

CPWD 2011/2012 Workout Schedule



COMPETITIVE PROGRAMS

		AM	PM	Hrs
Senior 8.25 hrs / wk	Monday		4:15 - 5:30	1.25
	Tuesday		4:30 - 6:00	1.5
	Wednesday		4:30 - 6:00	1.5
	Thursday		4:30 - 6:00	1.5
	Friday		5:00 - 6:00	1
	Saturday	7:30 - 9:00		1.5

Intermediate 4.5 hrs / wk	Monday		5:30 - 6:30	1
	Wednesday		6:00 - 7:00	1
	Friday		6:00 - 7:00	1
	Saturday	7:30 - 9:00		1.5

Junior 3 hrs / wk	Monday		5:30 - 6:30	1
	Wednesday		6:00 - 7:00	1
	Friday		6:00 - 7:00	1

NON-COMPETITIVE PROGRAMS

Red Dragons 2.25 hrs / wk	Monday		4:30 - 5:15	0.75
	Wednesday		4:30 - 5:15	0.75
	Friday		5:00 - 5:45	0.75

Silver Dragons 1 1.5 hrs / wk	Monday		5:15 - 6:00	0.75
	Wednesday		5:15 - 6:00	0.75

Yellow Fireflies (M&W) 1 hr / wk	Monday		6:00 - 6:30	0.5
	Wednesday		6:00 - 6:30	0.5

Yellow Fireflies (T&Th) 1 hr / wk	Tuesday		5:00 - 5:30	0.5
	Thursday		5:00 - 5:30	0.5

Blue Fireflies 1 (Tues) 0.5 hrs/wk	Tuesday		5:30 - 6:00	0.5
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Blue Fireflies 2 (Wed) 0.5 hrs/wk	Wednesday		6:30 - 7:00	0.5
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Blue Fireflies 3 (Thurs) 0.5 hrs/wk	Thursday		5:30 - 6:00	0.5
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Carleton Place Water Dragons Swim Team

2011 / 2012 Registration Process



1. Complete the following four (4) forms:
 - a. CPWD Registration Form: 2011/2012 Season;
 - b. Waiver of Liability, Name and Photographic Release, Club Phonebook;
 - c. PIPEDA; and
 - d. Code of Conduct

2. Prepare cheques payable to "CPWD" according to the fee schedule for:
 - ✓ Insurance;
 - ✓ Swim Fee Payments; and
 - ✓ Volunteer Commitment Fee (Competitive swimmers only)

3. Submit package to Registrar.
This can be done in person or by mail to:

Karen Jensen
CPWD Registrar
88 Crampton Drive
Carleton Place, ON K7C 4P7

4. **The Registrar will begin the Swim Ontario registration process in late August. In early September you will receive an email generated by Swim Ontario. *[If you have do not receive an email from Swim Ontario by Tuesday, September 6th, please contact the Registrar (registrar@cpwd.ca)].* When you receive this email, you will be required to follow a link and go online and complete the Swim Ontario registration process. You must complete this process or the Registrar will not be able to complete your registration and the swimmer will not be able to swim!**

5. Once your completed package has been received, and the required steps have been completed to register with Swim Ontario then (and only then) will your swimmer be considered fully registered and eligible to start swimming.

SPACE IS LIMITED:

CPWD limits the size of groups and as such, returning swimmers **must** have all forms and payment to the Registrar on or before **July 31st** to guarantee them a spot in the upcoming swim season. Registration will be open to the general public on August 1st and returning swimmers will no longer be guaranteed a spot.

Don't forget to sign up for volunteer commitments in the fall. If you have a specific interest you can send your request to president@cpwd.ca at anytime (the requests will be filled on a first come, first serve basis!)

Looking forward to seeing everyone back in the pool!

Karen Jensen
CPWD Registrar
registrar@cpwd.ca
613-875-CPWD (2793)

**Carleton Place Water Dragons
Registration Form: 2011/2012 Season**



Swimmer Group:
(please check one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Senior | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Junior |
| <input type="checkbox"/> Red Dragon | <input type="checkbox"/> Silver Dragons | |
| <input type="checkbox"/> Yellow Fireflies (M&W) | <input type="checkbox"/> Yellow Fireflies (T&Th) | |
| <input type="checkbox"/> Blue Fireflies (Tues) | <input type="checkbox"/> Blue Fireflies (Wed) | <input type="checkbox"/> Blue Fireflies Thurs) |

Swimmer Information:

Last Name: _____ First Name: _____
Street: _____ City/Province: _____ Postal Code: _____
Home Phone #: _____ DOB: _____ Gender: Male Female

Parent/Guardian Information:

Mother: _____ Address: (if different from swimmer) _____ _____	Father: _____ Address: (if different from swimmer) _____ _____
Home Phone#: _____	Home Phone #: _____
Work Phone#: _____	Work Phone #: _____
Cell Phone #: _____	Cell Phone #: _____
Email address: _____	Email address: _____
Email address for <i>Swim Ontario</i> registration process: _____	

Medical Information:

Health Card #: _____
Family Doctor: _____ Phone #: _____
Family Dentist: _____ Phone #: _____

Medical Information:

Allergies: _____
Does your child require medication? yes no
If yes, please indicate the type and dosage required: _____

I, _____ authorize the person bearing this letter, to act in my stead, in the eventuality that my child or charge should require medical treatment. The child shall be transported to the nearest possible hospital or treatment centre and the bearer of this letter shall have signing authority for any treatment.

Signature of Parent/ Guardian _____ Date: _____



Waiver of Liability

Please read the following attentively. If any swimmer is too young to comprehend, it relies on the parent to explain and sign for them.

While swimming, training or otherwise participating with the Carleton Place Water Dragons (CPWD), I agree to release, save harmless and indemnify the aforesaid club, its officers, directors, employees, contractors, volunteers and guests from and against all claims, actions, costs, expenses and demands in respect to injury, death, loss or damage to my person or property, wheresoever and howsoever caused, arising out of or in connection with my taking part in any club activity, notwithstanding that the same may have contributed to or occasioned by any act or failure to act of the Carleton Place Water Dragons, its officers, directors, employees, contractors, volunteers and guests. I further agree and acknowledge that:

1. I am aware of the risks of participating in any swimming or training activity;
2. I assume the risks and waive notice of all conditions, dangers or otherwise, in or about the swimming and swim training activities;
3. I further acknowledge that this release shall bind my heirs, executors and administrators and assigns; I have read this release and understand it.

Signature of swimmer/guardian: _____

Date: _____

Name and Photographic Release

In an effort to promote the Carleton Place Water Dragons ("CPWD") Swim Team, I hereby give permission to CPWD to use _____'s ("Swimmer") photographic likeness in all forms and media for use on the CPWD website, in the CPWD newsletter, community newspaper, promotional posters, brochures and flyers. Such use of the Swimmer's photographic likeness is for the sole purpose of advertising, promoting and supporting the activities of the CPWD Swim Team.

I hereby also give permission to CPWD to track and maintain Swimmer's name along with Swimmer's events and results on the password protected part of the CPWD website.

If swimmer is under the age of 18, this release must be signed by the parent/legal guardian.

Signature of swimmer/guardian: _____

Date: _____

Club Phonebook

Do you wish to have your contact information published in the CPWD Club Phonebook? Yes No

If yes, what information may we publish (*check all that apply*):

- | | |
|--|--|
| <input type="checkbox"/> Swimmer's name | <input type="checkbox"/> Parent(s) name |
| <input type="checkbox"/> Swimmer's home phone number | <input type="checkbox"/> Parent(s) home phone number (if different from swimmer) |
| <input type="checkbox"/> Swimmer's cell phone number | <input type="checkbox"/> Parent(s) cell phone number |
| <input type="checkbox"/> Swimmer's email address | <input type="checkbox"/> Parent(s) email address |



Policy On Personal Information Protection & Electronic Documents Act (PIPEDA)

Regulation. As of January 1, 2004, the federal government is enforcing PIPEDA (Personal Information Protection & Electronic Documents Act). The Act regulates the collection, use and disclosure of personal information.

Swim Ontario, in essence, is asking its members to allow personal information such as name, address, date of birth, email addresses, telephone numbers, etc., on their families to be entered electronically on a nation-wide database. Hard copy lists are also on file at the Swim Ontario office. They are kept in a secure location to which no one other than the Swim Ontario staff has access. The Executive Director is the appointed designate for overseeing the data collection process and is ultimately accountable for compliance with this policy.

Purpose of Information Collection. This information is necessary to allow our athletes to train and compete in age appropriate environment, and to have personal information on hand when direct contact is necessary. The latter applies to volunteers and coaches. Swim Ontario also collects donor information for Swim-A-Thon tax receipt purposes.

Security & Safeguards. The database (Metasport Systems/SwimDirect) is secure, and personal information is not accessible to the general public (see Appendix A). Each club's registrar has access to the database only as it pertains to club members. Swim Ontario, as the parent organization, can access personal information on all its registered members. Swimming Canada uses the database to determine total registration numbers, rankings, as well as meet results, for the entire country. Passwords are mandatory for all identified groups to access required information.

Limited Use of Information. Personal information is not divulged to anyone without prior permission from the family. Occasionally, Swim Ontario provides family mailing addresses only to a bonded mailing house for the purpose of distributing specific information directly to the athlete's homes. Swimming Canada also accesses the information for statistical and tracking purposes. Meet managers need name and date of birth (DOB) for swimmers entering competitions. Names, ages, and event results are published electronically as well as in hard copy format after the conclusion of competitions. Other personal information is not made available at any time without prior contact with the coach or the parents/guardians of under-aged swimmers.

Consent & Withdrawal Thereof. Swim Ontario requires consent from each family to continue with this practice. Each club registrar should keep a signed consent form (see attached) on file for each registered member (athletes, volunteers, coaches, etc.) until such time at which a member wishes to withdraw consent or leaves the organization. **Withdrawal of consent for the use of personal information must be received immediately in writing by the Executive Director of Swim Ontario.** Personal information is kept on file for the duration of a member's participation in Swim Ontario programmes. At the end of each season (August 31), the data is archived and will only be re-activated for those members who re-register with the association. After six (6) years, all outdated information will be purged entirely from the SwimDirect database. Hard copy lists are kept at the Swim Ontario office for a period of no more than two years, after which time they are destroyed.

Individual Access. Swim Ontario will be happy to provide registered individuals with personal data as it appears on the SwimDirect database within 30 days of receipt of a written request.

Complaints. Complaints are to be directed to the Executive Director of Swim Ontario who will attempt to remedy each situation as it arises expeditiously and in strict confidence.

Appendix A

Security of Data (as per Metasport/SwimDirect Systems)

- Clubs must provide Provincial Section with an officially signed user id request form. There is one registrar per club authorized to use account/password combination.
- All user id's are either expired or deleted on Aug 31 each year at the Provincial Section Office's (PSO) discretion.
- SWIMON has chosen to remove a Club's affiliation until it has settled all outstanding invoices and fees, and has paid the upcoming season's club fee. The club cannot access its data until the club affiliation is valid.
- The registration site is available only through PSO websites.
- No meta-tags have been used in the HTML to facilitate search engine access.
- SecureIS Web site protection software from eEye Digital Security has prohibited unauthorized access. The site has avoided all "hacking" since its inception.
- Website encryption will be added this year using a 128 bit encryption certificate. This will provide a foundation for financial transaction support, if that is required.
- Site resides behind a router/firewall which only permits access to the web server via restricted ports. Although port 80, the public http protocol port, is open other ports are locked down to prevent "backdoor" access.
- The database server on which the data resides, has no external (internet/web) exposure. It is not visible to the outside world and is only accessed via an internal onsite LAN or from the web/appserver. The IP associated with this server is within the range of private IP's – not addressable outside an internal LAN.

Personal Information Protection & Electronic Documents Act Consent Form

I, _____, give permission to the *Carleton Place Water Dragons* to enter required information on the SwimDirect database for the purposes outlined in Swim Ontario's policy, which I have read. I understand that I may withdraw consent at any time upon written notice to the Swim Ontario Executive Director, and my personal information will be purged from the database. Withdrawal constitutes de-registration. The club will be informed immediately upon receipt of the written notice.

Consent is given for _____ myself **or** _____ under-aged child(ren) – members of the above club

Name _____ Daytime telephone (_____) _____ email address _____

Signature _____ Date _____

This form is to be kept on file by the above club until such time when consent is withdrawn or the person/family ceases to be a member of Swim Ontario. When transferring to another club in Ontario, a new consent form must be completed and filed with the accepting club. "Unattached" persons are to send this form directly to the Swim Ontario office.



Carleton Place Water Dragons Code of Conduct

The goal of the Carleton Place Water Dragons Swim Club is to promote, foster, and teach the sport of swimming and to provide the opportunity for our members to achieve the highest level of performance based on their inherent abilities. In addition, our goal is to encourage personal growth, friendship and sportsmanlike behaviour.

This Code of Conduct is intended to allow all swimmers to achieve their highest potential and to ensure an enjoyable, safe and secure experience. It applies to all Water Dragon swimmers and parents at practices, team functions and swim meets, including travel, hotel stays and billeting.

Swimmers and their parents are required to sign the Code of Conduct at registration to demonstrate their understanding of the document and their commitment to adhere to it. Coaches abide by the Canadian Swim Coaches and Teachers Association (CSCTA) Code of Professional Conduct. A copy is available on-line at www.cscsa.org.

Swimmers and parents will:

- Act in a sportsmanlike manner and treat fellow athletes, coaches, officials, pool staff and members of the public with courtesy and respect.
- Treat team members with care and respect.
- Be inclusive, supportive and encouraging.
- Show good manners.
- Respect others' personal belongings.
- Express their ideas and opinions respectfully.
- Refrain from engaging or listening to criticism about others.

In addition:

- Swimmers are expected to abstain from drinking or carrying alcoholic beverages, will not smoke and will not use drugs other than those prescribed by a physician.
- Parents are responsible for their child's actions and welfare while the child is attending meets.
- Courteous and quiet behaviour is expected during hotel stays. Rooms should be kept tidy and left in the same condition as they were when you arrived. Hotel room doors are to be left open when there is no adult supervision.
- The head coach will set curfews for out of town meets. Curfews are to be respected in order to allow teammates to rest and sleep undisturbed.

Any violation of the Code of Conduct should be brought to the attention of the Head Coach or the Club President.

Swimmer's Declaration: I have read and understand the Code of Conduct and I agree to adhere to it.

Swimmer's Name (Please Print)

Swimmer's Signature

Date

Parent/Guardian Declaration: I have read and understand the Code of Conduct, have discussed it with my child, and agree to adhere to it.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

CPWD NEEDS OFFICIALS!!

Our swimmers would **not** be able to compete without the many volunteer officials who work the meets throughout the year. It is our **obligation** as parents to learn various official positions and to volunteer at these swim meets. EOSA (Eastern Ontario Swimming Association) and OSOA (Ontario Swimming Officials Association) are watching us...

Below is the “bottom to top” pathway for officials:

Ontario Swimming Official Association (OSOA)—UP THE LADDER

Level	Related Roles	Minimum Age Requirement
I (Red)*	Timer, Marshal, Safety Marshal	14
II (White)*	Stroke & Turn, Head Lane Timer, Clerk of Course, Chief Timer, Chief Finish Judge, Chief Judge Electronics, Meet Manager, Recorder/Scorer, Starter	16
III (Orange)	1. certified Level II 2. have attended all of the Level II clinics 3. but only need be certified in any 3	
IV (Green)	Meet Referee (obtained after pre-set requirements involving level III work during meets, presenting clinics, etc.)	
V (Blue)	Must be successfully evaluated as Referee or Referee and Starter	

*** You are qualified if you are certified in any one of the roles**

Requirements below are the minimum our club needs to obtain a Sanction:

Option 1	Option 2	Option 3
5 Level II	5 Level II	7 Level II
1 Level III	2 Level III	1 Level III
2 Level IV/V	1 Level IV/V	2 Level IV/V

- **Clinics can be taken on line: <http://osoa.ca/education/login/index.php> or at various Ottawa locations during the year, or at our “home” pool.**
- **ONLINE CLINICS GENERALLY ONLY REQUIRE 30 - 40 MINUTES TO COMPLETE.**
- **Please contact our Club Officials Chair (COC) for information about these clinics: officials@cpwd.ca**