

Southeastern Swim Club

Financial Information and Volunteer Requirements

FINANCIAL COMMITMENT: (All Financial Requirements: September 1, 2021-August 31, 2022)

- **Annual Commitment:** You are committing to be a member of Southeastern Swim Club for the annual term of Sept 1, 2021- August 31, 2022. You are responsible for the dues for the duration of your contract.
 - *No dues are refundable unless this is your first season with SSC or your family is moving out of the area. If you should decide to resign from Southeastern Swim Club you are responsible for the remaining fees and volunteer commitments not worked.*
 - *No dues are refundable for time spent out of the water due to close contact or due to being positive with COVID-19*
 - *No dues are refundable for anyone on suspension*
- **Seasonal Commitment (Fall/Winter and Spring/Summer):** Options for Flying Fish or Stingrays. You are committing to be a member of Southeastern Swim Club for the term of the season for which you have registered. No dues are refundable unless this is your first season with SSC or your family is moving out of the area. If you should decide to resign from Southeastern Swim Club you are responsible for the remaining fees and volunteer commitments not worked.

FEES

- **All accounts will be required to have a credit/debit card or ACH (checking account) information on their account for monthly processing of their invoice.**
- **Registration Fee:** SSC collects a \$225 annual non-refundable fee. The registration fee includes: USA Swimming and Indiana Swimming registration fees, insurance, t-shirts, swim suit, September swim dues, etc. This fee will register the swimmer with USA Swimming which includes secondary insurance and a year's subscription to *Splash* magazine. Upon the completion of registration all families will receive their athletes shirts and welcome bag.
- **Dues:** These fees are based on an annual or seasonal basis depending on the payment option you have chosen.
- **Types of Dues:** There are a few different types of dues based on the group you are in. These are the following that you will see as well as what they mean.
 - **Annual Paid in Full:** Full dues + Registration Fee paid at time of registration
 - **Annual Monthly:** Registration Fee paid at time of Registration + Dues paid each month September-June/July
 - **Fall/Winter (Flying Fish & Stingray ONLY):** Registration Fee paid at time of Registration + Dues paid each month September - Mid-March
 - **Spring/Summer (Flying Fish & Stingray ONLY):** Registration Fee paid at time of Registration + Dues paid each month April - July
 - **Summer Prep (Flying Fish & Stingray ONLY):** Dues ONLY paid at time of Registration for April & May ONLY

- **Summer (Flying Fish & Stingray ONLY):** Dues ONLY paid at time of Registration for June & July ONLY
- **Meet Entry Fees:** Swimmers may voluntarily enter meets by signing up via the SSC website. Entry fees vary by meet and will be charged if the swimmer is signed up for the meet. Please keep in mind that teams charge SSC for meet events upon entry and that these fees must be paid regardless of whether or not the swimmer actually swims in the meet. Once the signup deadline for the meet has passed you are responsible for the meet fees. **No swimmer will be allowed to sign up for a meet if their account is 31+ days past due.**
- **Multiple Swimmer Discount:** For each swimmer in excess of two per family, payments of dues are reduced by 50% for the additional swimmer(s) in the least expensive practice group(s).
 - *Example:* A family registers three swimmers for the year 2021-22 (two Bluefins and one Shark) on the monthly payment option. The two Bluefins would be assessed the full amount of \$178 per swimmer per month. The Shark swimmer would be assessed 50% of the monthly dues $\$178 \times 50\% = \89 per month.
- **Late Fee:** A late fee of \$10 will be assessed to any account that is not paid in full by the 17th of the month.
- **Late Registration:** Any swimmer who has an outstanding balance or has not completed their online registration and turned in the required documents by the first day of practice will not be allowed to practice until the online registration and payment are received. New members must also submit a copy of their birth certificate or passport to sscdirops@southeasternswim.org.

BILLING AND COLLECTION PROCEDURES

- A Billing Summary will be emailed to you by the 25th of the month. All invoices will be generated on the 1st of each month and may be viewed by logging on to your private account on the club website www.southeasternswim.org.
- You are responsible for notifying the Director of Operations (sscdirops@southeasternswim.org) by the end of that month if you believe your Billing Summary is incorrect.
- All invoices are due on the 1st of the month.
- **Any credit card or ACH setup for automatic payment which are declined will result in a \$10 charge to your SSC account.**
- **Bills will be considered delinquent if they are not paid by the 1st of the next month (i.e. 30 days past due) and coaches will be informed that the child will not be permitted to participate in competitive meets until all delinquent balances are paid in full. Remember, no swimmer will be allowed to sign up for a meet if their account is 31+ days past due.**
- If balances are 60 days past due, coaches will be informed that the child will not be permitted to participate in competitive meets or club practices.
- If balances are 90 days past due, the club will pursue any means necessary to collect balances due, including, but not limited to, the use of an outside collection agency. Any fees charged by the collection agency or legal fees incurred while trying to collect on a past due account will be the responsibility of the swimmer's family.
- The club recognizes that members may encounter periods of financial hardship. Any request for special consideration for an alternative payment plan must be submitted to the Director of Operations and approved by the Treasurer. These requests will be handled confidentially and promptly.

- **All past due balances must be paid in full prior to registration for a subsequent season.**
- If a swimmer chooses to resign from the club, you must notify the Director of Operations at sscdirops@southeasternswim.org.

MEET VOLUNTEER REQUIREMENTS

Volunteer Philosophy:

- The hosting of swim meets is normally the only fundraising requirement of Southeastern Swim Club families (there may be other fundraisers during the 2021-22 season to help offset the COVID pandemic) . Since all families share in the benefit of the revenue generated from these meets, all of our families are required to help with the workload involved in running the meets. **These requirements apply to all families whether or not your swimmer swims in the meets.**

2021-22 Hosted Meets - SSC will be hosting six meets that all families must volunteer at. Volunteering at a Super Splash or officiating at a non-SSC meet will not count towards your volunteer requirements since these are not SSC fundraisers.

<u>MEET</u>	<u>DATE</u>	<u>HOST</u>	<u>SEASON</u>
Kick Off Splash	Sept 29, 2021	at HSE High School	Fall/Winter Season
Swim Fest 2021	October 9-10, 2021	at HSE High School	Fall/Winter Season
Halloween Splash	Oct 29, 2021	at HSE High School	Fall/Winter Season
Munster Invite	Nov 5-7, 2021	at Munster	Fall/Winter Season
WTSC Prelim/Final Meet	Nov 19-21, 2021	at WTSC	Fall/Winter Season
December Closed Invite	Dec 11-12, 2021	at TBD	Fall/Winter Season
MLK Invite 2021	Jan 14-16, 2022	at HSE High School	Fall/Winter Season
Northside Closed Invite	Feb 18-19, 2022	at HSE High School	Fall/Winter Season
Final Splash	Feb 26th, 2022	at HSE High School	Fall/Winter Season
Age Group State 2022	Mar 11-13, 2022	at IU Natatorium/IUPUI	Fall/Winter Season
Summer Sizzler 2022	June 3-5, 2022	at HSE High School	Summer Season

Requirements: **NEW INFORMATION- PLEASE READ**

- After a year of review, the Board has decided that group based shifts have worked best and we will be moving forward with that mentality this season. One change we have made this season is the requirement that all groups (excluding the Flying Fish and Stingray groups) have 2 mandatory Age Group State shifts to be worked.
- Meet hosting during the upcoming season will pose challenges (as they did last year), as additional volunteer positions and responsibilities will be required to run meets within the guidelines and best practices being promoted by USA Swimming, Indiana Swimming, and state and local health authorities. For the 2021-2022 season, the volunteer requirements are as follows.

GROUP	SHIFT
Flying Fish & Stingrays (Short Course Only)	6 total shifts
Flyin Fish & Stingrays (Annual)	8 total shifts
All Other Groups	9 regular shifts + 2 mandatory Age Group State shifts = 11 total shifts

- Volunteer requirements are reviewed on a yearly basis to best help you and the club put on great swim meets for the athletes
- These positions are filled on a first-come/first-served basis. Since meets are normally our only form of fundraising, these requirements apply to all families whether or not your swimmer swims in the meets.
- It is your responsibility to check your shifts worked after each meet (**allow up to 1 week for these to show up on your account**) to make sure your shifts worked are correct. **Coach Dan King** (coachdan@southeasternswim.org) must be notified of any changes **within 2 weeks** following the meet. After that point, no adjustments will be allowed.
- Every meet worker must check in with the appropriate chairperson upon arrival. Your session is complete and you will receive credit for your session only when you are released by that chairperson.
- No Senior Swimmer is allowed to work a shift in which they are eligible to swim.
- Volunteer Signup is done on the SSC website and can be found at the bottom of the home page under the tab Events then Team Functions.
- Meet workers must be at least a High School aged student (freshman and above); no one younger than this will be allowed to work any position. Please note that many positions require an adult (Security, Safety, T-shirt Sales, and Admissions/Heat Sheet Sales); therefore, there are limited numbers of positions suitable for High School aged workers. No one under the age of 21 will be allowed to work any positions that requires the handling of money (T-shirt sales and Admissions/Heat Sheet Sales).
- Before signing up, please make a note of the tentative times for each session. Please be aware that some positions require the meet worker to report before warm-ups.
- It is your responsibility to verify that you have signed up for the correct number of sessions and at the correct times. Once the online signup has closed you will not be able to remove your name from any extra shifts or take your name off of shifts you signed up for in error. Please verify shifts prior to the online signup deadline.
- There is no childcare available. Non-swimming children are not allowed on deck during the meet per USA Swimming regulations.
- **Volunteer Shifts Assessment Policies**
 - **Families who are unable to fulfill their commitment will be assessed \$100 per shift not worked.**
 - **Fines for no-shows (signed up for a shift but did not show, including hired help not showing) \$150 per shift and still the responsibility of the club family.**
 - **No cancellation of shifts will be allowed within one week prior to the start of the meet unless approved by the Director of Operations and Meet Directors.**
 - **Cancellations at this point will be considered a "No Show" and will result in the \$150 per shift fine.**
 - **Changes to a different shift or position will be allowed if space permits and with the Meet Directors approval.**

- If your family hires a worker for one or all of your shifts, that business is between the hired worker and the club family. The club will in no way be involved with setting the dollar amount or collecting payment. The family hiring the worker is responsible for signing the worker up on the website under their account to ensure proper shifts credit is received. If the hired worker fails to work the shift(s), the hiring family will be fined. Please note that the Volunteer Coordinator is NOT responsible for finding workers to fill your shifts; however, the Volunteer Coordinator may be able to provide you with a list of potential workers.
- **Volunteer Attire** - You should plan to wear your blue SSC Volunteer t-shirt for each of your shifts. Each family is provided with 2 shirts and additional shirts may be purchased. New families will receive these volunteer shirts in their welcome bag.

HOSPITALITY DONATIONS REQUIREMENT

Hospitality Room

- At each SSC meet we offer a hospitality room for all of our volunteers during the time they are working. Meals, snacks and drinks are available.
- The hospitality room is open to all coaches, officials, and meet workers during the shifts they are working. Unfortunately, we are not able to accommodate swimmers and/or a worker's family members in the hospitality room at any time.

Hospitality Donations - **NEW INFORMATION - PLEASE READ**

- Each family is required to make a monetary (\$20 - hosted meets, \$25 - Age Group State) or food donation to the hospitality room per hosted meet. The signup for hospitality is also done through the website. The food donation will be on a first come first serve basis, and the signup window will be limited to allow for proper accounting, and to ensure that no family that has signed up for a food donation also incurs the \$20 charge.
- Any family that fails to sign up for a food item or monetary donation will automatically be assessed the **\$20** donation.
- Members who sign up for a food item, and do not deliver it to the hospitality room on the designated date and time, will be assessed a \$50 fine.
- If you will be out of town during the meet, please sign up for an item that can be purchased in advance and make arrangements for someone else to deliver your item for you.
- For your convenience, it is suggested that you sign up for an item to be delivered to the hospitality room at a time that is convenient with the times your family will be working at the meet.
- You are required to donate an item to each meet hospitality room whether or not this is a meet for which you are volunteering.