



# **Red Deer Catalina Swim Club**

## **PARENT HANDBOOK**

**2020 - 2021**

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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:* Yourself 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)

Lucien Zucchi, Head Coach: [lucien@reddeercatgalina.ca](mailto:lucien@reddeercatgalina.ca)

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

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

## Club Communication

The club will primarily send information to the membership via email. It will be 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.

Practice times, meet schedules, club news and more can be found on our website at [www.reddeercatalina.ca](http://www.reddeercatalina.ca)

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.

Non-technical questions should be directed towards our President or another board member.

Board Meetings are held once a month. To view meeting minutes logon to your account in Team Unify.

General/Parent Meetings are called to discuss club operations and present information or concerns to the membership. Members shall be informed of the dates and times of these meetings by e-mail.

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. Elections for open Board of Directors positions are held. 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 are 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.

### *Learn to Swim Program*

Our Learn to Swim Program is the perfect transition from swim lessons to competitive swimming for young swimmers. Swimmers will learn the essential elements of the four competitive strokes in a fun supportive environment. Our program is designed to improve technique and build endurance in the water. It is targeted towards swimmers aged 5 to 10.

### *Competitive: Youth and Development Programs: Building the basics.*

At this level of competition, athletes increase 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.

### **Competitive: Provincial and Prospect Programs: Growing and achieving goals.**

At this level of competition, the athlete is training to compete at provincial 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.

### **Competitive: Performance and Elite Programs: Heading for the top.**

This is our highest level of training, competition, and dedication. At this level, the athlete has committed to swimming as their sport and is striving to become the fastest they can be. National and select international meets are attended as well as high-level provincial meets.

## **Equipment Requirements**

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

Team swim suits, team swim caps, team t-shirts, team mesh bags and swim equipment (snorkels, hand paddles, kick boards, fins, goggles, and pull buoys) can be purchased through the RDCSC office.

RDCSC will have a 'Team Fitting Day' where athletes will be sized. Team apparel and customized team swim caps can be ordered. Parents will be advised of dates and deadlines.

It is mandatory for all RDCSC swimmers in the Youth to Elite squads to wear TEAM apparel and TEAM swim caps to all swim practices and to all swim meets. This helps facilitate team unity and cohesion.

## Financial Information

Squads	Registration Fee (per swimmer)	Fundraising Fee (per family)	Bottle Drive Fee (per swimmer)	Monthly Training Fee 9 Months September to May (per swimmer)
Youth	\$230	\$350	\$100	\$206.00/month
Development	\$230	\$350	\$100	\$272.95/month
Provincial	\$230	\$350	\$100	\$324.45/month
Prospect A	\$230	\$350	\$100	\$355.35/month
Prospect B	\$230	\$350	\$100	\$252.35/month
Performance	\$230	\$350	\$100	\$391.40/month
Elite	\$230	\$350	\$100	\$437.75/month

### Registration Fee

The registration fee per swimmer is \$230 per swimmer. **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.

### Fundraising Fee

Fundraising plays a major role in the success of the Red Deer Catalina Swim Club. Historically the Club has utilized these funds to put on a major fundraising event in order to maximize the members initial investment. Due to the Covid-19 pandemic the club was forced to cancel the major fundraising event in 2020, and the Club is uncertain whether we will be able to host an event in 2021.

**The Fundraising fee of \$350 per family is non-refundable. Families have the option of paying the fundraising fee in full in September or splitting the fundraising fee into four equal payments of \$87.50 that will be collected from September 1<sup>st</sup> to December 1<sup>st</sup>.**

If we are in a position to host our major fundraising event again in 2021 we expect that it will have a similar structure to previous events:

1. Spring Fundraising Event: Red Deer Catalina Swim Club Gala
  - All competitive families will receive an allotment of four (4) tickets.
  - Members are required to secure a silent auction item with a minimum value of \$50 or their family account will be billed \$50.

## ***Bottle Drive Fundraising Fee***

The Bottle Drive Fundraising Fee is **\$100.00 per swimmer** payable by April 30, 2021.

Members have 3 options to pay their Bottle Drive Fundraising Fee:

1. Fundraise throughout the season until their fee is paid in full.
2. Pay-out the fundraising requirement on April 30<sup>th</sup>.
3. Partially fundraise throughout the season and pay-out the balance on April 30<sup>th</sup>.

This is an easy fundraiser for your swimmers to participate in. Members can ask friends, family, or neighbors to donate their bottles. After you collect your bottles take them into the bottle depot, collect your money and the bottle return slip, place them into an envelope with your name on it and bring it into the office as payment towards your swimmers Bottle Drive Fundraising Fee.

**Should you choose to withdraw from the club prior to April 30, 2021, your Bottle Drive Fundraising Fee is due in full on the date that you exit the club.**

## ***Training Fee***

Training fees are assessed annually and are payable in nine (9) monthly payments from September to May. **Your first month training fees are due at the time of registration and are non-refundable.**

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, the new monthly training fee will take effect on the 1<sup>st</sup> day of the month following the promotion.

## ***Discount on Training Fees***

1. ***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.
2. ***Multi Swimmer Discount:*** RDCSC offers families with multiple swimmers registered in the competitive program a discount on their training fees. There is no multi swimmer discount for any non-competitive programs. The highest-level swimmer in the family pays full training fees. The second highest and all other competitive swimmers in the family pays 85% of their training fees.

## ***Referral Fee***

RDCSC is actively seeking to grow our membership. We are offering a \$50 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 you referred them.

Referral fees will be credited to your Family Account on July 1st of the current season. Credits will be given 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.

Meet attendance is through the RDCSC website. The following procedure on how to accept or decline a swim meet for your swimmer is determined by their squad:

1. Youth, Development and Provincial Squads: Members must select either attend or decline for their swimmer for the meets offered to these squads prior to the entry deadline.
2. Prospect (A & B), Performance and Elite Squads: Swimmers will automatically be entered in the swim meets offered to these squads, if your swimmer is unable to attend please decline the swim meet prior to the entry deadline.

Swimmers will not be permitted to participate in a swim meet if their squad has not been invited to attend that swim meet.

Squad coaches will decide swimmers' events for a swim meet. Parents or swimmers may suggest events in the notes section on the swim meet signup, but the squad coach has the final say.

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 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 will 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. The Board does not anticipate charging a splash fee for the upcoming season.

### **Travel Expenses**

Families are responsible for their own personal travel to and from competitions, including accommodations and meals.

RDCSC will not be held responsible for reimbursing members for expenses if a meet or races get cancelled resulting in swimmers not competing in the anticipated number of races. Changes to a meet may result in a parent having to change travel/hotel reservations. **RDCSC recommends that members book their travel/hotel reservations with an option to cancel without penalty.**

Team Travel: Swimmers participating in 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. Swimmers must commit to team travel before the entry deadline. 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.

### **Family Accounts**

All members of RDCSC will have a Family Account set up in our 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: Fixed or Variable. Your fixed charges are your monthly training fees from September to May. Variable charges are swim meet fees, splash fees, travel expenses, team apparel, swim camps or training equipment.

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 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. If your family account has a balance owing from the previous season it 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. Overdue accounts will result in swimmers being denied access to participate in practices, swim meets and other club events.

All returned Pre-Authorized Debits (PAD) and N.S.F. cheques will be charged a \$50.00 processing fee.

### ***Refund Policy***

**There will be no refunds on registration fees, fundraising fees, first month training fees or partial months.**

The suspension of monthly training fees will be dealt with on a case by case basis but will adhere to the following guidelines:

- 1) Medical or Compassionate Grounds: When a swimmer wishes to temporarily withdraw from the program due to medical or compassionate reasons, the family may request a suspension of monthly fees. The family must provide the Head Coach with a written request to withdraw, highlighting the reason for the request and the anticipated length of time the swimmer will be gone. The suspension of fees will take effect as follows:
  - a) Fees may be waived, for any full months that the swimmer misses training. Participation in any given month will result in normal monthly charges. The swimmer will not be charged monthly swim fees for the duration of their absence from the club. The waiver of the swim fees will be calculated and applied by the office once the swimmer returns to regular activities.
- 2) Voluntary withdrawal: If a swimmer is voluntarily withdrawing from the club, they are required to inform the Head Coach in writing prior to the 1<sup>st</sup> day of the month. No refunds will be provided for withdrawal request made during a swim month. The training fees will be suspended the month immediately following the written notification provided by the family. The Head Coach will liaise with the club treasurer/bookkeeper who will close out the account and notify the family of any outstanding amounts owed. 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.

## Bingo Requirements

Squads	Bingo Requirements (per swimmer)
Youth	2
Development	3
Provincial	3
Prospect A & B	4
Performance	4
Elite	4

**Bingo requirements per swimmer are subject to change dependent on enrollment numbers.**

RDCSC relies on income generated from bingos and casinos to reduce yearly fees. To ensure we have sufficient people to staff them, each family is required to work a required amount **per registered swimmer**.

Members have the option to work their bingo requirement or pay-out their bingo requirement. The pay-out amount is \$150.00 per bingo and is required to be paid when registering your swimmer.

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. Due to the Covid-19 pandemic, we may utilize some September 2020 bingos to balance out the shifts from the previous year.

Members who do not fulfill their bingo requirement for the current season will be charged \$200 on August 20<sup>th</sup> for each Bingo shift that was not completed.

If your swimmer is promoted to a new squad prior to January 1<sup>st</sup> of the current season, your bingo requirements will be increased to the new squad's bingo requirements.

Members must notify the Bingo Coordinator 3 days prior to the bingo if they are unable to work their shift. This will allow sufficient time for the Bingo Coordinator to find a replacement. **If you fail to notify the Bingo Coordinator your account will be charged \$200.00, and you will still be required to complete the bingo shift.**

Members who sign up for a bingo and fail to attend the bingo will have their account charged \$250.00 and will still be required to fulfill their bingo shift.

Bingo's are a mandatory commitment to the club. In the event you, for whatever reason, decide to leave the club prior to the end of the year 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 membership. Your family account will be credited \$75.00 per bingo shift worked. Bingo credits will be credited to members' accounts on August 20<sup>th</sup> 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.

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

## Volunteer Information

### *Parent Development*

Swimming is a highly technical and labor-intensive sport for the swimmers and parents. Just as the swimmer moves through the levels of the program, RDCSC parents will have a similar developmental process. RDCSC has developed an educational and officiating model designed to prepare parents to best support the athletes.

There are two components to this development:

1. As a member of Swim Alberta, parents are required to complete officials' clinics to serve at swim meets.
2. As a member of RDCSC, parents are required to serve at meets where RDCSC is competing and assist in ongoing RDCSC activities. There are many areas where parents will invest their time and energy:
  - Swim Meet positions such as Timekeeper, Stroke & Turn, Safety Marshall, Clerk of Course, Chief Timekeeper, Meet Manager, Chief Finish Judge & Chief Judge of Electronics, and Starter. There are also positions available at hosted swim meets for concession, and hospitality.
  - Team Manager, Chaperones
  - Attend Educational Clinics
  - Attend Annual General Meeting
  - Serve on the Board of Directors or its Committees

### *Officiating Certification Requirements*

A new parent/guardian member to the club requires Level 1 training in the first season and certification by the end of their second season. Returning members require Level II training by the end of their

second season, and certification in one position by the end of the third season. Members returning for a fourth season, or more, will require certification in additional Level II positions. Once the swimmers' group is Performance and above it is expected that the parent/guardian is certified in a minimum of 3 Level II positions as they progress to Level III certification.

There are two ways to complete your officiating course(s):

1. Clinics: RDCSC will provide clinics for Level I and Level II training each year for members. Clinics are held in a classroom setting, usually in the evening for a couple of hours. They are offered leading into a hosted swim meet so newly qualified officials can immediately practice their skills and knowledge. We also ensure that more seasoned officials are available to work alongside rookie officials to provide support and answer questions. Members will be notified through the weekly email when clinics will be offered.
2. Online: Online courses are available if you are not able to attend our clinics. These courses are available through Swimming Canada. Swim Canada Online Courses Link – [click here](#)

Upon completing a clinic or certification, the member is responsible for updating their Swim Alberta profile by communicating this to the RDCSC Officials Coordinator.

The Officiating Certification Requirements outlined in the handbook were enhanced in the 2019-2020 year. Due to the pandemic cancelling our Freeze or Fry swim meet the Board will allow for an additional transition year to allow time for returning members to obtain higher certification levels where required.

The Board understands that some families take on other important Coordinator positions outside of officiating. For those members who fill the Hospitality and Concession Coordinator roles, they are exempt from this policy as their positions do not allow time for them to obtain the certification outlined above.

Commencing in 2021 an officiating fee will be applied to those who are not obtaining the additional training as required. The officiating fee is a method of encouraging members to continue their certification in the various officiating positions. The terms and amount of the fee will be outlined in the 2021-2022 Parent Handbook.

Please review the link below so that you are familiar with the Officials Certification Pathway. [Swim Canada Officials Certification Pathway](#)

### ***Volunteer Requirements***

To ensure that our members share equally in the success of our club RDCSC plans to implement a yearly Volunteer Points Program. Members are expected to participate in the operation of the club, hosted swim meets, events and activities.

We encourage families to volunteer as much as they are able, and many families will volunteer far more than the minimum point requirement. Competitions rely heavily on parent volunteerism, and our kids can't race without our parents helping in many different capacities.

### *Points Program Overview*

#### **How many points do you need?**

Your point commitment is based on which group your swimmer is in. If you have more than one swimmer in the club, your point commitment will be your highest-level swimmer.

Please refer to the table below to determine your point commitment for the season.

	<b>Youth</b>	<b>Development</b>	<b>Provincial</b>	<b>Prospect</b>	<b>Performance</b>	<b>Elite</b>
<b>Year</b>	30	40	50	70	80	80

Point commitments are subject to change dependent on enrollment numbers. The board will assess the number of points required by each group and will notify members before each swim meet if there are any changes.

The Board may grant Meet Managers the ability to institute additional mandatory volunteering at hosted meets. A maximum amount will be determined by the board per recommendations made by the Meet Manager. If the member has already reached their maximum required points, there will still be an expectation to volunteer at hosted meets where mandatory shifts are required.

Point commitments must be earned by August 31<sup>st</sup> of the current season. Points cannot be carried forward from year to year. If you are unable to complete your point commitment, there will be a \$TBD penalty per point missed charged to your family account on August 31<sup>st</sup> of the current season.

In the event a member works more than their minimum requirement, there will be no compensation given. The Board sincerely appreciates your dedication to our athletes.

#### **How to earn points?**

The majority of points are earned through our hosted swim meets. There will be other opportunities for members throughout the year, members will be notified through the weekly email that the job signup will be open on a certain date and time.

#### **How do I sign up?**

Signup is through our website. When the sign up is open, log into your account and go to the events page. Under the job signup tab select the job(s) you would like to sign up for.

When signing up note how many points each job is and only sign up for the jobs you are qualified for. It is your responsibility to ensure you have signed up for enough jobs to total your point requirement.

To receive your points at a swim meet, you must sign in with the official's coordinator 30 minutes prior to your session and you must complete the job in its entirety. Failing to check in means you will be considered a no show and a replacement will be found.

Family and friends can help you earn your points but remember they must be certified if the job requires certification.

### How to check your points?

To check your points balance, sign into your account on our website, select My Account on the left side of the screen, select Invoices and Payments, at the top of the screen select Service Hours.

It is your responsibility to ensure that your points are recorded correctly. If you have any discrepancies contact our Volunteer Coordinator at [volunteer@reddeercatalina.ca](mailto:volunteer@reddeercatalina.ca)

### Points Roles

Volunteer Opportunity	Points Earned
<b>Board of Directors</b>	
President	50 Points Per Year
Vice President	40 Points Per Year
Past President	30 Points Per Year
Secretary	40 Points Per Year
Treasurer	40 Points Per Year
Director	30 Points Per Year
<b>Coordinators</b>	
Bingo Coordinator	30 Points Per Year
Casino Coordinator	10 Points Per Year
Raffle Coordinator	20 Points Per Year
Volunteer Coordinator	30 Points Per Year
Gala Coordinator	40 Points Per Year
Gala Committee Member	30 Points Per Year
Team Travel Manager	20 Points Per Year
Fall Banquet Coordinator	20 Points Per Year
<b>Hosted Swim Meet Volunteer Opportunities</b>	
Meet Manager	80 Points Per Year
Referee	80 Points Per Year
Clerk of Course	80 Points Per Year
Officials Coordinator	80 Points Per Year
Hospitality Coordinator	80 Points Per Year
Concession Coordinator	80 Points Per Year

Starter	10 Points Per Session
Electronics	8 Points Per Session
Stroke and Turn	8 Points Per Session
Chief Timer	8 Points Per Session
Timer	5 Points Per Session
Marshaling	5 Points Per Session
Safety Marshal	2 Points Per Session
Hospitality Helper	5 Points Per Session
Concession Helper	5 Points Per Session
Set up and Take Down	5 Points Per Session
Runner	3 Points Per Session
Raffle Ticket Sales	3 Points Per Session
Shadow (starter, clerk of course, meet manager)	10 Points Per Session
Shadow (stroke and turn, electronics)	8 Points Per Session
Gala Event Helper	3 Points Per Session
Promotional Events	3 Points Per Session
Official Clinic	5 Points Per Session
Chaperone	15 Points Per Day

The Point System will be a new program for RDCSC with a target start date of 2021-2022 season and will replace the old credit system. Due to the Covid-19 pandemic forcing the cancellation of swim meets from March through to the end of 2020 we were unable to complete our test last season. Swim Alberta & Swim Canada have not determined if and how meets will be held going forward. As a result of this uncertainty the Board will not implement the new system at this time.

The system was based upon researching what other clubs are doing in the Province. Provided that families meet the minimum volunteer commitments outlined below, no financial penalties will be assessed this season. Given that the swim meet schedule to be determined, the volunteer commitments will tentatively remain unchanged from previous years. While we will not be fully implementing the points system this year, the Board encourages all families to strive to meet the point total for the highest group that their swimmer participates in. This will provide quality data that the Board can rely on to tweak the proposed points system and fully implement the new points system for the 2021-2022 swim season.

Squads	Total Officiating Requirement (per family)	Valentine Meet Requirement (per family)	Freeze or Fry Requirement (per family)
Youth	7	3	4
Development	7	3	4



Provincial	7	3	4
Prospect	7	3	4
Performance	7	3	4
Elite	7	3	4

As noted above Officiating Requirements per family are subject to change dependent on enrollment numbers, and what the Swim Meet schedule looks like for next season.

The Board will advise members of their volunteer commitment prior to any hosted swim meets next season. **Should you be unable to meet your volunteer commitment, the onus is on you as the member to advise the Board prior to the swim meet.**

**Failure to meet your volunteer commitment will result in your family account will be billed \$100.00 per missed shift in the month immediately following the swim meet.**

**If you sign up for a volunteer position and then wish to cancel it within one week prior to the date of the event you are volunteering at, you are required to find your own replacement volunteer, and such volunteer must have the correct qualifications for the job that you signed up for. Failure to do so, or otherwise failing to sign up and complete your required volunteer commitments will result in a \$100 per shift charge to your family account in the month immediately following the swim meet.**

## Optional Fundraising

Optional fundraising activities are carried on throughout the year giving families the opportunity to raise funds to help offset swimming fees.

A percentage of each fundraising activity members participate in will be credited to their family account as it is completed throughout the swim season.

Activities that are available will be posted on our club website and members will be notified through our weekly email as to what fundraising activities will be available throughout the season.

## 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 costs \$12.00 and will take approximately 1 hour to complete. Once completed, certification is transferable to other sports involved in Respect in Sport. Parents/guardians would 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 and will develop new policies and procedures when required to properly manage and govern the club.

It is the responsibility of each member to read and understand 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.