step 2: Club Executive

If unresolved, concerns may be escalated to the TNL Executive Committee.

Step 3: Safe Sport Reporting

For serious concerns involving:

- Abuse or harassment
- Athlete safety
- Discrimination
- Policy violations

Report directly to Swim Ontario Safe Sport:

<https://www.swimontario.com/sport-safety/>

TNL fully supports and complies with all Safe Sport investigations.

13. Glossary of Swimming Terms

Age Group Swimming: This is the program through which SNC provides fair and open competition for its younger members. Nationally recognized age groups are 11-12, 13-14, 15-17, and Senior. Local meets may also include events for 10&under swimmers.

Block: The starting platform

Bulkhead: A wall constructed to divide a pool into different courses, such as a 50m pool into two 25m pools.

Circle Swimming: Performed by staying to the right of the black line when swimming in a lane to enable more swimmers to swim in each lane.

DQ (Disqualified): This occurs when a swimmer has committed an infraction of some kind (e.g. one-handed touch in breaststroke). A disqualified swimmer is not eligible to receive an award, nor will there be an official time in that event.

Drill: An exercise involving a part of a stroke, used to improve technique.

False Start: Occurs when a swimmer is moving at the start prior to the signal.

Final: The championship heat of an event in which the top six or eight swimmers from the preliminaries compete for awards, depending on the number of lanes in the pool.

Finish: The final phase of the race – the touch at the end of the race.

Flags: Backstroke flags placed 5 meters from the end of the pool. They enable back stroke swimmers to execute a backstroke turn more efficiently through being able to count the number of strokes into each wall.

I.M.: Slang for individual medley, an event in which the swimmer uses all four strokes in the following order: butterfly, backstroke, breaststroke, freestyle.

Long Course or LC: a 50m long pool.

Meet: Competition designed to be a measure of progress and a learning experience. By implementing what has been learned in practice, the swimmers test themselves against the clock to see how they are progressing.

NEOR: Northeastern Ontario Region - one of 7 regions that make up Swim Ontario.

Official: A judge on the deck of the pool at a sanctioned competition who enforces Swim Canada rules.

Official Time: A time achieved in a race during a duly sanctioned competition.

Pace Clock: Large clock with a large second hand and a smaller minute hand, used to check pace or maintain intervals in practice (may also be digital).

P.B's: personal best times are what swimmers aim to achieve when they participate.

Qualifying Time: Qualifying time necessary to compete in a particular event and/or competition.

Medley Relay: An event in which 4 swimmers compete together as a team to achieve one time.

Sanctioned Meet: All competitions in which records may be set and official times may be obtained, must be sanctioned (= approved officially) by a Swim Ontario Sanctioning Officer.

Scratch: To withdraw from an event in a competition.

Short Course or SC: A 25 meter long pool in which most competitions during the winter are held.

Split: A swimmer's intermediate time in a race. Splits are registered every 50m and are used to determine if a swimmer is on a planned pace. Under certain conditions, initial splits may also be used as official times.

Streamline: The position used to gain maximum distance during a start and/or push-off from the wall in which the swimmer's body is as tight and straight as it can be.

Swim Ontario: Our provincial governing body for swimming. Swim Ontario is one of the provincial bodies that make up Swim Canada.

Time Standard: a specific time set by a governing body (like a national or provincial swimming organization) for a particular event, age, and gender.

Time Trial: A practice race which is not part of a regular competition. Time trials may be sanctioned and used to qualify for specific meets.

Touch Pad: A large sensitive board at the end of each lane where a swimmer's touch is registered and sent electronically to the timing system.

Warm-up: Low-intensity swimming used by swimmers prior to a main practice set or a race to get muscles loose and warm, and to gradually increase heart rate and respiration.

Watches: Stopwatches used to time swimmers during a competition. When totally automatic timing equipment is used, watches serve as a back-up method.

14. Active 1 Source for Sports Flyer

(Subject to change)

TNL

ORDER FORM

NAMEPH #

DESCRIPTION	QTY.	PRICE	EXTRA

☐

☐

name on sleeve \$10.00

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\$26.99

\$49.99

\$39.99

\$16.99

\$39.99

\$19.99

Deck jacket
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