



# **Red Deer Catalina Swim Club**

## **PARENT HANDBOOK**

**2023 - 2024**

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## RDCSC Vision Statement

Swimmers achieve success and incorporate teamwork, citizenship, fitness, and discipline into their lives.

## RDCSC Mission Statement

To provide opportunity and support for competitive swimmers in the Red Deer area for their pursuit of personal excellence.

## RDCSC Core Values

1. *Respect and Responsibility:* For yourself and others.
2. *Courage:* To get involved.
3. *Initiative and Drive:* To work towards your dream.
4. *Confidence:* To turn your dreams into reality.
5. *Accountability:* For your actions.
6. *Teamwork:* Trust in others, camaraderie, and enjoyment of swimming.
7. *Fun:* Make your commitment to your swim experience fun.
8. *Challenge:* Yourselves to continue to learn and grow.

## Contact Information

Our office is located at: #2, 4810 – 50<sup>th</sup> Avenue, Red Deer, Alberta T4N 4A3

Phone: 403-347-7946 (SWIM)

Haley Bennett, Head Coach: [headcoachhaley@gmail.com](mailto:headcoachhaley@gmail.com)

Assessments & Registration: [registrar@reddeercatalina.ca](mailto:registrar@reddeercatalina.ca)

Office & Accounts: [office@reddeercatalina.ca](mailto:office@reddeercatalina.ca)

Email addresses for Coaches, Board of Directors and Officers, Committees, Coordinators and the Club's Office Administrator are posted on the Club website.

## Club Communication

Red Deer Catalina Swim Club (the “Club”) will primarily send information to the membership via email. This will include emails from administrators and the Board of Directors (the “Board”) about your account, Club and squad events, bingo and volunteer position sign-ups and other important information. It will also include emails from coaches with information about training schedules, meets, Club and squad events and other swimming information. **It is up to each member to ensure that they are checking their emails regularly and that all their contact information is up to date on their Team Unify account.**

Communication with the coaches may be done by email, but please recognize that the coaches may not reply to emails over weekends, during practice times and during meets. Parents who have specific questions or concerns regarding their swimmer are encouraged to arrange a one on-one meeting with their swimmer’s coach. The scheduling of these meetings is left to the parties involved.

All questions related to swimming matters should be directed to your swimmer’s coach. Administrative, billing, registration and other non-swimming questions should be directed towards our Office Administrator, Registrar, President, or another Board Member.

Practice times, meet schedules, Club news and more can be found on our website at [www.reddeercatalina.ca](http://www.reddeercatalina.ca). The Board intends to put out a regular newsletter, delivered to members by email, but please consult the website for the most current information about Club activities.

Board Meetings are typically held once a month. General Meetings of all Club families, and Squad Parent Meetings for specific squads may be called from time to time to discuss Club operations and present information or concerns to the membership. Members shall be informed of the dates and times of all General Meetings, family meetings, and squad/parent meetings by e-mail. Meetings may be in person or online.

The Annual General Meeting (AGM) is held in October or November of each year to report the Club’s progress to members, including its financial status. Meetings may be in person or online. Elections for open Board of Directors positions are held at the AGM. Members are strongly encouraged to attend this meeting. Membership will be informed of the date and time of the AGM by email.

## RDCSC Swim Programs

RDCSC welcomes new swimmers all season long. If you, or someone you know, has a child interested in joining our Club, please contact our registrar at [registrar@reddeercatalina.ca](mailto:registrar@reddeercatalina.ca) We will set up a time to assess your child to ensure they are placed in the group that is best suited to their needs and abilities. There is no charge to have an assessment done.

## ***A. Learn to Swim Program***

Our Learn to Swim Program is the perfect transition from introductory swim lessons to competitive swimming for young swimmers. Swimmers will learn the essential elements of the four competitive strokes in a fun and supportive environment coached by certified **I Can Swim** teachers. Our program is designed to improve technique and build endurance in the water. We offer five levels in our Learn to Swim Program, which is targeted towards swimmers aged 5 to 10.

## ***B. Competitive Program***

Our competitive program is comprised of seven squads. The Head Coach, in consultation with the squad coaches, will determine which squad a swimmer is placed in. The coaching staff will communicate with the swimmer and their family if the swimmer is invited to change squads during the year, or prior to a new swim season. A description of the squads is below.

### ***Junior Youth Squad: Building the Capacity to Swim - Introduction to Competitive Swimming***

In the first stage of our Competitive Program, we introduce the concept of racing and competition in a friendly and supportive setting. Children will have the opportunity to participate in mock races and time trials, experiencing the thrill of friendly competition while applying the skills they've acquired throughout the Learn to Swim Program. Junior Youth focuses on introducing the swimmers to the competitive side of the sport. Swimmers will have the opportunity to attend our own hosted swim meet – *Valentines Meet* in early February

Swimmers in this group will swim with the Youth group 3 days a week with no parent volunteer commitment. This group is only available for new swimmers directly from our Learn to Swim (or equivalent) program and only for their first year.

### ***Youth and Development Squads: Building the basics.***

At this level of competition, athletes increase their endurance, technical skills, and competitive knowledge. Swimmers will be introduced to dryland training and swim meets. The athlete will learn and experience team building, goal setting, and sportsmanship. Certified competitive coaches ensure a safe and fun learning environment and experiences.

### ***Provincial Squad: Growing and achieving goals.***

At this level of competition, the athlete is training to compete at provincial-level meets, while striving to improve and achieve personal goals. Dryland and water sessions are combined to create an optimum level of fitness and strength for the athlete.

### ***Prospect, Performance and Elite Squads: Heading for the top.***

These are our highest levels of training, competition, and dedication. These athletes have committed to swimming as their sport, and are striving to become the fastest they can be. They will attend high-

level provincial meets, and qualified swimmers may attend out of province, national and select international meets. There may be attendance criteria for swimmers to attend certain meets with the Club (namely, that swimmers must achieve the required level of attendance at practices in the weeks leading up to a meet), which will be outlined by the squad coach and/or the Head Coach.

Entry into the **Elite Squad** is only by invitation of the Head Coach, and requires the athlete to attend every practice, every swim meet and every swim camp that is scheduled for the Elite squad throughout the year. Swimmers invited to the Elite squad, and their families, will need to confirm that they are prepared for the 100% commitment that is required to train and compete with this squad.

## Equipment Requirements

SQUADS	Training Suit	Catalina Cap	Team Shirt	Goggles	Swimming Fins	Kick Board	Pull Buoy	Paddles	Snorkel	Water Bottle	Mesh Bag
Learn to Swim	X	X		X						X	
Junior Youth	X	X	X	X	Opt	Opt	Opt			X	Opt
Youth	X	X	X	X	X	X	X			X	X
Development	X	X	X	X	X	X	X		O	X	X
Provincial	X	X	X	X	X	X	X	X	X	X	X
Prospect	X	X	X	X	X	X	X	X	X	X	X
Performance	X	X	X	X	X	X	X	X	X	X	X
Elite	X	X	X	X	X	X	X	X	X	X	X

Swim apparel and equipment (snorkels, hand paddles, kick boards, fins, goggles, and pull buoys) are available through our supplier All Tides, which offers a 25% discount to our team. Orders can be made online at: [www.alltides.com](http://www.alltides.com) using our discount code RDCSC25.

We will put in an order for team apparel and customized team swim caps (with swimmer's name) early in the swim season. The Club will have a 'Team Fitting Day' where athletes will have the opportunity to check the appearance and sizes of the available team apparel before ordering. Parents will be advised of dates, deadlines and procedure for placing their orders. The Club does not usually make mid-season orders for apparel, so all swimmers are encouraged to order their Catalina apparel at the Team Fitting Day.

It is mandatory for all RDCSC swimmers in the Youth to Elite squads to wear team apparel and team swim caps (although they do not have to have customized caps) to all swim practices and to all swim meets. This helps facilitate team unity and cohesion.

## Financial Information

### Family Accounts

All members of RDCSC will have a Family Account set up in the Club's accounting system.

There are two payment options available to members to pay their Family Accounts: Personal Pre-Authorized Debit (PAD) or Credit Card.

There are two types of charges to your Family Account:

1. **Fixed:** Fixed charges are regular monthly installment payments towards your annual training fee (if not paid in full in September).
  2. **Variable:** Variable charges are non regular charges to your account including swim meet fees, splash fees, travel expenses, team apparel, swim camps, training equipment or other amounts charged for products, services, or activities that your swimmer purchases or participates in. Variable fees may also include charges to your account for each volunteer shift and each bingo shift that are not completed during the season (see pages 14-19 for information on your obligations to complete volunteer and bingo shifts, and penalties for failure to do so).
- Invoices will be emailed to members when variable expenses are posted to their Family Account.
  - A detailed Statement of your Family Account will be emailed to you on or about the 20<sup>th</sup> of each month. Your fixed and variable charges will be combined into a single monthly payment and will be debited to members authorized payment option on the 1<sup>st</sup> business day of each month.
    - Please check your monthly statement to ensure that charges and payments are correct. Members have up to 60 days after any transaction to contact our bookkeeper/treasurer with questions or concerns. Transactions that are older than 60 days cannot be adjusted.
  - Family accounts must be kept in good standing.
    - All returned Pre-Authorized Debits (PAD), N.S.F. cheques and reversed credit card charges will result in a \$50.00 processing fee being charged to that family account.
    - **If your family account has a balance owing from the previous season (including any charges for missed volunteer and bingo shifts), the arrears must be paid in full before your registration for the new season will be accepted.**
  - Money left over in your family account at the end of a swim season will be carried over to the following year but will not be paid out in cash upon the withdrawal of a swimmer from the Club.

- **Overdue accounts will result in swimmers being denied access to participate in practices, swim meets and other Club events.** If you are anticipating having difficulty making payments, please contact the President of the Club immediately to discuss an arranged payment plan, opportunities to work extra bingos to earn credits towards your fees, and for information on financial assistance programs that your swimmer may be eligible to apply for.

## Fees

### Pre-Competitive Learn To Swim Program Fees:

Each session will cost between \$210-\$345 plus a yearly Swim Alberta registration fee. Fees for each session are listed on the website. First-time registrants will be provided a team swim cap, at no charge. There are no other fees or volunteer requirements for the Learn to Swim program. There is no multi swimmer discount for our Learn to Swim Program or PAD (Pre authorized debit) discount.

### Competitive Program Fees:

Competitive Program Fees consist of a Registration Fee, a Membership Fee, a Fundraising Fee and a Training Fee. GST will be charged on applicable amounts.

Squads	Registration Fee (per swimmer)	Membership Fee (per family)	Fundraising Fee (per swimmer)	Annual Training Fee
Junior Youth	\$ 75	\$200	\$0	\$1575
Youth	\$230	\$400	\$100	\$2239
Development	\$230	\$400	\$100	\$2966
Provincial	\$230	\$400	\$100	\$3459
Prospect	\$230	\$400	\$100	\$3788
Performance	\$230	\$400	\$100	\$4172
Elite	\$230	\$400	\$100	\$4667

### Registration Fee

The registration fee per swimmer (except the Junior Youth group ) is \$230. **The registration fee must be paid in full at time of registration and is non-refundable.** The registration fee includes: Swim Alberta membership fees, Hosted Meet Hospitality fees, Team Unify registration fees, and ePACT registration fees.

### Membership Fee

Each family with one or more competitive swimmers in the Club will be required to pay a Membership Fee of \$400. For clarity, families with multiple swimmers will only pay one Membership Fee. For the Junior Youth group, if the swimmer in that group is the only competitive swimmer in the family the fee is \$200. If

there are multiple swimmers in the family in other competitive groups, the Membership fee is the full \$400. The Membership Fee will be charged and collected in October. The Membership Fee is non-refundable.

### **Training Fee**

Each swimmer's Training Fee is an **annual fee** that is due upon registration. As an option to paying the full annual fee up front, a family may choose to split the payments into 2-4 equal payments or pay in monthly installments. These alternate payment plans must be organized and approved by the office prior to registration being complete.

**Regardless of how payments are organized, the full annual fee must be paid whether or not your swimmer completes the full year of training and will not be pro-rated for swimmers who take breaks in training or choose to end their season early.** The number of months that each squad trains may vary, depending upon the provincial and national meet schedules. Upon registration, all swimmers are expected to pay the annual fee and continue training and participating in competitions for the duration of their squad's calendar.

Training Fees **do not** include: swim meet fees, splash fees, travel expenses, team apparel, swim camps or training equipment.

On the recommendation of the Head Coach, and in consultation with the family, a swimmer may move up to another group during the swim season. In this case, where payment of the Training Fee is made by monthly installments, the monthly installment amount for the Training Fee for the new group will take effect on the 1<sup>st</sup> day of the month following the promotion. If the full Training Fee has already been paid, the swimmer's account will be charged the difference between the groups' Training Fees, prorated based on the portion of the season remaining for the new group's training season.

### **Discount on Training Fees**

- a) **Pre-Authorized Debit (PAD) Discount:** If you pay your family account by Pre-Authorized Debit (PAD) you will receive a 3% discount on your Training Fees.
- b) **Multi Swimmer Discount:** RDCSC offers family households with multiple swimmers registered in the Competitive Program a discount on their Training Fees. The Training Fee for the squad of the highest-level swimmer in the family household is charged in full. The Training Fee for each of the other competitive swimmers in the same family household will be charged at 85% of the Training Fee for their respective squads.

### **Fundraising Fee**

RDCSC will organize 3 bottle drives throughout the season; one in fall, one in winter & final bottle drive late in the spring. Members are encouraged to collect bottles from friends and family PRIOR to the bottle drive to maximize profits.

Members **MUST** participate in 2 of the 3 bottle drives to complete their fundraising commitment.

If a member does not participate in at least 2 bottle drives then they must pay the bottle drive Fundraising fee of \$100. **This fee is charged per swimmer, not per family.**

Options for payment/charges:

1. The \$100 fee can be paid out at registration if the swimmer does not plan on participating.
2. After the winter/ 2<sup>nd</sup> bottle drive if a swimmer has not participated in at least 1 of the Club organized bottle drives then the bottle drive fee will be charged at that time.
3. After the final bottle drive if a swimmer has not participated in at least 2 of the bottle drives then the fee will be charged.

This fee is part of a swimmer's registration fee and charged to ALL swimmers. If a swimmer withdraws prior to the end of the season, the fee will be due immediately if the swimmer has not completed the required 2 bottle drives.

If a swimmer participates in ALL 3 of the Club organized bottle drives then for the **3<sup>rd</sup> bottle drive**, 50% of the individual's "share" of the profits will be credited to the swimmer's account, calculated as: *Total profit from bottle drive / # of swimmers participating in final bottle drive x 0.5 = money credited to swimmer's account.*

### **Referral Program**

RDCSC is actively seeking to grow our membership. We are offering a \$100 referral fee to any member who refers a swimmer who becomes a full-time member of the Youth, Development, Provincial, Prospect, Performance or Elite group. Please remind your referral to contact the Registrar to inform the Club that you referred them.

Referral fees will be credited to your Family Account on July 1st of the current season. Credits will be given only if the swimmer referred stays with the Club to the end of the current season. Credits cannot be transferred outside of a swim family and cannot be credited back as cash if they are not used.

### **Swim Meet Information**

Swim meet information will be posted on the Club's website, and members will be notified through email of upcoming meets. Please consider sending your swimmer to all meets that their squad is scheduled to attend, for which your swimmer meets the qualification standards. Meets are the culmination of the hard training that your swimmer and their squad has done, and it gives them the opportunity to challenge themselves, swim relay races, build a deeper bond with teammates, and have fun with the team.

Meet attendance must be confirmed through the RDCSC website. The following procedure on how to accept or decline a swim meet for your swimmer is determined by which squad they are in:

- **Youth, Development and Provincial Squads:** Prior to the entry Deadline, members must sign on to their Club account, find the meet under the "Events" section, and select either 'attend' or "decline" for their swimmer for the meets offered to these squads. It is important that you follow this procedure even if your swimmer is not attending the meet, so that there is no

confusion about your intention to attend, and so that your swimmer is not mistakenly entered into a meet, for which you may be charged.

- Prospect, Performance and Elite Squads: Swimmers will **automatically be entered** in the swim meets offered to these squads. If your swimmer is unable to attend a meet that their squad is scheduled to attend, please sign on to your Club account and decline the swim meet prior to the entry deadline. If you do not, your swimmer will automatically be entered into events, and your account will be charged for the entry fees.

Swimmers will not be permitted to participate in a swim meet if their squad has not been invited to attend that swim meet, or if the swimmer does not meet the entry requirements for a particular meet (as determined by the host club).

Squad coaches will decide swimmers' events for a swim meet. A family has the option of "scratching" or removing a swimmer in advance of a meet if desired. The desire to be scratched from a meet must be communicated by email to the **Head Coach and RDCSC Office** before the "scratch deadline" as published on the Club website for that meet. If a swimmer is NOT scratched by the scratch deadline, the Swim Meet Entry Fees will be billed to the family. Failure to pay outstanding swim meet fees prevents participation in subsequent meets.

Each swimmer may be charged two fees per swim meet.

- 1) Swim Meet Entry Fee:** This is a flat fee or a per event charge depending on the swim meet. These fees are determined by the host club and may differ from meet to meet.
- 2) Splash Fee:** The splash fee is a flat fee charged per swimmer per swim meet. This fee will help to offset the costs of travel, per diem and accommodation for coaches attending a meet. The splash fee will not be charged to swimmers attending RDCSC hosted swim meets. The amount of the splash fee, and the timing of implementation are determined at the sole discretion of the Board and Coaches but will be declared in detail prior to a swim meet when Splash Fees occur.

\*Note that some Qualifying meets (Provincial/National/International) may have a "team qualifiers" t-shirt or other RDCSC item of clothing that will be required team apparel for that particular meet. This will be determined by the head coach and cost for the item will be billed to the family account with the meet entry fees. Every attempt will be made to include this requirement in the "meet information" on the website.

**If a swimmer's family account is in arrears, the swimmer will not be entered into a swim meet until their account has been cleared to ensure there are not further expenses added to an outstanding account.**

### ***Travel Experiences and Expenses***

Swimmers will be offered opportunities to attend meets and/or training camps in Red Deer and out of town. It is a great experience for athletes to swim against many clubs in different venues.

Depending on the training group, the Club may offer opportunities to attend meets which are “mandatory team travel” (athletes must travel and have accommodation with the team and its chaperones, without their families), “optional team travel” (athletes can choose to travel with the team or separately), and “non-team travel” (athletes will arrange their own travel).

- 1) Most meets for all squads are “non-team travel”, for which families are responsible for their own personal travel to and from competitions, including accommodations and meals.
  - a. RDCSC will not reimburse members for expenses if a meet or races get cancelled (resulting in swimmers not competing in their anticipated number of races). Changes to a meet may result in a parent having to change or cancel travel/hotel reservations at the last minute. **RDCSC recommends that members booking their own travel and hotel reservations always choose an option to cancel without penalty.**
  - b. From time to time, either the host club of a meet or RDCSC may notify members of participating hotels or restaurants that offer deals or packages to teams attending a meet. RDCSC will forward this information to members, but is not responsible for booking for members, or for ensuring that the terms of the deal or package are as advertised. There is no obligation for families to participate in any such offers, and may book any accommodation and meals they prefer.
- 2) “Mandatory team travel” and “optional team travel” opportunities may be offered to swimmers in Provincial, Prospect, Performance and Elite squads.
  - a. The Club may organize transportation, accommodation and/or meals for swimmers attending a meet or a camp. Swimmers participating in this “team travel” will share equally in the team travel costs. Team travel costs include: accommodation, food costs for meals and snacks, chaperone expenses, transportation and miscellaneous expenses incurred by the team.
  - b. Swimmers must commit to team travel events before the entry deadline, as posted on the Club’s website.
  - c. If a swimmer is pulled or scratched after the deadline, that swimmer will share equally with the team travel costs. Penalties and fees that result from changing or cancelling travel arrangements will be charged to the individual family’s account. Team travel expenses will be billed to your family account.
  - d. If team travel is optional for a meet, swimmers who attend but choose not to travel with the team may be required to pay a splash fee, or similar fee, to bear their share of the coaching and other common costs associated with the trip.
  - e. There may be meets where team travel is mandatory, and swimmers who do not wish to travel and take accommodation with the team will not be permitted to attend. The Head Coach will identify which meets are “mandatory team travel” and “optional team travel”.

**For the 2023/24 season the Head Coach is planning mandatory Team Travel for JP Fiset (Dec 14-17) and Provincial Championships (March 7-10<sup>th</sup>) as well as all National level meets (if enough swimmers to make it feasible) which includes Westerns, Canada Open, Olympic/Para-Olympic Trials & Canada Swimming Championships. Summer Provincials (July 25-28<sup>th</sup>) is tentatively also a team travel meet (mandatory vs optional).**

## Refund Policy

**There will be no refunds on Registration Fees, Membership Fees, or Training Fees. The Club will not pro-rate any fees for a portion of the year, if a swimmer withdraws from the Club.**

The suspension of monthly installments toward a swimmer's annual Training Fee will be dealt with on a case-by-case basis but will adhere to the following guidelines:

- A) Medical or Compassionate Grounds: When a swimmer wishes to temporarily withdraw from the Club due to medical or compassionate reasons, the swimmer's family may request that the Club pro-rate the swimmer's Annual Training Fee, and temporarily suspend their monthly installment payments being applied to that Training Fee if applicable. The family must provide the Head Coach with a written request to temporarily withdraw, highlighting the reason for the request (including a doctor's letter, if for a medical reason) and the anticipated length of time the swimmer will be gone. Pro-rating a swimmer's Annual Training Fee and temporarily suspending the installment payments will take effect as follows:
- a. At the Board's discretion, acting reasonably, a swimmer's Annual Training Fee may be pro-rated for the number of full months that the swimmer is unable to participate in any training at all, and the monthly Training Fee installments will be waived. When a swimmer is able to resume training and/or competition, even in a reduced capacity, that month will not qualify for a pro-rating of the Annual Training Fee, and the normal monthly installments against such fee will resume.
  - b. The Board will not pro-rate a swimmer's Annual Training Fee (and accordingly, will not suspend the monthly installment payments) for swimmers on grounds other than medical or compassionate leave (for example, being away on vacation would not constitute grounds for pro-rating a swimmer's Annual Training Fee). Similarly, the Board will not consider pro-rating a swimmer's Annual Training Fee retroactively, and all families who anticipate having a swimmer temporarily withdraw from the Club for any time period should contact the Head Coach or a Board Member prior to the absence, or as early after the absence begins as is possible, if they wish to request a change to their billing.
- B) Voluntary withdrawal: If a swimmer is voluntarily withdrawing from the Club with the intention of not returning, they are required to inform the Head Coach in writing. The Head Coach will liaise with the Club's President and bookkeeper who will close out the account and notify the family of any outstanding amounts owed, including the balance of the yearly training fee (if paying in installments) and charges for any required volunteer shifts and bingo shifts that were not completed. If there are funds / credits remaining after the account has been settled, fundraising amounts, which are not transferable, will be credited to the Club's general revenues and any funds deposited in advance by the member will be refunded.

## Arrears Policy

The Board has an arrears policy and may amend it from time to time. The Board reserves the right to require families that have a history of carrying arrears owing to the Club to make lump sum payments towards any fees for their swimmer(s), including registration fees, membership fees, fundraising fees, annual training fees, and bingo, officiating and volunteer fees. The Board may require that such lump sum payments be made before the swimmer(s) may continue training.

## Fundraising Requirements

Fundraising plays a major role in the success of the Red Deer Catalina Swim Club. Historically the Club has held one major fundraising event each year, which all members were called on to support with donations, volunteer hours and ticket sales. We are hoping to host a variety of events throughout the season, and request membership support from time to time throughout the season.

## Bingo Requirements

Squads	Bingo Requirements (PER SWIMMER)
Junior Youth	1
Youth	3
Development	4
Provincial	4
Prospect	5
Performance	5
Elite	6

**Bingo requirements per swimmer are subject to change dependent on enrollment numbers. The club is scheduled to work a Casino this season and Casino shifts will count towards your Bingo requirements.**

RDCSC relies heavily on income generated from bingos and casinos to contribute towards the Club's operating costs. Reducing our bingo revenue would result in the Club having to increase fees being charged to our members. This is why it is mandatory that we have all families volunteer at bingos throughout the year. To ensure we have sufficient people to meet the number of volunteers we are required to provide, each family is required to work a required number of shifts **per registered swimmer**. If the Club commits to provide volunteers, and then our volunteers are late, or do not show up, the Club can be penalized up to and including forfeiting money earned at previous bingos, and losing the privilege of being on the list of organizations permitted to share bingo and casino revenues. It is therefore imperative that the Club be able to provide the number of volunteers asked of us, and that our volunteers be reliable and consistent in their

attendance. In particular, failure of volunteers to show up on time and able to work jeopardizes this steady and significant source of income for the Club.

The Bingo Coordinator will send an email to all members when new bingo dates are added to the Club's "Team Events". You will sign up for bingo shifts by going to the Club's website, signing in to your account, looking under the "Events and Competitions" category, and clicking "Job Sign Up" for the bingo date that you wish to work. If all spots are filled (including spots for spares), please choose a different date. When you sign up, including for the "spares" spots, you **MUST** enter the name of the person who is working (it may be any person 18 years or older) **AND** their phone number. If you sign up as a spare, you are committing to be available with last-minute notice if one of our volunteers does not show up. Do not sign up for a position as a spare if you cannot keep your availability open. Spares only get credit for a shift if they are called upon and do work the bingo.

Members have the option to work their bingo requirement or pay out a cash amount to the Club in place of fulfilling their bingo requirement. The pay-out amount is \$150.00 per bingo and is required to be **paid when registering your swimmer at the beginning of the season, if you decide that you do not wish to volunteer at bingos.**

Members who did not pay out their bingo requirement when registering their swimmer at the beginning of the season, and who subsequently did not fulfill their bingo requirement for the current season will be charged **\$250.00 for each Bingo shift that was not completed**, with the charges being applied to their account on or about August 20.

Your bingo requirements must be completed in the current season (September 1 to August 31). Bingo shifts **cannot** be carried forward from one year to the next.

If your swimmer is promoted to a new squad prior to January 15th of the current season, your bingo volunteer shift requirements will be increased to the new squad's requirements. If your swimmer is promoted to a new squad after January 15 of the current season, your bingo requirements will stay the same as they were for the squad your swimmer was in on December 31.

Members must notify the Bingo Coordinator **no less than** 72 hours prior to the bingo if they are unable to work their shift. You are responsible for finding a replacement volunteer to fill your spot, but this will allow sufficient time for the Bingo Coordinator to help you find a replacement. If you fail to notify the Bingo Coordinator, and you do not show up for your shift or find your own replacement, your account will be charged \$250, and you will still be required to complete the bingo shift that you missed.

**For clarity, members who sign up for a bingo shift, fail to work that bingo shift, and do not find a volunteer to replace them, will have their account charged \$250 and will still be required to fulfill their bingo shift.**

Volunteering at bingos (or paying the pay-out amount) is a mandatory commitment to the Club. In the event that your swimmer, for any reason, temporarily or permanently withdraws from the Club prior to the end of their squad's season, you will have to pay out each bingo not worked, or fulfill your bingo requirements subsequent to withdrawing from the Club.

If extra bingo shifts come available during the season, the Bingo Coordinator will send out an email notifying the members that there are opportunities to work bingo shifts in addition to your required minimum. Your family account will be credited \$75.00 per extra bingo shift worked. Bingo credits will be credited to members' accounts on or about August 20<sup>th</sup> of the current season, and will be applied to fees owed in September, upon that swimmer registering for the next season. Credits cannot be transferred outside of a swim family and will not be credited back as cash if they are not used.

The link for Red Deer Bingo Association Rules and Regulations for volunteers can be found on our website.

## Volunteer Requirements

**There are 2 components to the Volunteer requirements for competitive swim families at RDCSC (NOTE THIS EXCLUDES the JUNIOR YOUTH GROUP)**

- 1) Officiating Certification Progression Requirement
- 2) Minimum Volunteer Requirements for Home Swim meets

Families must achieve the below requirements in all components to complete their MINIMUM volunteer commitment. **Note due to the amount of work required for tracking points we have put this process on hold for the 2023/24 season.**

### 1) Officiating Certification Progression Requirement

- a) In order for RDCSC to host home swim meets there must be all level of officials on deck. A swim meet requires up to 35 trained officials on deck for each session and all competitive families are needed to help out in officiating positions. As swimmers graduate out of the program it is vital to have parents training to fill the more advanced levels of officiating to ensure coverage in all areas. For these reasons RDCSC has implemented the following minimum requirement for official training for each competitive swim family:

- b) **Year 1:** One family member\* must complete Level I training (Introduction to Timing & Safety Marshall) and complete their shadow sessions to be certified as a Timer.

**Year 2:** The family member must have a minimum of 2 more timing sessions during their second season to become an "experienced Timer". Officials are encouraged to consider Level II training for Freeze or Fry meet but this is not a requirement.

**Year 3:** A family member must complete and be certified (do 2 shadow sessions) in one Level II position (Stroke and Turn, Starter, Chief Timer, Chief Finish Judge)

**Year 4:** Must complete and be certified (do 2 shadow sessions) in a second level II position (Stroke and Turn, Starter, Chief Timer, meet manager, Clerk of Course, Chief Finish Judge)

*\*A family member is anyone designated as an official connected to a RDCSC swimmer. This may be a parent/guardian/grandparent/sibling/friend or other. \**

- c) The Club understands that some families take on other important volunteer coordinator positions at swim meets for the Club outside of officiating. For those members who fill the Officials Coordinator, Hospitality and Concession Coordinator roles, they are exempt from this policy as these positions do not allow time for them to do the shadow shifts necessary for certification.
- d) An officiating fee will be applied to those who have not obtained additional training as required. The fee is a method of encouraging members to continue their certification in the various officiating positions to ensure RDCSC can continue to run home swim meets. **Any family who has not obtained the training expected for number of years in the Club will be charged \$200 after the Freeze or Fry meet in June. Families who are in danger of incurring this financial penalty will be contacted by the Officials Coordinator prior to the Freeze or Fry meet to ensure they are aware.** If there are reasons why a family is unable to meet the officiating progression requirement this must be discussed with the Officials Coordinator and will be dealt with on a case by case basis in consultation with the Board.
- e) This requirement is for any swim family registered in the competitive program by Oct 31. If a swimmer joins the competitive program after Oct 31 (for example from Learn to Swim), Year 1 will be considered the swimmers first FULL year in the Club.

2) Minimum Volunteer Requirements for Home Swim Meets

- a) Our home swim meets are important events for our team as they allow friends and family in Red Deer the opportunity to come and cheer on their swimmers without travel and allow our newer swimmers the opportunity to race in their home environment. Home meets also help with interclub relationships as the majority of the team are in attendance. The Freeze or Fry meet at the outdoor Rec Centre pool in June is the highlight of the season for most of our swim families especially if the weather cooperates.
- b) The minimum volunteer shifts at our home swim meets are the same for all competitive swim families, regardless of group. Swim meet shifts include (but are not limited to): officiating, set up, tear down, hospitality, marshalling and concession. A typical shift is approximately 5 hrs. A shift of 2-3 hours is considered a ½ shift. For the 2022/2023 swim season the MINIMUM requirements / competitive swim family is estimated as:

Total for the season	Home Mini Meets (Oct & May)	Valentines meet (February)	Freeze or Fry (June)
<b>9 shifts</b>	<b>1 shift TOTAL</b>	<b>3 shifts</b>	<b>5 shifts</b>

- c) The number of swim meet shifts is subject to change depending on Club enrollment numbers and what our swim meet schedule looks like for the season. The required number of shifts will be

communicated to competitive families prior to each swim meet. The dates of our home meets will be communicated at the beginning of the season to allow for family planning.

- d) Swim meets CANNOT be run without the help from all competitive families and this is not an activity that can be “paid out”. To encourage families to volunteer the board has set a punitive FINE for not completing the MINIMUM volunteer requirements. **For each shift missed the swim family account will be charged \$200.**
- a. Families will be charged for missed shifts at the Valentine meet on the Monday following the meet in February.
  - b. Families will be charged for missed shift for the home mini meets on Monday following the second/spring Mini meet in May.
  - c. Families will be charged for missed shifts for the Freeze or Fry meet on the Monday following the meet in June.
  - d. **If you sign up for a volunteer position and then wish to cancel it less than 7 days prior to the date of the event you are volunteering at, you must contact the Officials Coordinator and MAY be required to find your own replacement (with the correct qualifications for the job that you signed up for). Failure to do so, will result in a \$200 per shift charge to your family account in the month immediately following the swim meet.**
- e) The Club understands that families have many other commitments and that for some families completing the volunteer requirement at EVERY swim meet can be challenging/ impossible. The requirements are in place to ensure we can continue to host our home meets and that all competitive families share in the work involved in running a swim meet. If a family is unable to complete requirements at one of the home meets they may be allowed to make up shifts at another meet or there may be opportunity to help with organization in advance. Inability to volunteer for the minimum number of shifts per swim meet MUST be discussed with the Volunteer Coordinator well in advance of the meet, and will be considered on a case by case basis in consultation with the Board.
- f) For swimmers who join the competitive program later in the season the requirements will depend on when the swimmer joins the Club & the group they are in. If a swimmer joins the Club after the first mini meet (Oct 1), volunteering at the spring mini meet is encouraged but not required. For the other meets:
- a. Joins after October 15 but prior to Dec 1:
    - i. If in Provincial/Prospect/ Performance or Elite must complete Valentine AND Freeze or Fry shifts
    - ii. If in Youth or Development must complete Freeze or Fry shifts. Families are encouraged to help out at Valentine meet but no requirement
  - b. Joins Dec 1 to March 30: Must complete Freeze or Fry shifts
  - c. Joins after March 30:
    - i. Must complete 2 shifts at Freeze or Fry if in Provincial/Prospect/ Performance/Elite
    - ii. If in Youth or Development are encouraged to help out at Freeze or Fry but no requirement.

*\*The points program is on hold for the 2023/24 season.\**

## Optional Fundraising

Optional fundraising activities may be organized throughout the year giving families the opportunity to raise funds to help offset their swimming fees. We require a FUNDRAISING COORDINATOR to coordinate group activities for the club but always welcome ideas from individual members who are willing to coordinate a fundraising activity for the club .

## The Respect in Sport Program

The **Respect in Sport Program** is Canada's leading online bullying, abuse, harassment and negligence prevention program for parents, coaches and community leaders.

**The Respect in Sport Parent Program** helps define a standard of behaviour for all parents and create a more rewarding, safe and respectful environment for everyone involved. Parents want to do a great job supporting their kids. Respect in Sport Provides parents with the tools to do just that.

One parent/guardian from each family will be required to take **The Respect in Sport Parent Program**. The online course has a small cost and will take approximately 1 hour to complete. Once completed, certification is transferable to other sports involved in Respect in Sport. Parents/guardians will be required to recertify their Respect in Sport every four seasons.

## RDCSC Policies and Procedures

The RDCSC Board of Directors will continue to update existing policies and procedures of the Club, and will develop new policies and procedures when required to appropriately manage and govern the Club. It is the responsibility of each member to read, understand and follow the policies and procedures of RDCSC. Members who do not follow RDCSC policies may be subject to penalties up to and including termination of membership. RDCSC Policies and Procedures can be found on our website.