

REGISTRATION PACKET



We are delighted that you are interested in joining the ConocoPhillips Splash Club Swim Team. To sign up with the club, please fill out this registration packet.

Please use this checklist to expedite registration:

- ✓ Read and understand 2011-12 Explanation of Fees (attached)
- ✓ Read and understand 2011-12 Volunteer Obligations (attached)
- ✓ Read, mark and sign the Photo/Video Policy (attached)
- ✓ Complete and sign the Contact, Medical, and Emergency Form (attached)
- ✓ Complete and sign the Dues and Financial Agreement Form (attached)
- ✓ Make check payable to "Splash Club"
- ✓ Give or mail all **3** documents and check (renewing members will be invoiced) to:

ConocoPhillips Splash Club
c/o Head Coach Jeff Allen
B66 AB Adams Building
411 South Keeler Avenue
Bartlesville, OK 74004

Jeff.D.Allen@conocophillips.com

Questions regarding billing may be directed to David Biddinger,
Finance Director, at: David.M.Biddinger@conocophillips.com

We look forward to seeing you at the pool!



SPLASH CLUB EXPLANATION OF FEES

The ConocoPhillips Splash Club Swim Team is a not for-profit organization. Participation in the Splash Club costs only a fraction of what similar programs cost throughout the country due to ConocoPhillips generous sponsorship. ConocoPhillips provides the salary and benefits for Splash Club's Head Coach and use of its pool facilities. Fees and fundraising efforts go directly towards the team's operating expenses including Head Age Group coach and assistant coaches' salaries, travel expenses, equipment, and supplies. Splash Club hosted swim meets which are run entirely by volunteers and their contributions is another way costs are kept to a minimum.

PAYMENT OF FEES

- Monthly fees are invoiced the 1st of each month on Team Unify. Parents will be emailed a link that will take them to their account information. Billing will include any monthly fees and any other fees incurred since the last billing statement such as meet fees, team store purchases, late fees, etc.
- Payment is due by the **15th of each month** and can be paid one of three ways:
 1. Automatic bank debit or credit card set up through the team website at <http://www.teamunify.com/oscpssc/>.
 2. Checks can be dropped off at the Adam's Building Pool's secure mailbox located at the southeast corner of the pool deck.
 3. Mail check to ConocoPhillips Splash Club, B66 Adams Building, 411 S. Keeler Ave., Bartlesville, OK 74004. Attention: Coach Jeff Allen

DELINQUENT ACCOUNTS

- Account balances are expected to be paid by the 15th of the month. Fees past due will be charged a **late fee of \$15 per each month** they are unpaid.
- Any families with accounts more than 60 days past due will be placed on Inactive Status (which includes not participating in any Splash Club activities, meets or practices).
- All outstanding accounts must be paid in full before a swimmer can be re-registered with the team each fall. Outstanding balances are subject to legal action if not paid in full.



REGISTRATION FEE

- The one time new membership fee of \$75 is non-refundable regardless of when the swimmer leaves the program and is not prorated. The fee covers one year's USA Swimming Registration, Oklahoma Swimming Registration and includes a team swim cap and team T-shirt.
- USA Swimming and OK Swimming fees are non-refundable fees that establish the swimmer's amateur status as a competitive swimmer and provides insurance coverage during swim practice sessions and meets.
- Returning swimmers will be registering with USA Swimming for the upcoming calendar year at Fall registration and will be billed \$55 automatically on their account in September.

TRAINING FEES

- Team membership is on a 'per-year' basis, September 1 through August 31. Swimmers who are unable to train due to vacation, camp attendance, schedule conflicts, etc., must continue to pay their training fees. The only exception is injury, for which each case will be dealt with individually.
- **Each year, in August and March, Splash Club takes a two week training break. In addition, there are instances where training is canceled due to unexpected events such as ice storms, pool closures, coaching staff illness, etc. Training fees must be paid regardless of these planned and unplanned training breaks.**
- Members may elect to pay training fees monthly or annually. Those who select the annual option will enjoy pricing that reflects one month's free training.
- Parents must meet with Head Coach before charges to swimmers' account are stopped. Those swimmers who do not renew membership during the annual registration period but opt to join the team later will pay a re-registration fee.

USA SWIMMING TRANSFER FEE

- The Oklahoma Swimming mandatory transfer fee of \$6 covers the cost of transferring a membership to Splash Club from another team. When a swimmer transfers to Splash Club in the middle of the year, this fee takes the place of the annual \$55 USA registration fee.
- This only applies to swimmers with a current USA swimming membership transferring from another USA Swimming team.



DISCOUNTS

- If a new swimmer joins the team after the 15th day of the month, the first month's fees will be prorated by 50%.
- There is a multi-swimmer discount for families with more than one swimmer. Additional swimmers in each family will receive a 10% per month reduction in fees.
- Annual Payment Discount – A one month training discount is offered for those choosing to pay training fees annually (meet fees are not included).

FACILITY FEE

- A Facility Fee is charged on a per family basis. Those families with multiple swimmers must only pay this fee for one swimmer. Fee does not include full Wellness Center access. The facility fee is not assessed to ConocoPhillips employees as full Wellness Center access is a benefit of ConocoPhillips employment.

TRIAL WEEK

- A swimmer may practice with Splash Club for one week, coordinated with the coach, before deciding whether he/she would like to join. If a swimmer chooses to join, all completed paperwork and dues should be given the Head Coach, Jeff Allen, after the trial week.

SCHOLARSHIPS

- COP Splash Club offers a scholarship program for families encountering financial hardship. Any family interested in the scholarship program should contact the Head Coach, the Board of Advisor's (BOA) president or finance director to begin the application process, which includes previous year's income verification. Application will stay on file with the Head Coach.
- The Head Coach and BOA's president the right to accept or deny any scholarship request. All applications will remain confidential with the Head Coach and the BOA's president.

MEET FEES

- The Oklahoma Swimming meet entry fee is approximately \$3.00 or more per event. Splash Club must pay all meet entry fees prior to a meet. Meet entry fees cannot be refunded after a meet registration has been submitted.



EQUIPMENT FEE

All swimmer's are responsible for purchasing their own team swim suit (must be Speedo brand), goggles, and practice suit. More information regarding swim equipment is available in the team handbook located on Splash Club's website. To order team merchandise, go to www.Kastawayswimwear.com. Register first, then use the log-in info below. After that, log-in with your email address and password that was created via register process.

Team Log- in: A2FDR2XN
Team Password: 3PI9FEJZ

LEAVING THE TEAM

Splash Club requires the swimmer's family to meet with the Head Coach of their decision to leave the team. The swimmer's account must be in good standing and then will become classified as "inactive" after their meeting with the Head Coach.

Fees will not be refunded when a swimmer leaves the team. The only exception to this policy follows:

- *Medical* - Families requesting a refund because of a medical condition must demonstrate that a swimmer is unable to participate in swimming activities as a result of a diagnosed medical condition. The request must include medical documents that clearly identify that a swimmer is unable to swim or that a certified medical professional recommends the child not swim. These forms, as with the swimmer's medical history, are considered private and personal information and will be secured with the Head Coach files.



SPLASH CLUB VOLUNTEER OBLIGATIONS

- Splash Club hosts at least two swim meets each year and sometimes more. Because these meets are major fundraisers, all Splash Club swimmers are expected to participate.
- A high level of parent participation has contributed to Splash Club’s success. Splash Club has the reputation of running the best swim meets in the region. All Splash Club families are expected to volunteer to help run the Splash Club hosted meets and to make food donations for use in our concessions area, whether their swimmer is participating or not in the meet.
- For past meets our team has been fortunate that most of our swim parents have been willing to step up and volunteer, even when their child may not be swimming due to qualifying times. Many swim teams are not so fortunate and require mandatory volunteer hours with penalties for those who do not fulfill their obligation.
- Most of Splash Club’s swim meets span over three days. The following recommended minimum volunteer hours should be adhered:
 1. Families who have swimmers competing in home meet - minimum of 12 volunteer hours total over 3 day meet
 2. Families whose swimmer is not competing in the home meet - minimum 8 volunteer hours total over 3 day meet

SPLASH CLUB PHOTO/VIDEO PERMISSION FORM

Periodically, photos and/or videos may be taken of Splash Club swimmers for instructional or promotional use. The team may take photos and post them to the team website or use them in promotional material. The team may take videos, both above and under the water, in order to better instruct swimmers on stroke technique and to illustrate both positive and negative aspects of a swimmer’s stroke or racing skills.

_____ I give the Splash Club Swim Team permission to take photos and video of my child(ren).

_____ I do NOT give the Splash Club Swim Team permission to take photos and video of my child(ren).

Parent Signature

Date

Child’s name



SPLASH CLUB FINANCIAL AGREEMENT & TRAINING FEE SCHEDULE

Please read and initial each of the following statements prior to registering your swimmer(s). The information referenced below is also available online.

- _____ I have read and understand the 2011-2012 Explanation of Fees Document.
- _____ I understand the Annual membership dues and monthly swim dues payment structure.
- _____ I understand I am responsible for reading the Parent/Swimmer Splash Club Handbook, which is available on the team website.
- _____ I understand monthly payments must be paid by the 15th of the month to avoid a late fee.
- _____ I understand the volunteer obligations

SPLASH CLUB FEE SCHEDULE		
Training Fee	Paid Monthly	Paid Annually*
National	\$60.00	\$660.00
Senior	\$54.00	\$594.00
Blue	\$46.00	\$506.00
White	\$43.00	\$473.00
Red	\$38.00	\$418.00
Facility Fee**	\$15.50	\$186.00
Registration Fee	-	-
New Members	-	\$75.00
Renewing Members	-	\$55.00
Transferring Members	-	\$6.00
Total		

Fee Schedule Notes:

* Those who choose the annual payment method receive a discount equivalent to one months training fee. Payment must include the appropriate training fee, annual facility fee and registration fee. Payment is due with registration.

** The Facility Fee is charged on a per family basis. Those families with multiple swimmers must only pay this fee for one swimmer. Fee does not include full Wellness Center access. The facility fee is not assessed to ConocoPhillips employees as full Wellness Center access is a benefit of ConocoPhillips employment.

The party signing this agreement acknowledges that it creates a legally binding obligation upon submission to COP Splash Club and the party signing this agreement shall be legally responsible for all dues, charges, and obligations listed on this form as well as those incurred during the swim season as outlined in the Splash Club Explanation of Fees document.

Parent Signature: _____

Date: _____



SPLASH CLUB SWIMMER CONTACT, MEDICAL AND EMERGENCY INFORMATION

Swimmer Information

Last Name: _____ Legal First Name: _____ Middle Name: _____
Preferred Name: _____ Birthdate: _____ Age: _____
Home address: _____

Disability:

Legally Blind or Visually Impaired
 Deaf or Hard of Hearing
 Physical Disability
 Cognitive Disability

Race & Ethnicity:

Black or African American
 American Indian & Alaska Native
 Hispanic or Latino
 Other Race
 Asian
 White
 Native Hawaiian & Other Pacific Islander

US Citizen? YES NO

Parent/Guardian #1

Name: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Email: _____

Parent/Guardian #2

Name: _____
Home Phone: _____
Work Phone: _____
Cell Phone: _____
Email: _____

(Email is our #1 communication tool. Please list emails that are checked frequently!)

Medical Information

Medical Insurance Carrier: _____ Insurance Phone Number: _____
Primary Care Physician: _____ Phone Number: _____

List any special medical condition that should be considered when making a treatment decision:

List any medications you swimmer is taking and the reason for taking:

In the event that your swimmer is injured or an emergency arises, and neither of the above can be contacted, the following person should be contacted.

Emergency Contact

Name: _____ Phone number: _____

I hereby give permission to ConocoPhillips Splash Club and its coaches and water safety employees to seek emergency medical treatment for the swimmer listed above in the event the coaches of the COP Splash Club reasonably believe such treatment is necessary.

Signature of Parent: _____ **Date:** _____

For Administrative Use (New Members):

1. Password _____ 3. Welcome Call _____



2. Swim Cap & T-shirt _____

4. USA Registration _____

5. COP card _____