



2009-2010 Renewal Forms and Instructions

1. Log into the website www.redtails.org per the instructions sent to you via email. If you have not received an email regarding your login and password, please contact a board member to get access to the website.
2. Click on the 'My Account' tab on the left side of the screen to access your family and athlete information.
3. Review all information on the Account Information tab, including email address, home address and phone numbers. Update as necessary. Click on the guardian tab as well as the Insurance/Emergency contact tab and review and update as appropriate. Save any changes you make.
4. Please note that the 'Member Search' field indicates whether or not your family contact information, including phone numbers and home address, may be viewed by other members. If you choose not to share your information, please be sure to change the value in this field to 'No – I do not want to participate' and save your changes.
5. At the bottom of the screen, verify that all swimmers in your family are listed as members. Double click on each member and verify all information for your swimmers, including name, birthdate and swim group. Feel free to upload a photo of your swimmer if you want.
6. Double click on the Medical Information tab at the bottom of the page for each swimmer and verify all information. Update as necessary and save changes.
7. Double click on the USS Registration tab. Complete this form, and be sure to click the 'renewal' button for all swimmers. Save your changes. Your swimmers will not be registered with USA swimming until you complete this step! Our insurance requires that all swimmers are registered, and they also will not be eligible to swim in meets until their registration is renewed.
8. Review the attached forms. Print, sign and return the following: Authorization, Medical Information and Emergency Release (one per swimmer), Code of Conduct (signed by all swimmers), and Commitment Agreement (last page only). Completed forms may be returned to a coach or board member.
9. If you have new swimmers to the team, additional paperwork is required. Please see the New Swimmer Packet under Membership Info – Forms and Documents on the website.
10. If you do not have access to a printer or are unable to access these forms, please contact a board member for assistance.

**LONGMONT SWIM CLUB****2009-2010 RENEWAL**

Date _____

SWIMMER 1

FULL NAME: _____

FIRST

MIDDLE

LAST

SWIMMER 2

FULL NAME: _____

FIRST

MIDDLE

LAST

SWIMMER 3

FULL NAME: _____

FIRST

MIDDLE

LAST

Authorization

I hereby give consent for my child to participate in activities with the Longmont Swim Club, Inc. In consideration of being permitted to participate as a member of the Longmont Swim Club, I hereby release, discharge and agree to hold harmless, the Longmont Swim Club, Inc. it's coaches, Board of Directors, volunteers, it's agents and it's employees, together with it's successors and assigns, from any and all liability for any illness or injuries to property or person suffered as a result of participation as a member of the Longmont Swim Club.

I agree that it is the swimmers, their parents/guardians', or designated representatives responsibility to provide transportation to, from and during any event, activity or program of the Longmont Swim Club and that any transportation provided by representatives of the Longmont Swim Club, Inc. is not being provided on behalf of the Longmont Swim Club, Inc., and is strictly voluntary on the part of the person providing the transportation.

Parent or Guardian Signature _____ Date _____



Longmont Swim Club
MEDICAL INFORMATION & EMERGENCY RELEASE
(ONE PER SWIMMER)

Swimmer's Name: _____

Parents' Names: _____

Home Phone: _____ Father's Work Phone: _____ Father's Cell Phone: _____

Mother's Work Phone: _____ Mother's Cell Phone: _____

1. In the space provided below, list any pertinent health or medical information and instructions or special problems (allergies, tetanus booster dates, drug allergies/reactions, asthma, prescriptions, etc.)

2. Aside from yourselves (the parents of the Swimmer), please indicate (in order), those individuals that you would like the coach or chaperone to contact should there be an emergency involving your child:

A. Name: _____ Phone: _____ Relationship: _____

B. Name: _____ Phone: _____ Relationship: _____

Swimmer's Doctor: _____ Phone _____

3. Swimmer's Dentist: _____ Phone _____

I (we) hereby give our permission for _____ (Swimmer) to participate in activities with the Longmont "Redtails" Swim Club. Although I expect all reasonable safety procedures to be followed, I will not hold the coaches of Longmont Swim Club nor any club representative or volunteer working with or traveling with the club personally liable for any accident that may occur.

In case of a minor emergency (cuts, scratches, headache, etc.), I (we) give permission to the coach or club representative to treat these as they deem necessary. In the event of a more serious emergency, I give permission for it to be handled in the best manner as determined by the club representative or coach of Longmont Swim Club until I can be contacted.

TO THE ATTENDING PHYSICIAN OR HOSPITAL:

Permission is hereby granted for you, at the discretion of the coach or club representative of Longmont Swim Club, to perform whatever care is necessary for the welfare of my child until such time as you are able to reach me personally.

INSURANCE INFORMATION (must be complete)

Subscriber's Name (parent): _____

Insurance Company: _____

ID # _____

Group # _____

Insurance authorization phone number: _____

(Parent/Guardian Signature)

(Date)

CODE of CONDUCT

For The

LONGMONT SWIM CLUB

As a member of the Longmont Swim Club, I understand and will comply with the following guidelines set forth:

Swimmer Section:

1. Team members will follow all instructions given by the coaches at practices, meets, and all other team related activities.
2. Team members will display proper respect and sportsmanship toward coaches, teammates, officials and the public, and will refrain from any behavior that may discredit or embarrass the team.
3. Team members will be respectful of other people's possessions and property and will refrain from activities that cause damage to either. Team members are financially responsible for any damage they cause.
4. Physical or verbal harassment of others is strictly prohibited.
5. Team members are expected to follow all pool rules and facility rules at practices and meets.
6. Team members are expected to use appropriate language at all times at practices, meets and all other team activities.
7. Team members are expected to display a positive attitude and give an honest effort in training and competition.
8. As a matter of pride and courtesy, team members should leave all practice areas, meet observation areas and swimmer assembly areas in a clean and orderly condition..

Parent/Guardian Section:

1. As a parent, I will not coach or instruct the team or any swimmer at a practice or meets (unless I'm assisting in an official capacity), nor will I interfere with coaches on the pool deck.
2. I will demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials and the coaches at practices and meets.
3. During competitions, questions or concerns regarding decisions made by meet officials are to be directed to our coaching staff. Parents address officials via the coaching staff only.
4. As a parent, I understand that criticizing coaches, other team members, other parents, etc. in the presence of any swimmers may undermine the swimmer-coach relationship, and can damage the overall experience the swimmer has as a member of the team.
5. I will meet with coaches outside of practice time, so as not to distract them from training other team members.

Any failure to comply with this Code of Conduct may result in disciplinary action. Disciplinary measures may include, but are not limited to: a verbal warning, removal from practice, suspension, or dismissal from the team.

Signature of Swimmer

Date

Signature of Parent/Guardian

Date

LONGMONT SWIM CLUB 2009/2010 COMMITMENT AGREEMENT

Welcome to the Longmont Swim Club 2009-2010 swimming season!

The Longmont Swim Club, Inc. dba Redtails Swim Club (hereinafter referred to interchangeably as the “Club” and or “Redtails”) is organized as a nonprofit corporation created for the benefit of having a competitive swim club. The club structure consists of a professional coaching staff, Board of Directors, swimmers and parents. As with any nonprofit organization, there are paid positions for the core jobs, such as coaching. Many other job functions and responsibilities depend on the efforts and work of our parent volunteers.

The following Commitment Agreement was established to outline the responsibilities of the Parent(s) and the Swimmer(s) to the Redtails organization.

Please take time to read and familiarize yourself with this agreement. This agreement is meant to act as a binding commitment on behalf of the Parent/Guardian and the Club. For the Club to continue to be the exemplary swim club in this area, it will take all of our Parents’ efforts and assistance.

This agreement must be signed and the back page returned before a swimmer becomes a member of the Longmont Swim Club

COMMITMENT AGREEMENT (The Agreement)

It is hereby acknowledged and agreed to by the undersigned (hereinafter referred to as the “Parent” and/or “Guardian”) that in consideration of my child’s and/or children’s (hereinafter “Swimmer”) being accepted as a member of the Club, as the Parent, I/We have read, understand and agree to the obligations, both financial and work-related, as outlined in this agreement between the Club and the Parent for the time period commencing September 1, 2009 through August 31, 2010, or for the period while the swimmer is a member of the Club during this time period.

FINANCIAL OBLIGATIONS

MONTHLY DUES:

The monthly dues for training with the Club, in addition to any additional general fee set forth herein, for the 2009-2010 swimming season are as follows:

TRAINING FEES FOR THE SEASON

Training Group	Dues
Senior	\$125 / Month
Gold	\$105 / Month
Silver	\$85 / Month
Bronze	\$65 / Month
Splash (1 and 2)	\$46/ Month
Families with multiple swimmers receive a 30% discount on the second swimmer and 15% discount for additional swimmers thereafter.	

All fees should be mailed to Longmont Swim Club (LSC), PO Box 353, Longmont, CO 80501

Please note that the Training Fees are subject to change upon approval of the Club Board of Directors.

DUES STRUCTURE FOR THE SEASON

1. Training fees are due for every Swimmer who is a member of the club.
2. Training fees are pro-rated for the first month upon joining. Continuing months are billed at the full monthly rate.
3. Training fees are billed on a 12-month basis. Regardless of holidays, vacation, downtime or break, the entire fee is required each month.
4. All training fees are billed on the 21st of each month and are due and payable by the twentieth (20th) of the following month. A \$10 late fee is assessed if full payment is not received in the PO Box by the twentieth (20th) of that month. If payment is not received by the tenth (10th) day of the following month, the Swimmer, at the discretion of the Board, may be suspended from participating in any or all Club training or activities.
5. A \$20 service charge will be billed for any checks returned by the bank.
6. It is agreed to that pursuant to CRS 13-16-104 the Parent will be responsible for any court costs, including reasonable attorneys fees, incurred in the collection of any monies due the Club, as a result of default by the Parent under this agreement.
7. **A thirty (30) day notice of resignation is required to resign from the club. Resignation must be submitted in writing, signed by the swimmer and their parent or guardian, and delivered to a member of the Board of Directors. Upon resignation, a final billing will be prepared.**
8. A Leave of Absence will be granted for an extended illness or injury at the discretion of the Board of Directors and fees will not be required during this time.
9. A Leave of Absence will not be granted for personal vacations. If a family will be gone for an extended period of time, they have the option of resigning from the club and rejoining when they return and paying the Administrative fee upon their return. If a wait list applies for the swimmers group, the space cannot be held.

ANNUAL CLUB MEMBERSHIP FEE

Every swimmer joining the Club is required to pay the following fees:

1. Annual USA Swimming Registration Fee of \$56.00. Each swimmer is required to join United States Swimming and appears on the invoice dated September 1st.
2. Annual Administration Fee of \$40.00 per family. This fee supports numerous administrative obligations the club must meet and appears on the invoice dated September 1st.

MEET ENTRY PROCEDURES:

Longmont Swim Club is a competitive swimming organization and as such, encourages all members to attend swim meets. ***Members of Splash Group are required to attend a minimum of one meet every three month period.*** The Club's meet schedule will be posted on the Website, (under "Meet Schedule & Info") toward the beginning of each season, September for Short Course and March for Long Course. The schedule may be broken into a 1st half and 2nd half of the season. Valuable information, such as a schedule of events and information about the venue is included in the "Meet Information" link for each meet and the Club recommends that parents read through it.

Parents and swimmers sign up for meets they wish to attend via the sign-up procedure on the website. Any changes to the original sign-up are also done through the website by using the "update" button in the sign-up process. **No verbal or written requests via email or handed to the coach for entries or changes will be accepted.** The coaches will process the entries and post to the website approximately 3 weeks prior to each meet. Once the entries are submitted, the team cannot make changes. Thus, families will be obligated to pay meet fees for entries that exist as of 3 weeks prior to a given meet.

CHAMPIONSHIP LEVEL MEET ENTRIES

Swimmers who qualify for any championship level meet, including Silver State, State, Zones, Sectionals, Jr. Nationals and Nationals will be entered in the events qualified for unless the coach is notified in writing that the swimmer will not attend the meet. Notice must be given to the coach no later than two weeks prior to the meet.

SWIM MEET ENTRY FEES

All meet entry fees will be billed as incurred and must be paid with your monthly dues.

CONCESSION FEE

There will be a \$10 concession fee for each family for all meets that the Redtails host or co-host. This provides the concession committee the flexibility and funds to facilitate its operations.

TRAVEL EXPENSES

The club participates in several out-of-town swim meets during the season. It is the responsibility of the family to pay all travel, meal, lodging and other travel-related expenses of the Swimmer unless prior arrangements have been made.

INJURIES INCURRED AT A PRACTICE OR MEET

Swimming is, in general, a sport with a low incidence of injury. However, despite everyone's best efforts injuries do occur from time to time. The coaches will treat every injury reported to them with care appropriate to the situation. This can include minor first aid, calling parents if they are not present and the recording of an incident report for the injury. This incident report is what triggers the insurance that the team carries for injuries incurred to a swimmer during a team practice or meet. It is the swimmers obligation to inform their coach that they are injured. It is also the parents' obligation to contact the coach if they are seeking medical treatment for an injury that occurred that might not have been reported to a coach during practice. Failure to make this communication may limit the insurance coverage of any medical treatment sought for an injury.

SWIM MEET VOLUNTEER OBLIGATIONS

Club-hosted swim meets are an integral part of revenue for the Club and require the support of all Parents of the Club in order to function smoothly and effectively. Periodically, parents may be requested to work a specified number of swim meet sessions. Worker obligations are based on staffing needs, but every effort will be made to tie these obligations to swimmer participation in an individual meet.

All Parents are required to participate as a Timer at meets where a Timer from our club may be required.

SERVICE HOURS

The Longmont Swim Club requires all members to volunteer in some manner throughout the year. Helping with fundraisers, swim meets, social events and other activities will help the club remain successful.

NEW IN 2009: The board introduced mandatory service hours at the 2008 annual parent meeting. The board then proposed at the January 28, 2009 parent meeting to require **1.5 hours per month per family, or 18 hours per year for mandatory service hours.** These volunteer hours are recorded and tracked on the Redtails web site.

Background: **Mandatory Service Hours**

From the Annual Parent Meeting Minutes 1-28-09:

As has been a problem for several years now, identifying volunteers for our various fundraising and meet hosting responsibilities continues. For most events, the same few families end up carrying the bulk of the volunteer work load. The vast majority of swim clubs in the area and around the country require service hours. This topic was raised at last year's (2008) Parent Meeting, and members were given notice that in 2009 Mandatory Service Hours would be required. The Board has researched other teams throughout this past year and their requirements. Most teams require 40-80 hours of "volunteer" service with an option to pay in lieu of working – usually about \$20 per service hour.

Swimmers Family Name: _____

LONGMONT SWIM CLUB 2009/2010 COMMITMENT AGREEMENT

(Back Page-Remove and Return)

PLEASE READ and **INITIAL** the FOLLOWING:

- I understand the training fee and dues structure. _____
- I have read and understand the meet entry and meet fee procedures. _____
- I have read, signed and agree to abide by the Longmont Swim Club Code of Conduct _____
- **I understand that 30 days notice is required to resign from the club.** _____
- I understand the policy of reporting an injury incurred by my swimmer _____
- I understand the policies regarding volunteering. _____
- I understand that monthly payments must be made by the 20th to avoid a late fee _____

YES / NO (Circle One) I give consent to use photos and other images of this swimmer on the club web site, brochures, and other informational and promotional materials.

YES / NO (Circle One) I give consent for my contact information; name, address, phone, email, etc. to be published on the team web site that only current team members with a user name and password have access to the contact list. This will help facilitate interaction amongst members for car pooling, etc. (Commercial use of this information is forbidden.)

_____ (Name of Parent/Guardian) is hereby designated as the
(Please Print)
responsible member representing our family pertaining to the Longmont Swim Club.

All of the preceding obligations and terms identified in the
Longmont Swim Club 2009/2010 Commitment Agreement
have been read, are understood and are agreed to by the

parent/guardian identified above, on this _____ day of _____, 2009/2010
(day) (month)

By: _____ (Parent/Guardian/Custodial Parent/Guardian)
(Signature)