

SwimTulsa

2009 - 2010 Registration Information and Instructions

Welcome to SwimTulsa! We are looking forward to a great year and are glad that you are going to be a part of it. Before a swimmer may participate in SwimTulsa activities, all fees must be paid and all forms listed below must be completed, signed and returned to our registration chair – Leslie Anderson. If you have any registration questions, please contact Leslie at leslieanderson@swimtulsa.org.

Checklist of what to turn in:

- Completed swimmer Registration form
- Completed Payment Schedule
- Completed and Signed individual medical form for each swimmer
- Signed Financial Responsibility form (only one if multiple swimmers)
- Copy of Birth Certificate, Passport, Drivers License, or Visa (if you are a first time USA Swimming registration) for each swimmer
- Signed Code of Conduct by parent and swimmer (one for each swimmer)
- Completed ST Team Order form for team apparel (do not include payment with registration check. Please make separate check payable to SwimTulsa)
- Completed Parent Volunteer form
- Transfer form if transferring from another USAS team (available on ST web site under registration)
- If this is your first time to register with SwimTulsa, your check should be made payable to SwimTulsa for registration and fees in accordance with the options below.

2009 - 2010 FEE SCHEDULE

OPTIONS

- | | |
|--------------|---|
| Gold Team - | A. \$810/year, 1-year contract, fundraising |
| | B. \$75/month, contract, fundraising |
| | C. \$95/month, no contract, no fund raising |
| Blue Team – | A. \$648/year, 1-year contract, fundraising |
| | B. \$60/month, contract, fundraising |
| | C. \$80/month, no contract, no fundraising |
| White Team - | A. \$486/year, 1-year contract, fundraising |
| | B. \$45/month, contract, fundraising |
| | C. \$65/month, no contract, no fundraising |

Explanation of Options, Payments, and Payment Methods

Yearly Payment: This includes a 10% discount off the contract monthly payment. For new swimmers joining in the fall, a yearly contract will only be accepted up until Sept. 15, 2009. It cannot be prorated. The swim year runs from September 1st through August 31st.

Contract: A commitment to swim and pay fees (option A and B) from time of joining thru August, regardless if swimmer misses practices for any length of time. Special circumstances may be taken up with the head coach and SwimTulsa board. If a swimmer under contract with SwimTulsa decides to change this membership, for whatever reason, the family has the option of buying out this contract. The family would then either pay fees for the remaining months of the contract (through August) plus whatever fundraising is still due or pay \$20.00 for each month from the beginning of the contract to the date of termination. **FEES PAID TO SWIMTULSA ARE NOT REFUNDABLE AND ARE NOT PRORATED.**

No Contract, No Fundraising: Swimmer only pays for month in which they swim but fees are still payable on the first of the month. There is no fundraising obligation. **FEES PAID TO SWIMTULSA ARE NOT REFUNDABLE AND ARE NOT PRORATED.**

Discount for Additional Family Members: A discount of \$5.00 per month is given off Option B and C for Gold, Blue, and White team for each additional family member. For example: the first swimmer pays full fees, (no already discounted fee) the second swimmer, and any additional swimmers, each receive a \$5 per month discount to their monthly fees.

Fundraising: To help cover the cost of facilities, equipment and special projects SwimTulsa (a 501c3 tax deductible organization) holds two to four swim meets annually, conducts a Swim-A-Thon© and/or other fundraising opportunities. These activities include but are not limited to: soliciting advertising for swim meet heat sheets, collecting pledges for the Swim-A-Thon©, a cash donation for concessions at meets, or other opportunities approved by SwimTulsa. Every family is encouraged to participate and all families choosing option A and B are required to raise and/or donate \$150 annually (\$100 for families living in and paying property taxes in the Union School District). Fundraising activity will be available to view as an open invoice on your account on the website. Donations will be credited to this invoice throughout the year and any remaining balance will be due June 1st.

Payment of Fees: All invoicing for monthly fees and meet fees are done through our website – www.swimtulsa.org. Families have the option of paying online or mailing payment to the treasurer. Invoices will be issued and payment required for all meets entered regardless if swimmer attends. Please Note: Non contract paying members – if you sign up for payment online (ACH), fees will not be refunded for the months your swimmer does not swim in. These payments are taken out automatically.

Delinquency Policy: Meet and monthly fees are due by the 1st of the month. A late fee of \$10 will be assessed by midnight of the 20th of each month for all fees past due. Fees past 30 days will be cause for removal of all swimmers in the family from practice and meets until the account is current. If there is an extenuating circumstance that a payment can't be made, please contact David or a board member to discuss an alternate payment plan. A fee of \$ 25 will be assessed to an account for all returned checks or rejected ACH payments.

USA Swimming Registration/Administration Fee: \$75 total per swimmer. The USAS fee of \$51 establishes the swimmer's amateur status as a competitive swimmer and provides supplemental accident insurance coverage during swim practice sessions, meets, and other team sponsored activities. If they are a first time registration in Sept., this will cover the swimmer from Sept. thru Dec. and all of the following year. First time registrations will also need to submit a copy of their birth certificate, passport, driver's license, or visa for proof of legal name and birth date. There is a \$5.00 fee for transferring from another USA Swimming team if your registration is current. The fee is waived if the swimmer is reregistering with ST. The \$24 administration fee covers administrative costs, team, coach, and USAS official's registration fees. This non-refundable registration/admin fee is due at time of registration for new members or will be invoiced to current members.

USA Swimming Officials: Officials are always needed and anyone with some knowledge of swimming can train to become an official. It is the responsibility of our team to provide USAS registered officials for meets. In order for our officials to be reimbursed for their non athlete registration fee, they are asked to work all ST meets and to be available to officiate other meets that their swimmers are entered in. SwimTulsa will reimburse the \$51 registration fee once they have officiated two of the SwimTulsa meets.

Communication: Once a family has become a member of SwimTulsa by turning in a registration and payment, they will receive an email notice that an account has been set up for them with a user name and password on the SwimTulsa website (www.swimtulsa.org). Information about practice times, meets, ST news, etc. can be found here. The website is also where families enter meets and pay invoices. SwimTulsa has a team computer at the pool for all the members to use. If help is needed in navigating the web site, one of the coaches or board members can help on this computer. Contact information for the coaches and board members are listed on the web site. If a parent needs to talk to a swimmers coach about their child, please set up an appointment with them as they are not available to talk during their practice. There is also a "mailbox" set up at the pool for each swimmer. Awards and other information are distributed here so make sure to check it at practice.

2009 – 2010 SWIMTULSA FINANCIAL RESPONSIBILITY FORM

In joining/rejoining SwimTulsa, I acknowledge the following financial responsibilities:

1) **USA SWIMMING MEMBERSHIP REGISTRATION and ADMINISTRATION FEES**

Each swimmer who joins SwimTulsa must also become a member of USA Swimming. USA Swimming provides supplemental accident insurance that covers each swimmer at all meets, practice, and other team activities. The annual registration and administration fee for 2009-10 is **\$75** per swimmer and is due immediately upon joining or reregistering for the new swim year. **This fee is non-refundable.**

2) **TRAINING FEES: CIRCLE YOUR OPTIONS FOR ALL SWIMMERS**

<u>Group</u>	<u>Option A</u>	<u>Option B</u>	<u>Option C</u>
Gold	\$810.00*	\$75.00	\$95.00
Blue	\$648.00*	\$60.00	\$80.00
White	\$486.00*	\$45.00	\$65.00

**Includes a 10% discount off of Option B only*

FEES PAID TO SWIMTULSA ARE NOT REFUNDABLE AND ARE NOT PRORATED. Training fees are charged for each month or partial month a swimmer trains with the team or participates in team activities.

3) **CONTRACT**

A yearly commitment to swimming and payment is required for Options A and B for Gold, Blue, and White team, starting from time of joining through August (Option A will only be accepted up until September 15, 2009.) Termination of contract would result in paying fees for the remaining months of the contract (through August) plus whatever fundraising is due or pay \$20.00 for each month from the beginning of the contract to the date of termination. (A swim year is Sept. 1st through August 31st.)

4) **NO CONTRACT, NO FUNDRAISING**

Swimmer only pays for month they actually swim in and there is no fundraising commitment. Fees are payable on the 1st of the month.

5) **PAYMENTS**

All invoices are listed on the members ST website account and can be paid online or mailed to the treasurer. Monthly payments and meet payments are due by the 1st of the month. A late fee of \$10 will be assessed at midnight of the 20th of each month. Invoices will be issued and payment required for all meets entered regardless if swimmer attends. Fees past 30 days will be cause for removal of all swimmers in the family from practice and meets until the account is current. A \$25 fee will be assessed for all returned checks or rejected ACH payments. Non Contract paying members will not have fees refunded for the months their swimmer did not swim in if they are using the ACH method of payment online.

6) **SWIMMER PARTICIPATION FUND:**

Under Option A and B, each FAMILY is required to raise a minimum of \$150 per year through fundraising activities sponsored by the team. (\$100 for families living in and paying property taxes in the Union School District.) These activities include soliciting advertising for swim meet heat sheets, collecting pledges for the Swim-A-Thon©, cash donations to concessions at meets, or other opportunities approved by SwimTulsa.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

SWIMMER'S NAME(S) _____ SCHOOL DISTRICT _____

SWIMTULSA 2009 - 2010
AUTHORIZATION/CONSENT FOR MEDICAL TREATMENT

CHILD'S NAME: _____ AGE: _____ DOB: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PARENT(S)/LEGAL GUARDIAN NAMES: _____

MOTHER'S FATHER'S
PHONE: HOME _____ WORK _____ CELL _____ WORK _____ CELL _____

OTHER EMERGENCY CONTACT: _____ PHONE: _____

PHYSICIAN: _____ PHONE: _____

MEDICATIONS CURRENTLY BEING TAKEN AND REASON: _____

KNOWN ALLERGIES: _____

PREVIOUS HOSPITALIZATIONS, SURGERIES, INJUREIS OR SERIOUS ILLNESS: _____

DOES SWIMMER WEAR CONTACTS/GLASSES _____ HAS ANY PHYSICIAN EVER RECOMMENDED THAT THERE SHOULD BE ANY LIMITS PLACED ON PARTICIPATION IN COMPETITIVE SPORTS? _____

IF SO, WHY _____

Please list an asthma plan and any other useful information or health concerns: (use the back of this sheet if necessary)

INSURANCE CARRIER/GROUP _____ POLICY NO. _____

The above named child has our permission and consent to participate in SwimTulsa practices, swim meets, and team sponsored activities. In the event of illness or injury to said child while involved in SwimTulsa activities and after an attempt has been made to reach the parents or guardian of the child informing them of such illness or injury, the SwimTulsa coach (es) and/or representative(s) is/are authorized to contract for and to authorize the treatment by a medical doctor for said child.

In consideration of said child being permitted to participate in SwimTulsa practices, swim meets, and team sponsored activities, and further consideration of the coaches and/or any official chaperones accompanying the team, we do hereby release and agree to hold harmless, unless negligence is involved, SwimTulsa, the coaches and official chaperones from any and all claims and liability, costs and expenses arising out of or resulting from the procurement of medical treatment for said child as aforementioned.

Any person or entity may rely on a photocopy of this Authorization as though it were an original.

Signed this _____ day of _____, 200_____

Signature of Parent or Guardian _____

SWIMTULSA CODE OF ETHICS AND CONDUCT

PURPOSE:

The purpose of this code is to promote the best possible team and individual impression at all times, and to acknowledge each person's responsibilities as a member of our team.

I. ACKNOWLEDGEMENT:

I, as a member of the SWIMTULSA SWIM CLUB, understand and will comply with the following guidelines as set forth by UNITED STATES SWIMMING, the OKLAHOMA SWIMMING COMMITTEE, and the SWIMTULSA SWIM CLUB.

II. GENERAL CONDUCT:

- A. All participating team members shall abide by this CODE OF ETHICS AND CONDUCT.
- B. Team members will display proper respect and sportsmanship toward all teammates, coaches, officials, administrators, fellow competitors and the public. This includes promptly following instructions at practice times, meets and any team sponsored activities.
- C. Team members will refrain from any illegal or inappropriate behavior that would detract from a positive image of the SWIMTULSA SWIM CLUB or be detrimental to its performance objectives.
- D. Every ST swimmer is entitled to participate in a safe, supportive environment. As such, no athlete, parent or relative shall engage in activities intended to harm or intimidate any ST swimmer.
- E. Any additional guidelines for SWIMTULSA SWIM CLUB members will be established by the coaches and the board of directors as needed.

III. IMPLEMENTATION:

- A. All team members are apprised in writing of this policy. Signature of the document constitutes unconditional agreement to comply with the CODE OF ETHICS AND CONDUCT of the SWIMTULSA SWIM CLUB.
- B. Failure to comply with the CODE OF ETHICS AND CONDUCT as set forth in this document for the SWIMTULSA SWIM CLUB may result in disciplinary action under the provisions set forth.

IV. VIOLATION OF THE CODE FOR WHITE, BLUE AND GOLD TEAM SWIMMERS:

- A. At the discretion of the Head Coach any one or all of the following penalties will be applied:
- B. Swimmer may be scratched from the meet.
- C. Swimmer may be sent home immediately from practice or meet at his own expense and if there is extra expense it will be swimmer's responsibility.
- D. Swimmer may be suspended from the team until the swimmer and parents/guardians have had a conference with the Head Coach and appropriate disciplinary actions have been implemented.

I hereby agree to abide by the rules of conduct for the duration of my membership on ST set forth in Part II above and acknowledge that, should I violate any provisions of Part II, I will be subject to disciplinary action as set forth in Part IV, including suspension and/or dismissal.

SWIMMER NAME: _____

SWIMMER SIGNATURE: _____ DATE: _____

BOTH PARENT/GUARDIAN
SIGNATURE:

_____ DATE: _____

_____ DATE: _____

2009 - 2010 Parent Volunteer Form

The SwimTulsa Team is dependent on parent involvement to run the team no matter what payment option they are in. Everyone volunteers at our meets, but we have some specific areas listed below that need to be filled every year. Any chair position can be co-chaired.

Parent Name _____ Phone #: _____

Swimmer(s) Name _____

I will contribute to the team by helping with the following:

- ___ **Awards:** Ordering and/or picking up awards for our meets. Meet director helps with this. Also doing awards the day of the meet.
- ___ **Bulletin Board Coordinator:** Maintain ST bulletin board at the pool. Keep updated with current meet info etc. that is provided.
- ___ **Concessions Chairperson:** Involves planning, buying, and setting up. Coordinate with hospitality chairperson.
- ___ **Concessions Helper:** Help set up and sell concessions at our meets.
- ___ **Equipment Manager:** Overseeing equipment used by team and getting it ready to use
- ___ **High School Meet Officiating:** Officiate high school meets for TPS (do not have to be a USAS official, just some knowledge of swimming.)
- ___ **Hospitality Chairperson:** Organize hospitality for coaches, officials, etc. Work with Concessions chairperson.
- ___ **Hospitality Helper:** Help set up and serve.
- ___ **Heat Sheet Ads Chairperson:** Distribute ad selling information to members, encourage sales, collecting ads that are submitted, and placement of ads into heat sheet. No design work is required.
- ___ **Meet Official:** Train and officiate USAS sanctioned swim meets.
- ___ **Merchandise Chairperson:** Purchase, keep track of, and sell merchandise for swim team.
- ___ **Merchandise Helper:** Help to sell merchandise at our home meets and during swim practices.
- ___ **Printing:** Some members companies will donate using their paper and printers for some of ST's printing needs. In return we can give their company an ad in the heat sheet or other recognition.
- ___ **Publicity:** Reporting meet results to the Tulsa World. Also any other advertising or special interest stories to Tulsa wide and local news media to help benefit our team and get the ST name out there.
- ___ **Swim-A-Thon Chairperson:** Help organize, distribute packets, arrange prizes and collect pledges.
- ___ **Team Banquet Organizer:** Volunteer to be the organizer of the SwimTulsa Team annual banquet that is given to honor the team and its accomplishments.
- ___ **Team Banquet Helper**
- ___ **Team Pictures:** Plan and organize for the annual group and individual pictures
- ___ **TPS High School Meet Officials Coordinator:** Arrange for officials to work TPS high school meets.
- ___ **Travel Planner:** Select the hotel and reserve blocks of rooms for swimmers and parents traveling on team trips.

MANY THANKS FOR YOUR VOLUNTEERING!