



Flatland Sport Services Handbook

Flatland Sport Services Inc aims:

- to promote and support the Mission, Values, Culture, and Goals of Flatland Swimming
- to assist, organize and/or supervise fundraising activities for Flatland Swimming members
- to assist with accessing space and facilities for sport programming
- to be the registered affiliate and registrar for our coaches, swimmers and officials

Affiliations

Flatland Sport Services Inc (FSSI) is a registered not-for-profit corporation in Saskatchewan with Information Services Corporation.

FSSI is affiliated with Flatland Sport Centre Inc., Swim Saskatchewan and Swim Canada.

FSSI is affiliated with various provincial and national sport organizations such as True Sport and Respect in Sport.

Membership Fee

FSSI collects a membership fee each fiscal year from each family.

- The membership is purchased when you register a swimmer for a training program.
- The membership year is September 1 to August 31.
- The membership fee is set each year.

Benefits of Membership

Members are eligible to:

- add individuals to their FSSI membership roster (immediate family members only)
- participate in programs, events and activities
- apply for a sanction to coordinate fundraising activities
- be present at the FSSI Annual General Meeting and have one (1) vote per family
- nominate individuals to the FSSI board of directors
- request a transfer of their earned profits* from fundraising activities to their Flatland Swimming account
- receive communications from coaches, the board of directors, volunteer coordinators and various relevant organizations
- access officials training and be affiliated with Swim Sask and Swim Canada.

* Each fundraising activity will have specific terms regarding how earned profits are calculated. Any expenses related to the activity will be deducted (purchase of goods sold, licensing fees, supplies needed to conduct the activity, etc.) and each participant will receive their portion of the profit as laid out in the terms of each activity. Sometimes it is calculated by the participant hours put into the activity, and sometimes it calculated by each family's amount sold.

Activities

In general terms, here are some of the activities FSSI conducts:

1. *Registration*
FSSI will coordinate the affiliation and national registration with Swim Sask and Swim Canada for swimmers, coaches and officials.
2. *Officials*
FSSI will coordinate the recruitment, registration and promotion of officials.
3. *Rental Space*
FSSI will coordinate the rental of space for Flatland Swimming activities.
4. *Meetings and Members Sessions*
FSSI will host and sanction attendance at general informational meetings for the membership, small ad-hoc committee meetings and educational sessions.
5. *Family Fundraisers – Shifts*
FSSI volunteers work at an event. FSSI receives a lump sum payment to the club. Volunteers are eligible to have up to 95% of their portion of the profit from this activity transferred to their Flatland Swimming account.
Ideas submitted in the past were: Mosaic Stadium events (in progress) and BINGO.
6. *Family Fundraisers – Sales*
FSSI families sell products or tickets. The family is eligible to have up to 95% of their portion of the profit from their own sales transferred to their Flatland Swimming account.
Ideas submitted in the past were: Ottenbreit meats, wrapping paper, firewood, flowers and plants, raffle tickets, logo'ed clothing and home decor items
7. *Small Group Fundraisers*
A small group of FSSI members who have a specific project, event or activity that requires a dedicated effort can apply for a sanction. An example would be hosting a pizza/pasta night and 50/50 draw to help raise funds to subsidize the team's travel costs of attending a national championship competition. Families involved in these fundraisers are eligible to transfer up to 95% of the profits to their Flatland Swimming account.
8. *General Club Fundraising*
 - a) 5% of each Shift, Sales and Small Group Fundraiser's profit is retained and managed by the FSSI board.
 - b) FSSI members volunteer their time to organize and/or host events to raise funds for special projects.
Ideas submitted in the past were: A cabaret, a holiday dance or a Chase the Ace raffle.
9. *Future Stars Fund*
FSSI accepts donations that are earmarked for things like special projects and athletic bursaries. These are funds that can be gifted with or without conditions. The board of directors manages these restricted funds in partnership with each of the donors.
10. *Profit Sharing*
FSSI's board of directors is tasked with managing the profits and losses of the organization. In good faith, they will determine what to do with profits earned by the organization's members. The board will consider and respond to requests and suggestions from the members about using these profits as well.
11. *Grants*
FSSI will from time to time apply for grants to cover the cost of targeted programming.

There may be more activities added to this list as time goes on. Members will be notified of opportunities, events and programs as coordinators commit their time and as the board approves sanctions.

Activity Sanctions

Members can apply in writing (email preferred) to the board of directors to sanction an activity. There is an Activity Sanction Request form available.

- A coordinator must be identified for each activity and this person agrees to fulfill the role until the event is complete or they find a replacement.
- Any licensing, application fees or must be approved by the board before they are incurred.
- Insurance coverage will apply only after sanction is granted.

Transfer Payments

FSSI will make transfer payments to Flatland Swimming to be directed to specific accounts after membership is confirmed and within 10 business days of receiving the fundraising dollars at the office.

As a reminder, Flatland Swimming will apply late payment fines to any Flatland account not paid by the 20th of the month regardless of any fundraising transfers “in waiting” .

If you leave Flatland Swimming and there are funds awaiting transfer, they will be transferred as long as you have monies owing on your account. If you have no monies owing on your account or the total transferred would put your account into an overpayment situation, you forfeit these extra funds and have the option to direct them to be transferred to another member's credits or to one of FSSI's fundraising programs: the Future Stars Fund or to General Club Fundraising.

If you leave Flatland Swimming, any credit balance on your FSCI account as a result of fundraising payments applied, can be directed to another family's account. If they are not directed within 30 days of the new membership year, you forfeit the credit balance to Flatland Swimming.

Service Provider Payments

Service providers for Flatland Swimming may be paid directly from FSSI. Examples of these payments are: bookkeeper, facility rental, competition travel expenses, etc.

Current Coordinators

For a list of the current activity coordinators, please contact flatlandsportservices@outlook.com

Registrar

Angela Schnell – coachangela@flatlandswimming.ca

Contact Us

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