



## **ONTARIO SWIMMING ACADEMY Athlete Registration Agreement and Consent**

1. The OSA shall to its best efforts adhere to all the timelines listed below.

**Term:** This Agreement shall be effective from December 14, 2016, until August 31, 2017, unless terminated sooner pursuant to the Section titled **Evaluation & Continued Qualification** of this Agreement.

### **The Ontario Swimming Academy (OSA) shall:**

1. Plan and manage training programs, coaching and competitive activities for the ongoing development of OSA Athletes in accordance with the approved budget and both Swim Ontario and our Performance Partners' Policies and Procedures.
2. Test and monitor each athlete's performance and improvement as applicable to make informed programming or coaching decisions.
3. Provide a formal review of the Athlete's progress and training program on a twice yearly basis.
4. Swim Ontario will provide athlete testing and performance data as requested by our performance partners.
5. Assist the Athlete in obtaining Sport Science/Sport Medicine services, when applicable, in accordance with the approved budget and both Swim Ontario and our Performance Partners' Policies and Procedures
6. When and where applicable by Swim Ontario, subsidize athletes participating in selected OSA training and competitive activities in accordance with the approved budget and Swim Ontario Policies and Procedures.
7. Provide information on athlete funding programs and opportunities in accordance with Swim Ontario Policies and Procedures.

**Registrants of the Ontario Swimming Academy (OSA) shall:**

1. *Obey the provincial law, the federal law, AND the laws of the country you are visiting during OSA programming.*
2. *Never use performance enhancing substances or methods banned by the World Anti-Doping Agency (WADA) or Canadian Centre for Ethics in Sport (CCES).*
3. *Obey all Swim Ontario policies and procedures including the Swim Ontario Comprehensive Code of Ethics and Conduct.*
4. *No drinking alcohol, no carrying alcoholic beverages, no smoking or chewing tobacco, no carrying or using any social recreational drugs.*
5. *Behave morally, dress respectably, and do not use profane language.*
6. *Act in a manner that brings credit your family, your home club, Swim Ontario, The OSA, and yourself.*
7. *Including the appropriate and responsible use of Social Media and electronic communication as outlined in the **OSA Social Media Use Policy**. (page 9 of this document)*
8. *Show respect for and co-operate with Swim Ontario management, pool management and staff, OSA staff, and all fellow competitors.*
9. *Use OSA gear and equipment as directed by OSA/Swim Ontario staff and service providers.*
10. *Each FULL-TIME OSA athlete will be responsible for payment of the yearly OSA program fee of \$3000.00 for the 2016-17 swim season.*
11. *This program fee is a yearly training fee applied to all full-time Ontario Swim Academy swimmers regardless of their level of participation throughout the season.*

**Swim Ontario reserves the right to amend this document as it deems necessary. Any future changes will be discussed and delineated with the OSA registrants.**



## **OSA ATHLETE RULES**

As a representative of the Ontario Swimming Academy (OSA), a Swim Ontario member swim club and a representative of the province of Ontario, you inherit not only the pride of being associated with the most successful Olympic medal winning sports organization in Canada, you inherit the responsibility for continuing the tradition of world class achievement. The OSA Code of Conduct exists to insure that whenever swimmers represent the province of Ontario, and the OSA they are world class both on and off the deck, at home or away. The Code is in effect for ALL OSA activities, including practice, competition, and any other Swim Ontario sponsored events or activities to which you are invited or to which your presence is requested.

ANY ATHLETE(S) BREAKING THE CODE MAY BE REMOVED FROM THE ONTARIO SWIMMING ACADEMY. (OSA) FURTHER CONSEQUENCES MAY BE INSTITUTED BY SWIM ONTARIO AND MAY INCLUDE:

1. *SUSPENSION FROM FURTHER SWIM ONTARIO INITIATIVES INCLUDING TEAM ONTARIO TEAM ACTIVITIES.*

### **As an athlete, you are responsible for:**

- Observing and following the OSA Code of Conduct
- Complying with the OSA Social Media Policy.
- Displaying a commitment to excellence and maintaining a positive attitude.
- Being pro-active in your communication with OSA staff and Sport Science/Sport Medicine Service providers and finding out what is expected of you.
- Co-operating with all OSA staff and service providers in an atmosphere of trust and mutual respect.
- Respecting others, and their needs for a safe productive training environment.
- Being punctual for all team meetings, transportation to and from the event, workouts or meet warm-ups.
- Wearing OSA team apparel, when requested.
- Wearing home club apparel when requested
- Having all training and racing equipment prepared and ready for use.
- Keeping your training spaces and athlete training room clean and orderly.

**SWIM ONTARIO IS AWARE THAT THE ABOVE CONDITIONS MAY INFRINGE ON SOME OF THE ATHLETES' LEGAL FREEDOMS. HOWEVER, THIS IS NOT ABOUT INDIVIDUAL FREEDOMS, IT IS ABOUT DOING EVERYTHING IN YOUR POWER TO HELP YOU AND YOUR TEAMMATES PERFORM AT THE HIGHEST POSSIBLE LEVELS.**



## Evaluation & Continued Qualification

All athletes in Ontario are welcome to express an interest in and to apply to train at the OSA.

Consideration times for the OSA will be published annually but achieving these standards does not guarantee entry into the OSA.

The parameters on which athletes come into the OSA will be set by The OSA Head Coach in consultation with the Swim Ontario Performance Programs Manager, and will form an Individual Performance Plan.

Each athlete (+ parent if under 18) is to attend an individual meeting with the OSA Head Coach and Swim Ontario Performance Programs Manager before an offer of a place in the OSA will be confirmed by Swim Ontario.

Athletes must sign the OSA Athlete Registration Agreement and OSA Code of Conduct before commencing training on a full time basis with the OSA.

Athlete evaluations will be completed twice per season by the OSA Head Coach with input from support staff. This will be based on competition performance relative to age, training attendance/performance, attitude and self-management. The first review will take place in April following 'Trials' and the second will be following the last meet of the season (specific to each athlete).

Any swimmer who does not meet the training requirements, as outlined in their Individual Performance Plan, will have to meet with the Head Coach and be given ten days to remedy the situation to the satisfaction of the OSA Head Coach.

If the swimmer has not remedied the situation within the ten day period the Head Coach will notify the Swim Ontario Performance Programs Manager and a letter will be sent to the swimmers parents to meet with OSA staff.

The swimmer will be given a further 10 days to remedy the situation to the satisfaction of OSA staff.

If the swimmer does not remedy the situation, to the satisfaction of OSA staff, the swimmer will be dismissed from the OSA.

Any swimmer who is dismissed from the OSA will be eligible for (re) Nomination and (re) Selection, providing they meet the performance criteria, after a period of eight months.

*Qualifying standards for athletes who change age groups during the season will be handled on a case by case basis with a finite amount of time given to meet any required standards.*



**ONTARIO SWIMMING ACADEMY AGREEMENT AND CONSENT FORM**

**I have carefully read the Ontario Swimming Academy Code of Conduct and Ethics, understand it, and agree to abide by it.** I also agree to abide by all swim Ontario bylaws, policies and procedures, including the Swim Ontario Comprehensive Code of Conduct.

**If I break the OSA Code of Conduct, the Swim Ontario Comprehensive Code of Conduct and Ethics, Swim Ontario, Policies or Procedures, I may be subject to disciplinary action by Swim Ontario, pending a further review by the Swim Ontario, which may include dismissal from the OSA.**

Participant's Name \_\_\_\_\_ (please print)

Event \_\_\_\_\_

Participant's Signature or  
Guardian's Signature (if under 18 yrs of age) \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**ANYONE NOT AGREEING WITH ANY PART OF THIS CODE MAY REFUSE TO SIGN THIS AGREEMENT AND WILL BE EXCLUDED FROM PARTICIPATING IN THE ONTARIO SWIMMING ACADEMY.**



**OSA PROGRAM PARTICIPANT RELEASE FORM**

In consideration of my selection to and becoming a member of the \_\_\_\_\_  
\_\_\_\_\_ I do hereby for and on behalf of myself, my heirs, executors,  
administrators, and assigns, remise, release and forever discharge Swim Ontario, its officers,  
members, representatives and agents, and their heirs, executors, administrators, successors and  
assigns, of and from any and all damages, losses and injuries which may be suffered or sustained  
by me in connection with The Ontario Swimming Academy, and my association and  
participation therewith, including my travelling to and returning from OSA activities, and  
all such causes or action, claims and demands are hereby waived.

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**Regardless of Age,  
All OSA Program Members Must Complete and Sign This Section.**

Team Member (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Age \_\_\_\_\_ Email \_\_\_\_\_

Twitter \_\_\_\_\_

Swimmer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If swimmer is under 18 years of age)



**REGISTRTION & MEDICAL INFORMATION FORM**

Swimmer \_\_\_\_\_ Male / Female  
(First name) (Last name) (circle)

Birth Date: (DD/MM/YYYY) \_\_\_\_\_

Heath Insurance # \_\_\_\_\_

Present Address \_\_\_\_\_  
(Street) (Apt. #)

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Parent/Guardian tel. (\_\_\_\_) \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Home Club \_\_\_\_\_

Home Coach \_\_\_\_\_ tel. (\_\_\_\_) \_\_\_\_\_

Allergies or other Medical issues \_\_\_\_\_  
\_\_\_\_\_

Prescribed Medication (swimmer is responsible to administer correct dosage):

1- \_\_\_\_\_ 2 \_\_\_\_\_

List any dietary restrictions \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Information

Phone: Daytime \_\_\_\_\_ Night time \_\_\_\_\_

Relationship \_\_\_\_\_

I, \_\_\_\_\_, the parent/guardian of the above named swimmer give permission for him/her to receive emergency medical treatment, should this become necessary.

Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_





**Photograph/Video Consent Form**

In consideration of my engagement as a registrant of Swim Ontario, and for other good valuable consideration herein acknowledge as received, I hereby grant to Swim Ontario – its staff, Board Representatives, and those acting with its authority and permission, the irrevocable and unrestricted right and permission to take, copyright in their own name and otherwise, and use, reuse, and publish pictures of me in all artwork or media used in promotion, editorial, trade, advertising, Broadcast/live streaming of events, website display, social media, or for any other purpose whatsoever. I also consent to the use of any published matter in conjunction therewith.

I hereby release, discharge and agree to save harmless Swim Ontario – its staff, Board Representatives, and those acting with its authority and permission, from any liability of distortion or altered use that may occur or be produced in the taking of said picture(s), video, or in any subsequent procession thereof, including without limitation any claims for libel or invasion of privacy.

I hereby warrant that I am of full age or have a Parent/Guardian to rightly contract my own name. I have read the above authorization, release and agreement, and I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNED: Parent/Guardian: \_\_\_\_\_

SIGNED: Participant (if 18 years of age or older: \_\_\_\_\_

WITNESS: \_\_\_\_\_



## ONTARIO SWIMMING ACADEMY SOCIAL MEDIA USE POLICY

### Definitions

1. The following terms have these meanings in this Policy:
  - a) *“Social media”* – The catch-all term that is applied broadly to new computer-mediated communication media including, but not limited to, blogs, YouTube, Facebook, Instagram, Snapchat and Twitter.
  - b) *“Swim Ontario branded social media”* – Official social media engagement by Swim Ontario or The Ontario Swimming Academy, including Swim Ontario’s Facebook page(s), Twitter feed, photo sharing accounts, YouTube channels, blogs, or other social media engagement; both those that exist currently and those that will be created by Swim Ontario in the future.
  - c) *“OSA Representative”* – All individuals employed by, or engaged in activities on behalf of, Swim Ontario or the Ontario Swimming Academy Representatives include, but are not limited to, staff, administrators, coaches and service providers and OSA athletes.

### Purpose

2. Swim Ontario encourages the use of social media by its OSA Representatives to enhance effective internal communication, build the Swim Ontario and OSA brands, and interact with other Swim Ontario members and registrants. Since there is so much ambiguity in the use of social media, Swim Ontario has created this policy to set boundaries and standards for OSA Representatives’ social media use.

### Application of this Policy

3. This Policy applies to all OSA Representatives.

### OSA Representatives’ Responsibilities

4. OSA Representatives will not:
  - a) Use social media for the purpose of fraud or any other activity that contravenes the laws of Canada, Swim Ontario’s *Comprehensive Code of Conduct*, or any other applicable jurisdiction
  - b) Impersonate any other person or misrepresent their identity, role, or position with Swim Ontario

- c) Upload, post, email, or otherwise transmit:
  - i. Any content that is offensive, obscene, unlawful, threatening, abusive, harassing, defamatory, hateful, invasive or another person's privacy, or otherwise objectionable
  - ii. Any material which is designed to cause annoyance, inconvenience, or needless anxiety to others
  - iii. Any material that infringes on the patent, trademark, trade secrets, copyright, or other proprietary right of any other party.
- 5. OSA Representatives shall refrain from discussing matters related to OSA or its operations on OSA Representatives' personal social media. Instead, matters related to The OSA or Swim Ontario or its operations should be handled through more official communication channels (like email) or through Swim Ontario-branded social media.
- 6. OSA Representatives shall use their best judgment to respond to controversial or negative content posted by other people on social media. Anything controversial or negative posted on Swim Ontario branded social media shall be removed promptly.
- 7. OSA Representatives shall use an appropriate writing style.

#### **Swim Ontario and the Ontario Swimming Academy's Responsibilities**

- 8. Swim Ontario/OSA will:
  - a) Ensure that Representatives only use social media in a positive manner when connecting with others
  - b) Properly vet and understand each social medium before directing Representatives to engage with, or create, Swim Ontario-branded social media
  - c) Host expert training sessions on the topic of social media; in the event that the social media engagement directed by Swim Ontario is unclear or not fully understood
  - d) Ensure that Representatives balance personal and professional information posted via social media and inform Representatives that a balance is necessary and positive
  - e) Monitor Representatives' use of social media

#### **Enforcement**

- 9. Failure to adhere to this Policy may permit discipline in accordance with Swim Ontario's *Discipline procedures* legal recourse, or termination of employment/participation in the Ontario Swimming Academy.