



## Mississauga Aquatic Club



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## Registration Package for 2011-2012

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## From the Head Coach

Welcome to another season of Mississauga Swimming. It is with great excitement that I look forward to the coming season as it will bring great opportunities to our swimmers and families.

The Mississauga Aquatic Club is committed to bringing quality coaching at all levels that help lead to fast and fun swimming and ultimately the “success-experience”. We want all our swimmers to be rewarded for their hard work and dedication. Swimming is a sport that requires a good work ethic, persistent pursuit toward goals, and the passion about what you are doing in order to achieve.

The sport of competitive swimming is one that can last a lifetime, so try to enjoy every moment and focus on the learning process. Success will come if you work on the steps required to get there, don't focus just on the end results. Understand the correlation between hard work and achievement. Enjoy the journey!

Work on self improvement because this is what we can control. Swimmers and athletes have the ability to control what they are learning and how successful they become by staying focused on themselves not others, and listening to their coach. Do your best!

Winners don't win because they have the “will to win”; they win because they have the “will to prepare to win”. Prepare yourself for a great season and we look forward to seeing you in the fall.

Sincerely,

***Mike Rutledge***

Head Coach  
Mississauga Aquatic Club

## From the President

As incoming President, I am very excited about the opportunities ahead for the Mississauga Aquatic Club. Our specific goal is to provide your swimmer, no matter what their current level, with an opportunity to experience “success” and build confidence.

You can look forward to improvements in coaching, administration and communication to the membership in the upcoming year. As a competitive club we are setting performance goals for 2011/2012 and beyond. In addition, we are planning some great social and team building events, such as “Big Splash”, among others.

On behalf of our very dedicated volunteer Board of Directors, we invite your feedback and ask your help, to make sure your swimmer has the best possible experience.

David Hillis, President

## Registration Overview

The information that follows covers a broad spectrum and we appreciate your time and patience as you read and complete the forms. If you have questions, feel free to contact our Club Administrator, Susanne Scamurra, at [admin@mississaugaswimming.com](mailto:admin@mississaugaswimming.com) or 905-274-0043.

**Returning members are being asked to pre-register by June 21st.** (May 30 for Youth Development) The Club is expected to fill, so it's best to register in June to hold your spot for next season. If you do not register by this date, your spot will be made available to other swimmers.

The easiest way to register will be to return all forms in the envelope provided to your current coach before June 14. After June 14 please return your package directly to the office or see Susanne at the following locations:

Clarkson Pool	Wednesday June 15	4:30 to 7:30pm
UTM Pool	Tuesday June 21	5:30 to 8:30pm



Please submit all completed registration forms and payments.  
Incomplete packages will not be accepted.

New members can register anytime after June 21<sup>st</sup> (May 31<sup>st</sup> for Youth Development). The annual swim season begins in September; however we welcome additional swimmers throughout the year, space permitting. **NEW THIS YEAR- all new swimmers MUST attend a tryout and be assessed by one of our coaches.** Details are available on our website. You may also contact our Head Coach via email at [mike.rutledge@mississaugaswimming.com](mailto:mike.rutledge@mississaugaswimming.com)

For the start of the season, ALL new members will be asked to attend an Orientation session in the fall (Date TBC – Tentative date is October 16). This session includes an introduction from the Head Coach along with information regarding the Club's operation, your volunteer commitments, uniforms, billing process and major events. ALL members will be required to attend a group meeting that will include key information from your coach along with a summary of volunteer requirements, team travel and other announcements. (Date TBC- Tentative date September 17) Meeting details will be posted on the Club's website.

For the most current information regarding registration, practice times and group meetings, please refer to the Club's website at [www.mississaugaswimming.com](http://www.mississaugaswimming.com).

## Membership Has Its Privileges

Mississauga Swimming's success is largely based on volunteer support. Joining our Club includes commitment of your time throughout the season.

There are direct benefits to volunteering that include:

- ◆ Helping shape and to support your Club's future.
- ◆ Capitalizing on your experience by giving to others
- ◆ Setting a great example for your kids
- ◆ Showing your children how important their efforts are through your support to the Club
- ◆ Helping to lower costs

## MSSAC Hosted Swim Meets – It's about Racing!

Starting in 2008 Mississauga Swimming focused its membership on volunteerism for club hosted meets. MSSAC swim meets have become the Club's largest revenue generator. Maintaining the officiating levels required to host three successful major meets each year will take an army of volunteers. We also run smaller meets such as Inter-Squad, TriStar and time trials. To support these meets, all MSSAC families will be required to have at least one volunteer per family attend a Swim Ontario Official's Clinic per year (either in-house or via our Swim Ontario Central Region) and obtain accreditation (two deck sign-offs) until a minimum of four courses and accreditations are completed. This is the minimum expectation of the Club. **A fine of \$200.00 will be levied at the end of each year for noncompliance. Final decision to levy the fine or waive it will rest with the MSSAC Officials Chair.**



To validate your certification, ALL Members are asked to provide a photocopy of their Official's Card as part of Registration.

This approach will also help ensure that MSSAC adheres to Swim Ontario's new Official's Development Plan which is required for meet sanction approval. The plan below, recommended by the Ontario Swimming Officials Association, and approved by Swim Ontario, encourages clubs to promote their officials progression up the officiating "ladder", enhancing the club's ability to host and/or assist at meets. Better officiating means better meets. If we don't meet these requirements, we cannot host sanctioned meets, which would be a huge loss to our Club. The plan has been phased in over the last three competitive seasons and we're entering Year 4.

CLUBS with > 70 FAMILIES				
YEAR 1	YEAR 2	YEAR 3	YEAR 3	YEAR 3
		OPTION 1	OPTION 2	OPTION 3
3 Level II	4 Level II	5 Level II	5 Level II	7 Level II
	1 Level III	1 Level III	2 Level III	0 Level III
		2 (Alumni) Level IV/V	1 (Alumni) Level IV/V	2 (Alumni) Level IV/V

For the most up-to-date information and for more details, please visit the Membership Duties section of **our website** or refer to the Officials section of the Swim Ontario website (<http://www.swimontario.com/>).

MSSAC will offer a few in-house clinics each year however we encourage everyone to attend the clinics run by our Central Region Officials. They conduct a Saturday training session each fall and spring. These sessions provide the opportunity to train in any position and have the added benefit of interacting with volunteers from other clubs along with the senior officials from our region. These clinics will be announced a few weeks in advance on Swim Ontario's website and MSSAC's website and a notice will be sent out via our Parent Reps.

## We Need Senior Officials

Many people believe that senior officials (Levels III, IV and V) are paid, but they are not. These positions are filled by volunteers and it takes dedication spanning a few years to obtain senior officiating levels. Referees from the area are often retired swim parents and they're looking to us, the next generation, to train and support the swimmers of today. Starting eight years ago, a few MSSAC members placed emphasis on this training and did a great deal of work to build our officiating strength. Since then only a few people have expressed interest, and in one year, everyone currently trained as a senior official will be moving on as their swimmers graduate from high school. We don't want to lose the strength we have built, and we need people to begin their training.

Here is some general background regarding skills and positions:

- ◆ If you're comfortable using computer software, in particular MS Access, then processing meet entries and meet results is the job for you. These responsibilities fall under the Recorder/Scorer position.
- ◆ Do you like electronic gizmos? Then volunteer to learn how to set-up and run the electronics at UTM. It's fun! These responsibilities fall under the Chief Judge Electronics.
- ◆ Are you organized and work well under pressure? Then train to be Clerk of Course. In this role, you're on deck during warm-ups and throughout the session to accept entry changes from the coaches. No computer skills required and you get the opportunity to meet the coaches.
- ◆ Do you like to be in charge? Then Meet Manager and Referee are the jobs for you.



If you're interested, please email our Officials Chair (see our website for current contact information).

### Minimum Volunteer Support for our Meets

Competitions **require each family in The Mississauga Aquatic Club to work volunteer sessions.** Your session requirements will be posted on the Club's website approximately 3-4 weeks in advance. Sign-up is on-line via our Club's website and you will be able to select the officiating role and sessions you'd like to support. These requests are filled on a first-come, first-served basis. Those that have registered to train for senior positions will be given priority to work specific roles to ensure that their progress continues.

MSSAC hosts two large invitational meets annually: the short-course Harvest Meet in early November and long course Dr. Ralph Hicken Meet in May, both of which are held at the Etobicoke Olympium. We also run a medium-sized competition at UTM in December. The Club may also host additional meets, including those conducted on behalf of the Central Region or Swim Ontario (dependent on the results of the bidding process for such meets). These are top level competitions that **require each family in The Mississauga Aquatic Club to work volunteer sessions as listed below.** Additionally there will be a series of Novice meets held that require participating families to provide a volunteer.

The meets and dates provided below represent what we are planning as of as of May 2011. Please note that this schedule has not been finalized, and therefore the number of meets and the dates may change. The volunteer session requirements may also be adjusted once we now the counts per group in the fall. Please use this is chart as a general guideline.

Meet	Tentative Dates	Youth and Senior Development Bronze III	Bronze II	Silver II and Bronze I	Senior and Silver I	Gold I
Approximate # of Sessions						
Harvest	Nov 4,5,6	1	3	4	5	5
Tri Star	Nov 27	1				
December Invitational	Dec 16,17,18	1	1	2	3	3
Hicken	May 4,5,6	2	3	5	5-6	6

A reminder will be provided via the Parent Reps and sign-up will be posted on the Main Page of the Club's website. We encourage everyone to register as early as possible.

Families may also be required to provide food (e.g., water, pop, coffee, cheese etc.) for the officials and coaches. Details will be provided in advance via your Parent Rep.

**Those families who do not complete their officiating commitments will be levied a fee of \$50.00 per session not worked.**

## Other Volunteer Opportunities

Mississauga Swimming is a non-profit organization made up of very dedicated volunteers! Over the past few years, these exemplary people have made great strides forward. Many of these key individuals have recently retired from the Club or have already served in their current position for two years. To ensure continued success, we are asking you to join our volunteer community now. Interested individuals can donate their time, energy and expertise at every level, from helping with one social event per year to joining the Board. With a positive attitude and a willingness to lend a hand, you will have a great impact on your child's athletic environment, and love of swimming.

We have an immediate need for:

- ◆ Chaperones for team travel meets
- ◆ Food committee members (helping to supply food at the three large meets our Club hosts).
- ◆ News writers and photographers
- ◆ Support for social events such as the Inter-squad meet, Swim-A-Thon and the Awards Banquet
- ◆ Fundraising and sponsorship

If you're interesting in lending a hand, please contact Susanne, our Club Administrator ([admin@mississaugaswimming.com](mailto:admin@mississaugaswimming.com)) or any member of the Board.



## Fundraising

### Minimum Contribution

Fundraising helps make swimming more affordable for everyone. There are minimum contributions and to ensure that obligations are met, registration with MSSAC includes a levy. It's our hope that many people will raise even more than the minimum, generating well-needed funds for the Club.

Families will be required to fully participate in all Club-related fundraising activities which may include, but not be limited to, sales of products, lottery tickets, etc., from time to time during the swim season.

Your minimum fundraising obligations are listed below.

Group:	Swim-A-Thon	Lottery	Total
Gold I	\$300	\$250	\$550
Silver I	\$300	\$250	\$550
Bronze I	\$200	\$200	\$400
Senior	\$200	\$250	\$450
Silver II	\$200	\$200	\$400
Bronze II	\$200	\$150	\$350
Senior Dev	\$150	\$150	\$300
Bronze III	\$150	\$150	\$300
Youth Dev	\$100	\$100	\$200

### How to Recoup Your Contribution

#### **Swim-A-Thon**

Swim-A-Thon is the major national fundraising project in which most affiliated clubs in Canada participate. It promotes and finances amateur competitive swimming. The purpose of Swim-A-Thon is to raise money **for our Club** through swimmers' participation in a marathon swim through obtaining pledges for so much per length swum, or a pre-determined amount. Donation receipts will be provided for individual pledges of \$10 and up. Swimmer accounts will be credited for all pledges collected up to their levied amount. Swimming Canada retains an administration fee and the remainder of money raised stays with our Club.

This is a terrific fundraising opportunity for us and we look forward to increased promotion of the event this year. With respect to timing, the MSSAC Swim-a-Thon (SAT) is usually held in April with pledge forms are provided approximately 5 weeks beforehand.

## **Lottery**

Each fall year, MSSAC organizes a lottery with cash prizes. Tickets will be provided in September and the draw will take place in conjunction the TRISTAR Meet in November. You may sell your books of tickets or keep them for yourselves, entering your name on each ticket. Given that you paid for the tickets up front, the cash you receive as you sell the tickets is yours to keep. Please note that you cannot sell the tickets for more than the face value shown (\$2.00) as this is a violation of provincial licensing rules. All tickets must be returned to the Club before the TRISTAR Meet in November (details and reminders will be provided) to ensure that they are included in the draw.

## **Other Fundraising**

Based on the survey conducted in 2010-11 the Club is exploring the possibility of another fundraiser during the swim season. Further information will be provided if and when a decision is made.

## **Bingo - Optional**

The Mississauga Aquatic Club is fortunate to have a Bingo license from the City of Mississauga for the Meadowvale Bingo hall (Erin Mills Parkway & Battleford). This venue generates approximately \$10,000 each year for the Club and is supported by Team Leaders. We run approximately 24 bingos each year, with each bingo requiring 3-4 Team Leaders.

### **Who are Team Leaders?**

They are bona fide members of MSSAC that have been trained to set-up for sales, sell cards, payout prizes and complete reconciliation. They have also agreed to take on the responsibility of working two bingos each month, ensuring the bingo runs professionally and the paperwork and deposits are accurate.

### **What are Their Duties?**

The Team Leaders arrive two hours prior to the session start time to count the cards and set-up for sales. They sell cards during the Bingo session and reconcile all the payouts and earnings after the session has ended.

We appreciate the commitment these Team Leaders provide for this valuable fundraiser. If you would like to become a Team Leader, please contact Susanne, our Club Administrator.

## **Sponsorship – Optional**

If you would like information on how to sponsor MSSAC, MSDC or one of our events (meet, travel, etc) please contact our Director of Sponsorship whose contact details can be found on our website.

## Swimmer's Code of Conduct

We must ensure that all swimmers are treated with respect and that we project a positive image. Swimmers are expected to adhere to the rules listed below while participating in any Club sponsored function including meets, practices, travel to swim meets and social activities. Failure to do so will result in disciplinary action, which could include from the Club.

1. I will show respect for all athletes, parents, officials, coaches, pool staff and facilities at all times.
2. I will not use foul language.
3. I will not engage in any form of harassment against other athletes, coaches, parents or officials.
4. I will not engage in destructive gossip regarding coaches, staff, parents, athletes or officials.
5. I will not use banned substances, illegal drugs, and alcohol or tobacco products.
6. I will not break any laws.
7. I will not engage in any activities that could endanger or hinder other athletes, or cause damage to property.
8. I will not leave practice or club functions without permission from the coach, official or chaperone.
9. I will wear MSSAC team attire as described in the Uniform Policy. This includes, at minimum, the official MSSAC cap, MSSAC swimsuit and MSSAC t-shirt.
10. When travelling for meets, I will follow rules outlined by the coaches and chaperones. When the Coaches and chaperons deem behaviour unacceptable, I can be penalized, up to and including removal from the competition and being sent home at my family's expense. In extreme cases, dismissal from the Club could result. Examples of inappropriate behaviour include: promiscuity, failure to comply with the stated rules and/or curfews as set out by the coaches or chaperons, and any behaviour in violation of the criminal code.
11. Internet Web sites, such as, but not limited to Facebook.com, and mySpace.com, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading, or in poor taste toward any other student athlete (MSSAC or otherwise), coach, or volunteer.

I am aware that failure to fulfill these obligations could result in dismissal from practices and/or meets, up to and including termination of membership.

## Swimmer's Responsibilities

1. I will listen to my coach.
2. I will show respect for my coaches, team mates, parents, fans, pool staff and officials.
3. I will know my practice schedule and will be on time. This means being on deck 10 minutes before practice starts.
4. I will help with pool set-up and deck clean up as requested by my coach.
5. I will bring the required equipment to practice as outlined by my coach.
6. To avoid de-hydration, I will bring a bottle of water to practice and to meets.
7. I will maintain a healthy lifestyle, avoiding junk food and ensuring I get enough rest.
8. At swim meets, I am responsible for remembering which event/heat I am in, and will ensure that I get to that event a minimum of 5 minutes before the race begins.
9. I will have fun and promise to advise my coach or parents if this isn't the case.
10. I am representing the Mississauga Aquatic Club and will always support my team and be a positive role model.

## Parent's Code of Conduct

MSSAC is committed to providing an environment in which all individuals (athletes, coaches and families) are treated with respect, and provides a supportive environment. As a result, parents/guardians are expected to adhere to some basic guidelines which are provided below.

1. I will conduct myself at all times in a manner consistent with the values of The Mississauga Aquatic Club, which include fairness, integrity and respect. This pertains to interaction with all athletes, other parents, officials and coaches.
2. I will refrain from comments or behaviours that are disrespectful, offensive, racist, abusive or sexist.
3. I will not engage in destructive gossip regarding coaches, staff, parents, athletes or officials.
4. If I have questions or concerns with respect to my child's swim program, I should contact my child's coach directly. Any further concerns will be directed to the Head Coach. If my concern is still unresolved, I will contact the Club President.
5. I will not approach coaches or officials on the swim deck during swim meets or during practices. Instead, I will arrange to meet with coaches before or after the sessions.
6. I will ensure that my child arrives at practice on-time.
7. I will encourage a healthy lifestyle including nutritious foods and adequate sleep.
8. I will be supportive of my child and the team at all times, regardless of performance level.
9. I understand that volunteer organizations such as MSSAC depend on the energy and goodwill of parents to fulfill numerous, essential roles. When I have an issue with my parent rep, meet technical organizers or board members, I will respect that these are all volunteers working on my child's behalf. If I feel the need to take issue with any member of our "team", I will do so privately and directly with

the people involved. If resolution is not achieved, I will contact the Club President.

10. I will ensure that my swimmer understands that Internet Web sites, such as, but not limited to Facebook.com, and mySpace.com, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading, or in poor taste toward any other student athlete (MSSAC or otherwise), coach, or volunteer.
11. I will support my swimmer and the Club by volunteering my time to assist in meets, social events and fundraising activities.
12. I will also have fun!

I understand that failure to comply with these Codes may result in disciplinary action as determined by the Board of Directors, up to and including termination of membership.

## **MSSAC Privacy Policy**

PIPEDA regulates the collection, use and disclosure of personal information. Swim Ontario (the parent organization) has developed a policy on the collection, use and disclosure of personal information.

The Swim Ontario policy is available via MSSAC's website ([www.mississaugaswimming.com](http://www.mississaugaswimming.com)) or Swim Ontario's website ([www.swimontario.com](http://www.swimontario.com)). Swim Ontario has access to all personal information collected by MSSAC.

MSSAC has developed its own Privacy Policy. The section below outlines how MSSAC manages your personal information. Please review our policy that is posted on our website at [www.mississaugaswimming.com/policies/privacy\\_policy.htm](http://www.mississaugaswimming.com/policies/privacy_policy.htm)

### **What This Policy Covers**

This policy covers MSSAC's treatment of the personal information collected from you. MSSAC is responsible for the personal information collected and held. To ensure this accountability, MSSAC has developed this policy and trained those involved with MSSAC about these policies and practices.

## **Photo Policy**

In the course of the swimming season, pictures and videos may be taken to promote the Club or to use as training materials. Most common uses are advertising material, publication on our website, displays at sports shows and our Awards Banquet, and for training purposes. We love to include parents/guardians in our event pictures as you're as much a part of the Club as your children!

By joining MSSAC, you are providing permission (on behalf of your child/ward), to the Mississauga Aquatic Club to photograph and/or record your child/ward and or your child's/ward's voice, in still photographs, video and/or audio tape and to use this material, in whole or in part, through the media of television, internet, multi-media presentation, radio, or in a printed form or display for the promotion or as part of the Mississauga Aquatic Club, or to create training materials for use by the Club.

## MSSAC Disciplinary Procedures

Three Classes of Behaviour are defined to provide the guidelines for disciplinary procedures and sanctions:

### **Class 1:**

The most severe. This would essentially constitute criminal behaviour stemming from violence or theft, for example, regardless of whether incidents took place during club related activities.

#### **Possible Sanctions for Class I behaviour:**

- (a) Immediate suspension;
- (b) Suspension for the remainder of the season;
- (c) Termination

### **Class 2:**

This would constitute disruptive behaviour, having a detrimental effect on self, others (swimmers, coaches, and so on) and the Club. It might involve the use of alcohol, tobacco, marijuana or vandalism as examples. It is a violation of the Code of Conduct.

#### **Possible Sanctions for Class II behaviour:**

- (a) Termination for the rest of the swim year (if 3<sup>rd</sup> offence);
- (b) Suspension, the duration depending upon whether 2<sup>nd</sup> or 3<sup>rd</sup> offence;
- (c) Counselling and/or Treatment;
- (d) Forego a meet or series of meets;
- (e) Withdrawal of financial assistance;
- (f) Community Service

The foregoing sanctions, or combinations thereof, is dependent upon whether it is a 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> offence. Combinations will be in the discretion of the Panel and dependent upon the facts of the situation.

### **Class 3:**

This would constitute somewhat less disruptive behaviour and might involve minor vandalism, being disruptive at practices and meets, insubordination to coaches, other swimmers, chaperones or others, abusive language or behaviour, littering, continued disobedience.

#### **Possible Sanctions for Class 3 behaviour:**

- (a) Will be in the coaching staff's discretion and may include: extra laps, clean-up duties, suspension from practice, and/or suspension from meet(s)
- (b) Must be reported in writing by the coaching staff to the Head Coach;
- (c) Repeated Class 3 offenses may result in the offense being considered a Class 2 Behaviour.

### **Disciplinary Procedure for Class 1 and Class 2 Behaviour:**

1. The parent/guardian and swimmer will be immediately notified;
2. A hearing before a Disciplinary Panel with parent/guardian and swimmer being given the opportunity to be present;
3. The facts shall be presented by the Head Coach or his/her designee;
4. The majority decision of the Panel will be provided to the parent/guardian and swimmer within one week of the decision.

**Rules Governing the Disciplinary Panel:**

- A hearing panel of three will be formed no later than two weeks from incident, or knowledge of the incident;
- The panel will be chosen by the MSSAC President from the Board of Directors to maximize confidentiality;
- No panel member shall have a conflict of interest. In other words, no panel member shall be a parent or relative of the swimmer or otherwise have a special relationship with the swimmer that would raise a question of bias;
- The panel will have the discretion to implement the sanctions, or combination thereof, set out for each of the classes;
- The decision will be made by a majority of panel members;
- The panel will select one of its members to chair the proceedings;
- The chair will send the final decision to the parent/guardian and swimmer, Head Coach, and MSSAC President;
- The Head Coach may be consulted for recommendation at the discretion of the panel

During a sanction, including suspension, swimmers remain a member of MSSAC and thereby all dues and fees are still due in full from the swimmer. The swimmer cannot be reinstated until any fees and/or dues that are in arrears are paid in full. Additionally, during periods of sanction, including suspension, all volunteer session requirements remain and any missed session will be charged in accordance with the then current schedule.



## Team Travel Policy

Each season, swimmers may be required to travel out of town to competitions and/or swim camps. This may involve transportation by a car, van, coach bus or plane as well as hotel accommodations, food and restaurant meals. In some cases we mandate the team travel as a unit and in others we encourage family travel.

Any exceptions to the team's travel plans (e.g., health issues, final high school exams) must be requested in writing to the Head Coach before the cancellation deadline for each meet, so that meet entries are accurately submitted. The Head Coach, in conjunction with the Director of Travel (or committee designate) will review the request and reply directly to the family requesting the exception.

When participating in Mandatory Team Travel or Assisted Team Travel, should a swimmer leave the team accompanied by a parent/ legal guardian and has previous approval, they (parent/legal guardian) will assume immediate and full responsibility for the swimmer and thereby release the club from any liability and/or obligations related to the swimmer.

Should a swimmer violate the Code of Conduct or leave the group during a meet without any prior communication with BOTH the Chaperone and the Coach, he/she will be subject to immediate disciplinary action (as deemed appropriate by the Chaperone and Coach) as well as follow up action by the Disciplinary Committee on their return.

This is a recap of the types of out of town meets that we offer:

Mandatory Team Travel – to be eligible to participate the swimmer will travel on the bus with the team, coaches and chaperones, stay at the team hotel, eat with the team and travel home with the team.

Family Team Travel- Swimmers travel with Family but are required to stay in the team hotel. Swimmers will be entered in the meet with proof of hotel booking. MSSAC will select the hotel and block a series of rooms for our club. Parents will call the hotel directly to secure a room. Swimmers will be supervised by parent and eat with parent BUT there may be mandatory team meetings and a team meal organized. There may be variations to this from year to year based on size of the meet, location of the meet and ages of the swimmers.

Assisted Team Travel- for some meets we will offer team travel for swimmers in need. A minimum of six swimmers must request the assistance. These swimmers will travel with the coach/chaperone by rented van / air / train to the meet, stay in the team hotel, be supervised at all times by chaperone and return home with the chaperone/coach.

"Out of Town /On your Own" - Swimmers will travel with family and can stay where ever they wish. MSSAC will block rooms at a hotel for those families wanting to stay as a group.

For the 2011-12 Swim Season we are planning the following meets to be **Mandatory Team Travel**. (We have included the *tentative date* and *estimated cost* to help all families plan and budget.)

- Montreal, Quebec – Dec. TBA – B1, S1, G1 and Qualifiers (est. \$500)
- 12 and Under Celebration – London, Ontario – Jan. 8 and 9 – Bronze and Silver 12 and Unders ( this travel meet will be modified to include families – details will be emailed in the fall once London has confirmed the dates of .) (est. \$200)
- Team Champs – TBA- April 13,14 and 15 – Bronze, Silver, Senior and Gold Qualifiers (est. \$350)
- Training Camp – Dates -TBA- Gold 1 ( and possibly “ELITE”) (est. \$1500)

Other “Out of Town” Meets tentatively planned are:

Nothers – London, Ontario – November – travel with family – B2 – G Qualifiers

Easterns – Gatineau– Feb16-19 – Qualifiers-I with family/optional team travel

S.C.Provincials - TBD- late February –with family/optional team travel

Nationals (Olympic Trials) Mar 27-Apr 1-Montreal- with family (SR Nat Qualifiers)

L.C. Provincials - TBD- late June- with family/optional team travel.

AGN- Calgary-July 25-30 - Qualifiers

Estimated costs for assisted team travel meet with minimum six swimmers is \$700.00 (Easterns/ provincials) and \$800 + flight for AGN

\*\*\*As soon as Provincial locations are announced we will update this and inform all members. The usual schedule is for one to be held in the GTA and one to be held in London/Nepean/Brantford.

## Team Uniform Policy

### Mandatory Uniform at Practice

Regardless of the program, all MSSAC swimmers are expected to come to practices with the following: bathing suit, goggles and official MSSAC swim cap.

This is a list of supplies each swimmer will need:

Program	Pull Buoys	Snorkel	Kick Boards	Fins	Skipping Rope	Paddles	Band
Youth			X	X			
Bronze III	X	X	X	X	X		
Senior Dev	x		X	X		Small-Med	
Bronze II	X	X	X	X	X		
Silver II	X		X	X	X	Small	
Senior							
Bronze I	X	X	X	X	X		
Silver I	X		X	X	X	Small	
Gold I	X	X	X	X	X	Medium	X

Practice suits and training equipment may be purchased anywhere you choose.

## Mandatory Uniform at Competitions

Our team wear provider is Team Aquatic Supplies (TAS) (<https://www.team-aquatic.com/store/>). MSSAC has group discounts with TAS and in support of the agreement, all members must purchase team wear, including competition suits from TAS. Their address is 4155 Fairview St., Burlington, L7L 2A4. Hours: Monday, Tuesday, Wednesday and Friday 9:00am - 5:00pm, Thursdays 9:00am-6:00pm and Saturday 10:00am - 4:00pm. On-site visits by TAS will be arranged each swim season. **The first on-site visit is tentatively scheduled for Sept 17 at UTM.** TAS is also hosting a "Mississauga ONLY shopping night on Wednesday November 9 from 5pm to 9pm.

Provided below is an outline of the uniform requirements per group.

M=Mandatory O=Optional O ≥C+ = Optional, 'C' Times & Higher NA=Not Applicable

Program	Black Competition Suit	MSSAC Cap	BLACK High Perf. Suit	Hooded Sweat Shirt	T-shirt	Shorts	Track Suit	Back Pack	Parka
Youth	M	M	NA	O	M	M	O	O	O
Bronze III	M	M	NA	O	M	M	O	O	O
Senior Dev	M	M	NA	O	M	M	O	O	O
Bronze II	M	M	O ≥C+	O	M	O	M	M	O
Silver II	M	M	O ≥C+	O	M	O	M	M	O
Senior	M	M	O ≥C+	O	M	O	M	M	O
Bronze I	M	M	O ≥C+	O	M	O	M	M	O
Silver I	M	M	O ≥C+	O	M	O	M	M	O
Gold I	M	M	O ≥C+	O	M	O	M	M	O

High performance swimmers who qualify for the Central Regions, Junior or Senior Provincials, Eastern Canadian Championship, and or Senior Nationals have the option to purchase the official MSSAC high performance swimsuit.

Swim Ontario introduced updated swim suit regulations that are effective September 1, 2009. Please review the details posted on Swim Ontario's website ([www.swimontario.com](http://www.swimontario.com)).

Be aware that only the official suits listed by the Club in September can be worn at meets. High performance suits are BLACK, and other colour combinations, like blue and orange are not permitted.

Product information, including styles and prices, along with on-site sales dates will be provided in September. MSSAC will take into account the new regulations announced by Swim Ontario.

Please note that MSSAC will periodically review the supplier and design of the official MSSAC apparel and equipment.

## Meet Entry Process

Meets fill quickly and to ensure that your swimmer can participate, it's imperative that we enter as early as possible, and ensure that there's communication as early as possible.

Your coach will email a "Meet Confirmation" bulletin to swimmers and /or parents as soon as the meet package becomes available. Some meets are very popular and we need to send entries well ahead of the cut off date to ensure that our team is accepted. This may be as early as twelve weeks prior to the meet. Families are required to reply to their participation by the deadline provided in the email. This deadline will be approximately three weeks prior to the event. This date will be adjusted depending on the requirements of meet managers and may be earlier for travel meets. If you know that you cannot attend, email your coach as soon as possible. Don't wait until the final confirmation date. Coaches will then confirm entries to parents informing them of the events in which their swimmer(s) have been entered. Entries will be posted to the on-line Team Manager database (that is linked via the website) the following day after the posted confirmation due date. Families can view their entries and must address any issues with their coach within two days.

A detailed Meet Schedule is available on the website. Please refer to the Meet Calendar each month for updates. We often don't have information in the fall for the entire season, and we add updates as the information becomes available. If you have questions about these meets, or are unsure of which meets your swimmer will be participating, please contact your coach.

Please remember that we must submit our meet entry fees to the host club one week prior to the meet or our entire team can be rejected from the meet. We pay in advance for your swimmer to participate thus the lead time and need for the meet deposit. If your account is in arrears we can suspend your swimmer from future meets until you are able to bring your account up to date.

If your swimmer is ill or injured and the confirmation deadline has passed, you must still pay the meet entry fees.

For travel meets, you will be contacted by the Club via email to confirm participation. Travel meets are handled this way due to cost. The lead time to confirm participation in travel meets is generally further in advance so that we may finalize travel arrangements. If your account is in arrears you will be asked to bring your account current prior to a travel meet. All paperwork and travel deposits MUST be submitted and processed prior to your child being accepted on a travel team. There will be NO exceptions to this policy.

[Please be aware that advising our Club Administrator is not the correct method to confirm participation or to withdraw from a meet](#)

A few days before each meet, it's best to check the host Club's website for updates. Club's often adjust start times and may move a few events. This information will not be on Swim Canada's website, so always check the host club's site.

## Communication

Over the years we have strived to eliminate communication in paper form and instead use email and our website extensively. We ask that all members check their email a few times each week for bulletins. The most common communication updates include:

- ◆ Practice Schedule Changes
- ◆ Information and reminders about upcoming meets
- ◆ Forms and confirmation deadlines for travel meets
- ◆ Social announcements
- ◆ Officials clinics training opportunities
- ◆ Invoice details from the Club Administrator
- ◆ Updates and information from your Coach

We also ask that you visit our website often. There are frequent announcements posted on the main page of the site, and it's key that you check the meet schedule monthly to ensure that you understand what meets your child is entered in, and when applicable, to ensure that you 'cancel' by the deadline listed.

Who should you direct questions to?

Topic	Primary Contact
Swim program, your swimmer's participation in meets, your swimmer's progress	Your Coach
Social events, general Club procedures	Parent Rep
Officials training & support for MSSAC hosted meets	Officials Chair
Financial Inquiries	Club Administrator
Uniform Policy	VP Administration
Team Travel	Travel Director or Club Administrator
Code of Conduct Issues	Head Coach & Club President

The most up-to-date contact information is available on our website (see "Contact" tab.)

## Membership Terms

By registering with the Mississauga Aquatic Club you acknowledge that:

Swimming, like any sporting event, may present various elements of risk. I do hereby for and on behalf of myself, my heirs, executors, administrators, and assigns, remise, release and forever discharge The Mississauga Aquatic Club, its officers, members, representatives and agents, and their heirs, executors, administrators, successors and assignees, of and from any and all damages, losses and injuries which may be suffered or sustained by me or my son/daughter or ward in connection with practices and swim meets, and travel to/from swim meets, and all such causes or action, claims and demands are hereby waived.

Any legal action brought against the Mississauga Aquatic Club, its officers, members, representatives and agents, and their heirs, executors, administrators, successors and assignees, or against any of its affiliates such as the City of Mississauga or the University of Toronto in Mississauga, can result in immediate termination of membership.

## Program Fees

The annual fees for each program are outlined below. Note that fees do not correspond to a fixed number of hours, or practices per week/season. Some practice times will change depending on pool availability, meets, training camps and coaching availability.

Group	Swim Program Fee	Meet Fee Deposit	Swim-a-thon	Lottery	Total
Gold I	\$3060	\$1000	\$300	\$250	4610
Silver I	\$2,488	\$900	\$300	\$250	3938
Bronze I	\$1,922	\$900	\$200	\$200	3222
Senior	\$2,488	\$700	\$200	\$250	3638
Silver II	\$1,848	\$700	\$200	\$200	2948
Bronze II	\$1,410	\$500	\$200	\$150	2260
Bronze III	\$1,250	\$500	\$150	\$150	2050
Senior Dev	\$1200	\$400	\$150	\$150	1900
Youth	\$868	\$300	\$100	\$100	1368

Note:

1. This schedule does not include the mandatory MSSAC Team Uniform costs with the exception of Youth. All Youth swimmers will receive one suit. TAS will come directly to practice to fit each swimmer. Dates and details will be posted in August.
2. The meet fee deposit is an estimate based on the actual costs for the previous two years (excluding travel costs). Your swimmer's participation will determine your final cost.

### Additional Swim Ontario Fee

This year, Swim Ontario has changed the fees to vary by age. The fees (which are mandatory) are as follows:

◆ Ages 8 and Under	\$74.89
◆ Ages 9 and 10	\$94.89
◆ Ages 11-15	\$114.89
◆ Ages 16 and Over	\$134.89

This fee is based on the swimmer's age as of December 31<sup>st</sup> 2011.

### Additional Costs for Gold I

Dry land training is provided in part by your coach and professional trainers at UTM. The cost is approximately \$450.00 for the year, including parking. The parking pass is tied to the dry land fees and cannot be purchased separately. UTM offers lockers with towel service at cost of approximately \$80. These fees are paid directly to UTM at UTM and details will be provided to Gold I families as the new season approaches.

All Gold swimmers will participate in an out of town (country) training camp. Details will be presented at the September Group Meeting.

### Swim News

If you wish to subscribe to the Swim News magazine, please contact them directly.

[www.swimnews.com](http://www.swimnews.com)

## Payment Schedule

The payment forms (provided to you separately as they are customized per group) must be submitted with the registration forms. Members have the option of paying all fees in full (due October 1<sup>st</sup>) or can opt for a monthly payment schedule (see below). In the event that you choose the monthly payment plan, please date your cheques according to the schedule provided. The same dates will be used for credit card payments. All cheques and Credit Card Authorizations must be submitted with the completed registration package before your swimmer may begin in September. **Outstanding balances are not carried forward from year to year.** They must be paid in full before AUGUST 1st of each year.

We accept personal cheques (payable to the Mississauga Aquatic Club or MSSAC), Visa and MasterCard. You may also pay by debit at the Club Office. WE DO NOT ACCEPT TRAVELLERS CHEQUES. Money Orders can be used if you are paying in-full at the beginning of the year.

You may choose to pay more than the minimum per month (therefore completing the payments faster), but we ask that your account never be in arrears. Failure to pay according to the schedule could result in suspension from meets, suspension from practice or dismissal from the Club. Swimmer statements are emailed quarterly, so you will be able to track the payments and swim meet charges throughout the year.

### MSSAC offers the following discounts off swim program fees:

- 5% if all fees are paid in full by October 1, 2011.
- Family discount wherein the 2<sup>nd</sup> child receives a discount of 10% of the swim program fee and a 3<sup>rd</sup> child receives a discount of 15% of the swim program fee.

<u>Type of Remittance</u>	<u>Due Date</u>
Swim Ontario Registration Fee	September 1, 2011
Lottery Levy	September 15, 2011
Swim-a-Thon Levy	February 1, 2012
1 <sup>st</sup> Swim Program instalment	September 15, 2011
2 <sup>nd</sup> Swim Program instalment	October 15, 2011
3 <sup>rd</sup> Swim Program instalment	November 15, 2011
4 <sup>th</sup> Swim Program instalment	December 15, 2011
5 <sup>th</sup> Swim Program instalment	January 15, 2012
6 <sup>th</sup> Swim Program instalment	February 15, 2012
7 <sup>th</sup> Swim Program instalment	March 15, 2012
Any account with a balance owing plus \$200 for future meets	April 15, 2012
8 <sup>th</sup> Swim Training Camp instalment (Gold only)	April 15, 2012
Final payment for o/s amounts related to meet & travel fees	August 1, 2012

Please note that MSSAC remits the Swim Ontario Registration fee to the provincial office on behalf of all members in September.

**The Swim Ontario Registration Fee is not refundable after September 1, 2011.**



**Note that a fee of \$25.00 will be charged to your account for each payment that is returned as non-sufficient funds (NSF). This fee applies to returned cheques and rejected credit card payments.** There will be no exceptions to this policy.

Anyone who has a balance owing to the Club in excess of \$100 will be asked to remit payment to cover the balance and possibly an additional deposit. The funds requested will depend on what stage of the season we're in.

Members who fall into arrears, and do not respond to requests for payment, may have their swimmer suspended from practices and/or meets. We hope that members understand that the Club has a fiduciary responsibility to ensure that everyone is in good financial standing.

All swimmer statements are communicated via email. If you do not receive a statement by December 1, 2011, please email the office to report your correct email address.

It is your responsibility to communicate any changes in credit card information (expiry dates) and email addresses.

A fee schedule will be included in your swimmer placement package. Whether you pay by cheque or credit card it must be signed and submitted with all the registration forms. It is your responsibility to keep a copy and ensure that funds are available on the post dated payment dates.

Final statements will be mailed soon after your child's last meet in the spring. You will be required to pay your balancing owing in full by August 1, 2012.

## Resignation Policy

Any swimmer resigning from the Club must deliver written notice to the Club Office.

The Swim Ontario Registration Fee is not refundable after September 1, 2011.

Swim program fees will be credited as follows, with written request received by the Club Office 2 business days prior to the date listed:

September 30, 2010	100%
November 15, 2010	75%
January 15, 2011	40%

The balance of the Meet Fee Deposit will be applied to any balance owing. Any balance owing to you will be mailed to you. Final Statements will be emailed to you at the close of the Club's fiscal year (August 30).

## Program Schedule

### ***Start Dates***

Please be aware that the first few weeks may not follow the "regular" schedule and may include more dry land/outdoor fitness training. Expected start dates are listed below:

Week of September 12 <sup>th</sup>	Gold I, Silver I
Week of September 17 <sup>th</sup>	Senior, Silver II, Bronze I, Bronze II
Week of September 17 <sup>th</sup>	Senior Dev, Bronze III, Youth Dev

Your coach will provide an updated schedule in early September and details will be posted on the Club's website.

Group "Kick Off" Meetings will be scheduled at UTM in September.

Practices may be added, cancelled or relocated due to pool closures for maintenance and renovations.

## Program Schedule

This is a tentative schedule.

An updated schedule will be posted on the website and emailed to registered swimmers as it becomes available.

## **MSSAC PROGRAMS 2011-2012**

May 2011

\* The schedule below includes pool time only and dry land sessions will be added once determined

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Gold	AM	5:30-7:00 UTM	5:30-7:00 UTM	5:30-7:00 UTM	OFF	5:30-7:00 UTM	8:00-10:00 UTM	OFF
	PM	3:30-5:30 UTM	4:00-6:00 UTM	OFF	4:00-6:00 UTM	3:30-5:00 UTM	OFF	OFF
Senior	AM	OFF	5:30-7:00 UTM	5:30-7:00 EM	OFF	5:30-7:00 UTM	6:00-8:00 EM	OFF
	PM	3:30-5:00 UTM	5:00-6:30 MD	OFF	5:00-6:30 MD	OFF	OFF	OFF
Silver I	AM	5:30-7:00 UTM	OFF	5:30-7:00 UTM	OFF	OFF	8:00-10:00 UTM	OFF
	PM	5:30-7:00 UTM	4:00-5:30 UTM	OFF	4:00-5:30 UTM	4:00-5:30 UTM	OFF	OFF
Silver II	AM	OFF	OFF	5:30-7:00 CW	OFF	OFF	6:00-8:00 UTM	OFF
	PM	4:30-6:00 Cawthra	5:00-6:30 GF	OFF	5:00-6:30 GF	6:00-7:30 CL	OFF	OFF
Bronze I	AM	OFF	OFF	OFF	OFF	OFF	6:00-8:00 UTM	OFF
	PM	5:00-7:00 TF	5:30-7:00 UTM	4:30-6:00 CL	5:30-7:00 UTM	4:30-6:00 CL	OFF	OFF
Bronze II	AM	OFF	OFF	OFF	OFF	OFF	6:00-8:00 Cawthra	OFF
	PM	6:00-7:30 CW	6:30-8:00 GF	OFF	6:30-8:00 GF	6:00-7:30 CW	OFF	OFF
Bronze III	AM	OFF	OFF	OFF	OFF	OFF	7:00-9:00 Glenforest	OFF
	PM	OFF	5:30-7:30 HP	OFF	4:30-6:30 HP	6:00-7:30 Glenforest	OFF	OFF
Senior Dev.	AM	OFF	OFF	OFF	OFF	OFF	7:30-9:00 Clarkson	OFF
	PM	OFF	6:30-8:00 MD	OFF	6:30-8:00 MD	4:30-6:00 Cawthra	OFF	OFF



Youth North	AM	OFF	OFF	OFF	OFF	OFF	OFF	11:00-12:00 UTM(4lanes)
	PM	OFF	7:00-8:00 UTM	OFF	7:00-8:00 UTM	OFF	OFF	OFF
Youth East	AM	OFF	OFF	OFF	OFF	OFF	OFF	OFF
	PM	5:15-6:15 GF	OFF	5:15-6:15 GF	OFF	5:00-6:00 GF	OFF	OFF
Youth South	AM	OFF	OFF	OFF	OFF	OFF	OFF	OFF
	PM	OFF	4:30-5:30 HP	4:30-5:30 HP	OFF	4:30-5:30 HP	OFF	OFF
Youth West	AM	OFF	OFF	OFF	OFF	OFF	OFF	OFF
	PM	OFF	OFF	7:00-8:00 CL	OFF	7:30-8:30 CL	3:45-4:45 CL	OFF

## Forms/information that must be returned

For returning members, we ask that you [register by June 21st.](#)

For registration, please complete the forms in advance of your registration session and have them ready.

- **Photocopy of your swimmer's birth certificate or passport. (if not already submitted)**
- Membership Agreement
- Personal Health Form: Current members are asked to update their existing form which will be provided to you.
- Fee Schedule (provided to you separately) and completed cheques as applicable. (please keep a copy for your records)
- PIPEDA Consent Form
- Photocopy of your Official's Card



**Bring Separate Cheques, all payable to “MSSAC” for:**

1. September 1, 2011 – Swim Ontario Fee
2. October 1, 2011 – Lottery Tickets
3. February 1, 2012 – Swim – A – Thon

If you prefer to pay by credit card there is a one time – non- refundable payment option on the fee schedule.

Amounts are outlined in your Fee Schedule that is provided to you separately.

**Please keep a copy of your Fee Schedule for future reference.**



## Mississauga Aquatic Club (MSSAC)

### Membership Agreement 2011-2012

By signing this agreement, I acknowledge that I have received the Mississauga Aquatic Club Registration Package (posted on the website) for the swim season covering September 2011 through August 2012. **I also confirm that I have read, understand and will comply with the following:**

- Swimmer's Code of Conduct
- Swimmer's Responsibilities
- Parent's Code of Conduct
- Membership Terms
- MSSAC Privacy Policy
- Photo Policy
- Team Travel Policy
- Team Uniform Policy
- Volunteer requirements including support for officials training and swim meets (along with penalty should we not fulfill our obligation)
- Fundraising obligations
- Meet Entry Process
- Payment Schedule
- Resignation Policy

We hereby agree to support the Mississauga Aquatic Club by accepting the aforementioned policies and agreements.

_____ Please print Parent/Guardian's name	_____ Signature of Custodial Parent/Guardian	_____ Date
_____ Please print Swimmer's name	_____ Signature of Swimmer	_____ Date

Please provide swim group/program name: \_\_\_\_\_



## Mississauga Aquatic Club

### Personal Health Form

~ MSSAC fax 905-274-9987 ~

Program

(Youth)Pool Location: \_\_\_\_\_

First Name		Middle Name		Last Name	
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Date of Birth:	Day		Month		Year		Gender	Male	Female
T-shirt Size	YOUTH	YS	YM	YL	YXL	ADULT	AS	AM	AL

Height		Weight	
--------	--	--------	--

Street Address & Suite/Unit #	City	Postal Code
		ON

Home phone number (with area code)

Other Contact Information (Emergency alternate, cell, etc.)

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Provincial Health Card Number:		Version Number:	
--------------------------------	--	-----------------	--

Name of Family Doctor:		Phone Number:	
------------------------	--	---------------	--

**Please list any medical conditions/concerns regarding the swimmer's health care. This would include allergies, respiratory ailments (asthma), motion sickness, diabetes, etc**

Condition	Life Threatening?	Medication	Instructions (Please attach a separate page if required)

### Member Information (Custodial Parent or Guardian)

First Name

Last Name

Daytime phone number (with area code)

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E-Mail Address

Alternate Phone/Cell (with area code)

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### Every Care and Attention will be given To the Health and Comfort of the Swimmers.

I hereby authorize the Coach / Lifeguard responsible; to secure such medical advice and services as may be deemed necessary for the health and safety of me, or my child/ward. I agree to accept financial responsibility in excess of the benefits allowed by Provincial Health Insurance Plans:

\_\_\_\_\_  
Signature of custodial parent/guardian

\_\_\_\_\_  
Date





## **Mississauga Aquatic Club (MSSAC)**

### **Personal Information Protection & Electronics Documents Act**

#### Consent Form 2011-2012

The Mississauga Aquatic Club (MSSAC) policy with regard to the PIPEDA is was provided to me as part of the registration package and I have read and understand this policy.

I, \_\_\_\_\_, give permission to the MSSAC to enter required personal information on the SwimDirect and Swim Canada database for the purposes outlined in MSSAC's policy. I understand that I may withdraw consent at any time upon written notice to the MSSAC Privacy Officer, and my personal information will be purged from the database. Withdrawal constitutes de-registration. The member will be informed immediately upon receipt of the written notice.

Consent is given for: \_\_\_\_\_ myself

\_\_\_\_\_ under-aged child(ren) – member(s) of the above club

\_\_\_\_\_  
Please print Parent/Guardian's name

\_\_\_\_\_  
Signature of Custodial Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print Swimmer's name

\_\_\_\_\_  
Date

