

# Club Handbook

Welcome to the 2024/2025 season with Red Deer  
Silhouettes Artistic Swim Club (RDSASC)



Please note that when you log in on our website, TeamUnify, to get back to the main page you can click on the "View team website" link on the bottom left.

The calendar on TeamUnify will be updated with team swim times and fundraiser events.

Monthly Newsletters can be found on our website at [Red Deer Silhouettes Swim Club - Club Newsletter \(gomotionapp.com\)](https://gomotionapp.com/RedDeerSilhouettesSwimClub-ClubNewsletter).

Our calendar can be found using the following link: [Red Deer Silhouettes Swim Club - Calendar \(gomotionapp.com\)](https://gomotionapp.com/RedDeerSilhouettesSwimClub-Calendar).

## **AGM**

- It is mandatory that one parent/guardian for each athlete be in attendance at our AGM which is held downstairs at the Rec Centre on the first day of Practice for our teams, this year that is Monday, September 16, 2024. Please be sure one adult is in attendance and review this Club Handbook ahead of the meeting.
- Much of this Club Handbook will be reviewed at the meeting but not in full, there will be time for questions and we will be looking for volunteers to help out with Board Positions and Committees. Please review the descriptions at the end of this handbook to see what you would be willing to assist with.

## **Hours and Monthly fees for the 2024/2025 season**

**\*\*Please note that your last monthly installment will be June 1st\*\***

- Novice will train 7.5 hours per week, would be 9 monthly installments of \$270
- 11-12 Team will train 9 hours per week, would be 9 monthly installments of \$315
- 13-15 Wildrose will train 11 hours per week, would be 9 monthly installments of \$380
- 13-15 High Performance will train 13 hours per week, would be 9 monthly installments of \$490
- 16-20 Wildrose will train 7.5 hours per week, would be 9 monthly installments of \$315
- 16-20 High Performance will train 15 hours per week, would be 9 monthly installments of \$525
- Extra Routines will be assigned by the head coach and cost will be disclosed at that time.

Please see the Treasurers form regarding payment options for the year and make your selection. As a default we will be collecting the 9 installment payments.

Scheduled swim times can be found on the website at [Red Deer Silhouettes Swim Club - Competitive \(gomotionapp.com\)](https://gomotionapp.com/RedDeerSilhouettesSwimClub-Competitive)

## **Late payments for Monthly Installments**

- Fees are due on the first of every month or as you requested on the treasurer form, please ensure you have a credit card on file to be charged.

- We greatly appreciate receiving payment via e-transfer prior to the 1st of the month (your scheduled payment date) to save on credit card fees. If you want to know what your fees are for the month, download the "OnDeck" app, sign in using your login and password from our website, select "Simulate Billing" and choose the first of the next month, the amount under balance is what you would e-transfer.
- Late payments will be charged a \$25 late processing fee.
- Should payment not be received by the 10th of the month, your swimmer will have to be out of the pool until payment is received. They can attend practice but would not swim until payment has been received. This will be communicated to the parents/guardians by our Treasurer and President and we ask that you pay promptly or notify your swimmer that they will be sitting out as this should not be our coaches responsibility.

### **Code of conduct- Parent and Athlete**

- All parents, athletes and coaches are expected to treat anyone and everyone with respect at all times.
- Our club aims to provide a safe and positive environment for our athletes, coaches and spectators.
- Inappropriate and/or disrespectful behaviors will not be tolerated, will be reviewed by the board and will be reported to AAS as deemed necessary.
- Please review the Conduct Policy, Discipline and Complaint Policy and the Harassment and Prohibited Behavior Policy for our club at the following link:
  - [BYLAWS & POLICIES - Canada Artistic Swimming](#)
- Please review the Athlete Code of Conduct and Disciplinary process with your athlete and return the signed form to your athlete's coach at their next practice.

### **Concussion Policy and RAMP registration:**

- All athletes/families must review the Concussion Policy, this was a mandatory field when you registered your athlete for training camp but please ensure that you are familiar with our Concussion Policy and Procedure using the following link: [BYLAWS & POLICIES - Canada Artistic Swimming](#)
- RAMP registration provides insurance coverage for our club and is mandatory and annual, running from September 1st- August 31st each year. This was also a mandatory field when you registered your athlete for training camp. Please be aware that this will need to be renewed each season and athletes cannot be in the pool without it.

### **Withdrawal Policy**

- Details can be found at this link: [cancellation-refund-policy-august-2022\\_023063.pdf \(gomotionapp.com\)](#)
- Withdrawals prior to November 30, will require full payment to the end of the month of the withdrawal and will include any financial commitments made by the club on behalf of the athlete (which may include meet registration fees, apparel/suits, travel or equipment). Withdrawals made after November 30 will not be refunded.
- In the case of extraordinary circumstances (i.e. injury or serious illness), an appeal can be made to the Silhouettes Board of Directors. A doctor's note may be requested as confirmation of injury or illness. Refunds in these circumstances will be considered on a case by case basis by the Silhouettes Board of Directors.

## Competitions for the 2024/2025 season

- Hotel blocks are being secured by AAS this year and will be sent out to families as we have the details available.
- Our head coach is very flexible. If you want to stay at a different hotel or with family/friends, that's ok with us as long as your athlete is present for all team events, be it at the pool or for a team/club meal.
- A club meal will be planned for the Wildrose Classic in April and it will be up to our team reps to arrange a team dinner for the remaining competitions.
- The club's Wildrose teams will compete in a one day figures competition, tentatively November 23 (no hotel booking will be provided for that as it is only one day) and 3 competitions-
  - January 24-26, 2025 (Calgary)
  - February 21-23, 2025 (Grande Prairie)
  - April 25-27, 2025 (Lethbridge).
- Fees for these competitions are already factored into your monthly fees.
- National Qualifiers will take place March 16-21, 2025 in Victoria, BC. Nationals date and location are TBA but will be in May 2025.

## Fundraising Plan 2024-2025

Link to the website to find this information is [Red Deer Silhouettes Swim Club - Volunteering & Fundraising \(gomotionapp.com\)](https://gomotionapp.com).

The fundraising component for the competitive program will be split into two components:

### Club Fundraisers

For which all members are expected to participate. These include:

- Bingo's (September - June) 2-6 shifts per swimmer\*
- Casino (2022) 1 shift per competitive family- not likely to get another Casino this season
- Swim-For-Funds: We host a Swim-for-Funds in October where swimmers gather pledges from friends and family to sponsor them. The minimum amount to be raised per family is \$200. You can expect your athlete to come home with a pledge sheet and additional information by the end of September.
- Bottle Drives

\*Actual number of shifts will be finalized after registration & when released by Red Deer Bingo Association.

### Elective fundraisers

Will be organized for parents who wish to participate to offset monthly fees.

Options include one or more of the following:

- Corporate sponsorships- you will receive 20% of any sponsorship brought in on your account.
- Sales (Perogies, Purdy's, Pizza, Nossack, etc.)

Exact fundraising details will be published in the newsletter as soon as they are known.

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### Volunteer Hours

Every family is required to volunteer 10 hours. At the AGM you will be asked to present a cheque for \$200, if volunteer hours are not fulfilled that cheque will be cashed at the end of the season. There are multiple opportunities for families to complete the required hours. Including but not limited to...

- Board Positions (full volunteer hours)
- Parent Reps (5 hours for responsibilities)
- Attire sizing day
- Swim-For-Funds
- All fundraisers
  - Bottle Drives
  - Purdy's sorting
  - 50/50 draws
  - etc
- Gem sorters/counters
- Help with various club events
  - Help setting up, clean up, supervision at athlete parties
  - Giving back to community event
  - Club dinner at competitions
- Hosting clubs for competitions may need volunteers from other clubs
- Year End Water Show
- Club Audit
- Explore Sports Day
- Mock Figures ran during practice before the November Figures Meet

Additional opportunities may be offered as elective fundraising is scheduled.

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### Sponsorship

We are in need of corporate sponsorships! Strong community relationships will provide financial benefits to both the club as well as our sponsors.

Our sponsorship program is outlined here: [sponsorship-letter\\_026455.pdf \(gomotionapp.com\)](#). Please check it out if you are not familiar with what we offer. 20% of every dollar generated through sponsorships will be credited to your athlete's account. Letters to potential sponsors are coordinated through one individual to ensure that we are consistent in our message and avoid duplications. Please contact our club secretary at [secretary.rdssc@gmail.com](mailto:secretary.rdssc@gmail.com) to get a sponsorship letter and coordinate which businesses you wish to contact.

### \*Please Note

Sponsors will be acknowledged as outlined in our sponsorship program in the year following when monies were received. i.e. banners, website, etc. will be updated January 1, 2025 to acknowledge sponsors from whom we received money by Dec 31, 2024.

We encourage everyone to focus on securing new sponsors before the end of the year!

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### **Bingos**

Bingo shifts will be calculated in the fall after team selection is completed based on practice hours.

For further information, please contact The Bingo Coordinator @ rdsscbingo@gmail.com

Sign up can be completed under Events Tab on our Website.

### **Apparel:**

- Lots of this apparel will last a minimum of 2 seasons. There is also a buy/sell page and you are welcome to get items second hand as available. [Click here for Facebook buy/sell page.](#)
- We will have a try on/order night and possibly a website you can order from.
- Previous apparel styles will be accepted.
- These items are not all charged immediately to your account in September but as we get the item. We try to be as mindful as we can and space out some of our apparel charges.
- Mandatory items are determined by our coach each season but this year it will be the following items:
  - Club suit, T-shirt, jacket, backpack, competition suit
  - Items purchased independently by the family: a pair of black shorts/capris/pants, an all black swimsuit for figures, clean pair of black sandals for on deck at competitions.
  - Optional items were hoodies, toques and swim parkas.

Additional information you can find on our website when signed in as a member under "Members Only" tab:

- Competition Blackout Dates
- Learn How to Land Drill
- Stretching
- Competition Results
- Medical Assessment Letter- to be completed by a physician following a suspected concussion prior to an athlete returning to practice
- Gelling Hair Tutorial
- Links to all Bylaws and Policies.

### **Social Events:**

- A parent mingle will be organized during our Swim-for-Funds.
- A Club Christmas party will be organized in December.
- A Club Dinner will be organized during Provincials (Wildrose Classic).

- A year end club party, with awards, will be organized at the end of the year around the time of the Year End Water Show.

### Year End Show:

- Will take place at the very end of May and include all the season's routines and some fun collaborations between the teams.
- Will take place at the Red Deer Rec Centre for any family and friends wanting to attend.

### Team Photos:

- Will take place in February/March with as much notice as possible.
- There will be a flat fee and you can download all poses, last year the fee was \$30, we anticipate it to be right around the same this season.
- Will get team, individual, club and extra routine photos taken.

### Board Positions:

- Board meetings are held monthly, the 3rd Monday of the month. Board members are asked to attend as regularly as possible for quorum purposes.
- All parents are welcome to attend for information purposes but voting will be reserved for Board members.

Positions that need to be filled for the 2024/2025 season:

- Treasurer- 2 year term: **Nominee Miranda George**
- Vice President- 1 year term: **Nominee Terri Carew**
- President- 2 year term: **Nominee Tara Leis**
- Bingo/AGLC Lead- 2 year term:
- Social- 2 year term:
- Marketing- 1 year term:
- Swim-for Funds- 2 year left in term, Non-board/voting position
- Volunteer Coordinator- 1 year term, Non-board/voting position
- Team Reps for each team- 1 year term, Non-board/voting position

### President- 2 year position

- Calls and chairs Board and General Meetings.
- Chairs Executive Committee, responsible for all personnel issues, hiring, and budget preparation.
- Ensures representation of club at a provincial level and registration of club with AAS and CAS.
- Ensures RDSASC works in compliance with Alberta Artistic Swimming and Canada Artistic Swimming Canada guidelines, objectives and methodology.
- Maintains pool contracts with the City, in consultation with the Head Coach.

- Maintains relationship with the City of Red Deer.
- Prepares annual report for Alberta Artistic Swimming.
- Attends all Alberta Artistic Swimming meetings and conference calls.
- Responsible for the main club email account (reddeersynchro@gmail.com).
- Responsible for the maintenance and distribution of pre-registration packages, including Club Handbook.
- Is a signing officer and voting member of the club.
- Executive board member.

#### **Past President- 1 year position (Ex-officio)**

- Ensures the current president is aware of duties and responsibilities.
- Provides context to previous RDSASC business and decisions.
- Attends all meetings.

#### **Vice President - 2 year position**

- Assumes the President's responsibilities in his/her absence.
- Responsible for the registration of Red Deer Silhouettes via RAMP for AAS and CAS - coordinates with the Head Coach who will act as Registrar.
- Ensures Sanction Forms are completed for all events as required – coordinates with the Head Coach.
- Keeps club policies and bylaws updated and ensures they are AAS and CAS compliant. Reviewed yearly at the start of the season and as needed.
- Works with the President, the athlete, the family and the coaches if a violation of code of conduct occurs.
- Concussion liaison with AAS, ensures incident reports are filed and protocol is being followed.
- In charge of club photos- booking photographer, arranging dates, scheduling athletes.
- Arranges Videographer for Water Show if desired by club.
- Is a signing officer and voting member of the club.
- Executive board member.

#### **Treasurer – 2 year position**

- Works with the Executive to establish an annual budget.
- Attends monthly board meetings and presents current financials, working budget.
- Reconciles e-transfers and expense forms and sends them to the bookkeeper for tracking and record keeping.
- Advise bookkeeper which expenses to use AGLC money for.
- AGLC report yearly – template sent by AGLC to be completed.
- Receive and submit payroll invoices to bookkeeper for cheque preparation.
- Receive and submit pool invoices to bookkeeper for cheque preparation.
- Receive and submit expense forms to the bookkeeper for cheque preparation.
- Submit any invoices (apparel, AAS, competition fees, etc.) to the bookkeeper for cheque preparation.
- Pick up cheques when completed, ensure 2 signatures and disperse. Head coach can distribute them to coaches.
- Is a signing officer and voting member of the club.

- Executive board member.

### **Secretary - 2 year position**

- Prepares agendas for all meetings. Gives one week reminder notice to board members, head coach and assistant head coach asking for agenda items and sends out 2-3 days ahead of the meeting.
- Records minutes at all meetings.
- Distributes minutes of monthly meetings. Sends out within one week of meeting and again with the agenda for the next meeting.
- Distributes information and correspondence to members as appropriate.
- Maintains record of all minutes and presents them as required.
- Develops and distributes monthly newsletter. Give one week reminder notice to board members, head coach and assistant head coach asking for newsletter items.
- Ensures Website is kept current.
- Regularly check the mailbox for incoming club mail.
- Is the contact for Central Sport.
- Is a signing officer and voting member of the club.
- Executive board member.

### **Fundraising -2 year position**

- Oversees a committee of 3-4 people searching for new fundraising opportunities.
- Prepares a fundraising plan annually to meet budget and communicates to members prior to registration – amount determined by finance committee.
- Committee coordinates fundraising efforts with club membership.
- Provides the Treasurer with a summary reconciliation with all monies submitted.
- Coordinates efforts to find new grants applicable to RDSASC in coordination with the President/Treasurer.
- Explores Corporate Sponsorship opportunities.
- Keeps track of parent volunteer hours.
- Is a voting member of the club.

### **Public Relations/Advertising/Social Media - 2 year position**

- Ensures advertising in the Activity Guide: Summer/Fall/Winter (Red Deer, Sylvan, Lacombe).
- Maintains and posts on social media accounts. (Head Coach is also active on Social Media)
- Ensures advertising in local newspapers.
- Develops annual Water Show invitations, programs, and volunteers.
- Arranges and orders flowers for the Water Show of athletes and coaches.
- Maintains working relationship with the City of Red Deer.
- Develops promotional material.
- Ensures current news items are reported in the media.
- Responsible for the Promotions Budget.
- Coordinates promotional events (i.e. Go-Girls, Water Show, “Swim into Synchro”, Farmers Market, Parade). (Go-Girls Stickers made in 2024 - will not need more in 2025)
- Is a voting member of the club.

### **AGLC Coordinator (Bingo/Casino) - 2 year position**

- Attends meetings of the Bingo Association.
- Distributes bingo dates to membership and sends reminders in advance of each bingo.
- Maintains Bingo and Casino license.
- Arranges and ensures bingos and casinos are staffed with the required number of volunteers.
- Responsible for completing and submitting all financial reports required by Alberta Gaming, in conjunction with the Treasurer.
- Make an excel sheet for bingo allocation.
- Is a voting member of the club.

#### **Social - 2 year position**

- Organizes 3-4 social events each year for all athletes (Welcome back, Christmas, Year-end and a parent party if appropriate).
- Arranges club dinner at competitive meets, if required.
- Arranges the ordering and payment of trophies for awards at year-end.
- Make travel arrangements (accommodation, transportation) as required.
- Organize a community support event.

#### **Committee Lead Opportunities:**

#### **Sales of Apparel and Equipment Coordinator - 2 year position**

- In charge of selling and ordering attire for the club: figure suits, club attire, nose plugs, swim caps.
- Coordinates receipts/monies with the Treasurer.
- Maintains an inventory record of all items and reconciles it monthly with purchases/sales to ensure it balances.
- Submits all monies received to the Treasurer in a timely fashion with appropriate summary reconciliations.
- Not required to attend all board meetings but can attend if needing board approval/opinion.
- Non-voting, non-board position. Not expected to attend Board meetings unless asked by the Board or if they need to discuss something with the Board.

#### **Volunteer Coordinator- 2 year position**

- Will be provided with a list of parents and their required volunteer hours in the week following the AGM.
- If a member of the board/club or coaches are needing volunteers they would reach out to the Volunteer Coordinator directly and they will create the volunteer sign-up sheet.
- They will provide the volunteer sign-up sheet to the person who requested the volunteers once all positions are filled and/or would be in regular contact if the positions are not filled.
- Keeps track of parent volunteer hours and parents can reach out directly to them if needing clarification on their hours.
- Entitled to the full hours of Volunteer time credit.
- Non-voting, non-board position. Not expected to attend Board meetings unless asked by the Board or if they need to discuss something with the Board.

#### **Swim for Funds Coordinator- 2 year position**

- Is responsible for coordinating with the head coach to set a date, in 2022 and 2023 was on a Monday late October during practice time that all athletes would be present. **This season will be Wednesday, October 30th. 5-7 and a Halloween Theme.**
- Will be provided with a list of all competitive athletes.
- Will create the Swim-for-Funds teams with a variety of age/experience on each team.
- Will get the pledge packages and information to the families.
- Will do shopping for prizes, swim cap and treats for the Swim-for-Funds and provide an expense sheet and receipts to the Treasurer.
- Will reach out to the Volunteer Coordinator to arrange for needed volunteers to run the event.
- Will be on hand for the event to oversee.
- Entitled to the full hours of volunteer time credit.
- Non-voting, non-board position. Not expected to attend Board meetings unless asked by the Board or if they need to discuss something with the Board.

#### **Parent Reps (one per team) – 1 year position**

- Will receive email from board after AGM with directions on how to contact their team, other team reps and the social coordinator.
- Introduces self and exchanges contact info with the team coach and head coach.
- Organizes a team bonding activity near the beginning of the season and another in the New Year during the competition season.
- Phones parents whom they represent with information deemed time sensitive.
- Ensures open line of communication between parents and executive and the team coach.
- Communicates with Head Routine Coach with regards to routine suits and headpieces and organizes evening to gem suits in January once competition suits have arrived.
- Co-ordinates team gifts for coaches.
- First line of Communication between Parents/Swimmers and Head Coach.
- Updates the team with fundraiser, date changes, competition schedules and any other dates/events that come their way as needed.
- Non-voting, non-board position. Not expected to attend Board meetings unless asked by the Board or if they need to discuss something with the Board.

#### **Terms of office:**

#### **Elected in even years:**

- President
- Treasurer
- AGLC Coordinator (Bingo/Casino)
- Social Coordinator
- Swim-for-Funds Coordinator (committee lead)

#### **Elected in odd years:**

- Vice President
- Secretary
- Fundraising
- Public Relations/Advertising/Social Media
- Sales of Apparel and Equipment (committee lead)
- Volunteer Coordinator (committee lead)

