



Airdrie Phoenix Swim Club Policy:

Registration Policy

REVISION	EDITED BY	APPROVED BY	DATE
a			06 / 20 / 2024

1. DEFINITIONS & ROLES

- 1.1. “**APSC**”, “**Club**” and “**Organization**” refers to the Airdrie Phoenix Swim Club.
- 1.2. “**ICS**” refers to the non-competitive “I Can Swim” program.

2. INTRODUCTION

BY REGISTERING MY CHILD OR WARD (SWIMMER(S)), WITH THE **AIRDRIE PHOENIX SWIM CLUB (APSC OR CLUB)**,

WE (I) AS PARENTS OR LEGAL GUARDIANS, AGREE TO THE FOLLOWING STATEMENTS:

In addition to the direct monetary costs associated with membership, parents and guardians of the swimmer(s) are required to participate in club fundraising, volunteer at casinos and hosted swim meets, and participate in the Annual General Meeting.

I understand that the specifics of these commitments may change each year, and are communicated at the start of the season.

3. FUNDRAISING - (NOT APPLICABLE TO CASINO- PLEASE SEE CASINO SECTION)

3.1. I understand that I have two (2) fundraising options to reach the APSC established member commitment for the 2024/25 swim season.

3.2 Option 1: Main Fundraiser - Swimmers/families are expected to sell the minimum specified dollar amount for the year's main fundraiser, which will be communicated at the start of the season. If these commitments are unmet, swimmers/families will be solely responsible for making up the shortfall, which would be charged to the credit card on file.

3.3.Option 2: Buyout Option - If swimmers/families choose to be excluded from the fundraising activities, there is a mandatory buyout fee due no later than November 1, 2024. This buyout fee would be charged to the credit card on their account on December 1, 2024. Buyout costs will be provided at the AGM.

4. PENALTIES

- 4.1. Each swimmer/family accepts that failure to reach the fundraising commitments stated above, will be subject to APSC Board issuing a notice and penalties will be determined based on outstanding amounts as per APSC policy.
- 4.2. **APSC membership and participation is based on attributes including a commitment to fundraise. APSC does not require members to fundraise as a condition of membership or continued participation in the program they offer.**

5. CASINO

- 5.1. APSC participates in casino fundraisers, whereby volunteers from families are needed to work two shifts of various roles within the casino organization. This opportunity isn't available every year, however, when the opportunity is available to the club, participation is mandatory. **There is no casino**

scheduled for the 2024-2025 season, so this requirement is waived.

- 5.2. The casino fundraiser requires all swimmer families to work 2 shifts. Due to AGLC rules, shifts must be completed by either the member/parent or a close family member. Shifts may also be completed on the member's behalf by other club members. Only representatives known to the club are allowed to perform this commitment on a member's behalf. **No member is permitted to pay anyone to perform this duty for them as this practice is not member representation and could jeopardize our casino license.** Club casino positions and families participating in those roles will be shared amongst the club families in the month leading up to the casino. If volunteers are not committed to the casino opportunity for APSC, then it will not run and APSC will lose a large amount of money for club operations.

6. COMPETITIVE MEMBERSHIP FEES

- 6.1. All of the steps of my swimmer's APSC registration must be completed by their guardians prior to commencing swimming. Swimming Canada and Swim Alberta require their registration steps to be completed within 14 days of my swimmer commencing training with APSC. This comes as a separate email from that entity and it is the guardian's responsibility to complete it.
- 6.2. Program fees must be paid in full, either by a full payment or by the monthly payment plan, according to the payment schedule established during my swimmer's registration, no exceptions.
- 6.3. There are no discounts for swimmers who are not available to train all of their weekly program level sessions.
- 6.4. The full monthly program fee is payable for any month, or portion thereof, in which the swimmer trains.
- 6.5. If the coach approves an upgrade to the swimmer's training schedule, a fee upgrade must be paid based on the 2024/25 APSC Program Fee Schedule.
- 6.6. There are no refunds for downgrading training programs at any time after the registration date.
- 6.7. Overdue account balances will have late fees applied, and swim meets and/or pool restrictions will be placed on the swimmer.
- 6.8. Families with three (3) or more registered competitive swimmers, an amount equal to 15% of the least expensive annual program fee, will be credited to the applicable account on February 1, 2025.
- 6.9. For the full late and non payment policy, see the [Policies](#) folder.

7. COMPETITIVE SWIM ALBERTA FEES

- 7.1. All swimmers/families are required to pay an additional Swim Alberta fee at registration that is age dependent, based on the date of December 31, 2024. This fee is non-refundable and non-transferable.

8. APSC "PRE-REGISTRATION" FEE

- 8.1. Each competitive swimmer is required to pay a non-refundable \$300 "Hold Your Spot" Fee at the time of registration. This fee will be credited back to swimmers "athlete accounts" June 1/2025 when parents guardians have successfully fulfilled fundraising and volunteering commitments.
- 8.2. Each non-competitive swimmer is required to pay a non-refundable \$100 "Hold

Your Spot” Fee at the time of registration. This fee will be credited back to swimmers “athlete accounts” June 1/2025 when parents guardians have successfully fulfilled fundraising and volunteering commitments.

- 8.3. For the full fundraising and volunteering policies, see the [Policies](#) folder.

9. SWIM MEETS

- 9.1. A swimmer's participation in applicable swim meets is voluntary, although strongly encouraged by the coaches. If the swimmer is eligible to swim at an upcoming swim meet, the swimmer's coach will commit the swimmer to attend.

10. MEET WITHDRAWAL

- 10.1. If it is decided that the swimmer is not able to attend a meet to which the coach has committed the swimmer, the swimmer's guardian will utilize their APSC online account to withdraw the swimmer's meet attendance prior to the withdrawal deadline established by APSC.
- 10.2. If guardians are unable to withdraw the swimmer via the APSC website, they must notify the swimmer's coach AND APSC Registrar (apsc.registrar2@gmail.com), or applicable meet fees will be applied to the account.
- 10.3. Meet fees will be invoiced to accounts for all swimmers participating in meets, as well as those swimmers who are registered and have not withdrawn as required by APSC prior to the applicable meet scratch deadline.
- 10.4. For all the swim meets the swimmer(s) is registered for, guardians are responsible for all associated costs and for coordinating travel, meals, lodging, and supervision.
- 10.5. Meet fees are non-refundable but will not be charged to the account until after the host club refund/entry deadline has passed. It is the responsibility of the swimmer's guardian to monitor and manage all related information regarding upcoming swim meets for the swimmer.

11. VOLUNTEERING/OFFICIATING COMMITMENTS

- 11.1. Please see our official volunteer policy in the [Policy](#) folder.

12. “I CAN SWIM” - ICS FEES

- 12.1. Registrants may choose to enroll in 1, 2, or 3 sessions during the initial online registration.
- 12.2. If choosing 1 session, payment is due at registration.
- 12.3. If choosing to do 2 sessions, the full amount for session #1 will be required at registration and the full amount for session #2 will be charged to the credit card on account on December 1, 2024.
- 12.4. If choosing to do 3 sessions, the full amount for session #1 will be required at registration, the full amount for session #2 will be charged to the credit card on account on December 1, 2024, and the full amount for session #3 will be charged to the credit card on account on March 1, 2025.
- 12.5. If my swimmer upgrades to a competitive program at any time during the 2024/25 swim season, the guardian will be required to pay immediately, via an online on demand payment, the difference between the non-competitive fee

and the competitive fee based on the 2024/25 APSC Fee Schedule. Payment plans are available.

13. "I CAN SWIM" - ICS SWIM ALBERTA FEES

- 13.1. Swimmers guardians are required to pay a \$31.25/non-competitive swimmer Swim Alberta fee at registration.
- 13.2. This fee is non-refundable and non-transferable.
- 13.3. If my swimmer upgrades to a competitive program at any time during the 2024/25 swim season I accept that I will be required to pay immediately, in full via an online on demand payment, the difference between the Non-Competitive Swim Alberta fee and the Competitive Swim Alberta fee based on the 2023/24 APSC Fee Schedule.
- 13.4. The Swim Alberta competitive fee is based on a swimmer's age as of Dec 31/24.
- 13.5. Non-competitive swimmers are eligible to compete in one (1) swim meet per season without having to upgrade to competitive status with Swim Alberta and are subject to all the rules regarding swim meets (see above **Swim Meets**).

14. ALL WITHDRAWALS

- 14.1. All withdrawal notices must be submitted in writing to the Head Coach, APSC Treasurer, and APSC Registrar.
- 14.2. All withdrawal notices will be reviewed by the APSC Board of Directors for the determination of any applicable fees or refunds.
- 14.3. The last date written withdrawal notice will be accepted for the 2024/25 season is January 31, 2025.
- 14.4. The last training session at the end of the month in which the withdrawal notice is submitted will be the final swim session for my swimmer(s).
- 14.5. Accounts must be settled prior to withdrawal approval.
- 14.6. Swim Alberta fees are not transferable and are non-refundable.
- 14.7. Outstanding member accounts, after withdrawals are submitted to APSC in writing, or at the end of the current swim season, will be subject to appropriate action, and may delay the swimmer transferring to another club if requested, or may affect the acceptance of the swimmer returning to APSC the following swim season.
- 14.8. **For any withdrawals submitted on or prior to January 31, 2025:** If the APSC payment plan is utilized, an immediate on demand charge will be made to the credit card associated with the online account for the fee for the entire month in which the withdrawal notice is submitted, plus a withdrawal fee equal to one month of the swimmer's program fees and any applicable additional team fees*. If fees were paid in full at the time of registration, any applicable prorated refunds for remaining months will be based on the initial registration date and fees paid less any discounts that were received, minus applicable additional team fees*. Any refunds will be in the form of an e-transfer or cheque, as established by the APSC Treasurer, and within 30 days of the last day of the month the withdrawal notice has been submitted.
- 14.9. **For any withdrawals submitted on or after February 1, 2025:** If the APSC payment plan was utilized, an immediate on demand charge will be made to the credit card in the online account for the current balance, applicable additional fees*, plus all remaining program fees for the swimmer's entire

2024/25 program term. If fees were paid in full for the entire 2024/25 season, there will be no refund of any paid program fees, and an immediate on-demand charge will be made to the credit card in the online account for any applicable additional fees* associated with the member.

15. OVERDUE ACCOUNTS

- 15.1. APSC will take appropriate action if there is an overdue account balance after final notices have been sent to account holders via email.
- 15.2. It is the swimmer's guardian's responsibility to maintain up to date credit card information in the online account to allow for my payments to be processed in a timely manner.
- 15.3. Deliberate misinformation will not be tolerated and may be subject to the swimmer's expulsion from APSC. See the [non-payment/late payment policy](#) for further details.

16. ANNUAL GENERAL MEETING

- 16.1. Attendance at the APSC Annual General Meeting in September 2024, is a mandatory requirement for APSC membership.
- 16.2. Failure to participate in the AGM by at least one parent/guardian will result in an automatic charge of \$50 to the credit card on file.

Participation in the operations of APSC is greatly appreciated.

**Additional team fees are, but are not limited to: meet fees, fundraising penalties, team event fees, and replacement APSC swim caps obtained from the coach, etc.*