



Dear MMST Family,

Welcome Back! In an effort to allow registration to run as smoothly and efficiently as possible, please use the checklist below to ensure your registration is complete. Everything you need is in this package. Read the entire package over very carefully.

PLEASE KEEP IN MIND THAT YOU WILL NOT BE ABLE TO SWIM UNLESS THESE FORMS ARE COMPLETED ONLINE AND FULL PAYMENT (OR ALL POST-DATED CHEQUES) IS RECEIVED

1. Complete the online registration.
2. Once completed, you will receive an email confirmation which will include the code of conduct document - if you do not receive an email, it means you did not complete the registration properly - please go back and ensure that all fields are filled in and that you have put in a valid email address.
3. **Carefully read** all waivers including: swimmer & parent code of conduct form, mandatory team time, Swim Ontario Consent, MMST Photo Consent.
4. **Submit the following:** non-refundable registration cheque, full payment (or 10 monthly cheques dated for the 1st of each month), non-participation fees, and signed code of conduct document. Fees/forms may be dropped off in the MMST box at the Milton Leisure Centre or mailed to:
MMST
Box 427
Milton, ON L9T 4Z1 by August 30, 2011.
*** New swimmers must include a photocopy of their Birth Certificate.**
5. Once your payment & signed code of conduct (page 3 only) have been received, you will receive a receipt via email to the main account address you have indicated. You must present this to the first practice before your child will be allowed to participate in practice. Any outstanding balance from the previous year must be paid in full before the swimmer will be allowed to return to training. There will be a charge of \$25.00 per NSF cheque.
6. All cheques are payable to **MMST** or **Milton Marlin Swim Team** (*Please see Fee schedule for details*). Cheques **must** be dated for the 1st of the month. **Families with more than one swimmer may write one combined cheque for each due date.*
 - **Registration cheque - \$200** - dated September 1, 2011
 - **Swim fees & swim meet fees** - full amount (September 1, 2011) or 10 equal payments (September 1, 2011 - June 1, 2012)
 - **2 Non-Participation Cheques:**
 - \$300 cheque dated June 1, 2012 which will only be cashed if family has not fulfilled all volunteer time commitments at the our MMST hosted meets.
 - \$100 cheque dated June 1, 2012 which will only be cashed if family has not achieved at least one Official's signoff during the season.

If you have any questions about registration do not hesitate to email registrar@miltonmarlins.ca



Welcome,

With the end of the summer just a few short weeks away, it's time to start thinking about registering your swimmers for MMST's 2011-12 Season. If you're a new swim parent, welcome to the Marlins! I hope you enjoy being a part of this team as much as I do.

I am a level 3 certified coach and a former competitive swimmer. I was Head Coach of the Ferny Hills and Districts Swim Club in Brisbane, Queensland. I was also the Queensland Head Coach for Open Water swimming and was an Australian team coach at the World Open Water Championships in 2004. Apart from my experience as a distance coach, I have coached sprinters to national and state championships, and have been involved in international development camps for FINA and delivered lectures on swimming to swimmers and coaches.

I arrived in Canada in 2005 and coached at the London Aquatic Club and Richmond Hill in my first season. The opportunity to coach in Milton came to me in the summer of 2006. This fall, I will be entering my 6th season with MMST.

Coach Laura, who joined the Coaching Team in 1994, will again be an important part of the Marlins program. Coach Garrett will be spearheading our Silver Squad. Coach Sheryl will be returning to continue her work with MMST's Novice swimmers and Coach Jonathan will continue to lead our Mini-Marlins through their initial stages of development as competitive swimmers.

We are looking forward to the start of the new season in September and it is our goal, as your coaching team, to continue to challenge our swimmers on a daily basis and help them achieve their goals.

Yours in Swimming

Jamie Brough
Head Coach

WWW.MILTONMARLINS.CA



**2011-2012 FEE
STRUCTURE**

1st Child (Highest level swimmer will be considered 1st child)

Swim Level	Registration Fee*	Swim Fees	Swim Meet Fees	Swim Total	Monthly Payments
Novice	\$200	\$1,540.00	\$150.00	\$1,890.00	\$169.00
Purple	\$200	\$1,970.00	\$450.00	\$2,620.00	\$242.00
Bronze	\$200	\$2480.00	\$450.00	\$3,130.00	\$293.00
Silver	\$200	\$3150.00	\$550.00	\$3,900.00	\$370.00
Gold	\$200	\$3550.00	\$550.00	\$4,300.00	\$410.00

2nd Child Discounted Fee Structure

Swim Level	Registration Fee*	Swim Fees (less 5%)	Swim Meet Fees	Swim Total	Monthly Payments
Novice	\$150	\$1,463.00	\$150.00	\$1,763.00	\$161.30
Purple	\$150	\$1,871.50	\$450.00	\$2,471.50	\$232.15
Bronze	\$150	\$2,356.00	\$450.00	\$2,956.00	\$280.60
Silver	\$150	\$2,992.50	\$550.00	\$3,692.50	\$354.25
Gold	\$150	\$3,372.50	\$550.00	\$4,072.50	\$392.25

3rd Child Discounted Fee Structure

Swim Level	Registration Fee*	Swim Fees (less 15%)	Swim Meet Fees	Swim Total	Monthly Payments
Novice	\$150	\$1,309.00	\$150.00	\$1,609.00	\$145.90
Purple	\$150	\$1,674.50	\$450.00	\$2,274.50	\$212.45
Bronze	\$150	\$2,108.00	\$450.00	\$2,708.00	\$255.80
Silver	\$150	\$2,677.50	\$550.00	\$3,377.50	\$322.75
Gold	\$150	\$3,017.50	\$550.00	\$3,717.50	\$356.75

****Non-refundable registration fee is due upon registering your child in order to guarantee his/her spot***

Explanation of Fees

REGISTRATION FEE

- Registration fee is a flow-through cost for Swim Ontario and insurance. Please note that Registration Fees are a set amount and are not subject to being pro-rated over the season should a swimmer join or leave the club. Should a new swimmer register during the season, the full amount of \$200 is payable before the swimmer can begin to swim.

SWIM FEES

- Swim fees - pay for coaches' salaries and pool rental. No refunds will be provided after March 15, 2012.
- Our competitive swim program (novice-gold) is a full-year commitment. Therefore, fees are due in full, but the Club provides a monthly payment plan to assist with participation. Cheques must be dated for the 1st of the month from September-June and submitted in full at the beginning of the season. A swimmer leaving the club at any point through the season will be required to pay the balance of those amounts prior to being granted a release.

SWIM MEET FEES

- This is the cost incurred at each swim meet in which the swimmer will participate in during the season. At the end of the season, a reconciliation is done - any amount remaining is refunded. Outstanding balances will be invoiced and are payable upon receipt.
- Please note, **coaches must be advised in writing prior to cut-off date** if a swimmer is not able to attend a meet. Otherwise, the cost is incurred and will be charged back to the swimmer's account.

REFUND POLICY

- Any withdrawals from the club must be submitted, **in writing**, to the Club Registrar 30 days prior to the next payment date. Only the post-dated cheques portion of the fees will be refunded upon review by the Board of Directors. There are no refunds after March 1, 2012. Swimmers will not be released to swim for another club until all accounts have been settled with MMST.

REFUND FOR MEDICAL REASON

- Refunds will be granted at the discretion of the Board upon written application to the Club Registrar, accompanied by a letter from a medical doctor, describing the nature of the illness/injury. Such requests will be considered only after such time that the swimmer has been unable to train for a minimum of 1 month (consecutively) due to medical reasons/injury.

FEE REDUCTIONS

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



NON-PARTICIPATION FEE INFORMATION

This year, we are asking for 2 non-participation cheques which will be held in trust, and will be returned (or destroyed) if all participation requirements are met.

All competitive families: (novice, purple, bronze, silver, gold) must provide the following cheque:

- \$300 cheque dated June 1, 2012 - MMST swim meets session requirements
- \$100 cheque dated June 1, 2012 - Officials' Certification

Explanation of participation requirements

MMST is hosting up to 9 competitive meets (which includes novice meets) this season. As these meets raise a significant amount of money for the club (up to \$4,000+ each meet), everyone's assistance is needed to make them successful.

Each family (**at least one parent must be present**) is required to participate in a **minimum** of 12 sessions per season for purple to gold swimmers. Novice families are required to assist at 4 sessions per season. If the family meets all their session requirements, their \$300 MMST Parent Non-Participation cheque will be returned. If not, the cheque will be cashed. **Students helping out will receive volunteer hours.** We realize this is an increase over last season, but we have our pool to host meets in and are looking to the meets as ways to raise money and

Two other events that help us raise money during the season are the Milton Women's Triathlon, being held Labour Day Weekend and the Milton Masters' Swim Meet – in March, 2011. Volunteering at either one of these events counts towards your session requirements for the season. Last season, the Club received over \$3,000 by assisting these two organizations run their events. We stand to lose these opportunities if we do not have enough volunteers this season.

Officials' Certification – Due to new rules mandated by Swim Ontario, all teams wishing to host a meet must have a certain number of officials certified at various levels. Because our swim meets bring in significant funding for our team, the Board of Directors has decided that all families must have at least one parent attend one clinic as a minimum and attempt to have two signoffs per season, until all signoffs up to Level 3 have been attained.

Please note this cheque will not be prorated. So if you attend a clinic but do not attempt two sign-offs, the cheque will be cashed. You must notify the Officials' Chairperson prior to a meet that you are attempting a sign-off. Any questions regarding this should be directed to the Officials' Chairperson, Reese Lewis at officialschair@miltonmarlins.ca.

Our choice is to not deposit any cheques, as it is the hands-on assistance we need most. Without the support of our parents, we could not host any of the meets - so get involved. Please see the Mandatory Team Time Commitment Form for more details.



SWIM-A-THON

The Swim-A-Thon is also a major fundraiser in which all swimmers from novice-gold participate. It is possible for the swimmers and team to raise a significant amount of money from the swim-a-thon. This is only possible if both swimmers and parents make a true commitment.

This annual fundraising event is usually held in the spring. The swim-a-thon is a province-wide endeavour by all teams registered with Swim Ontario. New in 2010-11 each swimmer raising a minimum pledge amount will have their account credited with a percentage of the pledges that they raised. Swimmers will be able to receive a credit to a maximum of their total swim fees including registration, swim fees, fundraising fee and meet fees incurred up to date of swim-a-thon back.

Additional information will be distributed to all swimmers in the spring, a few weeks prior to the swim-a-thon taking place.

MANDATORY UNIFORMS

The Mandatory Uniform policy will be strictly enforced, as per the coaches' request. All swimmers from Purple-Gold are required to wear the Current team t-shirt, team jacket, team warm-up pants and Official MMST swim cap at all meets. Additional optional team wear will be available at the beginning of the season.

EQUIPMENT

During the year, the coaches may find it necessary to have swimmers practice with different pieces of equipment. This may require additional purchases by the parents. If this is the case, parents will be notified via email prior to the purchase being made.

Currently, all swimmers purple-gold are required to have goggles, pull-boys, fins, hand paddles, and a water bottle at each practice. ****Swimmers not having their water bottles will not be allowed to participate in the practice.***

Novice swimmers are required to have goggles, fins, and a water bottle at each practice.

****Swimmers not having their water bottles will not be allowed to participate in the practice.***



Volunteer Positions

Meet Manager

This person organizes and runs meets hosted by the within the guidelines established by Swim Ontario. The meets are planned and scheduled together with the Head Coach to meet the Club's competitive swimming objectives. There may be one or two positions. Where there are two, it is intended that one be a more senior, experienced position, with the other being an entry meet manager position.

Club Night Meet Managers

Two people would be needed. Responsible for general meet manager functions on our monthly club meet nights. This would include organizing events and timing equipment needed.

Officials Chairperson

Organizes and conducts training sessions as per Swim Ontario (Ontario Officials Committee) guidelines; solicits member participation in officiating positions; plans and provides for adequate officials coverage at all home meets; represents the Club to the Officials Committee of Swim Ontario.

Registrar

Responsible for overseeing registration process

Registration Committee

There will be at least one volunteer at each pool to gather forms and payments and pass to treasurer for payment recording. The bulk of the work will be at the start of each session for our mini marlin swimmers.

Team Uniform Committee

Obtain, advertise, sell and distribute all clothing items that are part of team uniform. With input from coaching staff, select clothing and suit design and colour scheme. Negotiate and obtain supplies. Organize sale, ordering and distribution. Ordering includes t-shirts which are given to mini marlins to have in stock for various sessions throughout the year.

Webmaster

Responsible for updating the website during the year where appropriate.

Newsletter Editor

Coordinating information from various committees, executive board and coaching staff to prepare monthly newsletter.

Swim-A-Thon Coordinator

Ensures that the Club's annual Swim-A-Thon fund raising activities operate to its maximum revenue-generating potential by designing, communicating and directing motivational and incentive programs; ensures that Swim-A-Thon fulfills Swim Ontario's requirements.

Volunteer Coordinator (other than swim meet volunteers)

Ideally this should be two positions. One would be the yearly coordinator for all positions not related to the swim meets. This would involve contacting the families who have signed up during registration for volunteer positions and ensuring positions are assigned. This person will also pass out file folders that are updated yearly by past volunteer of the positions and distribute them to current or upcoming volunteers for that position. The folders will help with FAQ as they may contain answers from prior years.

Swim Meet Volunteer Coordinator (1 person)

Responsible for making sure positions for swim meet are filled by appropriate qualified people. This position would require working with meet manager as well as Officials Chair to ensure all positions are being filled and volunteers are achieving their necessary sign-offs. This would generally require emails and/or phone calls.

Hotel/Away Meet Co-Ordinator

Arranges transportation and accommodations for out of town meets. Shall discuss meal, room, and facilities where required with Food/Meal Planner.

Away Meet Food/Meal Planner

Arranges meal plans for away meets with nutrition and facilities in mind. This may consist of two people where one can plan and the other the scheduling of meal prep for the families.

Team Records

Makes sure records are up to date on team website as well as record board in the pool lobby.

Meet & Greet Party

Made up of a group of people who do all organization regarding party from room booking, them (if appropriate), food, decorations. Volunteer coordinator should have folders from prior year to pass on which may contain helpful information on what was spent, etc...

Santa Clause Parade Committee

Group of people who organize registration of float in parade as well as decoration of float.

Christmas Party Committee

Made up of group of people who do all organizations regarding party from room booking, theme (if appropriate), food, decorations. Volunteer coordinator should have folders from prior year to pass on which may contain helpful information on what was spent, etc...

Year-End Party Committee

Made up of group of people who do all organizations regarding party from room booking, theme (if appropriate), food, decorations. Volunteer coordinator should have folders from prior year to pass on which may contain helpful information on what was spent, etc...

Swim Ontario Liaison

This person will work with the treasurer and registrar to ensure swimmers are registered in appropriate category and all swimmers are registered with SNC and that all fees to SNC and SO have been paid. This person will make sure that all coaches are registered with SNC and SCSCCTA and all fees are paid. They shall also be well versed in policy and procedures of Swim Ontario and Swim Canada as they will be the person for coaches and/or parents who have questions. They shall also be very familiar with SO and SNC websites and where items are located.

Town Facility liaison

Responsible for booking rooms, pool rental with the town. Works with head coach to make sure pool rental is being booked and/or cancelled where appropriate. Must reconcile permits with team visa statement to make sure charges are accurate.

Club Night Prize Person

Responsible for "dollar store" type prizes for young ones especially.

MMST Swim Meet Food Coordinator

Responsible for making sure that Officials are fed throughout the meet.

MMST Swim Meet Program Coordinator

Under the direction of the meet manager, would be responsible for printing and distributing meet programs in a timely manner.

Board Positions

President

Directs the overall policies and affairs of the Club, subject to the direction of the executive board; represents the Club to the Town of Milton, Region of Halton and Swim Ontario; and to the business community in matters of public affairs.

Vice President 1 (Sponsorship)

In the absence of the President, the 1st Vice President shall assume the duties and obligations of the President. Represents the Club to the business community in matters of corporate sponsorship, fundraising for meets and other events. Responsible for follow-up to sponsors including thank you letters and/or plaques where appropriate. Shall maintain templates for letters and all materials used for obtaining sponsorship. Also responsible to make sure the appropriate sponsorship logos and advertising material is available to the appropriate people for posting on website and emails.

Vice President 2 (Communications)

In the absence of the 1st VP, the 2nd VP shall assume the duties and obligations of the 1st Vice President. Represents the Club to the local media, website communications, newsletter and/or mass team communications. This includes weekly emails or periodically to the members at large. 2nd Vice President may not necessarily be webmaster and/or produce newsletter, but will be responsible to oversee these functions.

Treasurer

Develops, implements and controls all required budgets, accounting procedures and financial reports in accordance with the law, generally accepted accounting principles and good business management practices.

Secretary

Maintains the seal of the Corporation, the official minutes book and all records, correspondence and documents of the Corporation.

Members At Large (4)

Officials Chair

Registrar

Advertising (including ads in paper, signage with Town, etc...

Awards