

Welcome

Welcome to the **Annapolis Swim Club** Electronic Registration platform for the 2009-2019 swim season! We are pleased to offer electronic payment processing and registration. The process is simple for both new and returning members. You'll get access to your own private account that will enable you easily declare for swim meets, sign-up for jobs, see your children's swim times histories, maintain your own contact information, and more.

New Members must tryout before registering with our online system. The coach will assign the practice group name which will be needed to complete the online registration. You will need to provide a copy of your swimmer(s) birth certificate. If you are transferring from another team, you will need to provide the date you last competed in a meet with such team.

Agreement

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the **Annapolis Swim Club** to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Annapolis Swim Club** and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Annapolis Swim Club** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

Fundraising Requirement: \$100 value of raffle tickets are to be sold and will be due on 09Nov09. This is our ONLY required fundraiser. Your Team Unify Account will be charged \$100 on the 21Oct09 invoice with payment due on 01Nov09. We will only collect the ticket stubs, we will not collect/accept any money for the raffle tickets.

ASC Team Dues: All team dues will be assessed and collected electronically through Team Unify. Team dues are based on practice groups which will be determined by the coaching staff.

Dues: You will be required to pay your team dues in full at the time of registration*.

Late Fee: A late fee of \$20 will be charged automatically on those accounts with an account balance at Midnight on the 21st of each month.

Declined Credit Card: A fee of \$20 will be charged to your team unify account if your credit card/ACH payment is declined. ASC is charged a fee by the holding company for all electronic payments that are declined. Please check your expiration date of your credit card as this is the primary reason for a card being declined.

Team Apparel: Team Caps and t-shirts will automatically be billed to your Team Unify account

Facility Fees: It is your responsibility to pay the facility fees at the respective locations: Arundel Olympic Swim Center (AOSC) and Big Vanilla Pasadena (BVP). These fees are paid directly to the facilities. The AOSC is collected once in September (Fall/Winter) and June (Summer). The BVP fee is collected in September, January and June.

Refund Policy: A swimmer may withdraw from the team by written notification to request a 50% refund of team dues (paid to date) on/before 01Oct of the current year. There will be a \$25 processing fee for all refunds. No refunds will be issued after 01Oct. ASC/USA Swimming/Maryland Swimming registration fees are non-refundable. In the event a swimmer contacts and or participates with another USA Swimming program including tryouts, ASC team membership will be terminated immediately and all ASC fees will be forfeited.

ASC Volunteer Policy: Each family is required to provide a volunteer to work two (2) sessions at EACH of the four (4) major meets that ASC hosts REGARDLESS OF THE SWIMMERS PARTICIPATION in the meet (Freestyle Meet, Holiday Invitational Meet, Senior Meet and ASC Summer Long Course Meet).

Families who **only** have swimmers that are 8 or younger are NOT required to volunteer at our Freestyle Meet or our

ASC Long Course meet (but must still fulfill the volunteer requirements at our Holiday and Senior Meets).

In the event a family cannot fulfill their obligation to work their session(s) at any of the above mentioned meets, it's your responsibility to find a capable substitute (age 12 and over).

Failure to comply with this volunteer policy will result in a \$75 fine PER SESSION not fulfilled. This fine will be charged to your Team Unify Account. In addition, your swimmer's participation in future meets may be declined.

Payments: All payments are required to be made electronically through Team Unify. Electronic payments are only accepted with Visa/MasterCard OR via Automated Clearing House(ACH). With ACH, you enter your checking account information-account # and routing #. Both payment methods are secure. Your account information cannot be accessed by either ASC or Team Unify. Your total balance will be processed electronically-YOU CANNOT MAKE CASH OR CHECK PAYMENTS.

**Invoices are generated on the 21st of each month with payment required on the 1st (example: Invoice generated on 21Oct09, payment due on 01Nov09).*

Returning swimmers will have the option for early registration (\$100 non-refundable deposit) which will be immediately charged to your credit card. If you register early, your team dues will be divided in three monthly payments. This means your team dues will be invoiced on 21Aug, 21Sep and 21Oct with payment due on 01Sep, 01Oct and 01Nov respectively. Pre-Registration will be available until 20Jul. After 20Jul, your team dues will be due upon registration. A Team Unify account will be generated for the new swimmers and your team dues will be invoiced on the 21st of the month following registration. If you registered on 10Aug, your team dues will be invoiced on 21Aug with payment due in full on 01Sep. There will be a \$150 administrative fee per swimmer (added to total team dues amount) for all returning swimmers that do not pre-register).

Agreement

By registering my child(ren) with the **Annapolis Swim Club**, I agree to participate (or allow my child(ren) and family members to participate) in the **Annapolis Swim Club**, and hereby release **Annapolis Swim Club**, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **Annapolis Swim Club** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **Annapolis Swim Club** program.

Code of Conduct

All swimmers and parents are required to read/acknowledge the Annapolis Swim Club (ASC) Code of Conduct and Rules. ASC is a privately owned, not for profit organization.

Swimmers, parents and coaches of ASC shall at all times support the values of Respect, Discipline, Loyalty, Commitment and Hard Work. Friendly competition is encouraged, but disrespect for opponents, coaches, officials, meet staff or other swimmers is un-sportsmanlike and lessens the value of healthy rivalries. Swimmers and parents shall behave properly in the pool areas and in the locker room at all times during practice and at any swim meet or swim team function. All swimmers shall be treated equally irrespective of gender, ethnic origin, and disability, religious or political beliefs.

Practice

- Practice groups will be determined by the coaching staff. This includes lane assignments and order of swimmers in each lane.
- Parents are not allowed on the pool deck during practice or while attending a Maryland Swimming, Inc (MD Swim) or USA Swim meet.

Swim Meets

- All meet entry requests will be made through the team web portal (Splash Central), unless **otherwise directly by the Head Coach**. Parents and swimmers are responsible to log into the portal and select the individual events the swimmer would like to swim for each meet. The coaching staff will determine the final meet entries for all swimmers. The swimmer(s) will **NOT** be entered in any meet for which this process is not completed by the predetermined deadline.
- Warm-ups are mandatory for all swimmers. Any swimmer late for warm-ups (without prior notification to the coach) is subject to a violation of this Code of Conduct. Swimmers shall arrive 15 minutes prior to warm-ups for all meets.
- During a meet, the swimmers should remain in the designated team area to minimize the risk of a swimmer missing an event. It is not the coach's responsibility to look for a swimmer that has left the designated team area. All swimmers are encouraged to see the coaches after each event they swim.
- Once entries for a meet have been submitted, a swimmer's failure to attend that meet will still result in the deduction of the meet fees in that swimmer's escrow account.
- Parents are not permitted on deck during a meet unless he/she is volunteering at such meet (regardless of the meet location/facilities).
- All families are required to comply with our Volunteer Policy as stated in our Membership Agreement.
- Please attempt to notify the respective coaches at least twenty-four hours or as soon as you are aware that your swimmer will not be able to participate in a meet they have signed up to attend. Failure to do so may result in the swimmer not being able to swim in the next scheduled meet.

Rules

- All swimmers will adhere to the pool and team rules.
- All swimmers will listen while the coaches are speaking/coaching/teaching; arguing with the coaches at any time will not be permitted.
- All swimmers will adhere to the lane assignments and order as determined by the coach.
- All swimmers will demonstrate good sportsmanship by conducting themselves in a manner that earns respect of you, other swimmers, parents, officials and coaches.
- Any demonstration of sexual activity or inappropriate or un-welcomed physical contact, sexual or otherwise, with another person at practice/practice area or meet is not permitted and will be considered a violation of this Code of Conduct and Rules.
- No swimmer shall intentionally/maliciously push, shove, hit or direct any other physical action to another swimmer. Maintain self control at all times. Know your role:
Coaches: Coach
Swimmers: Swim
Officials: Officiate
Parents/Guardian: Parent
- Criticizing, name calling, use of abusive language or gestures directed toward the coaches, officials and/or any participating swimmers will not be permitted or tolerated. This applies to both parents and swimmers.
- Vandalism or theft of property belonging to team members, coaches or meet venue will be grounds for immediate expulsion from the team.
- All swimmers shall take care of the pool equipment. The use of such equipment to hit another swimmer is not permitted.
- The use of alcohol, tobacco or drugs by any swimmer on the pool grounds/grounds of an away meet will result in immediate expulsion from the team.
- Parental and swimmer misconduct at meets and practice will be considered a violation of this code of conduct.

Parents

- I will inform the coaching staff of any physical or mental disability or ailment that may affect the safety of my child or the safety of others. ASC will follow and adhere to Maryland Swimming Inc., Inclusion Policy for Swimmers with a Disability (www.mdswim.org).
- I will not engage in any unsportsmanlike conduct with any official, coach, swimmer or parent at practice, meets (home or away).
- I will respect Maryland Swim Officials/USA Swim Officials and their authority during swim meets and will not discuss, question or confront coaches on deck and will take time to speak with coaches at an agreed time and place.
- I will refrain from coaching my swimmer or another swimmer during practice or meets unless I am one of the official coaches of the team.

Consequences:

If a swimmer or parent fails to comply with the pool rules or those defined in this code of conduct, the following consequences may be imposed:

Swimmers disrupting swim practice will be issued a verbal warning. Swimmers continuing to ignore the warning can/will be asked to leave practice. A letter can/ will be sent home by the respective coach and the swimmer will only be allowed to attend subsequent practices with a parent present, while the problem continues.

More serious breaches of this Code of Conduct and Rules will be reported to the Head Coach and the matter will be discussed by the coaching staff. The failure to comply with this agreement will result in sanctions being taken by the coaching staff which may result in permanent expulsion from ASC.

Auto email response to registration

Your registration and payment has been successfully processed! Thank you. A receipt of the charges has been emailed to **==EMAIL==**. If you are registering as a new Member, after your registration is approved by our team, you will receive a separately emailed **Sign In** instructions granting you access to your private online Account.

As a registered member of the **Annapolis Swim Club**, signing into your private account delivers you access to job sign-ups, declaring for swim meets, private time tracking participation and much more.
