



2018-2019

Family Manual

Welcome to Pine Richland Aquatics!

This handbook outlines the roles and responsibilities for both Pine Richland Aquatics (PRA) parents and swimmers. PRA 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 PRA families. Please take the time to read the handbook to understand your role and feel free to contact any board member if you have questions or wish to contribute to the continued growth of our team.

Sincerely,

Pine Richland Aquatics
Board of Directors

Pine Richland Aquatics, Inc. is not sponsored by or affiliated with Pine-Richland School District.

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1.0 Communication Procedures

1.1 General Communications

PRA matters involving practice schedules for each group, security entrance procedures from Pine-Richland School District (hereinafter referred to as PRSD), registration for upcoming swim meets or PRA events and other important news are communicated through the PRA team website as well as sent via email or text, depending on the situation. It is extremely important that each family enter and update their most current contact information in their PRA account on the PRA website (www.praswim.org) and to keep this information updated throughout the year.

Email -The majority of communications are disseminated by email. If you are not receiving team emails, please check your contact information on the PRA website first. If problems continue, please contact a board member as soon as possible, see Section 1.3.

Text messages - In the event of a late schedule change or cancellation, it may be necessary to text information. Please provide your cell phone number as part of your contact information in your account on the PRA website (www.praswim.org).

Website - Practice times, contact information for coaches, monthly event schedules, listing of swim meets and other pertinent information are available on our website – www.praswim.org. Please visit it regularly for updates.

PRA “Mail Boxes” - Located at the top of the bleachers at the shallow end of the pool is a box containing individual folders. Every family has a folder in which are placed meet ribbons, motivational ribbons and other miscellaneous information or awards. Please check it on a regular basis. There is also a comment folder towards the back of the box for comments or suggestions. The comment folder is checked frequently by the PRA Board. There are committee and Board folders for any forms needing to be submitted. Please do not place money or private information in these folders - instead please hand deliver any such items to the appropriate committee or board member directly.

1.2 Meetings

During the course of the fiscal year, the Board of Directors and Coaches host team meetings. These meetings will be announced on the team calendar. Typical meetings include:

- Fall Member Meeting - All families are strongly encouraged to attend. The topics covered at this meeting typically include:
 - Introduction of the coaching staff, the Board of Directors, and their respective roles and responsibilities;
 - Break-out session of each swim group led by the group coach which will cover practice schedules, FAQs, and swim meet expectations;
 - Vote to approve the annual financial budget;
 - Family volunteer obligations, including fundraising and home swim meet responsibilities.

- New Parent Meeting - All parents are welcome and attendance for new families is highly encouraged. Typically, this meeting is held by the Board at the beginning of the season. Topics covered at this meeting include.
 - Introduction to the Board Members and their individual roles and responsibilities;
 - Introduction on how to use the website;
 - Introduction to the unique facets of competitive youth swimming; and
 - Family volunteer and fundraising obligations.

- Semi-Annual Member Meeting - All families are strongly encouraged to attend. Typically, these meetings are held in the Spring. The topics include:
 - Voting for open positions on the Board of Directors;
 - Financial results;
 - Upcoming news for long course season;
 - Other club-wide business.

1.3 Board Communication

On the PRA website, there is a “Contact Us” tab from which one can email one or all Board members. In addition, parents can address the Board at the beginning of any scheduled Board meeting or at one of the annual or semi-annual member meetings described above. Individual Board members may be reached at the following phone numbers or e-mail addresses:

<u>Board Member</u>	<u>E-Mail</u>	<u>Phone Number</u>
Ned Laubacher, President	ned.hsa@gmail.com	412-491-3710
Jeff Rupert, 1st VP	jeffrey.rupert@verizonwireless.com	412-770-6946
Jamie Vacula 2 nd VP	vaculafam@gmail.com	412-445-7321
Maureen Farrar, Secretary	mlbfarrar@gmail.com	412-916-9785
Josh Carmazzi, Treasurer	jcarmazzi@aol.com	724-443-2128

**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

At the top of the PRA website, there is a “Contact Us” tab from which one can send an email to individual coaches. Each coach will communicate their preferred method of contact at the member meetings and on the website. During practices and meets, the coaching staff must focus their attention on the swimmers. While the coaches encourage parent communication, please do not attempt to communicate with the coaches for any lengthy period of time during practice. Further, unless invited by a coach, parents are not permitted on the pool deck during practice or while a meet is in progress. To arrange a time to have a conference with a coach, please contact them as follows:

<u>Coach</u>	<u>Phone</u>	<u>E-mail</u>
Pete Barry (Head Coach)	412-889-8314	pracoach@gmail.com
Georgiann Barry	412-877-9867	manatee7@zoominternet.net
Shannon Kabala	412-613-0189	Shannon.kabala@praswim.org
Charles Lersch	412-327-1627	coach.lersch@comcast.net
Tina Kelly	724-841-8788	jtkelly@zoominternet.net

Please allow 24 hrs for return of emails.

As a courtesy to our coaches, please do not text or call members of the coaching staff between the hours of 9 pm and 10 am or at all on weekends.

If, on the day of a meet, you find your swimmer is unable to attend a meet, please email coaches@praswim.org to ensure that information is communicated to the coach(es) attending the meet.

1.5 Grievance Procedures

Occasionally, an issue arises relating to team administration or an individual swimmer, 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 in an effort to provide a fair and reasonable resolution.

2.0 **Organizational Responsibilities**

2.1 Volunteering at Swim Meets

Similar to most youth sports organizations, PRA families must volunteer in order to ensure the efficient operation of team sponsored events and to help offset the operating expenses of the organization. Sign-up is done via the PRA website several weeks in advance of the meet. Families 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 in a timely manner.

Every PRA family is required to volunteer at all PRA hosted (or co-hosted) meets by working 50% of the sessions regardless of whether your swimmer swims at the meet.

Meet Requirements for the 2018-2019 Season

PRA will host two swim meets during the 2018-2019 short course season:

- **Developmental Invitational November 16th -18th**. This is a 3-day meet, with a total of 7 sessions. Every family is required to work 3 sessions.
- **Last Splash March 23rd - 24th**. This is a 2-day meet with a total of 4 sessions. Every family is required to work 2 sessions.
- Long Course Season: We plan to host or co-host a meet during the 2019 long course season. Details will be forthcoming

2.2 Fee Assessment for Failing to Volunteer at PRA hosted Swim Meets

If a PRA family is unable to volunteer, that family may either find a suitable person to serve as their replacement or the family may select the opt out fee. The opt out fee is \$75 *per session*. This amount will be doubled to \$150 for those who sign up to work a session and either fail to show up or leave their assigned job prior to the conclusion of the meet.

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.

Other Possible Meet Obligations:

Some away meets require attending clubs to supply volunteers, typically timers. If you commit your swimmer to one of these meets, your family will be required to volunteer. Failure to do so will result in assessment of a \$75 opt out fee per unworked required session.

2.3 Concession Donations for Home Swim Meets

A large portion of our club's income is generated from concession sales. Each family is required to either contribute \$30 for the purchase of food items or sign up to purchase and then deliver specific items on the concession donation sign-up for home swim meets. Concession sign-ups will be available on the PRA website in the weeks prior to the home swim meets. *Pursuant to our lease agreement with PRSD, PRA is required to comply with PRSD's brand licensing agreements when operating the concession stand. Accordingly, when making item donations, it is imperative that only the specific brand and quantity items selected be purchased and delivered to the meet. No substitutions are allowed. Failure to comply will result in a \$30 contribution assessment to your account.*

2.4 Volunteer Opportunities For Which an Account Credit May Be Issued

Volunteering to assist with other team functions is vital to the team's success. Opportunities for Board positions, serving as a swim meet Official, and various committee positions arise throughout the season. Any parent interested in volunteering should contact Board member. Some volunteer positions include a credit to your family's PRA account.

Board of Directors

Parents are eligible to receive an annual \$100 account credit for serving as a Board member. Discounts will be applied annually in April, after a member has held office for an entire Short Course Season.

Officials

Parents are eligible to receive an annual escalating account credit for serving as an active, in-good-standing AMS official (which requires a minimum of 12 sessions and current on all training and background checks). PRA requires a minimum of 6 sessions be worked at PRA hosted meets in order to be eligible for an account credit. Credits are awarded either annually at the end of the Short Course Season or at the end of the Long Course Season, depending on when all requirements are met.

Stroke & Turn/Admin Official - N1	\$200
Stroke & Turn/Admin Official - N2	\$230
Chief Judge/Starterl - N1	\$240
Stroke & Turn Official - N3	\$250
Starter/Chief Judge - N2	\$260
Chief Judge - N3	\$260
Referee - N1	\$275
Starter - N3	\$280
Referee - N2	\$300
Referee/Admin Referee - N3	\$350

Meet Director/Volunteer Coordinator/Social Committee Chairman/Fundraising Chairman/Concession Chairman

Parents are eligible for an annual \$50 account credit for serving as the Meet Director, Volunteer Coordinator or a committee chairperson as listed above. This credit is applied to one’s account at the end of the Short Course Season after completion of their responsibilities, as determined by the Board of Directors. If a committee chairperson job is shared by more than one person, the credit is split accordingly.

A family with multiple volunteers, or with one volunteer in more than one job, may combine discounts, but the total is limited to a maximum of a \$350 account credit per family per fiscal year (September through August). For those discounts applied at the end of Short Course Season, a family must swim Long Course Season or the next Short Course Season for the credit to apply. Discounts are non-refundable and non-transferable.

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. Be respectful when communicating with coaches and teammates. Please do not address the coaches using their first names only. Please address them with the title of “Coach” in front of their name (example: Coach Pete).
3. Vandalism, theft and destruction of PRA, PRSD and individual property is prohibited.
4. Swimmers are required to stay by the pool area before, during or after any practices and swim meets. Loitering about the building is prohibited. Parents are required to supervise their children in the stands and hallways. Note that PRA is a guest of Pine-Richland High School for swim practices and meets. We must abide by their rules when using their facilities.
5. The use of cell phones, iPods, cameras or other any other electronic devices in the locker rooms is prohibited--See 3.13

6. Use of illegal drugs and or alcohol is prohibited.
7. Parents and swimmers agree to uphold the image of PRA and to portray an image that the team can be proud of.
8. We uphold all rules and regulations set forth by USA Swimming, please refer to their website and code of conduct for additional information.

3.2 Bullying Policy

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

Bullying is prohibited. For these purposes, the term "bullying" shall mean, regardless of when or where it may occur, the severe or repeated use by one or more USA Swimming members ("Members") of an 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: (i) causing physical or emotional harm to the other Member or damage to the other Member's property; (ii) placing the other Member in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creating a hostile environment for the other Member at any USA Swimming activity; (iv) infringing on the rights of the other Member at any USA Swimming activity; or (v) 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).

Any complaints pursuant to this rule first would be heard by the PRA coaches and Board and, if necessary, would proceed through formal termination processes and/or hearings as directed by USA Swimming guidelines.

3.3 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 PRA 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 swimmers 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 or accusations of violations will be investigated. PRA will do their due diligence to research and report occurrences to the proper authorities, if required. These issues are taken very seriously and shall be dealt with in a timely manner.

Cell phone use at practices is limited to the stands for athletes and parents.

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

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

Penalties for violations of the PRA 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.

3.4 Travel Policy

If your swimmer plans to attend a travel swim meet, please refer to the PRA Travel Policy under the Documents section of the Parents tab on the PRA website.

3.5 Practice Guidelines

1. All groups stretch 15 minutes before the start of each practice. Swimmers are to be on deck and ready to participate with team stretching.
2. Occasional late arrivals are sometimes unavoidable; however, repeated tardiness not only disrupts the flow of practice but prevents the tardy swimmer from being properly prepared. For this reason, it is important swimmers arrive on time and that they are prepared to start stretching with the team. Failure to arrive on time may result in disciplinary action as prescribed below.
3. Swimmers must provide your own suit, goggles, and towels. PRA supplies a seasonal t-shirt and a PRA group practice cap. PRA swim meet caps are available for purchase at an additional cost. Please see a board member or coach to purchase. During practices, only PRA group practice caps or a PRA swim meet cap can be worn. In the event that you have lost or do not have a PRA cap, caps advertising any other group or organization can only be worn inside out. Other optional equipment includes fins, kickboards, pull buoys and paddles. These can be purchased from our team vendor or are often available at swim meets. Speak to your age group coach for applicability and assistance.
4. Early dismissals from practice are permissible only when the coach is properly notified by the swimmer or parent prior to the start of practice. Swimmers under the age of 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-swimmers are to stay off deck during practice. Parents may arrange to meet with their swimmers 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 swimmers and coaches.
 7. It is expected that every child be picked up within 15 minutes of the completion of practice. If a coach is forced to stay with a swimmer past this time and wait with a swimmer to be picked up, the family account will be charged \$15 for every 5 minutes or fraction thereof until the swimmer is picked up.
 8. The PRA Board and PRA Coaching staff will do their best to communicate any schedule changes as soon as they become aware of them. Additionally, parents and swimmers are encouraged to check the website frequently for changes in practices, monthly calendars events, and meet entry due dates: www.praswim.org.
 9. The Summer Long Course practice schedule will begin during the school calendar, but will change once school is out. It usually is held weekday mornings at the same time as Saturday morning practices.

3.6 Meet Guidelines/Meet Information

1. Meet entries are due on or before the “Event Deadline” posted by PRA. This deadline may differ from the “Meet Entry deadline” on the meet announcement to allow time for the PRA coaches to select events and then electronically send all of the the meet events to the host team. You must register your swimmer by the PRA deadline. No late entries can be accepted. This is due to the first come first served deadlines set forth in the Meet Announcements by the host teams.
2. If eligible, all PRA swimmers will be entered automatically into PRA home swim meets.
3. The selection of individual events at swim meets is at the sole discretion of the PRA coaching staff. Parent selections are not accepted.
4. Entries are posted on the PRA website. It is the parent’s responsibility to check the page to make sure their swimmer is entered into the meets they selected and on the correct days. If an error occurs (i.e. incorrectly entered into a meet that you said you could not attend or on the incorrect day), please notify the coach and Treasurer immediately. There is only a small window of opportunity to correct an error once it occurs. Once events are finalized, PRA is charged a “splash fee” for every entry whether your swimmer actually swims in the meet or not and this charge will therefore be passed on to your account. Periodically there are swimmer surcharges at a meet. 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 swimmers 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 when this type of guidance is needed.
 6. **All non-swimmers are to stay off the pools decks at all swim meets.** The only people covered by the USA insurance policy are the meet volunteers working that session, registered officials working that session, registered coaches and registered swimmers. Anyone else on deck is not covered by the USA insurance policy and jeopardizes themselves, PRA 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 or being unattached from the team for the meet.**
 8. **Swimmers who make finals in a meet that include both a prelim and final session are required to attend the final session and are NOT permitted to scratch.** If a swimmer cannot attend both the prelim and finals session of a meet, do NOT sign up. Scratching will not be permitted and not showing up or scratching without permission is cause for disciplinary action which could include being unattached from PRA and/or being removed from the team. Failure to show up for finals could result in fines from AMS or other LSC. Any such fines will be billed to the family's PRA account. Should this happen, PRA will levy an amount equal to 100% of the fine as an administration charge.
 9. All swimmers 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. PRA participation in relay events is at the coach's discretion and typically comprised of the four fastest swimmers 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. Team apparel is required at all meets . Team caps for meets must be the the black and neon green PRA cap. This is the only PRA cap that can be worn at a meet. Clothing advertising other teams or organizations other than PRA is not permitted.
 13. PRA is a Speedo sponsored team. Because of this, PRA's team suit is a black Speedo suit. This is required for all meets. Technical suits are also permitted - Speedo brand preferred. All non-Speedo brand tech suits must have the non-Speedo logo blacked out. Team discount on Speedo suits is available through our team vendor. Suits advertising another organization,

with prints, or logos on them will not be permitted at any swim meet.

14. All PRA team rules and the USA Swimming Code of Conduct are in effect whenever PRA is attending or hosting a swim meet or team function.
15. Once meet invites are sent out from Swim Manager, this is the process to confirm attendance:
 - Meet entry process is only available during Online Meet Entry period
 - Parent will receive email indicating organization is accepting entries, as well as a link to the Parent Portal
 - Click on hyperlink to the portal and log in
 - Once in portal, select View Meets tab
 - Select Attending or Not Attending
 - Select Save
 - When Online Meet Entry period has ended, meet status will be changed from "In Progress" to "Closed" in Swim Portal.

To avoid any confusion, it is highly encouraged that if you cannot attend a meet that you follow the above instructions and select “Not Attending”. This tells the coaches that you cannot attend and will prevent any accidental entries. 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 their times to the Meet Announcement to help determine if you should sign up or not. If you still cannot verify meet eligibility, you should e-mail or speak to the coach.

16. Meet fees or “splash fees” will vary based on the type of meet and events your swimmer is swimming (mini, distance, relay, etc.). Some meets will have a per swimmer surcharge in addition to the splash fees. PRA will invoice your account for all meet fee charges. If you register to attend a meet and do not show, you are still responsible for the meet fees.
17. Most meets do have some variation of a concession stand. It is a good idea, however, to pack your child some healthy snacks or drinks for the meet.
18. Summer Long Course Meets are typically held outdoors. The temperature and weather conditions vary greatly. Parents try to bring tents to help protect the swimmers 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.
19. Once you find out your swimmer’s events, heats and lanes, it is suggested that you help them write this information in a grid pattern on their arm or hand with a “Sharpie”. This helps both the swimmers and the coaches.

3.7 Code of Conduct/Disciplinary Procedures

Please note that being a member of PRA is a privilege and not a right. Members can be removed at any time by the PRA Head Coach and/or the PRA Board of Directors.

As part of the online registration process, parents and swimmers are required to electronically sign a Code of Conduct to participate in Pine Richland Aquatics. A copy of the Swimmer and Parent Code of Conduct is attached. Violations of this handbook, the team rules, PRA 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:

- Oral or written warning or reprimand, a physical fitness activity, or the removal from practice. If removed from practice, the swimmer will be expected to stay on deck until the end of practice at which time their parents will be called down on deck, contacted via phone or other method before swimmer is released.
- Possible additional consequences depending on violation may include, but are not limited to, expulsion from practice, being scratched from the remainder of a meet, suspended from practice, meets and other PRA activities for a period of time, being unattached from the team, or removal from the team. These case by case determinations will be made by the Head Coach and the board of directors. In the event of removal from the team, no refunds will be given, either full or partial.

4.0 Financial Responsibility

4.1 Swim Team Membership Fees

Short Course and Long Course Membership Fees will be determined annually by the Board of Directors. These are based on budgeted revenue and expenses.

The swim team membership fees for the Short Course Season are payable in the following manner:

- 1st Installment - Non-Refundable Administration Fee due at registration (All Groups): \$50
- 2nd Installment – September 30th - 1/3 of the membership fee
- 3rd Installment – October 31st - 1/3 of the membership fee
- 4th Installment – November 30th – Final 1/3 Payment of the membership fee

Other Payments Due at Registration:

- Non-Refundable USA Registration Fee
- Out-of-District Fees (if applicable): \$75 per swimmer
- Cap purchases
- Initial Fundraisers (if applicable)

Payments made at the time of registration must be made via credit card. There is a two-week trial period for swimmers who are new to PRA. That trial period begins on the swimmer's first day of practice for the season. During this two-week period, you can withdraw and receive a refund of the membership fees that were paid, less the \$50.00 Administration fee. **THE USA FEE AND OUT OF DISTRICT FEES ARE NON-REFUNDABLE AND CANNOT BE PRORATED. THERE ARE NO REFUNDS IF YOUR CHILD DECIDES TO LEAVE THE PROGRAM DURING THE SEASON OUTSIDE OF THE TWO-WEEK TRIAL PERIOD.** The two-week trial period DOES 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).

If there are still spots available on the team and a swimmer starts the season more than four (4) weeks late, the membership fees will be prorated based on the number of weeks remaining in the season. The amount due will be calculated by the Treasurer. Depending on the point in the season the swimmer joins, installment payments may or may not be an option. Please consult the Treasurer to determine the installment payment options.

Except as otherwise provided herein, early withdrawal from PRA shall not release a member from their financial or other obligations under this contract for the remainder of the season enrolled. Any early withdrawal from PRA shall entitle PRA, at its option, to accelerate all amounts due for the remaining of the season including, but not limited to, the balance due for registration, volunteer assessments, fundraising minimums and concession fees and to collect all such amounts immediately in one lump sum.

If a swimmer experiences a season-ending injury causing a premature departure from the team, the Board can be petitioned to consider offering a prorated credit towards the registration fees of the subsequent swim season. If a swimmer moves from the area or experiences a career ending injury, the Board may be petitioned for a partial refund. This will be determined on a case-by-case basis and may require medical documentation.

If a swimmer is moved to a different practice group during the season, the family will be billed a revised amount and either an invoice or credit will be charged to the family account.

PRA alumni who have gone on to college and wish to come back to PRA to practice during time off (Thanksgiving Break, Christmas Break, spring Break, or summer break) should contact the PRA 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 3/National team rate. The Out of District fees also apply and must be paid if applicable.

For families with 5 or more registered PRA swimmers, a 10% discount will be applied. If, however, during the 2-week trial period, one or more of the swimmers decides to withdraw, causing the number of the number of participants to drop below 5, the discount will not be honored and any amounts already received will be billed back to the family account.

4.2 Fundraising

In an effort to keep registration fees as low as possible, the Board of Directors, in conjunction with the fundraising chair/committee, will schedule various fundraisers throughout the Short Course and Long Course seasons. Participation in these events is mandatory. The funds raised go to support the budget set by the Board of Directors. Pine-Richland Aquatics, Inc. 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. Note: Senior Group 1 must participate in the November Swim Relay and the Cash Bash Fundraisers. They are exempt from all other fundraisers. All other groups, including Senior 2 and Senior 3, must participate in all Fundraising activities. Please refer to the PRA website under swim groups for group descriptions.

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

- The Project Bundle Up Swim Relay-- in November (everyone gets sponsored for swimming laps in a relay)
- Three lottery raffle ticket fundraisers (everyone must purchase or sell the assigned number of lottery tickets per raffle - typically one at registration, one in March and one in Long Course)
- Cash Bash (every family must purchase or sell two admission tickets).

These are tentative and are subject to change. Please remember: Fundraising is required of all families and therefore each family **MUST** participate in each fundraiser. Minimum participation amounts in the lottery raffle and the Cash Bash is the cost admission tickets or raffle tickets. The minimum participation amount for Project Bundle up is \$50.

4.3 Meet Entry Fees/Meet Expenses

When a swimmer participates in a competitive swim meet there are entry fees charged per event the swimmer is competing in. These are commonly known as “splash fees”. It is up to the parent to determine which meets their swimmer is eligible to participate in (by checking the meet announcement and/or talking to the coaches) and sign their swimmer up. Once a swimmer has been properly signed up and entered in a meet, PRA is charged by the host club, and therefore, the swimmers account is charged. These amounts are non-refundable regardless of whether or not the swimmer 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. Each member of the relay will be charged 1/4th of the cost of the relay. **PLEASE NOTE:** If you tell the coach on deck that you can participate in a relay and then fail to be behind the blocks at the time of the relay event, your account will be charged the entire cost of the relay.

Families can view their account balance at any time on the website by logging into their Parent Portal and clicking on "Order History". EACH FAMILY IS REQUIRED TO SET UP A CREDIT CARD IN THEIR WALLET ON THE PARENT PORTAL. During the month, splash fees and any other charges will be charged as incurred to your to the payment method you have set up. On the last day of the month, your monthly registration fees will be billed automatically to this same card. Please remember to keep your credit card updated. In the event that it is not kept current and PRA is assessed any fees (overdraft, collection fees, etc.) these fees will be passed along to your account. In the event that your electronic payment is declined (card expires, over limit, insufficient funds, etc.), payment must be made immediately by check, cash or credit card. Accounts that are not kept current will be subject to a \$25 late fee (assessed monthly on the 21st of the month) and swimmers with accounts past due will not be entered in upcoming meets until the accounts brought current.

Fees for elite meets (Zones, Sectionals, Futures, Nationals, etc.) are substantially more expensive than regular meets during the season. PRA, at its sole discretion, may require payment in full for these meets prior to the team payment being made. If required, families with swimmers 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.

When attending an out of town meet that requires a flight/rental car, PRA may discuss sharing the cost between the swimmers and coaches. Upon agreement, the car rental expense will be divided equally between PRA and the number of families sharing the car (i.e. 2 families sharing the car and the expense is divided into 3 parts, 1/3 PRA, 1/3 family #1 and 1/3 family #2). The final amount will be billed to your account upon completion of the trip.

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

A Parent contract is included with the registration documents and must be signed by all families.

Any bank fees charged to PRA as a result of NSF checks will be billed to the families account.

4.4 Late Pickup Fees

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

4.5 AMS/PRA Meet Funding

Any travel meet funding received by PRA. from AMS benefitting a specific swimmer will be applied to the swimmer's account. Any outstanding credit balances resulting from these meet funding reimbursements will be carried forward from season to season to offset future registration fees, meet fees, USA fees, travel assessments, etc. They will be refunded only upon the written request upon the permanent departure of the swimmer from PRA (i.e.: graduation or

moving from the Pittsburgh area).

The PRA Board may, at its election, depending on the financial success of the club, decide to award funding to those swimmers attending upper level swim meets (zones, sectionals, senior zones, Futures, JR Nationals, SR Nationals and/or Olympic Trials). The amounts of this funding may vary season to season and meet to meet and the Board will use the AMS Funding amounts as a guideline. Such funding will be applied to the swimmer's account. Any outstanding credit balances resulting from these meet funding reimbursements will be carried forward from season to season to offset future registration fees, meet fees, USA fees, travel assessments, etc. These amounts are non-refundable. College swimmers and unattached swimmers are ineligible for PRA funding. Swimmers who have just completed their senior year of high school may be eligible for accelerated credit of this funding. Please see the PRA Treasurer for details.

5.0 Suggested Do's for Parents

- Volunteer for PRA.
- Leave the coaching to the coaches.
- Encourage and support your swimmer through the ups and downs of swimming.
- Be patient with your swimmer's progress. Every swimmer progresses at a different rate and time improvements do not occur at every meet. Your patience will have a positive influence on your swimmer.
- Talk to coaches and/or board members if you have a concern or question. Get questions answered, concerns resolved and then move on. Don't hold grudges...it weakens the organization and the team, ultimately having a detrimental effect on the swimmers..
- Keep informed:
 - Check the PRA website (www.praswim.org)
 - Check your PRA family folder at least weekly.
 - Review the PRA monthly calendar on the website.
 - Read the PRA Parent Manual.
 - Enter your swimmer(s) on time for all swim meets and meet all deadlines.

6.0 Glossary

For a detailed list terms, please refer to the PRA Glossary under the Documents Tab on the website.