



MEMBERSHIP INFORMATION 2019 - 2020

MISSION STATEMENT

The goal of the Strathmore Silver Sharks Swim Club (“SSSSC”) is to provide each swimmer an opportunity to reach their maximum potential through a positive experience in the sport of swimming. To also encourage individual athletic performance and a positive team spirit within the sport.

MEMBERSHIP AND RESPONSIBILITIES TO SSSSC

Membership to SSSSC has its privileges AND its responsibilities. In order to ensure continued success for our swimmers, we require a commitment from not only the swimmers but the coaches and parents as well.

ALL members of SSSSC are required to participate in the volunteer operations of the swim club including but not limited to Officiating, Fundraising and Volunteer commitments.

Your swimmer(s) need your support. As parents we do not just provide moral support, a ride to the pool and nutritious meals for our swimmers. There are many more ways to get involved to help support your swimmer and the entire SSSSC team.

SSSSC challenges YOU to motivate and inspire ALL club members to become actively involved and participate in the activities of this amazing swim club!



2019 – 2020 SSSSC MEMBERSHIP INFORMATION TABLE OF CONTENTS

| | |
|---------|-------------------------------------|
| Page 3 | Message from the SSSSC Board |
| Page 4 | Training Schedule |
| Page 5 | Dates to Remember |
| Page 6 | Registration Process |
| Page 7 | Fee Schedule |
| Page 9 | Equipment Requirements |
| Page 10 | Registration Process |
| Page 11 | Athlete Account Balances / Payments |
| Page 12 | Withdrawal Policy & NSF Cheques |
| Page 13 | Swim Alberta Registration |
| Page 14 | Officiating Commitments |
| Page 15 | Volunteer Commitments |
| Page 16 | Fundraising Commitments |
| Page 16 | Post-dated Commitment Cheques |
| Page 16 | Contact Information |



2019 – 2020 SSSSC MEMBERSHIP INFORMATION MESSAGE FROM THE SSSSC BOARD

Welcome back to all of our returning swimmers and a warm welcome to our new members. Last season was another successful year for SSSSC and we hope that the upcoming season brings our swimmers continued achievements in the pool.

The SSSSC Board of Executive would like to take this opportunity to encourage all families to get involved with our volunteer committees. Many parents new and returning may not realize that aside from our coaches, this club is run entirely by **SSSSC Parent Volunteers**. We are always looking for new parents to join our team and look for new and innovative ideas to make SSSSC an even bigger success than it already is.

Please visit our website regularly at **www.strathmoresharks.com**. Simply login to the website using your user ID (email address) and password to access the 'MEMBERS ONLY' portion of the site. Our website contains great information for all swim families, including information on nutrition, events, upcoming swim meets, training schedules, the SSSSC Handbook, SSSSC board meeting schedules and much, much more. The SSSSC website will continue to be the main source of communication throughout the competitive swim season. You will also receive regular emails from your swimmer's coach, SSSSC committee members and SSSSC board members. Ensure that your email and contact information is correct and up to date on the website to avoid any missed emails from your swimmer's coach or any of our SSSSC committee members.

There are many ways to get involved and the SSSSC Board of Executives encourages you to ask questions, become involved and participate in as many volunteer activities that you can. You never know, you might just have FUN doing it!

**Thank you from the SSSSC Board of Executives,
see you on deck!**



2019 – 2020 SSSSC MEMBERSHIP INFORMATION TRAINING SCHEDULE

| Lane | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------|------------|---------|------------|------------|------------|------------|
| Platinum | 5:30-7:30p | | 5:30-7:30p | 6:00-7:15a | 4:30-6:30p | 7:00-9:00a |
| | | | | | | |
| Gold | 5:30-7:30p | | 5:30-7:30p | | 4:30-6:30p | 7:00-9:00a |
| | | | | | | |
| Silver | 5:00-6:30p | | 5:00-6:30p | | 4:30-6:30p | |
| | | | | | | |
| Bronze | 4:30-5:30p | | 4:30-5:30p | | | |
| | | | | | | |
| Sport4Life | 6:30-7:30p | | 6:30-7:30p | | | |
| | | | | | | |
| Minnows | 4:30-5:00p | | 4:30-5:00p | | | |
| | | | | | | |

Platinum – 5 practices / week required, highest level of competitive training and racing that our club offers, swimmers committed to their provincial level goals, attend any Senior competitions

Gold – 4 practices / week required, first level of provincial competition and training, optimum level of body awareness, strength, and fitness, set provincials goals and plan to achieve them through skill development

Silver – 3 practices / week required, second level of competitive, build on skills, set personal goals and plan to achieve them, improve on endurance, commitments, and goals, attend Senior meets

Bronze – 2 practices / week required, first level of competitive, set goals, learning race tactics, begin to build race techniques, attend regular practices and Junior swim meets

Sport4Life – 2 practices / week required, developmental (non-competitive), maintain fitness levels while understanding the importance of having activity in our daily lives

Minnows - 8 week sessions, 2 x ½ hr / week, builds endurance and sport awareness



2019 – 2020 SSSC MEMBERSHIP INFORMATION DATES TO REMEMBER

***** Dates are tentative, please check www.strathmoresharks.com for the most up to date information**

| Date | Event | Details |
|-------------------------|-----------------------------------|---|
| September 7 | Sharks Bottle Drive | All swimmers and families |
| October 2 | First Sharks Practice | |
| December | Winter Fundraiser | Cash Calendar - all swimmers and families |
| December 3 | Christmas Mini Meet | All swimmers |
| December 19 - January 5 | Christmas Break - No Swimming | |
| March | Spring Fundraiser | TBD |
| April 8 | Swim-A-Thon | All swimmers |
| April 9 - 19 | Spring Break - No Swimming | |
| May 6 | Spring Mini Meet | All swimmers |
| May 27 | Year End Banquet and Awards Night | All swimmers and Families |

***Tentative Annual Schedule can be viewed on:
www.strathmoresharks.com/Parents/Important Dates***



2019 – 2020 SSSSC MEMBERSHIP INFORMATION REGISTRATION PROCESS

RETURNING SWIMMERS

Returning swimmers must submit your registration package **IN PERSON** on the following registration night:

- Tuesday, June 11, 2019 - 4:30 - 6:30 PM

**** When all post-dated cheques and documents have been submitted, your swimmer will be considered registered for next season.**

NEW SWIMMERS

You **MUST** submit your registration package **IN PERSON** on the following registration night:

- Wednesday, June 12, 2019 – 4:30 to 6:30 pm

**** When all post-dated cheques and documents have been submitted, your swimmer will be considered registered for next season.**

****NOTE - There is NO mail-in option OR pool mail box drop off option for the 2019-2020 season.***

You MUST present your registration package **IN PERSON** with ALL required forms and payments on the appropriate registration night(s) in order to deem your swimmer registered.

**** NO EXCEPTIONS ****



2019 – 2020 SSSSC MEMBERSHIP INFORMATION FEES 2019 - 2020

Fees and the collection of fees are one of the most challenging aspects of running a Swimming Club. There are member fees, program fees, Swim Alberta Fees, fundraising, and so on and so on.

The Strathmore Silver Sharks Swim Club asks for post-dated cheques for virtually all fees, at time of registration. Parents will write more cheques for swim club than they normally write in a six month period. But we have found it way easier in the long run to collect post dated cheques up front, than to continuously hassle and collect payments throughout the year.

Many swim clubs require parents to have a credit card on file in order to bill outstanding charges to, however this also comes with additional bank charges to the club.

We piloted a program during the 2018-2019 season to accept Athlete Account payments via Interac e-Transfer and this was quite successful.

We are expanding our Interac e-Transfer support this season. Interac e-Transfers will be accepted for:

- Annual Fees; Swim Alberta plus Member Fee due June 30, 2019
- Annual Program Fees; athletes making full payment due September 1, 2019
- Athlete Account Top Ups; Members are expected to maintain a balance in their Athlete Account at all times to cover upcoming Swim Meet Fees
- Minnows; Swim Alberta plus Program fee due before start of each session

Interac e-Transfer payments are due on the same date as post-dated cheques. Parents that sign up for Interac e-Transfer payments who miss deadlines, will be required to submit cheques.



2019 – 2020 SSSSC MEMBERSHIP INFORMATION

FEE SCHEDULE 2019 - 2020

| Lane | Program Fees* | 4 Installment Payments (Sept/Dec/Feb/Apr) | Swim Alberta Fees | | Member Fees | Athlete Account <i>Competitive (estimate/year)</i> |
|------------|---------------|--|-----------------------------------|----------------------------------|-------------|---|
| | | | <i>Competitive 10 & under</i> | <i>Competitive 11 & over</i> | | |
| Platinum | 1400 | 350 | N/A | 192 | 25 | 700 |
| Gold | 1200 | 300 | N/A | 192 | 25 | 600 |
| Silver | 1000 | 250 | 172 | 192 | 25 | 500 |
| Bronze | 800 | 200 | 172 | 192 | 25 | 200 |
| Sport4Life | 800 | 200 | 28 | 28 | 25 | N/A |
| Minnows | 130/session | N/A | 28 | N/A | N/A | N/A |

***Note that Program Fees cover regular swim season which is October until May. Athletes swimming after June 2nd, 2020 may be assessed additional fees.**

***Fees are based on full registration and may be subject to change if club registration is lower than expected.**

Annual Fees (*payable to SSSSC*)

- Swim Alberta Fees
 - Competitive (10 & under) = \$172/year
 - Competitive (11 & over) = \$192/year
 - Sport4Life / Minnows = \$28/year
- Member Fees: \$25 per swimmer
- Due June 30, 2019

Program Fees – Payment Options (*payable to SSSSC*)

- Full Payment – September 1, 2019
- 4 Installments – Sept 1, 2019 / Dec 1, 2019 / Feb 1, 2020 / April 1, 2020

Volunteer Cheque (*payable to SSSSC*)

- Competitive = \$300 (100 points)**
- Sport4Life = \$100 (40 points)**
- Post-dated for May 31, 2020
- Cheques will be deposited if Volunteer Requirements are **NOT** met by May 30, 2020
- If Swimmer elects to withdraw from the swim club within the noted Withdrawal Policy timeframe, they are expected to have accumulated half of the necessary volunteer points. If reasonable effort has not been made to accumulate these points, payment equal to half of the Volunteer Cheque will be due to the swim club

Fundraising Cheques (*payable to SSSSC*)

- Please refer to Fundraising Commitments on Page 15



2019 – 2020 SSSSC MEMBERSHIP INFORMATION

Athlete Account (*payable to SSSSC*)

- Platinum = \$700/athlete
 - Gold = \$600/athlete
 - Silver = \$500/athlete
 - Bronze = \$200/athlete
-
- amounts listed are **ESTIMATES** to cover regular swim meet fees for the season
 - amounts will vary depending on level of competition and number of meets; if your athlete qualifies for Provincial or Championship meets, additional Athlete Account funds
 - **A post-dated cheque must be provided at Registration for HALF of the estimated cost/year/athlete, dated for October 1, 2019**
 - must carry a negative (-) balance in Team Unify to have available funds
 - if Athlete Account is not in good standing, you will not be able to commit online to a meet
 - funds must be available to register for meets
 - Each family is responsible to check their Team Unify account often and provide additional funds if running low.

**** Family is responsible to check Team Unify account often and provide funds if running low.**

****NO EXCEPTIONS****

EQUIPMENT REQUIREMENTS

Team Gear Requirements: *SSSSC to coordinate order at the beginning of the season – cost/athlete to be determined at time of ordering*

- SSSSC Competitive Swim Suit
- SSSSC Jersey

Lane Requirements

- Practice Swim Suit
- Practice Cap
- Goggles
- Lane coach will notify swimmers of any additional requirements (i.e. snorkel, stretch cords)



2019 – 2020 SSSSC MEMBERSHIP INFORMATION REGISTRATION PROCESS

Step 1

- Print off Swimmer Registration Package
- Complete all forms

This package is available on the SSSSC website

[www.strathmoresharks.com/Member Zone/Membership Info & Registration Package](http://www.strathmoresharks.com/MemberZone/MembershipInfo&RegistrationPackage)

Step2

Submit the following payments with your registration package during the appropriate walk-in registration date(s):

Cheques

1. Annual Fees - June 30, 2019
 - a. Program Fees and Swim Alberta Fees
2. Program Fee Payment Options:
 - a. Full Payment – Sept 1, 2019 or
 - b. 4 Installments – Sept 1, 2019 / Dec 1, 2019 / Feb 1, 2020 / April 1, 2020
3. Volunteer Cheque - May 31, 2020
4. Fundraising Commitment Cheques
 - a. Bottle Drive: Sept 7, 2019
 - b. Miscellaneous - Winter: Dec 15, 2019
 - c. Miscellaneous - Spring: May 1, 2020
5. Athlete Account - October 1, 2019



2019 – 2020 SSSSC MEMBERSHIP INFORMATION ATHLETE ACCOUNT BALANCES / PAYMENTS

In addition to the yearly program fees and member fees that you pay, each swim meet your swimmer is entered in will be charged to your Athlete Account. The amount that is charged to your Athlete Account varies depending on the meets your swimmer attends. Before the deadline specified, families are required to subscribe online if they wish to attend a meet. If changes are made to the entries after this deadline has passed, all fees associated with the meet are still the responsibility of the family.

There must be a negative (-) balance showing in your Team Unify Athlete Account the month prior to a swim meet in order for a swimmer to be registered for a meet. Additional money can be added to an Athlete Account by submitting a cheque or Interac e-Transfer.

Paying by cheque:

- Cheques can be placed in SSSSC mailbox at the pool with **Attention: SSSSC Treasurer - Athlete Account** clearly marked on the envelope.

Paying by e-Transfer

- Send e-Transfer to treasurer.ssssc@gmail.com. Make sure you indicate your athlete's name in the e-Transfer note.

**** Family is responsible to check Team Unify account often and provide funds if running low.**



2019 – 2020 SSSSC MEMBERSHIP INFORMATION WITHDRAWAL POLICY

Swim season is divided into two sessions: Session 1 – October to January

Session 2 – February to May

After the swim season has started, the **ONLY TIME** a member may withdraw from SSSSC **AND** be re-imbursed program fees, is January 31st of a given swim year. Thirty (30) days written notice must be provided.

Please note we allow only one withdrawal per swim season to ensure continued success for our swim club. Membership to SSSSC has responsibilities and we require committed parents who are actively engaged in the volunteer and fundraising requirements for the entire season.

For a refund to be considered, **written notice of the intent to withdraw must be submitted on or before January 1st.** Written notice must be provided to the **SSSSC Registrar and Head Coach.**

Swim Alberta Fees and Member Fees are not refundable. Only **Program Fees** for Session Two are eligible for refund if proper notice is provided.

There will be no refund of Program Fees after January 31st of each swim year.

****NO EXCEPTIONS****

NSF CHEQUES

All cheques returned by the bank will be subject to a \$20.00 administration fee.

Please refer to SSSSC Member Payment Management Policy for full details.



2019 – 2020 SSSSC MEMBERSHIP INFORMATION SWIM ALBERTA REGISTRATION

Each swim club in the province of Alberta is a member of the national governing body for swimming called Swimming Canada and the provincial governing body called Swim Alberta. In return for government sport funding, all governing organizations are required to report on membership. Non-identifying statistics are obtained directly from the data collected in the Registration system. With your assistance to provide accuracy, we can comply with our requirements and continue to benefit from strong government support, virtually all of which is directed towards the support of swimmers, coaches and clubs. For this reason, all swim clubs are required to submit all swimmer registrations to Swim Alberta and Swimming Canada via the online registration system.

The final step of registering with SSSSC is the confirmation of primary contact and demographic information related to your family and swimmer(s) in the Swim Canada registration system. When the SSSSC Registrar creates an invoice including the swimmer's registration an auto-email is generated to the primary contact email address asking for review and confirmation of the submitted information. This email will be from registration@swimming.ca and the subject line will be titled: **Swimmer Registration Confirmation**. The link can be accessed once and you will then have the option to create your own username and password for re-accessing the account. It only takes a couple of minutes to review and update your contact information and swimmer details.

****NOTE: It is only upon completing the online commitment and submission of all documents that your swimmer(s) are considered officially registered and a member of SSSSC and then covered by the insurance policy. Similarly, this registration process must be completed before entries into a swim meet can be submitted and accepted.****

You will receive the above mentioned email from Swim Canada in September after the SSSSC Registrar has registered your swimmer(s) with Swim Canada.

PLEASE ENSURE THAT THE EMAIL ADDRESS YOU USE DURING THE SSSSC ONLINE REGISTRATION PROCESS IS CORRECT OR YOU WILL NOT RECEIVE THIS EMAIL FROM SWIM CANADA.



2019 – 2020 SSSSC MEMBERSHIP INFORMATION OFFICIATING COMMITMENTS

All **competitive** SSSSC families must have at **least one Parent/Guardian qualified** as an official who will be required to officiate at any meet for which your swimmer qualifies. The initial training is the Level 1 Officials Course - Timing. Courses may be taken online or at one of the offered officials clinics throughout the year. Parents are required to increase their officiating levels as their swimmer advances and must take at least one course per year. The Officials Coordinator will provide information on the courses offered throughout the season.

Officials Courses:

- Level 1: Timer / Safety Marshall
- Level 2: Stroke & Turn / Chief Timer / Clerk of Course / Chief Finish Judge / Recorder Scorer
- Level 3: Starter / Meet Manager
- Level 4: Referee

OFFICIATING COMMITMENTS ARE AS FOLLOWS:

- Two (2) Meets per season for Junior swimmers plus in-house Mini Meets and Swim-A-Thon
- Four (4) Meets per season for Senior swimmers
- ALL “qualifying” events if your swimmer attends

PLEASE NOTE: Officiating at outside meets is necessary for competitive families to obtain Volunteer Points required for the season. Competitive families are required to earn 100 volunteer points during the season; Sport4Life families are required to earn 40 volunteer points during the season. Having at least one competitive swimmer deems you a competitive family.



2019 – 2020 SSSSC MEMBERSHIP INFORMATION VOLUNTEER COMMITMENTS

We sometimes observe **Three Types** of Parent Volunteers:

Type 1: Those parents who are willing to do anything that needs to be done to make the club run smoothly, often going beyond their required points.

Type 2: Those parents that do their minimum required points, but whine occasionally.

Type 3: Those parents who watch other parents work, constantly complain about getting their points, and continually e-mail the President and Coaches to complain about EVERYTHING.

Which TYPE of Parent Volunteer will YOU be?

Volunteers represent one of the critical components for the successful operation of SSSSC. It is through the hard work of the volunteers that our overall goals are met. Officiating at meets is one way to earn volunteer points; filling a volunteer position is another. Please note the Strathmore Silver Sharks website has the current list of volunteer opportunities. It is updated frequently as new ideas and positions are brought up.

Key Positions of the SSSSC are as follows:

- Board of Executives:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Director at Large x 3
- Registrar
- Officials Coordinator
- Fundraising Coordinator
- Equipment Coordinator
- Casino Coordinator
- Volunteer Points Coordinator
- Public Relations Coordinator
- Website Coordinator
- New Parent Liaison
- Social Committee

REMINDER: Competitive families are required to earn 100 volunteer points during the season.



2019 – 2020 SSSSC MEMBERSHIP INFORMATION

FUNDRAISING COMMITMENTS

Fundraising is another critical component for the successful operation of SSSSC. SSSSC relies on income raised through our fundraising campaigns to keep our Program Fees at a reasonable level. Organized fundraising events sponsored by SSSSC are as follows (but not limited to):

Bottle Drive – Each SSSSC family is required to participate in **one Bottle Drive** per season; date TBD (mid-September)

Miscellaneous – Each SSSSC family is required to participate in **one WINTER and one SPRING fundraiser**; dates TBD

Swim-A-Thon – Each SSSSC swimmer is asked to raise funds **through donations** for our Swim-a-thon which will take place in the spring

POST-DATED COMMITMENT CHEQUES

| FUNDRAISING COMMITMENTS | | | |
|-------------------------|---------------|------------|--------------|
| Fundraiser | By Family | | Dates |
| | Competitive * | Sport4Life | |
| Bottle Drive | \$200.00 | \$100.00 | Sept 7, 2019 |
| Winter | \$100.00 | \$50.00 | Dec 15, 2019 |
| Spring | \$100.00 | \$50.00 | May 1, 2020 |

*Having at least ONE competitive swimmer deems you a competitive family.

In order to ensure the mandatory participation by all SSSSC families in fundraising commitments we require post-dated commitment cheques. If your family meets your commitment requirements, your post-dated cheque(s) will be shredded on the date indicated by the Treasurer. If your family DOES NOT fulfill these commitments your cheques will be cashed.

CONTACT INFORMATION

We hope you have found this information package helpful. Please retain a copy of it for your reference. If you have any questions regarding any of the information contained in this membership package or regarding the registration process, please contact:

Jessica Marshman
 SSSSC Registrar
register4ssssc@gmail.com

Carla Nott
 SSSSC President
president.ssssc@gmail.com