



2022-23 Fee Schedule and Policies

Updated July 2022

Program	Membership	Swimming Fees	Hosted Meets
Novice	\$260	\$1,850/Annual (\$700/Session)	4x\$50 Cheques (or Cash) + Officials Training
Junior	\$260	\$2,170/Annual (\$830/Session)	4x\$50 Cheques (or Cash) + Officials Training
Senior	\$260	\$2,170/Annual (\$830/Session)	4x\$50 Cheques (or Cash) + Officials Training
Annual:	September 2022 - June 2023		
Sessions:	Fall (September-December)	Winter (January-March)	Spring (April-June)

1.0 MEMBERSHIP

The Membership fee is a required annual fee paid once every swim season, and is due prior to athletes participating in practices or other team activities. The fee includes insurance (September-August), registration with Swimming/Natation Canada (SNC), one (1) Penguin Team T-Shirt, one (1) Penguin Team Cap, and one (1) Penguin Officials Shirt.

Swim meet entry fees, a Penguin Team Suit (required for swim meets), and any additional equipment (specific for each program), are not included with Membership fees, and need to be purchased separately from the team store.

2.0 SWIMMING FEES

Swimming fees are due prior to athletes participating in practices or other team activities. Returning swimmers Annual and Fall fees are due by August 15, 2022, Winter fees by December 15, 2022, and Spring fees by March 15, 2023. Swimming fees received after these dates are subject to a \$50 late fee per swimmer.

3.0 HOSTED SWIM MEETS

Penguin Swimming hosts a number of swim meets throughout the swim season, and each family is required to provide one official for each day of a Penguin Swimming hosted swim meet. At time of registration, families are required to remit 4x\$50 post-dated cheques (one for each day of a hosted swim meet). Alternatively 4x\$50 cash may be remitted in lieu of post-dated cheques.

2022-23 Penguin Swimming Hosted Meet Dates:

Penguin Sprint Series #1	Saturday November 5, 2022
Penguin Sprint Series #2	Saturday January 14, 2023
Fast Eddie's Sprint Invitational (Day 1)	Saturday February 11, 2023
Fast Eddie's Sprint Invitational (Day 2)	Sunday February 12, 2023

Failure of a family to provide an official (or qualified substitute official) for a hosted swim meet will result in their meet cheque (or cash) being processed.



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4.0 OFFICIATING

To officiate at swim meets, parents/guardians will be required to become a certified swimming official. For each officials position, candidates are to:

1. **Read** - Read the specific officials PDF document for the position
2. **Review** - Attend a Penguin Swimming review clinic for the position
3. **Evaluations** - Complete 2 on deck evaluations for the position

Season 1	Level 1 - Intro to Swim Officiating Level 1 - Safety Marshall	Read PDF + 2 Evaluations Read PDF
Seasons 2-3	Level 2 - Chief Timer Level 2 - Stroke & Turn Judge Level 2 - Starter	Read PDF + Clinic + 2 Evaluations Read PDF + Clinic + 2 Evaluations Read PDF + Clinic + 2 Evaluations
Seasons 3-4	Level 2 - Chief Finish Judge Level 2 - Clerk of Course Level 2 - Recorder Scorer	Read PDF + Clinic + 2 Evaluations Read PDF + Clinic + 2 Evaluations Read PDF
Seasons 4+	Level 2 - Meet Manager Level 3 - Referee	Read PDF + Clinic + 2 Evaluations Read PDF + 1 Day Course

The following Penguin Swimming review clinics will be offered throughout the season:

1. Chief Timer/Starter
2. Stroke & Turn
3. Chief Finish/Clerk of Course

5.0 MACEWAN SPORT AND WELLNESS FITNESS MEMBERSHIP

MacEwan Sport and Wellness will be offering Penguin Swimming families a 20% discount on annual fitness memberships (includes parking access). Upon request the team will provide a letter to interested Penguin Swimming families which can be presented at Sport and Wellness to obtain the 20% annual fitness membership discount.

6.0 NSF CHEQUES

A \$25 service charge will apply to all NSF cheques. Replacement payment for NSF cheques must be made by cash, certified cheque, money order, or credit card.

7.0 MULTIPLE ATHLETE DISCOUNTS

Discounts of swimming fees will be offered to families with multiple athletes. Discounts will be 30% for the 2nd athlete (next highest program), and 50% for subsequent athletes.

8.0 TEAM CREDIT

Team credit that families may accumulate throughout the season need to be used no later than June 2023. Team credit can be used towards, team equipment, swim meet entry fees, swimming fees, social events etc.



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9.0 RESIGNATIONS AND REFUNDS

Resigning athletes/families must provide written notification of resignation to the team. An administration fee of \$25 will be applied to all resigning swimmers. Refunds for credit card payments do not include the 3% online credit card payment fee.

Refunds are applicable to swimming fees only, and resigning athletes/families will be mailed a refund cheque based on the following schedule:

Annual Swimming Fees	Sessional Swimming Fees
100% (prior to September 12, 2022)	100% (prior to the 1st Practice)
90% (prior to September 26, 2022)	90% (prior to the 2nd Week)
60% (prior to October 24, 2022)	60% (prior to the 4th Week)
30% (prior to November 28, 2022)	30% (prior to the 6th Week)
0% (after November 27, 2022)	0% (after the 5th Week)

For medical resignations, the team requires a note from a physician stating why the athlete is unable to participate in swimming activities in order to obtain a refund. Once received, the team will determine an appropriate refund.

10.0 CODE OF CONDUCT

Each swimmer and parent/guardian is required to review and sign their respective Code of Conduct document (distributed via email at the time of registration).

Any swimmer or parent/guardian not abiding by the Code of Conduct will be asked to change or stop that behaviour. If the individual fails to comply, disciplinary procedures will follow. Appropriate behavior allows everyone the right to learn, to be safe, and to be treated with respect, curtesy and consideration. Consequently, appropriate behaviour with Penguin Swimming is mandatory.

11.0 DISCIPLINE POLICY

Behavioural issues will be brought to the parent(s)/guardian(s) attention in person, by phone or via email.

If a swimmer or parent/guardian violates their respective Code of Conduct, Expectations, or behaves inappropriately in the course of practice, attending a swim meet, or as a member of Penguin Swimming, disciplinary action may result. Examples of disciplinary actions may include but are not limited to: verbal warnings, written warnings, loss of privileges, suspension, and/or removal from the team. The coaching team holds the final word on any rules, regulations, or disciplinary action.

Any parent(s)/guardian(s) wishing to appeal disciplinary action should address their concerns in writing, and mail to the Penguin Swimming team office for further review.



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12.0 SAFE SPORT

Penguin Swimming believes the welfare of everyone involved in swimming is of paramount importance, and the protection of children/athletes in swimming is the sole responsibility of all individuals involved within the swimming community. All swimmers, coaches, officials, and volunteers have the right to participate in a safe and inclusive environment that is free of abuse, harassment and/or discrimination.

If any swimmer, coach, or parent(s)/guardian(s) experiences any form of abuse, harassment or discrimination during practices, swim meets, or at any other sanctioned team activity, they should contact the team immediately to file a complaint, and to explore options with the team to deal with their complaint.

13.0 SCREENING

Penguin Swimming requires all individuals interacting with vulnerable swimmers (ie. coaches), to be vetted through a Police Information Check with Vulnerable Sector Verification, and will be required to complete a Screening Disclosure form with Swim Alberta. Swim Alberta will determine the frequency of the required Police Information Check and Screening Disclosure.

14.0 EQUITY AND INCLUSION

Penguin Swimming is an inclusive organization and welcomes full participation of all individuals in programs and activities, irrespective of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

Penguin Swimming will encourage participation in the sport of swimming and will ensure that equity, diversity, and inclusion are key considerations when developing, updating, or delivering Penguin Swimming policies and programs.