

**2024-2025**

**Family Manual**

Welcome to Cavalier Swim Club!

This handbook outlines the roles and responsibilities for both Cavalier Swim Club (CSC) parents and athletes. CSC is a 501 (c) (3) non-profit swim club with a paid coaching staff and a volunteer administrative staff. As such, the success of our organization is dependent on the contribution of the time, effort, and financial support of our CSC families. Please read the handbook and understand what is needed to be part of the team. Contact any board member if you have questions or wish to contribute to the continued growth of our team.

Sincerely,

Cavalier Swim Club

Board of Directors

Dan Prager, Head Coach

**Cavalier Swim Club, Inc. is not sponsored by or affiliated with Kiski Area School District.**

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## **1.0 - Communication Procedures**

### 1.1 General Communications

Important updates about practice schedules, security procedures at Kiski Area School District (KASD), registration for swim meets and CSC events, and other key information will be communicated through the CSC team website and via email or text as needed. To ensure you receive all updates, please enter and regularly update your contact information on your CSC account at the [CSC Website](#).

**Email** - Most communications will be sent via email. If you are not receiving these emails, first check your contact information on the CSC website. If the issue persists, contact a board member immediately (see Section 1.3).

**Text messages / RemindApp** - For urgent updates, such as late schedule changes or cancellations, text messages may be used. The team may also use the Remind App. Ensure your cell phone number and carrier are correctly listed in your CSC account.

**Website** - Visit the CSC website regularly for practice times, coach contact information, monthly event schedules, swim meet details and other important updates.

### 1.2 Meetings

Throughout the fiscal year, starting September 1, the Board of Directors and Coaches will host various team meetings. These meetings will be announced via email and posted on the team calendar. The typical meetings include:

- **Fall Member and New Parent Meeting** - Mid to *End of September/Early October*
  - All parents are welcome, and attendance for new families is highly encouraged. Typically, the board holds this meeting.
  - The meeting will contain 2 separate sessions; sessions will occur simultaneously.
    - **Fall Parent Session:**
      - Introduction to Board and Coach (likely the head coach).
      - Introduction on how to use the website.
      - Introduction on how to sign athletes up for meets and meet expectations such as:
        - Communication from coaches.
        - Signup timelines.
        - Payment expectations.
        - How to have a successful meet: what to do and what to bring.
      - Introduction to the unique facets of competitive youth swimming.
      - Review of key team updates and initiatives.

- Covering practice and meet expectations and experiences.
- Discussing parent volunteer obligations and fundraisers throughout the season.
- Addressing parent questions and concerns.
- **Fall Athlete Session**
  - This session is for athletes, one coach, the Parent Advocate board member, and the Safe Sport Advocate. It includes:
    - Review of athlete requirements and documents.
    - Discussion of the Safe Sport policies and expectations for athletes.
    - Covering practice and meet expectations and experiences.
      - What to expect at your first meet.
      - Where to meet the coach.
      - Warmup expectations.
      - Attire, snacks, water, and other helpful tips to succeed on meet day.
- **January Meeting** - Held to discuss the meet and expectations for conducting the meet
- **Semi-Annual Member Meeting** - *On an ad hoc basis but usually in Early March*
  - All families and athletes are strongly encouraged to attend. The topics include:
    - Voting for open positions on the Board of Directors\*
    - Financials\*
    - Upcoming news for summer season (long course and summer league)
    - Other club-wide business

Events indicated with a \* are for parents only. During this time, athletes will have a breakout session to discuss season wrapup expectations, meditation, or other coach-led activities.

### 1.3 Board Communication

On the CSC website, there is a “Coaches” and “Board” link at the top left of the home page, which allows you to email one or all Board members. Parents can also address the Board at the beginning of any scheduled Board meeting or during one of the annual or semi-annual member meetings mentioned earlier.

Individual Board members can be reached as follows:

<b>Board Member</b>	<b>E-Mail</b>	<b>Phone Number</b>
Owen Biltz, President	biltzg@fswp.org	724-448-8523
Melissa Peace VP	mjp430@gmail.com	412-445-0073
Leslie Walton, Secretary	jeffwalton1370@gmail.com	724-882-2700
Francene Tucker, Treasurer	francenetucker@yahoo.com	757-560-2937

**\*\*Please note that these board members are current as of the writing of this manual. In the event of a board member leaving their position early or in the case of elections after the start of the season, the names and contact numbers will change. We will update this manual online and the contact information on the website as appropriate.**

## 1.4 Coach Communication

On the CSC website, there is a “Coaches” link located at the top left of the home page, which allows you to email individual coaches. Each coach will provide their preferred method of contact during the member meetings and on the website.

**The coaching staff must focus on the athletes during practices and meets. While the coaches encourage parent communication, please avoid conversations during practice sessions. Additionally, parents are not permitted on the pool deck during practice or meets. Please note, that medical emergencies are exceptions to this policy.**

To schedule a conference with a coach, please contact them as follows:

<b><u>Coach</u></b>	<b><u>Phone</u></b>	<b><u>E-mail</u></b>
Dan Prager (Head Coach)	412-818-1409	dan74bhs@yahoo.com
Dawn Brennan	724-309-5510	dbrennan2217@gmail.com
Elizabeth Prager	724-681-6937	<a href="mailto:emprager@comcast.net">emprager@comcast.net</a>
Naomee Miller	TBD	N/A

Please allow 24 hours for the return of emails.

## 1.5 Grievance Procedures

Occasionally, an issue arises relating to team administration or an individual athlete, coach, Board member or parent that is unable to be resolved easily. In these unusual circumstances, two or more Board members and a coach will meet with the individual presenting the unresolved issue or grievance to provide a fair and reasonable resolution.

## **2.0 - Organizational Responsibilities**

### 2.1 Volunteering at Swim Meets

Like most youth sports organizations, CSC families must volunteer to ensure the efficient operation of team-sponsored events and to help offset the organization's operating expenses. Sign-up is done via the CSC website several weeks before the meet. Families will receive an email when the job sign-up is open. Sign-ups are filled on a first-come, first-served basis, and some jobs and times are more desirable to certain families than others. With this in mind, please make your selections promptly. Additionally, we understand that you may be moved to a different job on the day of the event, and we appreciate your flexibility and understanding.

**Every CSC family must volunteer at all CSC-hosted (and co-hosted) meets by working 50% of the sessions, regardless of whether their athlete swims at the meet.**

### **Meet Requirements for the 2024-2025 Season**

CSC wishes to host swim meets during the 2024-2025 short course season, pending guidance from the Allegheny Mountain Swimming and state guidelines:

- February 14 – 16, 2025: This is a 3-day meet with a total of 5 sessions.
  - Note: Session 1 on the 14th does not count towards your required volunteerism requirements.
- Other meets on an ad-hoc basis (not covered by the 50% rule). These meets follow the rule of: “If you swim, you volunteer”.

### **2.2 Fee Assessment for Failing to Volunteer at CSC-hosted Swim Meets**

- If a CSC family is unable to volunteer, that family may find a suitable person to serve as their replacement.
- If a family does not volunteer due to extenuating circumstances, the family can donate additional meet-required items for support.
- If a family fails to attend a session they signed up for or leaves their assigned job before the meet concludes, they will incur a \$100 fine.

### **Important Home Meet Notes**

- Please Note: The job times provided on the team website job sign-up are estimates only. The actual duration of each session could be shorter or longer than estimated. Families must work the entire session.
- The Volunteer Coordinator will explain and provide training for any family unfamiliar with their volunteer position.

### **2.3 Concession Donations for Home Swim Meets (place holder waiting for review)**

A large portion of our club’s income is generated from concession sales. Each family must provide 2 items from a Concession SignUp Sheet for home swim meet.

Concession sign-ups will be available in the weeks prior to the home swim meet. Failure to NOT relieve you of your obligation and \$100 will be billed to your CSC account at the conclusion of the meet. Also, signing up for a concession item is NOT the same as signing up for a volunteer spot - each family must sign up for both.

### **2.4 Meet Officiating - Account Credit May Be Issued**



## Meet Officiating

Parents who serve as meet officials can earn a maximum account credit of \$100. To qualify, AMS officials must meet the LSC officials requirements and attend the minimum required meets per AMS guidelines. This does not change regardless of how many officials are in your household.

### 3.0 - **Team Code of Conduct/Guidelines/Helpful Hints**

#### 3.1 Team Rules

1. Disrespectful comments, negative comments, vulgar language, fighting, and horseplay are prohibited.
2. Vandalism, theft and destruction of CSC, KASD, and individual property is prohibited.
3. Swimmers are required to stay by the pool area before, during or after all practices and swim meets. Loitering about the building is prohibited. Parents are required to supervise their children in the stands and hallways. Note that CSC is a guest of KASD for swim practices and meets. We must abide by their rules when using their facilities.
4. The use of cell phones, iPods, cameras or any other electronic devices in the locker rooms and other pool areas are prohibited--See 3.4
5. Use of illegal drugs, alcohol, smoking, and vaping is prohibited. Parents and athletes agree to uphold the image of CSC and to portray an image of which the team can be proud.
6. Additional rules and policies should be reviewed based on the following [document management sheet](#).
7. We uphold all Rules and Regulations set forth by USA Swimming. Please refer to the USA Swimming website and code of conduct for additional information, specifically including, but not limited to:
  - a. The Minor Athlete Abuse Protection Policy (MAAPP) as adopted by the CSC Board of Directors.  
<https://www.usaswimming.org/safe-sport/minor-athlete-abuse-prevention-policy>

#### 3.2 Bullying Policy

CSC members are registered USA Swimming members and as such are bound by USA Swimming's rules regarding bullying as follows:

- 1: [https://www.usaswimming.org/docs/default-source/diversity-inclusion/3.-model-policies-and-code-of-conducts/model-policy\\_-action-plan-to-address-bullying.pdf](https://www.usaswimming.org/docs/default-source/diversity-inclusion/3.-model-policies-and-code-of-conducts/model-policy_-action-plan-to-address-bullying.pdf)

2: The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission),

or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. causing physical or emotional harm to the other member or damage to the other member's property
2. placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property
3. creating a hostile environment for the other member(s) at any USA Swimming activity
4. infringing on the rights of the other member at any USA Swimming activity
5. materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

## REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

1. Talk to your parents;
2. Talk to a Club Coach, Board Member, or other designated individual;
3. Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of CSC leadership as soon as possible to ensure that memories are fresh, behavior can be accurately recalled, and bullying behavior can be stopped as soon as possible. The CSC coaches and Board would first hear any complaints pursuant to this rule and, if necessary, would proceed through formal termination processes and/or hearings as directed by USA Swimming guidelines.

## 3.3 Safe Sport Initiative

The CSC Board adopts the following Best Practice Guidelines for all USA Swimming members.

1. Parents should be encouraged to support their children's swimming experience appropriately.
2. All swimming practices should be open to observation by parents.
3. Coaches should not initiate contact with or accept supervisory responsibility for athletes outside club programs and activities.
4. When only one athlete and one coach travel to a competition, at competition, the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue. CSC's usual buddy club is Norwin Aqua Club (NAC).
5. Peer-to-peer relationships with athletes should be avoided. For example, coaches should avoid sharing their problems with athletes.
6. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes or other coaches.
7. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the

initial contact. Touching athletes should be minimized outside the boundaries of what is considered normal instruction.

8. Appropriate interaction would include high fives, fist bumps, side-to-side hugs, and handshakes.
9. Coaches should avoid having athletes as their favorites. They should also avoid creating a situation that could be perceived as them having favorites.
10. Gift-giving, providing special favors, or showing favoritism to individual athletes is strongly discouraged.

### 3.4 Cell Phone/Electronic Recording Device Policy

In compliance with USA Swimming Rules and Regulations, the use of audio or visual recording devices, including a cell phone, is not permitted in changing areas, restrooms, or locker rooms. Additionally, the use of equipment capable of taking pictures or videos (i.e. cell phones, cameras, tablets, etc.) are banned from behind the starting blocks. Unless approved in advance by the CSC Board of Directors, photographers/videographers are not permitted on deck at any time. As an approved exception, USA Swimming registered and credentialed coaches are permitted to utilize visual recording devices to record their athletes in the pool for the sole purpose of stroke training, subject to the location restrictions of this statement.

For purposes of this policy, Cell Phones/Other Recording devices includes (but is not limited to) the following: Cell Phone, iPhone, iPod, DS, gaming device, still camera, video camera, or any other device capable of taking pictures or video recording.

Violations and accusations of violations will be investigated. CSC will do its due diligence in researching and reporting occurrences to the proper authorities if required. These issues are taken very seriously and shall be dealt with promptly.

Cell phone use at practice is limited to the stands of athletes and parents.

However, parents must be diligent when recording their children. All parents and athletes will sign a photography release form. Parents can refuse photography for their children. If, while photographing your child, you break a refusal of photography for another child, or, if you distribute that photo/video via text or email for whatever purpose, you can also face the penalties specified below.

Please report infractions, no matter how small. Also, please advise your children to report any use of recording devices in locker rooms at meets or practices.

After a thorough investigation by the CSC Board and coaching staff, offenders could face the following penalties:

Penalties for violations of the CSC Cell Phone Policy are:

1. 1-day suspension
2. 1-week suspension
3. 1-month suspension
4. Suspension for the remainder of the season.

Please keep in mind that in some situations the authorities, including local police, USA Swimming, School District Personnel, and AMS shall be notified. Additionally, any suspension penalties will not be accompanied by prorated payments or billing adjustments.

### 3.5 Travel Policy

If your athlete plans to attend a travel swim meet, please refer to the CSC Travel Policy under the Resources tab on the CSC website.

### 3.6 Practice Guidelines

1. All groups stretch 10 minutes before the start of each practice. Swimmers must be on deck and ready to participate in team stretching.
2. Occasional late arrivals are sometimes unavoidable; however, repeated tardiness not only disrupts the flow of practice but prevents the tardy athlete from being properly prepared. For this reason, it is important that athletes arrive on time and that they are prepared to start stretching with the team.
3. Swimmers must provide their own suit, goggles, and towels. Other optional equipment includes fins, kickboards, pull buoys, and paddles. These items can be purchased online or are often available at swim meets. Speak to your age group coach for applicability and assistance. Each season, new caps will be ordered and provided to the members of the team, one blue and one white with the team logo and the swimmers name on both.
4. Early dismissals from practice are permissible only when the coach is notified adequately by the athlete or parent before the start of practice. Swimmers under 13 must either present a signed note from their parent or have their parent talk to the coach before practice begins if they are leaving early.
5. All non-athletes are to stay off deck during practice. Parents may arrange to meet with their athletes coach by contacting them at the email address or phone number provided above. Please do not interrupt a coach in the middle of practice.
6. Please do not disturb a practice session. This includes coaching, signaling, and shouting to your children from the stands. This type of behavior distracts both the athletes and coaches.

7. Every athlete is expected to be picked up within 15 minutes of the completion of practice. **If a coach is forced to stay with an athlete past this time and wait with an athlete to be picked up, the family account will be charged \$15 for every 5 minutes or a fraction thereof until the athlete is picked up. For additional information, review section Late Pickup Fees.**
8. The CSC Board and CSC Coaching staff will do their best to communicate any schedule changes as soon as they become aware of them.
9. Season Practice Information:
  - Short Course practices are scheduled during the weekday evenings.
  - The Summer Long Course practice schedule will begin during the school calendar, but will change once school is out. Once school is out, practices will usually be held on weekday evenings at Olympic Swim and Health Club.

### 3.7 Meet Guidelines/Meet Information

1. Meet entries are due on or before the “Event Deadline” posted by CSC. This deadline may differ from the “Meet Entry deadline” on the Meet Announcement to allow time for the CSC coaches to select events and then electronically send all of the meet events to the host team. We ask that you accept or decline your athlete by the CSC deadline.
2. The selection of individual events at swim meets is performed by parents on the CSC Team Unify Website. Acceptance of these entries for submission to the meet is performed at the sole discretion of the CSC coaching staff. All entries are reviewed before submission.
3. Entries are posted on each family’s CSC account. The parent is responsible for checking the page to ensure their athlete is entered into the meets they selected and on the correct days. If, for any reason, you have entered a meet and may be unable to attend (i.e. personal schedule changes, family issues etc), please notify the coach and Treasurer immediately. There is only a small window of opportunity to correct this once it occurs. Once events are finalized, CSC is charged a “splash fee” for every entry, whether your athlete swims in the meet or not, and this charge will be passed on to your account. Periodically, there are athlete surcharges at a meet; these will also be passed on to your account. Splash fees and surcharge amounts vary based on the meet type and location and can be found in the Meet Announcement.
5. Parents are discouraged from dropping off their athletes at swim meets. Often, issues arise that require parental input (swimming in a relay, for instance, or the unforeseen cancellation or delay of a meet). If a parent cannot stay, please have another team family serve as a go-to for your child and inform your coaches.

6. **Non-athletes must stay off the pool decks at all swim meets and practices.** The only people covered by the USA insurance policy at meets are the meet volunteers working that session, registered officials working that session, registered coaches, and registered athletes. The USA insurance policy does not cover anyone else on deck and jeopardizes themselves, CSC, and AMS in the event of an accident.
7. Swimmers must arrive at swim meets at least 15 minutes before their warm-up session starts or at a specific time as instructed by the coach. Please find the team resting area and then report to the deck for stretching. **Please note: Failure to comply with this rule may result in being unable to swim if the meet is categorized as a deck-seated meet. This information can be found in the meet invitation.**
8. **Swimmers who make Finals in a meet that includes both a Prelim and Final session are required to attend the final session and are NOT permitted to scratch unless approved by a coach.** Failure to attend finals without a coach scratching the athlete could result in fines from AMS or other LSCs. Any such fines will be billed to the family's CSC account. Should this happen, CSC will levy an amount equal to 100% of the fine as an administration charge.
9. All athletes should always check in with the coach before and after each race and before checking in with a family member.
10. Swimmers are required to sit with the team while on the pool deck.
11. CSC participation in relay events is at the coach's discretion and is typically comprised of the four fastest athletes available. PLEASE NOTE: If you tell the coach on deck that you can participate in a relay and leave before the relay event, your account will be charged the entire cost of the relay.
12. We strongly encourage athletes to wear team apparel at all meets. Swimmers should wear their team caps, such as blue, white, Christmas, or Valentine's caps. Organizations other than CSC is not permitted.
13. All CSC team rules and the USA Swimming Code of Conduct are in effect whenever CSC is attending or hosting a swim meet or team function.
14. For meet signup review document x.

If your athlete is unable to attend a meet, you must follow the above instructions and select "Not Attending."

Before signing up, it is important to review the Meet Announcement to verify qualifying times and days that the different age groups are swimming and also to verify meet eligibility by comparing your

athletes' times to the Meet Announcement to help determine if you should sign up or not. If you still cannot verify your athletes meet eligibility, you should email or speak to the coach.

16. Meet fees or “splash fees” will vary based on the type of meet and the events your athlete is swimming (mini, distance, relay, etc.). Some meets will have a per-athlete surcharge in addition to the splash fees. CSC will charge your account in Team Unify for all meet fee charges. If you register to attend a meet and do not show, you are still responsible for the meet fees. (For more information on “splash fees” see section Meet Entry Fees/Meet Expenses)
17. Most meets have some variation of a concession stand. It is a good idea, however, to pack your child healthy snacks and drinks for the meet. Some pools either indoor or outdoor can be very warm or cold. Giving your athletes water and snacks is important to prevent sudden illness or discomfort.
18. It is recommended that, in addition to clothing, swim bag, cap, goggles, and swimsuit, swimmers should also bring 2 towels, loose, comfortable clothing for over their swimsuit, and extra suit, cap, and goggles.
19. Summer Long Course Meets are typically held outdoors. The temperature and weather conditions vary greatly. Parents try to bring tents to help protect the athletes from the extreme sun/rain. Meets do occur in the rain and extreme temperatures (heat or cold). Meet Hosts will only delay in the event of lightning or thunder.
20. At most meets, the heats and lanes are not known until after warmups are completed, and the coaches will have athletes help each other write down their events. Parents can assist by drawing a grid pattern on their athlete's arm before warmup. See example below.

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### 3.8 Code of Conduct/Disciplinary Procedures

Please note that membership in CSC is a privilege, not a right. The CSC Head Coach and/or the CSC Board of Directors can remove members at any time.

Parents and athletes must sign a Code of Conduct to participate in Cavalier Swim Club as part of the online registration process. Violations of this handbook, the team rules, CSC, or USA Swimming Code

of Conduct will be handled on a case-by-case basis and could result in one or all of the following penalties:

- Verbal or written warning or reprimand, a physical fitness activity, or the removal from practice. If removed from practice, the athlete will be expected to stay on deck until the end of practice, at which time their parents will be met outside the pool,, contacted via phone or other method before the athlete is released.
- Possible additional consequences depending on the violation may include, but are not limited to, expulsion from practice, being scratched from the remainder of a meet, suspension from practice, meets, and other CSC activities for a period of time, being unattached from the team, or removal from the team. The head Coach and the Board of Directors will make these case-by-case determinations. In the event of removal from the team, no refunds will be given, either full or partial.

#### **4.0 - Financial Responsibility**

##### **4.1 Team Membership Fees**

The Board of Directors will determine the short-course and long-course membership fees annually based on budgeted revenue and expenses. All payments can be sent digitally, or mailed to the treasurer at the following address:

PO Box 215, Vandergift PA, 15690.

DO NOT GIVE COACHES YOUR PAYMENTS.

The swim team membership fees for the Short Course Season are payable in one of the following manners:

- Payment in full at registration; or,
- 2 Payment Installment Plan (small fee applies)
- 1st installment due at registration – 1/2 of the membership fee
- 2<sup>nd</sup> Installment – December 1 - 15 of the membership fee

Payments made at the time of registration must be made via check, cash, or Venmo.

- All Athletes must register and make payment for membership with USA Swimming. All payments for registration with USA swimming will be made directly to USA Swimming on their website <https://www.club.usaswimming.org/>



There is a one-week try-out period for athletes who are new to CSC. During that try-out period athletes will be assessed by coaches. At the end of the try-out periods approved athletes will be able to join the team. The week after the try-out period can be used as a 1-week trial period where athlete's can choose to backout and will not receive any penalties. **THERE ARE NO REFUNDS IF YOUR CHILD DECIDES TO LEAVE THE PROGRAM DURING THE SEASON OUTSIDE OF THE ONE-WEEK TRIAL PERIOD, EXCLUDING MEDICAL NEED.** The try-out and trial periods DO NOT APPLY to returning members regardless of when you previously were with the team (i.e. swam just the past season or three seasons ago).

CSC alumni who have gone on to college and wish to come back to CSC to practice during time off (Thanksgiving Break, Christmas Break, Spring Break, or summer break) should contact the CSC Treasurer to obtain a prorated membership fee. All alumni must also register with USA Swimming or show proof of a USA Swimming membership. Membership fees will be prorated based on the Senior team rate.

## 4.2 Fundraising

In an effort to keep registration fees as low as possible, the Board of Directors, in conjunction with the fundraising chair, will schedule various fundraisers throughout the Short Course and Long Course seasons. The funds raised support the budget set by the Board of Directors. Cavalier Swim Club is a 501 (3) (c) organization. This means that donations made to the club are tax deductible. Please consider making or soliciting a donation on behalf of our club. Tax Receipts typically are issued for donations over \$250. Should you want a Tax Receipt for a lesser amount, please contact the club Treasurer.

For planning purposes, our current fundraising plan will consist of:

- Marianna's Food sale fundraisers – There will be 3 of these each season
- Lottery raffle ticket fundraisers (everyone must purchase or sell the assigned number of lottery tickets).

The 2024/2025 season fundraising details are as follows:

- Fundraisers'
  - Marianos (3 - all are optional)
    - 2024 Dates
      - 1st Marianos fundraiser - September 18th - October 2nd, Delivers October 16
      - 2nd Marianos fundraiser - November 13th - December 4th, Deliver end of December 18th (Note: December 20th, school break)
        - **This 2nd fundraiser will be a 50/50 split. 50% of the amount raised goes to your current account balance**
    - 2025 Dates

- 3rd Marianos fundraiser - February 19th - March 5th, Delivery of March 19th  
(Note: Last splash is the weekend of March 22nd)
- Raffle Tickets (1 - mandatory)
  - Money upfront - no check hold, families have to provide the money as a check separate from registration checks
  - Required to sell a minimum of 10 tickets
  - Tickets will be handed out on November 13th, this is the same day as the start of the 2nd Mariano's fundraiser.
  - Due February 25th (After the team meet)
  - Ticket number pulls March 1 - 31st
  - Results/Awards will be distributed during the last week of April
    - Awards
      - Top seller - \$150 OFF summer swimming
      - 2nd most sold - \$100 OFF summer swimming
      - 3rd most sold - \$50 OFF summer swimming

These are tentative and subject to change. Please remember: Fundraising is needed from all families, and therefore, each family should do their best to participate in as many as possible, The Raffle Ticket Fundraiser is mandatory. The minimum participation amount in the lottery raffle is the cost of tickets.

#### 4.3 Meet Entry Fees/Meet Expenses

When an athlete participates in a competitive swim meet, entry fees are charged per event the athlete is competing in. These are commonly known as “splash fees”. It is up to the parent to determine which meets their athlete is eligible to participate in (by checking the meet announcement and/or talking to the coaches) and to sign their athlete up. Once an athlete has been properly signed up and entered in a meet, the host club charges CSC; therefore, the athlete's account is charged. These amounts are non-refundable regardless of whether or not the athlete actually swims in the meet – NO EXCEPTIONS. This is regardless of the reason for the no-show or scratch.

Participation in relays also has a splash fee, which is paid for by the club..

Families can view their account balance at any time on the CSC website by logging into the site, clicking on "My Account," and then "Invoices and Payments."

Fees for elite meets (Zones, Sectionals, Futures, Nationals, etc.) are substantially more expensive than regular meets during the season. CSC, at its sole discretion, may require payment in full for these meets prior to the team payment being made. If required, families with athletes attending these meets will receive a special invoice which will need immediate payment.

For all upper level travel meets, additional fees may apply. Families will be notified prior to the meet.

**Any disputes on account charges, balances, etc. need to be made in writing to the Treasurer within 30 days of invoicing.**

Any bank fees charged to CSC as a result of NSF checks will be billed to the family's account.

#### 4.4 Late Pickup Fees

It is expected that every athlete will be picked up within 15 minutes of the end of the practice. It is the parent's responsibility to either pick up their athlete or to make arrangements to have someone else pick up their athlete in a timely fashion. If a coach has to stay with an athlete past 15 minutes, the family account will be charged \$15 for every 5 minutes late (or a fraction thereof) until the athlete is picked up.

#### 5.0 - Suggested Do's for Parents

- Review and abide by the Parent Code of Conduct form and information
- Ask questions early and often