



# Raleigh Swimming Association

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[www.swimrsa.org](http://www.swimrsa.org)

*Providing aquatic excellence since 1960...*

## Member Handbook 2025-2026

# Welcome to Raleigh Swimming Association.

Raleigh Swimming Association's (RSA's) mission is to provide affordable, exceptional aquatic programming for all ages and abilities, tailored to the needs of the individual, in a safe, healthy, positive environment that fosters athletic excellence, positive self-esteem, good sportsmanship, teamwork, and leadership, enabling athletes to develop a skillset for lifelong achievement.

RSA is a 501 (c) (3) non-profit organization providing aquatic programming for all ages with an emphasis on programming for athletes between the ages of three and eighteen years old.

RSA's flagship program, the swim team, was founded in 1959 and held the first swim practice at Hayes Barton Pool in the summer of 1960. Our technique-based program is designed to promote stroke efficiency and speed. In addition, we employ the highest caliber coaching staff committed to providing a safe, healthy, positive environment.

We are more than just a swim team. Our organization is a place where swimming is the medium through which swimmers are molded, friendships are fostered, character is nurtured, and dreams come true. Welcome to the RSA vision.

## Organization Contact Information

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<b>RSA Business Office</b>	<b>(919) 859-4881</b>
<b>RSA Accounts/Billing</b>	<a href="mailto:billing@swimrsa.org">billing@swimrsa.org</a>
<b>Wahoo Swim Academy</b>	<a href="mailto:wsa@swimrsa.org">wsa@swimrsa.org</a>
<b>Claire Watts, Lesson Coordinator and Office Administrator</b>	<a href="mailto:claire.watts@swimrsa.org">claire.watts@swimrsa.org</a>
<b>Cyndi Catella, Office Administrator</b>	<a href="mailto:cyndi.catella@swimrsa.org">cyndi.catella@swimrsa.org</a>
<b>Ethan Cooke, Head Coach</b>	<a href="mailto:ethan.cooke@swimrsa.org">ethan.cooke@swimrsa.org</a>
<b>John Hinton, Sunset Site Lead</b>	<a href="mailto:john.hinton@swimrsa.org">john.hinton@swimrsa.org</a>
<b>Kristy Lai-Harris, Sonner Site Lead</b>	<a href="mailto:kristy.lai-harris@swimrsa.org">kristy.lai-harris@swimrsa.org</a>
<b>Laura Hubbard, Executive Director</b>	<a href="mailto:laura.hubbard@swimrsa.org">laura.hubbard@swimrsa.org</a>

## RSA Swim Team Coaching Staff and Office Hours

The coaching staff at RSA boasts a wide breadth of experience, a strong commitment to helping young student-athletes grow and a genuine passion for the sport of swimming.

<b>Ethan Cooke, Head Coach</b>	<a href="mailto:ethan.cooke@swimrsa.org">ethan.cooke@swimrsa.org</a>
Office Hours: 12:00pm-2:00pm T, H, F	Practice Groups: All Non-Introductory Practice Groups
<b>Ronnie Vaughan, Head Age Group Coach</b>	<a href="mailto:ronnie.vaughan@swimrsa.org">ronnie.vaughan@swimrsa.org</a>
Office Hours: 12:30pm-2:30pm M, T, H	Practice Groups: Barracuda, Dolphin, Mako, Nova, Mackerel, PreSenior, and Wahoo
<b>Paul Elaisa, Head Developmental Coach</b>	<a href="mailto:paul.elaisa@swimrsa.org">paul.elaisa@swimrsa.org</a>
Office Hours: 12:15pm-2:15pm T, H	Practice Groups: Cobia and Jack
<b>John Hinton, Sunset Site Lead</b>	<a href="mailto:john.hinton@swimrsa.org">john.hinton@swimrsa.org</a>
Office Hours: 12:30pm-2:30pm M, H	Practice Groups: All Sunset Practice Groups
<b>Kristy Lai-Harris, Sonner Site Lead</b>	<a href="mailto:kristy.lai-harris@swimrsa.org">kristy.lai-harris@swimrsa.org</a>
Office Hours: 12:30pm-2:30pm M, H	Practice Groups: Barracuda and Senior Silver
<b>Jenni Martin, Strength &amp; Conditioning Coach</b>	<a href="mailto:jenni.martin@swimrsa.org">jenni.martin@swimrsa.org</a>
Office Hours: Upon Request	Practice Groups: All Sonner Practice Groups With Dryland
<b>David Cairns, Lead Coach/Assistant Coach</b>	<a href="mailto:david.cairns@swimrsa.org">david.cairns@swimrsa.org</a>
Office Hours: Upon Request	Practice Groups: Blackfin Afternoon, Dolphin and Mako
<b>Analiyah Aparicio, Lead/Assistant Coach</b>	<a href="mailto:analiyah.aparicio@swimrsa.org">analiyah.aparicio@swimrsa.org</a>
Office Hours: Upon Request	Practice Group: SeaStar
<b>Marissa Duffy, Lead/Assistant Coach</b>	<a href="mailto:marissa.duffy@swimrsa.org">marissa.duffy@swimrsa.org</a>
Office Hours: Upon Request	Practice Groups: Mackerel and Nova
<b>Mimi Holland, Lead/Assistant Coach</b>	<a href="mailto:mimi.holland@swimrsa.org">mimi.holland@swimrsa.org</a>
Office Hours: Upon Request	Practice Groups: Bass, Bluegill and Redtail
<b>Elijah Horman, Lead/Assistant Coach</b>	<a href="mailto:elijah.horman@swimrsa.org">elijah.horman@swimrsa.org</a>
Office Hours: Upon Request	Practice Groups: Minnow and Swordtail
<b>Susan Pearson, Lead/Assistant Coach</b>	<a href="mailto:susan.pearson@swimrsa.org">susan.pearson@swimrsa.org</a>
Office Hours: Upon Request	Practice Groups: All Introductory Groups

**Jacob Cole, Lead/Assistant Coach**

[jacob.cole@swimrsa.org](mailto:jacob.cole@swimrsa.org)

Office Hours: Upon Request

Practice Group: Blackfin Evening

**Emma Williams, Assistant Coach**

[emma.williams@swimrsa.org](mailto:emma.williams@swimrsa.org)

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## Board of Directors

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There are nine volunteer board members, including four officers. All board members are parents of athletes on the RSA swim team.

Andy Lansdowne, President

[andy.lansdowne@swimrsa.org](mailto:andy.lansdowne@swimrsa.org)

Josh Williams, Vice President

[josh.williams@swimrsa.org](mailto:josh.williams@swimrsa.org)

Dana Byrd, Secretary

[dana.byrd@swimrsa.org](mailto:dana.byrd@swimrsa.org)

Keith Hemmer, Treasurer

[keith.hemmer@swimrsa.org](mailto:keith.hemmer@swimrsa.org)

Caitlin Briggs

[caitlin.briggs@swimrsa.org](mailto:caitlin.briggs@swimrsa.org)

Patrick Johnson

[patrick.johnson@swimrsa.org](mailto:patrick.johnson@swimrsa.org)

Mary Key

[mary.key@swimrsa.org](mailto:mary.key@swimrsa.org)

Rob Pereira

[rob.pereira@swimrsa.org](mailto:rob.pereira@swimrsa.org)

Jason Stone

[jason.stone@swimrsa.org](mailto:jason.stone@swimrsa.org)

Board Meetings are held the second Tuesday of the month at 7:30pm in the Sonner Gym unless otherwise noted. The dates are posted on the Parents tab on the website under Board Meetings and may be accessed via this link: <https://www.swimrsa.org/page/parents>.

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## Holidays

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### Business Office Holidays:

- Thanksgiving Holiday: 11/24/25-11/30/25
- Winter Break: 12/22/25-1/02/26
- Martin Luther King Day: 1/19/26
- Spring Break: 3/30/26-4/05/26
- Memorial Day: 5/25/26
- Independence Day: 7/03/26
- Summer Break: 8/02/26-8/16/26
- Labor Day: 9/07/26

***Note the Business Office is closed Friday through Sunday.***

### Swim Team Holidays:

- Thanksgiving Day and the Friday after Thanksgiving: 11/27/25 and 11/28/25
- Winter Break 1: 12/24/25-12/26/25; additional practices may be modified
- Winter Break 2: 12/31/25-01/02/26; additional practices may be modified

- Martin Luther King Day: 1/19/26
- Spring Break: 3/30/26-4/05/26
- Memorial Day: 5/25/26
- Independence Day: 7/04/26
- Summer Break: 8/01/26-8/31/26
- Labor Day: 9/07/26

### **Masters Swim Team Holidays:**

- Thanksgiving Day and the Friday after Thanksgiving: 11/27/25 and 11/28/25
- Winter Break 1: 12/24/25-12/26/25; additional practices may be modified
- Winter Break 2: 12/31/25-01/02/26; additional practices may be modified
- Martin Luther King Day: 1/19/26
- Spring Break: 3/30/26-4/05/26
- Memorial Day: 5/25/26
- Independence Day: 7/04/26
- Summer Break: 8/01/26-8/16/26
- Labor Day: 9/07/26

### **Wahoo Swim Academy Holidays:**

- Thanksgiving Holiday: 11/26/25-11/30/25
- Winter Break: 12/22/25-1/02/26
- Martin Luther King Day: 1/19/26
- Spring Break: 3/30/26-4/05/26
- Memorial Day: 5/23/26-5/25/26
- Independence Day: 7/04/26-7/06/26
- Summer Break: 8/03/26-8/16/26
- Labor Day: 09/05/26-09/07/26

***Note Wahoo Swim Academy is closed on Fridays.***

### **USA Swimming**

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RSA is a USA Swimming member club. Therefore, RSA requires all members of the swim team to be registered with USA Swimming, with the exception of Tarpon athletes. The cost of USA Swimming registration is currently \$81.00 per athlete.

All RSA athletes are responsible for reading and being familiar with the [Minor Athlete Abuse Prevention Policy \(MAAPP\)](#). All athletes are required to comply with MAAPP, the [USA Swimming Code of Conduct](#) and all RSA Policies and Procedures.

### **Team Sponsor and Team Dealer Benefits**

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#### **Team Sponsor:**

Our team sponsor is **arena**. **arena** offers significant discounts to RSA families through our team dealer, Augusta Swim Supply, as well as equipment for our facility and outfitting for RSA's staff. **arena** also offers special incentives for our Futures and National Meet qualifiers.

**arena** benefits, provided through our team dealer, include:

- 20% off your arena team suit
- 20% off your arena training equipment
- 20% off arena team backpacks
- 20% off arena team warmups
- 15% off arena Powerskin ST 2.0 suits
- 15% off R-EVO One suits
- 25% off arena Carbon series racing suits for Age Group Champs qualifiers
- 20% off arena Powerskin ST 2.0 suits and R-EVO for Age Group Champs qualifiers
- 35% off all arena racing suits for Sectionals qualifiers
- 40% off all arena Carbon series racing suits for Futures

**Note purchases through arenasport.com do not qualify for these discounts.** Discounts are available exclusively through Augusta Swim Supply (online, by phone, or in store at the Greensboro Aquatic Center).

**All athletes are expected to wear arena products to practice and at swim meets. The only exceptions are for athletes in the introductory groups who are too small to wear arena products and for 13-14 athletes who are too small to wear arena tech suits. Augusta Swim Supply has approved alternative suits that can be logoed for meets.**

### Team Dealer:

Augusta Swim Supply is RSA's team dealer. Augusta offers an online store through our website. The online store may be accessed via the Gear tab on our homepage or via this link:

<https://www.augustaswimsupply.com/teams.cfm> . The username is RSA and the password is 1234.

The online store offers the opportunity to shop and have an item delivered to your home. **Augusta may also be reached via phone at 888-799-SWIM.** Please note the store at the Greensboro Aquatic Center is owned by Augusta and will honor RSA's team dealer discounts.

RSA's team dealer offers special discounts through the team sponsor, arena, that are unique to Augusta.

### Practice Group Placement Philosophy

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Many factors influence group placement: some can easily be explained, while others may be influenced by coaching instinct or experience. Clearly communicating our philosophy for practice group placement enables a better understanding of the decisions that determine placement. RSA strives to place each individual in the group that best fits the athlete's skill set and age. Practice group placement is not an indication of a coach's belief about the athlete's future success. RSA prioritizes each athlete's individual needs and an athlete develops at a unique rate; therefore, **athletes in some lower level groups are sometimes faster than those in higher level groups. Overlap always exists.** All groups serve a purpose and have well-thought out parameters designed for athlete success.

Upward group movement is not meant to be a reward, but rather a next step in development. Additionally, **fall group placement does not dictate an athlete's group placement for the entire year.** Coaches are continuously evaluating their athletes and will move them based on the best interests of the athletes. **The coaching staff has the final discretion regarding an athlete's practice group placement.**

Some of the important factors driving practice group placement are:

- Training Ability and Technique
  - Does the athlete practice at the same level as the athlete races?
  - Does the athlete make the technical changes requested by the coach?
- Leadership
  - Are the athlete's actions positively influencing others in the group?
  - Are the athlete's actions respectful to the coach?
- Commitment
  - How frequently does the athlete attend practice?
  - How frequently does the athlete participate in meets?
  - How is swimming prioritized as a sport?
- Maturity
  - How old is the athlete?
  - Is the athlete emotionally ready for the next level of training?
  - Is the athlete physically ready for the next level of training?
  - How well does the athlete deal with change?
- Meet Results
  - How do the athlete's results translate to training needs?
  - How do the athlete's results translate to meet qualifications?
- Group Size
  - What is the maximum number of athletes allowed in a practice group to ensure appropriate lane space and the ability to effectively coach the athletes under the caveat of ensuring internal movement is allowed for developing athletes?

RSA realizes that changes in practice groups can impact family routines. Practice group moves can affect schedules, carpools, team dues, coaches and expectations. Hopefully, the Practice Group Placement Philosophy provides information to aid families in anticipating practice group movement and the factors determining when a move will occur. The coaching staff makes every effort to provide considerable advance notice of any upcoming practice group placement changes.

### **Dryland Training (Strength and Conditioning)**

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An integral part of an athlete's training, dryland training takes place on dry land, outside of the water. Dryland training is designed to complement water practices, to build on the in-water skills focus at any given time. In addition, dryland training employs targeted strength and conditioning exercises to increase flexibility, mobility, and strength with the added benefit of reducing the risk of injury.

At RSA, Coach Jenni builds a targeted plan for each practice group to complement the lead coaches' season plans. Outside the pool, especially for the younger athletes, multi-sport play and fitness activities augment strength and conditioning. Examples of these sports include:

- Ballet/dance
- BMX

- Gymnastics
- Jumping rope
- Pilates and/or yoga
- Running
- Skateboarding
- Soccer
- AND PLAYING OUTSIDE!

For the very young athlete, dryland practice is more fun than training, but teaches the concept of an augmentation to pool (in-water) training through the use of fitness-centered games. For young athletes, dryland training teaches body awareness, builds coordination and increases strength. For older athletes, the ultimate goal is to increase speed and stroke rate, improve distance per stroke and become more explosive off the block and off the walls at the turn.

**Athletes may not participate in dryland in a suit alone. The suit must be covered with pants (shorts, sweatpants, etc.) and a shirt. In addition, closed toe shoes are required to participate in dryland.** Croc-style shoes are not acceptable. Sneakers are preferred. For older athletes participating in lifts, flat shoes like Vans or Converse are preferred if the athlete does not have lifting shoes.

## Athlete Service

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Each athlete is expected to participate in at least one RSA service activity (for example, one of RSA's food drives). Athletes in the Barracuda, Bowfin, Cobia, Mackerel, PreSenior, Redtail, Senior Gold, Senior Onyx, and Senior Silver practice groups are expected to participate in **an additional facility service activity**.

## Financial Information

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### Enrollment

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The enrollment fee is per athlete and is **not refundable**.

If your athlete is transferring from another team, please complete the transfer information in your athlete's USA Swimming account.

**All memberships are subject to approval by the Board of Directors.**

### Monthly Payment

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The monthly payment includes monthly dues, meet entry fees and ancillary charges (for example, apparel or dinners). Invoices process on the first of each month via a third party (TeamUnify/SportsEngine). Billing summaries are viewable in the member account. Summaries are generally accurate by the 28<sup>th</sup> of the month for the invoice processing on the 1<sup>st</sup> of the following month. Dues are invoiced September through July.

Dues and other fees billed in the monthly invoice must be paid via an electronic payment method unless paid upfront, in full for the year, by check. RSA offers credit card processing through TeamUnify/SportsEngine, as well as ACH (bank draft). **For each credit card transaction, TeamUnify/SportsEngine charges a fee of 2.95% of the balance + \$.30. For ACH transactions, there is a \$1.25 third party fee per transaction.**

If invoices have processed for the current month at the time of enrollment, prorated dues charges for the enrollment month will be applied to the account for processing in the next invoice.



**Dues are prorated according to the following schedule:**

Enrollment between the 1 <sup>st</sup> and the 7 <sup>th</sup> of the month:	100% monthly dues due for the registration month
Enrollment between the 8 <sup>th</sup> and the 14 <sup>th</sup> of the month:	75% monthly dues due for the registration month
Enrollment between the 15 <sup>th</sup> and the 21 <sup>st</sup> of the month:	50% monthly dues due for the registration month
Enrollment between the 22 <sup>nd</sup> and the end of the month:	25% monthly dues due for the registration month

**Enrollment fees must be paid via credit card through the TeamUnify/SportsEngine portal.** For returning athletes, any unpaid balance will be charged to the credit card at the time of enrollment. In addition, credits will be applied to the balance when the enrollment processes. The TeamUnify/SportsEngine system does not support ACH processing of enrollment fees.

### Monthly Dues

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Dues are assessed on a monthly basis and payable eleven months of the year (no August dues payment). **RSA offers discounts for siblings.** For example, if a family has four athletes, the lowest of the athletes' dues receives a 35% reduction, the third lowest receives a 25% reduction, the second lowest receives a 15% reduction, and the first child must be paid in full.

For clarification: If a family has a SeaStar athlete, a Nova athlete, a Dolphin athlete, and a Barracuda athlete,

- the Barracuda dues will be paid at 100%,
- the Dolphin dues will be paid at 85% and
- the Nova dues will be paid at 75% and
- the SeaStar dues will be paid at 65%.

**Please note the sibling discount does not apply to Tarpon athletes. The sibling discount applies to siblings only.**

Members have the option of paying the annual dues in full for a 5% discount if paid by October 15<sup>th</sup>. Upfront dues must be paid via check or cash. Please note that in the event of early withdrawal, **dues paid in advance are not refundable.** Please contact [billing@swimrsa.org](mailto:billing@swimrsa.org) to take advantage of the dues discount.

The 2025-2026 Dues Schedule may be found under Swim Team Enrollment on the website or via the following link:

[https://www.swimrsa.org/ncrsa/UserFiles/Image/QuickUpload/ras2025-2026duesschedule061525\\_088135.pdf](https://www.swimrsa.org/ncrsa/UserFiles/Image/QuickUpload/ras2025-2026duesschedule061525_088135.pdf)

### Fees In Addition to Dues

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#### USA Swimming Membership (Registration) Fee:

**USA Swimming membership is required for all RSA swim team athletes except Tarpons.**

- RSA will register returning athletes with USA Swimming at a cost of \$81.00 per athlete. The fee will be charged to the member's account.
- New members are required to register with USA Swimming.
  - An invitation including a unique RSA link will be sent to the athlete's family when the athlete enrolls with RSA (or in September when USA Swimming opens the registration portal). The registration fee is charged by USA Swimming at the time of registration.

### **Entry Fees:**

Meet entry fees are included in the monthly invoice if an athlete is entered in a swim meet. If an athlete is entered in a meet (committed via TeamUnify/SportsEngine), the athlete must withdraw (scratch) from the meet by the entry deadline via TeamUnify/SportsEngine ([www.swimrsa.org](http://www.swimrsa.org)) to avoid being charged meet entry fees. If the athlete does not withdraw from the meet prior to the published deadline, the athlete's account will be billed for the entry fees even if the athlete was sick or injured prior to the meet.

### **Travel Meet Fees:**

Travel meets are meets that athletes attend with the coaching staff and chaperones. The athletes travel with the staff, stay in accommodations selected by the staff, and eat all meals with teammates and staff. Travel is typically by charter coach or van, but may involve airfare depending upon the meet location. Although travel meets have meet entry fees, additional costs apply. Once an athlete commits to a travel meet and pays the required deposit, the family will be billed for the travel meet, regardless of whether the athlete's plans change later.

RSA develops budgets for travel meets, making every effort to provide an estimate of the costs of the travel meet as soon as possible prior to the meet, generally no less than sixty (60) days in advance of the meet.

### **Capital Improvements/Reserves Fee:**

To manage large scale costs identified in the Reserves Study, each athlete is charged a monthly Capital Improvements/Reserves Fee of \$15.00. The fee is not charged to monthly athletes during leave months. **Note: Tarpon athletes are excluded from the Capital Improvements/Reserves Fee requirement.**

### **Late Fees:**

The total balance reflected on the monthly invoice is due on the 1<sup>st</sup> of the month and is past due after the 5<sup>th</sup> of the month. This balance includes dues and all other fees included in the unpaid balance. A late fee of \$25.00 will be assessed monthly on past due accounts. A late fee of \$100.00 will be assessed monthly if the account is sixty (60) days or more past due.

**Meet registration and ancillary charges to accounts will be denied to accounts more than thirty (30) days in arrears. For accounts sixty (60) days or more in arrears, athletes will not be allowed to participate in any part of the program including swim practice, swim meets or other team activities.**

### **National Meet Benefits**

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RSA provides benefits to athletes who achieve national meet standards (Summer Juniors, Winter Juniors, Nationals, Para Nationals, etc.) to assist families with the significantly higher expenses associated with national level meets. Those benefits include:

- Reimbursement for airfare
- Reimbursement for lodging at a maximum of \$200.00/day
- Gratis meet fees

The maximum benefit for the swim year (September through July) is \$1,100.00, including any reimbursement from North Carolina Swimming.

RSA will reimburse one half of the airfare costs for relay-only swimmers for a maximum benefit of \$500.00 for the swim year (September through July).

## Dues Reduction

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RSA offers a Dues Reduction Program to enable members to volunteer at various venues and/or to refer a friend or family member to RSA and receive credits to reduce monthly dues.

If you are interested in participating in dues reduction, please contact our Dues Reduction Coordinator at [duesreduction@swimrsa.org](mailto:duesreduction@swimrsa.org).

### **Lenovo Center and BB Trinity Catering:** (Shannon Riley lead)

- RSA volunteers staff concession stands and food/drink portable carts during concerts and sports events, including Carolina Hurricanes hockey and NC State Basketball games.
- RSA receives a commission from the concession sales and tips.

### **NC State University Football:** (Tracy Slavis and Chad Kennedy, leads)

- RSA volunteers staff beer tents during home football games.
- RSA receives a commission from the sales.

**After RSA receives commissions, the volunteers' accounts are credited per hour volunteered at the venue.**

## Signing Up Is Easy

- Follow this link to scroll through the available events:  
<https://www.swimrsa.org/page/calendar#/team-events/upcoming>
- If a volunteer or standby spot in the event is empty, sign up (must be logged into your TeamUnify/SportsEngine account).
- There are three positions available: RSA Volunteer, Stand Lead and Standby.
  - Training must be completed prior to volunteering.
  - To become a Stand Lead, additional training is required.
- If all slots are full for volunteers, sign up in the Standby slot in case one of the volunteers cancels.

## Swim Team Referral

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RSA offers a referral credit for members who refer new members. If a member family refers a new family to RSA and that family joins the swim team, the referring family will receive a one-time credit toward their dues of \$50.00 per family referred. Please be mindful that group caps may impact referrals. Families being referred should contact [eval@swimrsa.org](mailto:eval@swimrsa.org) to set up an evaluation and note the referring family on the evaluation form.

## Early Withdrawal and Leave

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### **Annual Commitment:**

An annual commitment athlete who wishes to withdraw prior to the end of the swim year must provide a written Early Withdrawal notice to [billing@swimrsa.org](mailto:billing@swimrsa.org) by the 20<sup>th</sup> of the month for which the member family wishes the withdrawal to be processed. RSA's swim year ends in early August (dues are charged September through July). The athlete may not practice with the swim team after the date of the notice.

If the athlete is in the Nova or Dolphin practice group, dues for the following month, as well as any additional fees, including uncharged meet fees and any account balance, must be paid in full to fulfill the member's financial commitment to RSA.

**For athletes in all other annual commitment groups,** the lesser of two (2) months of dues or the dues remaining for the swimming year (dues through July), as well as any additional fees, including uncharged meet fees and any account balance, must be paid in full to fulfill the member's financial commitment to RSA.

**Example 1:** Joe Smith sends an email regarding his **Nova athlete**, Sam, to [billing@swimrsa.org](mailto:billing@swimrsa.org) on May 17<sup>th</sup> expressing the desire to execute an early withdrawal from the **Nova** group. The Smith family owes \$76.00 for ancillary fees billed since the last invoice, in addition to meet fees of \$42.00 not reflected on the account yet due to a meet the previous weekend. Nova dues for June are \$191.00. Nova dues for May have already been paid. The Smith family will owe  $\$76 + \$42 + \$191 = \$309$  to withdraw from the program. **Sam will not be able to swim with RSA as of the date of the withdrawal notice.**

**Example 2:** Sally Jones sends an email regarding her **PreSenior athlete**, Suzie, to [billing@swimrsa.org](mailto:billing@swimrsa.org) on May 17<sup>th</sup> expressing the desire to execute an early withdrawal from the **PreSenior** group. The Jones family owes \$76.00 for ancillary fees billed since the last invoice, in addition to meet fees of \$42.00 not reflected on the account yet due to a meet the previous weekend. PreSenior dues are \$299.00 monthly; PreSenior dues for May have already been paid. As the lesser of two months' dues or the balance for the year is two months, the dues portion of the final payment will be \$598.00. The Jones family will owe  $\$76 + \$42 + \$598 = \$716$  to withdraw from the program. **Suzie will not be able to swim with RSA as of the date of the withdrawal notice.**

#### **Monthly Commitment:**

**For monthly commitment athletes who want to 'pause' or 'take a leave,' but will be returning in the current swim year,** a written notice of leave must be provided to [billing@swimrsa.org](mailto:billing@swimrsa.org) by the 20<sup>th</sup> of the month for the leave to be processed for the following month. Any fees, including uncharged meet fees, and any account balance, must be paid in full to fulfill the member's current financial commitment to RSA. The athlete's family should also send a written return notification to [billing@swimrsa.org](mailto:billing@swimrsa.org) by the 20<sup>th</sup> of the month preceding the month of return.

**A monthly commitment athlete who wishes to withdraw prior to the end of the swim year must provide a written Early Withdrawal notice to [billing@swimrsa.org](mailto:billing@swimrsa.org) by the 20<sup>th</sup> of the month for which the member family wishes the withdrawal to be processed.** The athlete may not practice with the swim team after the date of the notice. Any account balance, as well as any uncharged fees such as meet fees or apparel charges, must be paid in full to fulfill the member's financial commitment to RSA.

#### **Communication**

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RSA communicates through email, SMS, and social media platforms (Instagram and Facebook). In addition to loading correct email addresses and verifying them, members should load mobile phone numbers and carriers in their account information to ensure weather alerts and other time-sensitive communication are received. Email confirmation is validated through an email. SMS confirmation is validated through a text.

In addition, there is a parent-run Facebook page called *Swim Parents of RSA*. This page is created and administered independently by parents and is not affiliated with, sponsored by, or monitored by RSA. It serves as an informal space for parents to share information and connect with one another. **Please note that information posted there should not be considered official RSA communication.**

#### **Volunteering**

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RSA relies on the graciousness of our member volunteers to provide exceptional opportunities to our athletes. Volunteer opportunities include chaperoning trips, officiating at meets, assisting with toy drives, assisting with

food drives, helping stuff swag bags, among other activities. The list is long. Please consider offering some of your time and talent to improve our organization. **To volunteer, contact** [volunteers@swimrsa.org](mailto:volunteers@swimrsa.org).

Volunteers are always needed for dues reduction events. Volunteers receive the benefit of a reduction in monthly dues payments and the organization benefits from a portion of the funds raised being directed to the Scholarship Fund. To participate in dues reduction, please email [duesreduction@swimrsa.org](mailto:duesreduction@swimrsa.org).

## Questions

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For Questions About Evaluations, Group Dynamics, Swim Team Philosophy and/or Swim Team Calendar:

- Ethan Cooke, Head Coach [ethan.cooke@swimrsa.org](mailto:ethan.cooke@swimrsa.org)
- Ronnie Vaughan, Head Age Group Coach [ronnie.vaughan@swimrsa.org](mailto:ronnie.vaughan@swimrsa.org)
- John Hinton, Sunset Site Lead [john.hinton@swimrsa.org](mailto:john.hinton@swimrsa.org)
- Kristy Lai-Harris, Sonner Site Lead [kristy.lai-harris@swimrsa.org](mailto:kristy.lai-harris@swimrsa.org)
- Laura Hubbard, Executive Director [laura.hubbard@swimrsa.org](mailto:laura.hubbard@swimrsa.org)

For Questions About USA Swimming Registration:

- Laura Hubbard, Executive Director [laura.hubbard@swimrsa.org](mailto:laura.hubbard@swimrsa.org)

For Questions About Enrollment and Financial Obligations:

- Cyndi Catella, Office Administrator [cyndi.catella@swimrsa.org](mailto:cyndi.catella@swimrsa.org)
- Claire Watts, Office Administrator [claire.watts@swimrsa.org](mailto:claire.watts@swimrsa.org)
- Laura Hubbard, Executive Director [laura.hubbard@swimrsa.org](mailto:laura.hubbard@swimrsa.org)

**Not Sure Who to Ask?** Email any of us or call the office at (919) 859-4881. We will make sure your question is answered promptly.

**Thank you for choosing RSA!**