



RHAC Registration Package (Hardcopy Version)

Hello,

Welcome to **Richmond Hill Aquatic Club**. Please use this registration package to register your swimmer(s) for our next 2020-2021 swimming season.

Please read the following before starting your registration:

- RHAC Registration needs to be done by parents, not by swimmers due to the legal implications of signing agreements;
- Registration will only take place once for the entire swimming season; however payments will be charged on your account monthly;
- Monthly fees will likely differ from month to month, depending on the fees our club is charged by the pool, on the pool capacity allocated to us and on the overall operational expenses of our club. We will be notifying all members of upcoming price changes before they are posted to your account;
- A registration is not complete until all the required signed forms are received, payment (cheques or eTransfer) is received and verified and an email confirmation from our Treasurer is sent to the account holder.
- At the end of this registration and upon registration approval, charges will be posted to your to your account. If enough credit exists in your account to cover the fees, there is no need to submit payment at this time.

We look forward to having you registered with **Richmond Hill Aquatic Club!**

General considerations

The fees for the 2020-2021 season will be handled differently from previous seasons. Due to the impact of the COVID19 pandemic on swimming pools, fees will be calculated and charged on a month-by-month basis for the foreseeable future. This is due to the fact that we are unable to plan the pool capacity well in advance and we don't know all the fees associated with it. We are taking guidance from the City of Richmond Hill and Swim Ontario with regards to pool capacity and will provide timely updates about availability and fees as early as possible on a monthly basis. Should this arrangement change, we will also make the appropriate announcement.

Further to the impact of the pandemic, additional charges such as the **Athlete Development Fee** and the **Swim Meet Deposit** will not be charged to your account as there are no swim meets planned at this time. Again, should this change, we will also make the appropriate announcement.

The registration is not complete until all required documents have been completed and they have been verified/approved by RHAC Treasurer and the coaching staff.

Cancellations

RHAC cannot process refunds for program withdrawal during the current month as we have already committed athletes for the given pool capacity; we cannot put another swimmer in on a short notice. All cancellations need to be received in writing before the 25th of the month (email to treasurer@rhac.ca and your coach) to ensure timely processing for the next month.

There are no refunds for the Swim Ontario fees and Registration fees, regardless of when the cancellation request is submitted.

Payment

The preferred way of payment is Interac transfer (electronic transfer) however we also accept cheques.

If you already have enough credit in your RHAC account (please refer to your account balance in TeamUnify at rhac.ca), there is no need to provide payment because the club will deduct the fee directly from your RHAC account.

The payments will follow the monthly fee schedule. Fees for the next month should be paid in full before the 5th of the month to avoid a late payment fee, charged automatically by the billing system. Payments can be made via cheque or electronic transfer ("e-transfer"). Please factor in the time required to mail the cheques, if paying by cheque.

Electronic payments should be sent to rhactreasurer@gmail.com. You **MUST** indicate the account number in the comments section of the transfer, otherwise we will not be able to match the payment with your account. If prompted for a password to your eTransfer, please use the password **season2021**

Fees

The swimming fees for September are listed below (*Table 1*). Please note that a (once a swimming season) Swim Ontario Fee will be charged for each swimmer in your account, following the prices communicated to us by Swim Ontario (*Table 2*). These fees are based on the age of the swimmer on December 31st, 2020

Table 1: Fees for September 2020					
Group	Novice	Select	Youth	Provincial	National
First Swimmer - full price	\$135	\$140	\$145	\$235	\$235
2nd Swimmer - reduced price	\$122	\$126	\$131	\$212	\$212
3rd + Swimmer(s) - further reduced price	\$115	\$119	\$124	\$200	\$200

Note: For an account with multiple swimmers, the first swimmer (older group) pays full price. Additional swimmers under the same account will have a 10% and 15% discount for 2nd swimmer and 3rd+ swimmer(s), respectively, as indicated in the table above.

Table 2: Swim Ontario Fees for the entire 2020-2021 season. The Swim Ontario Fees are based on your swimmer's age on December 31st, 2020	
Fee by Age	Price (including tax)
Age 8 and under	\$121.40
Age 9 and 10	\$141.40
Age 11 to age 14	\$161.40
Age 15 and over	\$181.40

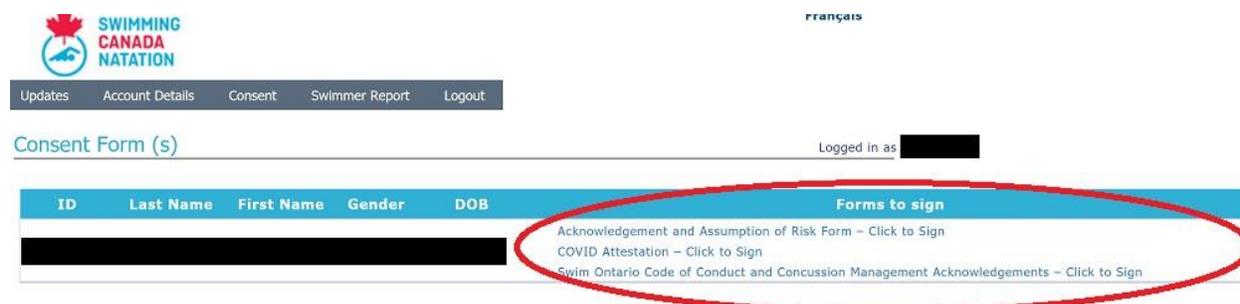
Swim Ontario Mandatory Registration

There are 3 Swim Ontario Forms that must be signed online as part of registration; you will only need to go through this process once within the 2020-2021 swim season.

If you haven't already done so, please follow the steps below. These steps can be done before, during or after the registration however it needs to be done before our club verifies the validity of the registration, and no later than September 5th.

If the Swim Ontario website is not working (i.e. it may be down due to maintenance), you will need to try again after September 1st.

1. Please log into your Swim Canada account at: <https://www.swimming.ca/en/registration/>
2. Click on: 
3. Sign in with your login and password.
4. Once you successfully enter the site, you should see the "Updates" page. To access the 3 forms you need to sign, click on  in the top menu banner.
5. You should then see the name of your swimmer(s) and other personal information. On the right side, you should see 3 forms to be signed. Click each one and follow the instructions to complete the signing of these forms.



By signing this registration (below), I understand that the acceptance of all Swim Ontario Forms is mandatory, and that the registration will not be complete until the steps above are finalized.

Signature of Parent or Guardian:

Date:

Print Name of Parent or Guardian:

Print Name of Parent or Swimmer(s):



Medical and Liability Waiver

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the "**Richmond Hill Aquatic Club**" to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge "**Richmond Hill Aquatic Club**" and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in "**Richmond Hill Aquatic Club**" activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

By registering my child(ren) with the "**Richmond Hill Aquatic Club**", I agree to participate (or allow my child(ren) and family members to participate) in the "**Richmond Hill Aquatic Club**", and hereby release "**Richmond Hill Aquatic Club**", its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the "**Richmond Hill Aquatic Club**" program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the "**Richmond Hill Aquatic Club**" programs.

Signature of Parent or Guardian:

Date:

Print Name of Parent or Guardian:

Print Name of Parent or Swimmer(s):



RHAC REGISTRATION Agreement

1. RHAC Points Agreement

***** Due to the current pandemic, the Point Allocation limit for the upcoming season is set to 100 points per family, a 75% reduction from previous year. These volunteer points are required to ensure there is adequate parent/guardian participation with The Club. The Club is committed to offer enough opportunities to participate during the season (e.g. attending AGM, completing an online Officials Course, etc.). Unlike previous years, a deposit will not be charged immediately. Instead, a deposit will only be charged if an account has not accumulated at least 50 points by January 1st, 2021 (halfway point throughout this season). The deposit will be charged at a rate of \$4 per 1 point (similar to previous years). Should any major changes arise (e.g. Swim Ontario decides to remove online training, etc.), The Club reserves the right to fair and appropriate changes. *****

Richmond Hill Aquatic Club (RHAC) has a point system in place to track mandatory volunteering hours for all members. The number of volunteer hours needed for a given swimming season is posted on RHAC website at the beginning of the season and can be adjusted at any time, given reasonable notice and reasoning.

By continuing with this registration, I understand that Richmond Hill Aquatic Club depends on volunteers to fulfill its activities and I agree to make every effort to fulfill the points obligation for my family account.

Any volunteer points not fulfilled by the end of the swimming season (June/July) will be charged by RHAC to your account at a rate of \$4 per point, and the account balance must be paid regardless of whether you are still a member of the club at the end of the season or not. You agree thereby that failure to pay the account balance when asked by the club contravenes with the existing club by-laws, the contract that was signed with RHAC and that the Club retains the right to use any and all legal means to recover the said outstanding balance.

2. Payment method

Payment for registration must be received by RHAC before the 5th of the month, to ensure that the registration is completed on time. The registration is not complete until all the following documents have been signed/received and they have been verified and approved by RHAC Treasurer and the coaching staff.

1. The On-Line Registration (or paper-based registration) has been received by our club;
2. All Swim Ontario required online forms, signed (one-time only within the season);
3. Payment was received (cheque or completed e-transfers). Please refer to the provided table for the correct fees for your swimmer(s);
4. If registering via a paper-based registration form, it needs to be mailed and received as soon as possible. Please use the address posted on our website.

Missing cheques, or incomplete registration forms will result in delays in processing your registration and possibly in not completing the registration on time.

3. Invoice Details

Membership movement during the year: The amount of membership fee for your registration may change during the course of the season or alternatively, your swimmer may decide to withdraw from the program. Both of these circumstances will require adjustment to the amounts owing under the terms of the registration with RHAC.

The principles behind RHAC billing procedures are as follows:

- 1) For each family with more than one swimmer, the swimmer in the higher group pays the full amount; each additional swimmer is entitled to a discount consisting of a lump-sum deduction followed by a further discount from the Membership Fee.
- 2) For swimmers moving from group to group, the prorating is based on the months remaining in the year, relating to a 10-month season that begins in Septembers and ends in June. Only the membership fee is subject to proration.
- 3) For swimmers withdrawing from RHAC, there will be no reimbursement of the Swim Ontario Registration Fee. The determination of the final amount owing upon withdrawal is determined by the Treasurer of the club, and it includes settlement of any and all financial items arising from the relationship with RHAC. There will be no refund of membership fee for swimmers withdrawing from RHAC after April 1st.

4. Additional Fees

**** Due to the pandemic, some of the fees below are not currently applicable (see the Notes section). The situation might change during the season and RHAC reserves the right to update these fees if need be, with proper and reasonable notice to our members. ****

Fee description	Amount	Notes
Athlete Reward Fund	\$50	Temporarily suspended
Swim Meet Deposit - refundable under given conditions	\$400	Temporarily suspended
Family Point Deposit (first deposit) - refundable under given conditions	\$500	Temporarily suspended
Early Withdrawal Fee	\$200	Temporarily suspended
Bounced Cheque - Handling Fee	\$20	
NSF Cheque - Bank Charge	\$6	
Swim Meet Admin Fee	\$5	
Swim Ontario Official Registration Fee	\$6	
Late fee for outstanding balance	\$25	

5. Coach - Parent Meeting

Parents and Athletes are required to attend the Coach - Parent meeting. Attendance at this meeting is mandatory. Swimmers cannot continue to train until this meeting is attended. Please refer to communication from your coach on the exact date of this meeting

6. RHAC Hosted Meets (tentative)

**** Due to the pandemic, there are no swim meets scheduled at this time however the situation might change without notice, pending approval from our governing body Swim Ontario. ****

7. Club Dress Code

Wet Practices - RHAC cap, Canada cap, any color swim suit

Dryland Practice - RHAC shirt, RHAC sweat top, black pair shorts or pants

Swim Meet - RHAC cap, black bathing suit, RHAC shirt/sweat top, black pants or shorts.

Swimmers need to wear the required equipment at all dry practices.

Swimmers found without RHAC equipment at a swim competition will be fined \$15.00 per incident.

Coaching staff may, on occasion, waive the requirement to wear the RHAC equipment.

8. Attendance

This is a swimming group pre-requisite and if not met, athletes may lose the privilege to remain in the program.

National Group - 93% or higher

Provincial Group - 90% or higher

Youth Group - 85% or higher

Select Group - 85% or higher

Novice Group - 85% or higher

9. Team Travel Policy

Each season, RHAC might designate Team Travel Meets. These are away meets to attend Jr. Provincials, Eastern Cup, Age Nationals, Grand Prix competitions. Swimmers not being part of the Team Travel will be disqualified from benefitting from the Athlete Performance Fund. Head Coach develops a meet schedule in the beginning of each short course season (September)

10. Swim Meets

Athletes are expected to participate at Jr. Provincials, Age Nationals and Sr. Nationals, if standards are met. RHAC coaches are to select the athletes, who will be registered at a meet and participate in relays. At Championship meets, for relays, RHAC coaches select the fastest 4 swimmers in the age group coming into the meet. Coaches reserve the right to make last minute changes to suit the needs to the RHAC Team.

In the case where a coach needs to choose between attending meets that happen at the same time in different cities/provinces, the coach might make a decision to attend one of them and not the other one, even if it means not accompanying one swimmer at a given competition. The swim time of the swimmers qualified will be a factor in which swim meet will be attended.

11. Swim Meets with FINALS

Athletes are expected before the end of the preliminaries to scratch their entry from the finals by notifying their coach. At Championship meets, hosting clubs, there is a \$50 or \$100 penalty for "no show" at Finals. RHAC will pass on the charge to the parents of those swimmers who failed to notify a coach on time about their scratch from the final..

12. Club Chain of Command

- a) Parents of each group will need to address issues of concern directly with their group leading coach
- b) Unresolved issues by the group leading coach should be addressed to RHAC Head Coach
- c) Unresolved issues by the Head Coach should be addressed to the RHAC President.

13. Code of Conduct

It is imperative for swimmers and parents to treat their coaches and teammates with courtesy and respect. This behaviour is expected at all times whether training at home or competing at meets. Swimmers and parents who disregard the RHAC Code of Conduct may be subject to disciplinary consequences. Please see the Code of Conduct on the RHAC website, in the RHAC Handbook.

14. Group Parent Leader

In an effort to improve communication between parents and coaches, each group is seeking a volunteer parent to act as a group representative. The parent will act as a liaison between the group coach, swimmers and parents. This person should assist with communication of information to new group members and could also help to organize social events. Please come forward if you would like to volunteer and send an email to treasurer@rhac.ca. Selected volunteers will be contacted in September.

15. Agreement and Signature

I hereby apply for membership in the Richmond Hill Aquatic Club (RHAC). Upon acceptance of this application by RHAC, I become legally liable to pay RHAC the fees associated with the swimming group my child(children) are registered in, and other amounts that may become payable to RHAC during the 2020-2021 season.

Waiver Clause: In the event of, and in consideration of my application being accepted, I do hereby for myself, my immediate family, my heirs, executors and administrators, waive and forever discharge RHAC, its employees, agents, officers and elected officials, from all claims, damages, costs and expenses in respect to personal injury or damages to property, however caused, which I or any child included in my application, may sustain as a result of my participation in the aquatic program or any function of RHAC. I agree to abide by the Rules and Regulations of RHAC and any such changes/additions to same that are made by the RHAC Executive. The Executive reserves the right to apply disciplinary measures to any swimmer or member whose behaviour reflects adversely on RHAC, whether at practice, meets or other functions associated with RHAC.

By signing this application, I certify that:

1. I have reviewed, understood and accepted the terms and conditions outlined in the RHAC Registration Forms.
2. I have reviewed, understood and accepted the terms outlined in the RHAC Handbook.

Signature of Parent or Guardian:

Date:

Print Name of Parent or Guardian:

Print Name of Parent or Swimmer(s):