



2011-2012 KEYANO REGISTRATION INFO **and SWIM TEAM FEES**

Registration Check List

1. Complete Registration Form online at www.eksc.com or in person at the Kinsmen on Saturday, September 17th or September 24th.
2. Complete SNC Registration – members will be emailed a link from SNC – please complete all 5 pages.
3. Fill out all supplementary forms and return to the Keyano Swim Office.
 - i. Swimmer Code of Conduct
 - ii. Parent Code of Conduct
 - iii. Medical Release Form
 - iv. Equipment/Team Clothing Order Form & Price List
 - v. FOIP Form
 - vi. Volunteer Sign-Up Form
4. Policies & other forms
 - i. EKSC Red Book
 - ii. SNC & Swim Alberta Harassment & Hazing Policies
 - iii. EKSC Swim Meet & Travel Policy
 - iv. Chaperoning Policy & Duties
 - v. Swim-A-Thon Forms
 - vi. Meet & Event Schedule
5. **In order to be considered registered for the 2011-2012 swim season; all forms must be completed, registration fee paid, and the family's account must be in good standing, with accounts cleared off to a zero balance from the previous season.**

FINANCIAL MATTERS

TRAINING FEES:

Keyano begins its group training in early September and continues until late June/July. Training Fees can be paid at the beginning of the season or in six payments starting September 1st (or upon registration) and continuing on the first day of every month until Feb 1st.

Training fees are based on what group your swimmer trains in. Training fees are **not pro-rated** as to how many practices are attended each month. Coaches' salaries, pool fees, and club financial obligations remain the same regardless of number of practices a swimmer attends. Training Fees will be adjusted if your swimmer changes groups during the season.

Registration Fee - \$225.00 per Swimmer: This fee is assessed per swimmer each season and represents combined requirements of Swim Canada, Swim Alberta and EKSC. This allows the swimmer to compete in Swim Canada sanctioned meets and covers the swimmer with Swim Alberta basic insurance. A portion of this fee goes towards returning swimmers receiving an EKSC T-Shirt and Swim News Magazine. New swimmers/families will receive a T-Shirt, EKSC Cap, Swim News Magazine and a Parent Hand Book. The registration fee is due upon registration with Keyano. All membership fees including registration fees must be paid by direct debit, telpay, cash or debit only.

Training Groups	Membership fee	Number of Bingos	Bingo Payout	Swim-A-Thon
Development 3	\$ 900	4	\$ 600	\$100
Development 2	\$ 1500	10	\$ 1500	\$150
Development 1	\$ 1750	12	\$ 1800	\$200
KSC First Year	\$ 2195	16	\$ 2400	\$300
KSC 14&U	\$ 2545	20	\$ 3000	\$400
KSC 15&O	\$ 2965	22	\$ 3300	\$400
Age Group Dev	\$ 2375	10	\$ 1500	\$300
KSC Select	\$ 3610	24	\$3 600	\$500
University (May-July)	\$ 960	0	None	None
University (Full Yr)	\$ 3610	0	None	None
Masters	\$100 per month	0	None	None

** Student swimmers (18&O) may work club bingos to a maximum of 2 per month for a \$50.00 credit per bingo to their account. Bingo credits cannot be cashed in if a swimmer leaves the club.

FEE SCHEDULE FOR MEMBERS MAKING SIX PAYMENTS

Training Groups	Membership fee per Month	Bingo Payout per Month (if no bingos worked)
Dev3	150.00	100.00
Dev 2	250.00	250.00
Dev 1	291.67	300.00
KSC 1 st yr	365.83	400.00
KSC 14&U	424.17	500.00
KSC 15&O	494.17	550.00
Age Group Dev	395.83	250.00
KSC Select	601.67	600.00
Returning Uni (full year)	601.67	None

Sept 1st (or upon registration), Oct 1, Nov 1, Dec 1, Jan 1, Feb 1. Training Fees will be adjusted if your swimmer changes groups during season. Bingos will be portioned over the course of the season.

Payment Fee – Credit card payments come at a price to the Edmonton Keyano Swim Club. For this reason, the club will not accept credit card payments for membership fees or bingo payouts. If you choose to use PayPal we will post the **net receipt fee** (i.e. the amount you paid less percentage PayPal charges for that Keyano) onto your account.

FAMILY SERVICE COMMITMENT:

Providing a successful swimming program includes hosting swim meets and organizing other club activities. This requires every family’s participation! A **\$100.00 per shift** for locally hosted and attended swim meets will be assessed to members that do not work their allotted shifts. Shifts will be determined for each meet and will be posted on the club web site.

SWIM-A-THON & OTHER FUNDRAISING ACTIVITES:

Each year, in spring, every Keyano swimmer is involved in a Swim-a-thon. Swim-a-thon is held in conjunction with Swim Alberta, and is another essential source of funds for our club.

On registration each account will be assessed the Swim-a-thon commitment specific to the level of training for each swimmer (see Training Fees above). This commitment amount is considered “due” until the billing period immediately following the Swim-A-Thon date. To the extent of pledges turned in by the swimmer, the assessment will be reversed until completely offset (cannot be negative).

Each swimmer receives a Swim-a-thon package including a pledge sheet and collection envelope. Swimmers are urged to collect pledges from family, friends, and corporate sponsors – either fixed donation or a donation for each lap the swimmer completes.

Tax receipts will be issued by Swim Alberta on request for donations \$10.00 or more if the donation is not from a family member. The office will notify members of the deadline for Swim-a-thon return and any late submissions will not qualify for Swim Alberta receipts.

Swimmers joining at any point in the year prior to March 31, 2012 will be assessed a Swim-a-thon fee upon registration.

Other fundraising events may on occasion be assigned at the discretion of the Board of Director's.

MULTIPLE SWIMMER FAMILY DISCOUNTS

Families with multiple swimmers registered with EKSC, will receive a discount of \$150.00 per additional swimmer to a maximum of \$300.00 per season. (Development 3 and Returning University Swimmers do not qualify for a discount) Bingo requirement will be based on the highest group their swimmer is registered in, plus 5 more bingos for each of the other swimmers in the family to a maximum of 29 bingo's per season. Families with multiple swimmers choosing to pay out their bingo commitments will have their fees adjusted to account for the multiple swimmer bingo discounts.

The multiple swimmer family discounts also extend to the registration fee. The registration fee will be \$175.00 per additional swimmer joining.

MEMBER'S ACCOUNTS

1. Account Access: Members will be able to access their accounts online via a secure sign-in at www.eksc.com once set up by the Keyano office.
2. Payment Plans: Payments for training fees will be processed on Sep 1st (or upon registration), Oct 1, Nov 1, Dec 1, Jan 1, Feb 1 for members choosing to pay in instalments. Members choosing an upfront payment must make payment in full upon registration.
3. Monthly Payment: All Travel, Entry Fees, Equipment and other expenses will be posted on 1st of each month to the members account and will be due on the 10th of the same month.
4. Payment Dates: Sep 10 (or upon registration), Oct 10, Nov 10, Dec 10, Jan 10, Feb 10, Mar 10, Apr 10, May 10, Jun 10, Jul 10, Aug 10 and Sep 10.
5. Online Payments: Keyano offers online payments via TelPay and PayPal. You can access these payment methods via the club website.
6. Swim-a-thon Fees: Swim-a-thon assessments are due with the May 1st invoice. Swim-A-Thon pledge monies must be received by the office prior to May 1st to reverse the original assessment.

NSF FEES AND LATE PAYMENT

1. NSF Payments: (cheque, debit or credit card): \$25.00 each time; and NSF payment may also result in a Late Payment Assessment.

2. Late Payment Assessment: \$25.00 after the due date for training fees and other expenses. The billing system will automatically add the late payment assessment of \$25.00 to accounts not paid in full by the due date.
3. Payments not received by the due date as stated above in #4, will be charged to the member's credit card on file with the office on the first business day after the Payment Due Day and charged the Late Payment Assessment and credit card usage fee of \$25.

The Executive Committee may review requests for acceptable alternative payment schedules in extraordinary circumstances. Such requests should be made in writing to the Committee before the due date of the account. In the event that an alternative arrangement has not been made, the swimmers may be removed from the pool until the account is paid in full.

IF YOUR SWIMMER JOINS PART WAY THROUGH THE YEAR

For members joining later in the season all fees and bingo requirements will be prorated based on the number of months remaining in the season. Swim-A-Thon is not prorated for members joining prior to March 31. The Registration Fee will be due in full any time a swimmer registers. If transferring from another club the Swim Alberta registration portion will be deducted.

Registration Fee: Must still be paid in full when your swimmer is registered up to April 1st, 2012. Registration after this date will be prorated.

1. **Registration Fee:** Full amount is assessed for registrations up to April 1st, 2012. Registration after this date will be prorated.
2. **Membership Fee and Bingos:** Prorated based on the number of months remaining to the end of the swim year.
3. **Swim-A-Thon:** When registering prior to March 31, 2012 full Swim-A-Thon fees will be assessed.
4. The swim year runs from September to the end of June/July (ten or eleven months) for purposes of calculating financial commitment for swimmers either joining or quitting part way through the year.

REFUNDS AND FINANCIAL COMMITMENTS FOR MEMBERS LEAVING THE CLUB

For members leaving the club prior to the end of the season, the following policies apply:

1. A written letter or email must be submitted to the Keyano Club Office informing the staff of your intention.
2. Registration Fees are non-refundable.
3. Members leaving prior to Jan 1st must pay 1/3 of the fees and complete 1/3 of their allotted bingos.
4. Members leaving prior to March 1 but after Dec 1 must pay 2/3 of fees and 2/3 of their allotted bingos

5. Members leaving after Mar 1 will receive no refund and must pay full fees and complete allotted bingos for the full season.
6. Bingos can be worked off or bought out at \$150.00 each. Bingos are non-transferable.
7. Muti-Swimmer discounts will be rolled back and fees must be paid in full if leaving the club.
8. An inactivation fee of **\$100.00** will apply for members leaving the club. See "Inactivation and Reactivation fee" below.
9. Members will not be released from the club until all fees and financial commitments are met.
10. Members leaving the club for legitimate medical reasons can apply for a refund or a reduced financial commitment (from date of letter received) based on medical documentation.

*****EXCEPTIONAL CIRCUMSTANCES:**

There can be circumstances within a family unit that need to be considered and looked into for relief from financial, officiating, and other commitments of the members. If this is the case write a letter to the Keyano Office, confidential to the club president, and your request for special arrangements will be forwarded to the executive of the club for evaluation and for a decision. This information is not accessible to anyone but the Executive, and the Head Coach and the accountant if needed. Your letter must be very specific in what you are requesting relief from and the circumstances that affect you being able to fulfill the parent commitment. If your letter does not give enough information, you stand the chance of being denied your request. You will receive a letter confirming the Executive decision on your request following the next executive meeting after receiving your letter.

INACTIVITY AND REACTIVATION FEE

To become inactive from the club **a written letter or email must be submitted to the Keyano Club Office** or you will be fully liable for all training fees. A **\$100.00** administration fee per swimmer will be assessed for swimmers becoming inactive. If inactive for less than 150 days, a reactivation fee will be charged upon returning. Inactivity for medical reasons is not subject to the reactivation fee. Please note, swimmers cannot transfer to another club unless all fees are paid in full to the departing club.

ADDITIONAL LATE PAYMENT PENALTIES

1. **60 days past due:** swimmer will not be entered into meets.
2. **90 days past due:** swimmer will be removed from the pool.

BILLING DEPARTMENT CONTACT

Please contact the Keyano Office at 780-432-9448 ext. 222 or accountanteksc@gmail.com for account and billing enquiries.

KEEPING TRACK

The Keyano office staff maintains accurate records of your family's fees and commitments. Each time you work a bingo, you earn a credit towards your total bingo commitment.

DISCRETION OF THE BOARD OF DIRECTORS

The Board of Directors of the Edmonton Keyano Swim Club is authorized to review individual cases and total club situations, and make necessary adjustments and changes to the above

fees and commitments. If you are unable to meet your financial, bingo obligations due to extenuating circumstances contact the President.

IF YOUR SWIMMERS TRAINING LEVEL CHANGES

When your swimmer moves to a different level, the membership fee, bingos will be adjusted and pro-rated based on the number of months remaining to the end of the swim year. Swim-a-thon will advance to the next level commitment.

BINGOS

1. The Edmonton Keyano Swim Club is associated with three bingo halls in Edmonton:
 - Castledowns Bingo 12227 137 Ave.;
 - Parkway Bingo 360 8170-50 St.;
 - Edmonton North East Bingo Association (ENEBA) 12711-52 St.
2. Money earned from these bingos represents a significant portion of the Club's operating funds. Loss of any one of these bingos would result in losses in revenue that would necessitate a considerable increase in membership fees.
3. Understaffed bingos can result in the Keyano Swim Club being fined by the respective bingo association or having its bingo license suspended by the Alberta Gaming and Liquor Commission. Therefore we must all do our part to ensure we fully staff our Keyano bingos whenever we have one scheduled. Bingos are held 365 days a year, so be ready to do your part.
4. Your family will be required to work between zero and 24 bingo shifts per swim year, depending on the training level of your swimmer. For Families with more than one swimmer they will work the highest level swimmer bingo plus five (5) additional bingos for second and other children to a maximum of 29 shifts per family.

AT THE BINGO HALL

1. Always keep in mind that bingos are an essential source of funding for our Swim Club and that you are representing Keyano Swim Club when working a bingo.
2. Always arrive on time - if you are late or do not do your job adequately, you can be sent home, in which case you will be considered a "no show" and you will not receive credit for that bingo.
3. If you trade and your replacement does not show up at the bingo hall where you are scheduled, you will be considered a "no show".
4. If you miss or are late for a scheduled bingo, your account will be charged \$300.00
5. When you arrive at your scheduled bingo hall to begin your shift, sign-in legibly so we can assign the credit to the correct account!
6. Keyano Swim Club does not pay for food or beverage for bingo workers.

BINGO SCHEDULING

1. Your bingos for the new season begin in September and must be completed by the end of August. No one is allowed to carry bingos forward to the next season, your commitment must be completed by the end of August or you will have to pay out any remaining bingos (\$150 per bingo). Also you are not allowed to work extra bingos during the season and bank them for the

next season. Try to work your bingos evenly throughout the season, as we do have bingos during the summer months, and we do need to staff them fully. The bingo halls fine us if we do not provide the required number of workers!

2. Bingos are posted on the web-site well in advance. Once the bingos are posted (an e-mail is sent out to members when the bingos are posted on the web-site), you have to log on to the website, go to the drop down menu EVENTS, open this up and the posted bingos are listed. Find a date and a bingo hall that you can work, open the event up and find an available position that you can sign up for. Ushers, Ball Sellers, and Nevada sellers do not require previous experience. If you wish to try other positions, once you have been an usher for a number of times, the progression would be – PAYMASTER, then BONANZA CONTROLLER and lastly CHAIRPERSON. An afternoon or evening bingo is one credit, an evening/ late night shift is worth 1.5 credits.
3. Once the job sign up deadline has passed for the particular bingo that you have signed up for, it is YOUR responsibility to ensure that your shifts are worked! You may receive a courtesy reminder call from the chairperson a few days before he scheduled bingo, even if you do not you are required to staff your shift! If something occurs that prevents you from working it is YOUR responsibility to find a suitable replacement (over the age of 18), this could be someone from another Keyano family, a family friend etc. In the case of a last minute emergency, the Gaming Chair (see the website) should be notified as the Gaming Chair has a list of people available who could help out, or he/she can send an emergency request out to members asking for help. If you fail to work your shift \$300.00 will be assessed to your account.
4. Bingos are non-transferable and have no cash value.
5. Any member who has the experience and skill set and volunteers to become the designated Chairperson for a hall, (Castledowns, ENEBA or Parkway) will receive 2 bingo credits for accepting this responsibility. This commitment requires one to Chair most or all of the bingos at that hall.

TRAVEL BINGOS

1. Occasionally, the Gaming Chair may be asked to pick up a bingo that another club cannot staff. These are bingos are on a very short notice, a day or two at most. If the club accepts the travel bingo, the Gaming Chair usually has access to a list of members who can work on short notice and wish to work extra bingos. If you wish to be on this list please email the Gaming Chair. These Travel Bingos are purposely understaffed, so if you volunteer to work you can expect to be working harder than usual.
2. Travel bingo workers receive \$100 for an afternoon or evening event, and \$150 for an evening/late night event. These are not actual dollars but credits to the swimmers Travel Bingo

account. The credits may be used for swim meet fees, in province travel costs, and out of travel province only if the travel out of province is approved by AGLC.

3. The Travel Bingo credits must be applied to the current swim season, only Travel Bingos worked in July and August can be carried forward to the next swim season.

EXTRA BINGOS

1. Members may work extra bingos over their allotted bingo requirements to offset the cost of membership at a value of \$50.00 per Bingo shift worked.
2. These monies are non-refundable and can only be used to offset the cost of swimming.