

Attention Potential Titans Member!

Please thoroughly read and understand the following financial and service commitments before agreeing to become a member of the South Sound Titans Swim Team.

Item 1: Responsibility for Policies and Information

- You are responsible for reading and understanding all policies and information as posted on the Titans website and included in this registration packet. The policies and information are occasionally updated on the website. Be sure to periodically recheck critical policies and information. Most changes are announced in our weekly e-newsletter, the Titans Monday Blast.

Item 2: Required Fund Raising

- The Titans require fund raising by family, not by swimmer. Please see the website for full details.
- Regardless of activity or membership status, your family is responsible for annual fund raising contributions in an amount as set by the board of directors.
- You must fund raise enough to meet your requirement or you will be billed for the amount you failed to raise. Your membership status and actual activity bear no influence on the amount you must raise or pay.
- After your three month grace period elapses, you must fund raise enough to meet your requirement or you will be billed for the amount you fail to raise. It will be included on your June invoice issued on 21 May. You will be billed and expected to pay in full regardless of your actual activity and status with the Titans.
- You can determine your fund raising requirement on the chart at the bottom.

Item 3: Required Volunteer Support Participation (Volunteer Policy)

- The Titans require your family to provide support to Titans programs as required by the board of directors. You can meet your volunteer hours requirement by helping at swim meets, fund raising programs, officiating at swim meets, serving on the board of directors, or assisting at social events. Please see the website for full details.
- The amount of support is measured in hours and is currently 24 hours per family per year. New families will be prorated based on joining month and support opportunities remaining in the fiscal year.
- A shortage of support hours results in \$25/hour penalty included on your July invoice issued on 21 June. You will be billed and expected to pay regardless of your actual activity and status with the Titans.
- You can determine your volunteer requirement on the chart below.

Item 4: Fees

- Please see the website for full details about fees. You will be billed monthly for your fees which include:
 - Monthly Dues
 - Monthly Pool Fee
 - Meet Entry Fees for any meets you enter
 - Annual Administration Fee - Billed in August each year
 - Annual USA Swimming Fee for Each Swimmer on Your Account - Billed in August each year
 - Relay Fees for Relay Participation at Swim Meets
 - Fund Raising Fee - Read Fund Raising above - Billed annually on June invoice for any shortage
 - Volunteer Fee - Read Volunteer above - Billed annually on June invoice for any shortage (\$25/hour)
- Your first invoice will have charges similar to these:
 - Monthly Dues for the month you joined - \$71 (Sharks rate)
 - Monthly Dues for the upcoming month - \$71 (Sharks rate)
 - Pool Fee for the month you joined - \$15
 - Pool Fee for the upcoming month - \$15
 - Annual Administration Fee - \$25 (good for the fiscal year, which ends 31 August)
 - USA Swimming Fee - \$60 (good for the calendar year)
 - **EXAMPLE FIRST INVOICE TOTAL DUE FOR ONE SWIMMER: \$257**

Fund Raising and Volunteer Requirement New Families Joining the Titans for the First Time

<u>Join In:</u>	<u>Yearly Fund Raising Requirement</u>	<u>Yearly Volunteer Requirement</u>
<i>New Fiscal Year</i>		
September	\$450	24 Hours
October	\$400	24 Hours
November	\$350	12 Hours
December	\$300	12 Hours
January	\$250	12 Hours
February	\$200	12 Hours
March	\$150	12 Hours
April	\$100	12 Hours
May	\$50	0 Hours
June	\$600 For Upcoming FY	0 Hours
July	\$550 For Upcoming FY	0 Hours
August	\$500 For Upcoming FY	0 Hours
<i>New Fiscal Year</i>		



Titans Financial and Volunteer Disclosure & Agreement

Please read, initial, and sign where required and return to a coach.

Item 1: Responsibility for Policies and Information

Parent Initial _____

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- You must fund raise enough to meet your requirement or you will be billed for the amount you were unable to raise. Your membership status and actual activity bear no influence on the amount you must raise or pay. It will be included on your June invoice issued on 21 May 2010.
- You will be responsible for \$600 of fund raising in the fiscal year 1 September 2009 through 31 August 2010. The Titans will provide at least two opportunities for you to meet your fund raising; an auction in the fall and Swim-A-Thon in February.

Item 3: Required Volunteer Support Participation (Volunteer Policy)

Parent Initial _____

- The Titans require your family to provide support to Titans programs as required by the board of directors. You can meet your volunteer hours requirement by helping at swim meets, fund raising programs, officiating at swim meets, serving on the board of directors, or assisting at social events. Please see the website for full details.
- The amount of support is measured in hours and is currently 24 hours per family per year. Completing your support hours is not restricted to immediate family members. Others can help with your service.
- A shortage of support hours results in \$25/hour penalty included on your July invoice issued on 21 June.

Item 4: Fees

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- Please see the website for full details about fees. You will be billed monthly for your fees which include:
 - Monthly Dues
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 - Relay Fees for Relay Participation at Swim Meets
 - Fund Raising Fee - Read Fund Raising above - Billed annually on June invoice for any shortage
 - Volunteer Fee - Read Volunteer Support above - Billed annually on July invoice for any shortage (\$25/hour)

Item 5 - Resignation/Suspension of Activity

Parent Initial _____

- To avoid charges for periods of inactivity due to temporary suspension of activity or permanent withdrawal from the Titans, you must submit your request in writing no later than the 10th of the month prior to the month you wish the charges to stop.
- For example, if you do not wish to be charged for May because you will be inactive, you must submit your request in writing no later than 10 April.
- If you fail to supply such notice according to this procedure you will be charged and expected to pay the fees, regardless of actual participation.

Item 6 - Suspended Activity with Intent to Return Has No Effect on Any Fees or Dues

Parent Initial _____

- You will be billed for all unfulfilled volunteer hours, regardless of athlete status (active or suspended). Hours will not be prorated based on actual activity.
- You will be billed for all fund raising shortages, regardless of athlete status (active or suspended). Fund raising will not be prorated based on actual activity.
- Monthly participation fees and dues will not be prorated based on partial monthly activity.

Item 7 - Participation Dues and Fees Required for August

Parent Initial _____

- You will be billed for August dues and fees regardless of athlete status (suspended or active) unless you have permanently withdrawn from the Titans.

Parent Signature: _____ Date: _____

Printed Name: _____

By signing you agree that you have read all materials cited in this document and that you thoroughly understand and agree to abide by each item cited in this document. This is a binding contract.

Titans Financial and Volunteer Disclosure & Agreement

Please read, initial, and sign where required and return to a coach.

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- For example, if you do not wish to be charged for May because you will be inactive, you must submit your request in writing no later than 10 April.
- If you fail to supply such notice according to this procedure you will be charged and expected to pay the fees, regardless of actual participation.

Item 6 - Suspended Activity with Intent to Return Has No Effect on Any Fees or Dues

Parent Initial _____

- You will be billed for all unfulfilled volunteer hours, regardless of athlete status (active or suspended). Hours will not be prorated based on actual activity.
- You will be billed for all fund raising shortages, regardless of athlete status (active or suspended). Fund raising will not be prorated based on actual activity.
- Monthly participation fees and dues will not be prorated based on partial monthly activity.

Item 7 - Participation Dues and Fees Required for August

Parent Initial _____

- You will be billed for August dues and fees regardless of athlete status (suspended or active) unless you have permanently withdrawn from the Titans.

Parent Signature: _____ **Keep this Copy for Your Records** _____ Date: _____

By signing you agree that you have read all materials cited in this document and that you thoroughly understand and agree to abide by each item cited in this document. This is a binding contract.

Liability Waiver Statement

Welcome to the South Sound Titans Swim Team. It is important to note that no liability insurance coverage is in effect during two periods.

1. While your child is in the one-week tryout period no liability insurance coverage is in effect.
2. When you complete the South Sound Titans registration information and pay the USA Swimming membership fee, no liability insurance coverage is in effect until your child's registration information and USA Swimming registration fees are delivered to Pacific Northwest Swimming.

The South Sound Titans management makes every effort to process the fees and forms the day they are delivered to our coaches. Usually the forms and fees are in the possession of the Pacific Northwest Swimming administration within two weeks of delivering your fees and registration forms to our coaches.

In order for you child to participate with us during these periods, please sign the form below.

LIABILITY WAIVER

I understand and am aware that participation in the activities conducted by South Sound Titans involves risks and potential hazards including possible permanent disability or death and I agree to assume all of those risks for my child. As a condition of participation in the South Sound Titans programs and activities I, _____, for myself and as the parent/guardian of the minor named in this agreement, hereby release and hold harmless USA Swimming, Pacific Northwest Swimming, the South Sound Titans Swim Team, all facilities contracted by the South Sound Titans, their owners, coaches, employees, volunteers, and directors from any claims, demands or causes of action arising from the participation in any activities conducted by South Sound Titans. I hereby waive any and all rights for the swimmer named in this contract and for myself to claims for loss or damages including all claims for loss or damages caused by the negligence, active or passive, of the following: USA Swimming, Pacific Northwest Swimming, the South Sound Titans Swim Team, all facilities contracted by South Sound Titans, their owners, coaches, employees, volunteers, and directors. By signing below I certify that the swimmer named on this liability waiver is physically fit and a physician has informed no one otherwise. I hereby agree to all the terms and policies of this agreement.

Name of Minor: _____

Signature of Parent or Guardian: _____ Date: _____

Printed Name of Parent or Guardian: _____



20825 SR 410 E., # 392
Bonney Lake, WA 98391
253/880-4647
Email - [ssttheadcoach@comcast.net](mailto:sstheadcoach@comcast.net)
www.southsoundtitans.org

Home School Division Introductory Statement

Welcome to the South Sound Titans Swim Team. We are a competitive swim club organized under section 501(c)(3) of the IRS code. We rely on parent volunteers, fund raising, and monthly dues to meet our expenses and complete club tasks like hosting meets.

The Home School Division of the Titans is a regular Titans program with a special training time designed to fit the needs of home schooled student athletes. The expectations and requirements of home school members are no different than those of any other Titans.

Home school members may attend either of the training times offered for their training group. The primary training time is Monday through Thursday. Guppies train from 1:00-1:30 PM, Monday through Thursday or 5:30-6:00 PM, Monday through Friday. Sharks train from 1:15-2:00 PM, Monday through Thursday or 5:00-5:45 PM Monday through Friday. All practices are at Sumner Pool.

Most of your questions about gear, meets, fees, and fund raising should be answered in this packet or on the South Sound Titans website. In this packet you should find answers to most questions in these sections:

- New Parent QuickGuide
- Fees and Team Funding
- Business Policies and Procedures
- Fund Raising Policy
- Volunteer Policy

Be sure to check out our website - www.southsoundtitans.org.



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 www.southsoundtitans.org

New Swimmer Profile

Please complete and return to a coach on tryout day.

Please print.

Swimmer Name: _____

Swimmer Gender: _____

Swimmer Age: _____

Swimmer Mailing Address: _____

Swimmer Email (if different than parents): _____

Swimmer School: _____

Previous Swim Competitive Swimming Experience: _____

Favorite Food: _____

Hometown: _____

Parent Names: _____

Parent Phones (Home, Work, & Cell): _____

Good Times to Telephone: _____

Parent Email: _____

Parent Workplaces: _____

How I Heard About the Titans: _____

When I'm not swimming I like to: _____

When I'm not swimming my parents like to: _____

.....
 For office use only

Date Started: _____

Board Contact & Date: _____

Checklist Cleared Date: _____



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Email - [ssttheadcoach@comcast.net](mailto:sstheadcoach@comcast.net)
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Parent,

Please complete and return the attached South Sound Titans Athlete Registration form at your next practice. Be sure to attach a check for \$60 payable to South Sound Titans. This fee completes the athlete's registration with USA Swimming. Failure to return the fee with the registration materials prohibits your child from further participation in our program. Please note this fee includes no other South Sound Titans costs. Other South Sound Titans fees will be posted to your monthly account statement with your first billing. Please read through this packet and let us know if you have any questions.

Attached you will find:

1. New Swimmer Profile
2. South Sound Titans Letter of Welcome
3. South Sound Titans Athlete Registration Agreement
4. Authorization to Treat a Minor
5. South Sound Titans New Parent Guide
6. South Sound Titans Fee Description
7. South Sound Titans Fund Raising Policy
8. South Sound Titans Volunteer Policy
9. South Sound Titans Business Policies and Procedures
10. Bring-A-Friend Waiver

Please return only the following forms:

1. New Swimmer Profile
2. South Sound Titans Athlete Registration Agreement
3. Authorization to Treat a Minor

Please keep all other materials in this packet for your reference.

Thank you



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Dear New Titan Parent,

Welcome to the South Sound Titans Swim Team. Thank you for selecting our program. We take pride in providing the finest competitive swimming instruction in Greater Puget Sound area.

Our philosophy emphasizes the acquisition of skills through sound instruction and repetition of competitive swimming technique fundamentals. In addition, our staff meets regularly and discusses new research, cutting edge information, and tried and true methods for turning young athletes into champions. We seek to develop young athletes destined to continue America's heritage as the world leader in the sport. The staff of the South Sound Titans brings knowledge, experience and a commitment to excellence in competitive swimming to its participants every day.

Maintaining that commitment requires constant communication between you, swimmers, staff, other parents, and our board of directors. Please keep and use the attached reference materials at your discretion. Please read everything thoroughly and return the completed Registration Agreement, medical release, and Athlete Conduct Agreement.

Expect a call from a member of our board of directors sometime soon. They will introduce you to the wonderful (but occasionally complex) world of competitive swimming and be available to answer any questions. The staff also makes themselves available to answer questions anytime except during practice. Please feel free to approach us and make an appointment.

When you return the registration materials please include a check for \$60 payable to South Sound Titans. This fee pays the athlete's registration with USA Swimming and is required to permit participation.

If you have questions that are unanswered by the attached materials or just need some clarification please call coach Diana Ekstrom or me at 253/880-4647 or email me sstheadcoach@comcast.net. On behalf of the staff and our board of directors, we're pleased you chose to join the South Sound Titans Swim Team.

Peace,

A handwritten signature in blue ink that reads "Shawn Jones". The signature is stylized with a long horizontal stroke extending to the right.

Shawn Jones,
Director and Head coach,
South Sound Titans Swim Team



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Athlete Registration Agreement

Please Print

Athlete Legal Name: First _____ MI _____ Last _____

Preferred First Name: _____

Home (billing) Address: Street _____ City _____ State _____ ZIP _____

Age: _____ Date of Birth: ____ / ____ / ____ Gender: _____ US Citizen: Y N Dual Citizen: Y N

Is the athlete transferring from another USA Swimming club? Y N If so, which club and LSC: _____

Last date of competition with that club: _____

(Be advised there is a \$5 transfer fee for athletes changing clubs.)

Home Phone: _____ Work/Primary Cell Phone: _____

Cell Phone (Father): _____ Cell Phone (Mother): _____

Parent Names: Father _____ Mother _____

Primary Email Address: _____ Email Address 2: _____

(Your primary email address will be used for your website login credentials and for delivery of your monthly invoice. The Titans do not deliver invoices or accept payments via regular post.)

Second Mailing Address: Street _____ City _____ State _____ ZIP _____

Second Address Phone: Home: _____ Work: _____

LIABILITY WAIVER

I understand and am aware that participation in the activities conducted by South Sound Titans involves risks and potential hazards including possible permanent disability or death and I agree to assume all of those risks for my child. As a condition of participation in the South Sound Titans programs and activities I, _____, for myself and as the parent/guardian of the minor named in this agreement, hereby release and hold harmless USA Swimming, Pacific Northwest Swimming, the South Sound Titans Swim Team, all facilities contracted by the South Sound Titans, their owners, coaches, employees, volunteers, and directors from any claims, demands or causes of action arising from the participation in any activities conducted by South Sound Titans. I hereby waive any and all rights for the swimmer named in this contract and for myself to claims for loss or damages including all claims for loss or damages caused by the negligence, active or passive, of the following: USA Swimming, Pacific Northwest Swimming, the South Sound Titans Swim Team, all facilities contracted by South Sound Titans, their owners, coaches, employees, volunteers, and directors. By signing below I certify that the swimmer named on this liability waiver is physically fit and a physician has informed no one otherwise. I hereby agree to all the terms and policies of this agreement.

Signature of Parent or Guardian: _____ Date: _____

Printed Name of Parent or Guardian: _____

PARENT RESPONSIBILITY AGREEMENT

As the parent or guardian of the above named athlete I agree to:

1. Complete and timely payment of all fees, dues or donations as prescribed by USA Swimming, Pacific Northwest Swimming, and the South Sound Titans Swim Team.
2. Use the login credentials sent to my primary email address and maintain current contact information on the Titans website (www.southsoundtitans.org) and use a Visa/MC credit/bank card or ACH/EFT for Titans payments on the Titans website.
3. Read all Titans invoices, statements, and team information on the Titans website and delivered to my primary email address.
4. Support my child's attendance at competition and practice.
5. Ensure the maintenance and regular examination of my child's health.
6. Abide by all Titans business policies and procedures.
7. Participate in fund raising programs and volunteer support programs as required by the South Sound Titans or pay the established fee for failing to participate in full.
8. Attend a parent orientation seminar within 6 months of this registration (applies to new families only/schedule published in the Monday Blast).

I fully understand and agree to act in accord with the above stated responsibilities.

I have read and thoroughly understand the Titans business policies and procedures.

I certify that all information contained in this agreement is complete and accurate.

Parent Signature: _____ Date: _____

Printed Name: _____

Please complete the attached forms and return all to a coach.

For Office Use Only:

Training Group Assignment: _____ Coach Initial: _____ 02/09



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 Email - sstheadcoach@comcast.net
 www.southsoundtitans.org

Medical Release Form

Athlete Name: First _____ MI _____ Last _____

Age: _____ Date of Birth: _____ / _____ / _____ Gender: _____

Home (billing) Address: Street _____ City _____ State _____ ZIP _____

Person to Notify in Case of Emergency: _____ Phone: _____

Home Phone: _____ Work Phone: _____

Cell Phone (Father): _____ Cell Phone (Mother): _____

Parent Names: Father _____ Mother _____

Family Doctor: _____ Phone: _____

Preferred Hospital: _____

Medical Insurance Company: _____ Member Number: _____

Insurance Company Phone: _____

Special instructions or medical conditions for emergencies (allergies, recent illness or injury, special physical needs):

To Whom It May Concern:

I declare that I am the parent or legal guardian of _____, a minor, age _____.
 I give my permission for him/her to swim with the South Sound Titans Swim Team. I understand that the swimmer is not covered by insurance through USA Swimming, the South Sound Titans, or Pacific Northwest Swimming prior to registering with those groups. I hereby release and hold harmless USA Swimming, Pacific Northwest Swimming, the South Sound Titans Swim Team, all facilities contracted by the South Sound Titans, their owners, coaches, employees, volunteers, and directors from any claims, demands or causes of action arising from the participation in any activities conducted by South Sound Titans. I certify that, to the best of my knowledge, the named child is healthy and injury free. I verify that he/she has had a medical exam with the last year. In the event the named child is injured or should require medical attention, I authorize his/her coach or any South Sound Titan volunteer or authority to secure necessary medical treatment for the named child. I further acknowledge that I will be responsible for any medical or hospital fees or costs associated with the named child's medical treatment. If possible, confirmation of this authorization should be made with me prior to treatment by calling the number listed on this form. In case I cannot be reached or in case of emergency, medical treatment as described above may proceed without further authorization.

Signature of Parent or Guardian: _____ Date: _____

Printed Name of Parent or Guardian: _____



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New Member Parent QuickGuide

Please use this brief reference for your initial questions. Contact coach Shawn ([ssttheadcoach@comcast.net](mailto:sstheadcoach@comcast.net)) or coach Diana (coachdiana@comcast.net) if you'd like more information on these items or to discuss topics not listed here.

Account Statements - Each household receives one monthly statement via email on the 21st day of each month. Accounts not paid in full by the 10th of the month are past due and will accrue late fees. Swimmers in households with past due accounts may also forfeit competition and practice privileges.

Administration and Management - South Sound Titans is a non-profit corporation that employs a head coach/executive director to conduct the daily affairs of the club. Our committee system and board of directors invites parents to participate in the club funding operations.

Annual Auction - We have two fundraisers annually and our annual fall auction is one. Watch our website and Monday Blasts for more information.

Bring-A-Friend - Do you know someone that might like to try us out? We encourage swimmers to bring friends whenever possible. Attached to this packet and on our website is a liability waiver for any friends you might bring.

Fund Raising - We require all families to fund raise. Please see the policy elsewhere in this packet.

Late Starts - Occasionally, during the school year, Titans afternoon practices will commence a little late due to high school activities like swim meets and water polo matches. There may be no advance notice.

Meets - If you fail to receive a meet schedule with this packet please request one or visit our website. Competition is not mandatory but strongly encouraged for all swimmers.

Meet Entries - Our coaches complete all meet entries. Most meets require entries one to two months in advance. To declare your intent to enter a meet please visit our website and submit your intent by clicking the appropriate button. If you don't see a button for a meet you'd like to attend either the meet isn't yet open or the deadline for declaring your intent has passed. Once entries are completed and posted entry is impossible. There is no penalty for failing to attend an entered meet but your entry fees are forfeited and you may be responsible for extra relay fees.

Meet Intents and Deadlines - If you wish to enter a meet simply click the appropriate button on our website. Every meet has entry deadlines and many meets fill very quickly. To avoid being "shut out" of a meet we may request your intent as much as three months prior to the meet. Please regularly visit the website to avoid missing a meet.

Monday Blast - Our primary information pipeline is the Monday Blast. Each Monday via email you receive an update on upcoming events and team news.

Pacific Northwest Swimming (PNS) - PNS is our local governing body. It is staffed by elected officers, athletes, adult volunteers, with one paid administrative position. They train our officials, provide club support, and perform duties like setting meet schedules, set time standards, and develop competition opportunities for the athletes. The assembly meets twice annually. Parents and athletes are welcome to attend. Athletes seeking leadership opportunities are encouraged to serve on committees. For more information see coach Shawn.

Parent Orientation Seminars - All new parents are required to attend a seminar within 6 months of joining. The schedule is published in the Monday Blast. Please plan to attend at your earliest convenience.

Swim-A-Thon - Our primary fund raising event of the year. It is one of only two fund raising programs. All families are required to participate. Our campaign begins in December and the event is on President's Day each February.

Team Colors - Our official team colors are red, white, and blue highlighted with black.

Team Suits and Gear - We recommend all participants wear goggles. Team caps are required for competition. If a swimmer is going to wear a cap for practice, team caps are required. Latex team caps are available from a coach for \$3 and silicone caps are \$10. For team suit information contact coach Diana. All other team gear like parkas, bags, towels, warm ups and caps with names on them are available only through our fund raising programs.

USA Swimming - This is the national governing body of competitive swimming in the United States. Athletes training with the South Sound Titans are USA Swimming members under the jurisdiction of Pacific Northwest Swimming (PNS), a local administrative unit of USA Swimming.

Volunteering - We require all families to support our events and programs with volunteering. Failing to complete your required hours results in a penalty fee of \$25 for each hour you are short. Please see the volunteer policy elsewhere in this packet.

Web Site - Be sure to check the site frequently for new items - www.southsoundtitans.org

Web Site Sponsorships - You can offset some of your fund raising requirement by getting ads for the website.



Fees and Team Funding

Your first week with the Titans is on us! After that we'll charge you a monthly fee for participation. We don't prorate dues or fees and all must be paid in full regardless of actual participation.

We post account statements electronically on the 21st of the each month. Statements reflect the following activities at various times during the year. Accounts not paid in full by the 10th of the month are past due and may automatically accrue late fees and may result in the forfeiture of competition and practice privileges. If you have a question about your billing please contact coach Shawn at sstheadcoach@comcast.net.

Annual Administration Fee - All families pay an annual \$25 administration fee. The fee is billed when you join the Titans and on the invoice for September's activity each year (September is the beginning of our fiscal year). Families whose membership is temporarily suspended during the September billing cycle must pay the fee when they reactivate.

Business Policies and Procedures - A complete list of the Titans' business policies and procedures is attached. Please read it thoroughly.

Collections - Although it rarely happens, we do use a collections agency for accounts past due more the 60 days.

Fee (Monthly Dues) Increases - *From time to time dues will be increased. The amount and timing will be determined by the board of directors.*

Fiscal Year - Our fiscal year is 1 September through 31 August.

Fund Raising - All families are required to fund raise. We take advantage of our non-profit corporation status to engage in fund raising programs to meet our expenses. Please see the Fund Raising Policy elsewhere in this packet.

Late Fees - Failure to pay your bill on time will result in a \$10 late fee on all past due balances. Your account is due in full by the 10th of the month.

Meet Entry Fees - Entry fees for meets are posted to your monthly statement. Fees are usually \$3 per event and \$5.00 per participant surcharge, although they may vary. Our coaching staff completes all entries, but athletes are entered in competition only at their request. Athletes may be denied entry if your account is past due.

Membership Fees (Monthly Dues) - We assess monthly dues based on training group assignments. Please visit our website for a complete listing of our membership fees. *The current dues structure is under review by a parents committee and may soon be increasing.* The current dues structure is:

- Guppies - \$61 monthly
- Sharks - \$71 monthly
- Mid-Level - \$112 monthly
- Senior Prep - \$143 monthly
- Senior - \$175 monthly

Membership Fees (Monthly Dues) Family Cap - The current family monthly dues cap is \$300 maximum. This policy is under review by a parents committee and may be changing. This applies to monthly dues only. It does not include any other fees.

Pool Fees - One of our primary expenses is for practice facilities. Each family pays a \$15 per month pool fee.

Relay Fees - Relays are entered into meets based on individual swimmer entries. If enough swimmers are available to enter a complete relay team a relay will probably be entered. Fees for participation in relays are billed after the meet and based on actual participation. If a swimmer's failure to participate on a relay results in the relay's scratch from the event, that swimmer may be liable for the entire relay team entry fee.

Resignation Notice - We require advance notice in writing to suspend your billing. The notice must be submitted by the 10th of the month prior when you want the resignation to take effect. You are required to pay all fees accrued after the 10th of the month.

Volunteer Participation Penalties - We require all families to support our events and programs with volunteering. Failing to complete your required hours results in a penalty fee of \$25 for each hour you are short. Please see the volunteer policy elsewhere in this packet.



20825 SR 410 E., # 392
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www.southsoundtitans.org

Fund Raising Policy

Purpose

The Titans fund raise to help keep fees manageable for families. Without fund raising many families would find the dues and fees prohibitive. Fund raising is an integral component of the Titans funding model, which also includes income from meets we host, and participant dues and fees. Because of its importance in our funding model, the Titans need accurate fund raising projections during budgeting. The following policy provides this predictability to our fund raising income.

Participation

All Titans families are required to participate in fund raising events by contributing funds in an equal or greater amount determined by the board of directors for each fiscal year. Our fiscal year is 1 September through 31 August. The board of directors will annually determine the fund raising amount required from each during budgeting.

All Titans families active for any part of the fiscal year will be required to provide the entire fund raising contribution regardless of actual participation. For example, a family that takes a three month break or that resigns from the Titans at any time, will be required to pay the entire amount.

Exception: Families new to the Titans will be granted a three month grace period and thereafter have their fund raising amount determined by prorating according to the number of months remaining in the fiscal year. For example, a family joining in January will be required to contribute the equivalent of five months fund raising. January, February, and March will be their grace period and their fund raising obligation begins in April and runs through August.

Events

The Titans will organize two primary fund raising programs each fiscal year. Other fund raising programs proposed by parents or a group of parents must be approved by the board of directors and be open to participation by all members of the Titans. Families may also offset part or all of their fund raising requirement with website sponsorships.

Contributions

For the fiscal year beginning 1 September 2008, the amount shall be set at \$600 per family. The effective date of this policy shall be 1 January 2009. Each family will, therefore, be required to contribute funds totaling \$400 (8 months). Thereafter, the board of directors will determine the fund raising requirement annually.

Billing of Outstanding Contributions

Each family is required to complete the full fund raising requirement by the last business day April each year. The total of any outstanding contributions will be added to their statement for June of the year (on the invoice released 21 May). Families may pay additionally each month to be credited to their fund raising contribution. The Titans are not responsible for reminding families of this option. Fund raising is the responsibility of the family.

Transferability

Amounts raised in excess of the minimum contribution requirements are not transferable to subsequent years or to other Titans accounts.

Appeal for Relief

Families may appeal to the board of directors for relief. Each appeal will be decided on a case by case basis. All appeals must be made in writing to the board president.



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Volunteer Service Policy

Purpose

Swimming as a member of the South Sound Titans Swim Team requires the support and participation of its swimmers and parents. The Titans have several obligations to USA Swimming, Pacific Northwest Swimming, and within our own organization that require a labor force of volunteer parents to run the events. The successful operation of our swim meets, social events, board service, and fund raisers require approximately 1800-2000 man hours a year. To ensure we meet our needs we require all parents to serve during the fiscal year.

Requirement

All Titans families are required to provide volunteer service hours in an amount determined by the board of directors each fiscal year. For the 2008-2009 fiscal year that amount will be 8 hours of service after 1 January 2009. For the upcoming fiscal year, which begins 1 September 2009 and runs through 31 August 2010, the requirement is 24 hours. Sign ups for programs are first come first served. If you fail to sign up and programs are full you will be billed.

Requirement Exception

All families new to the Titans in May or later each year will be exempt from any volunteer requirements for the remainder of that fiscal year. Families new to the Titans any other time during the fiscal year will have their volunteer requirements prorated according to the remaining hours in the year.

Fees

All hours that remain unfulfilled as of 31 May each year will be required to pay a fee of \$25 per hour for each hour that is unfulfilled. The fee will be posted to the invoices for July each year (released on 21 June). The fee must be paid in full at the time of billing.

Transferability

Hours are not transferable from one year to the next or from one account to another.

Appeal for Relief

Families may appeal to the board of directors for relief. Each appeal will be decided on a case by case basis. All appeals must be made in writing to the board president.



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Business Polices & Procedures

Policies

1. Our fiscal year is 1 September through 31 August.
2. Dues and fees apply monthly, 12 months a year.
3. Dues and fees will not be prorated.
4. Payments are non-refundable and non-transferable.
5. All payments on all accounts are due by the 10th of the month.
6. All payments not received by the 10th will automatically incur a \$10 late fee - even if \$0.01 remains unpaid on an account balance.
7. All accounts carrying a balance for more the 60 days will be submitted to a collections agency.
8. Families are responsible for maintaining your account information and following the Titans business policies and procedures. Please promptly notify us of any changes that you are unable to make yourself.
9. Families signing up for meets are liable for all entry fees regardless of actual participation. If a relay is scratched because of failure to attend or inability to swim, that swimmer may be liable for the entry fee for the entire relay team.
10. All families pay an annual \$25 administration fee. The fee is billed when you first join the team and on the invoice for September's activity each year. Families whose membership is temporarily suspended during the September billing cycle must pay the fee when they reactivate.
11. We require advance notice in writing to temporarily suspend your billing. The notice must be submitted by the 10th of the month prior when you want the resignation to take effect. You are required to pay all fees accrued after the 10th of the month.
12. To resign your membership to the Titans you must submit your resignation in writing via email by the 10th of the month prior to which you want the resignation to take effect. You will be billed and required to pay for all upcoming activity following the 10th of the month if you fail to give notice of any changes by the 10th.
13. A 50% discount on monthly dues for no more than two continuous months will be granted to swimmers participating in high school swimming only. The request must be made in writing and may only be requested during months of the high school season. Please send all requests to coach Shawn.
14. Families may appeal in writing to the board of directors for relief of dues and fees in unusual circumstances like season ending injuries.
15. Dues and fees will be reviewed and increased by the board of directors at least once each year. Policies will be reviewed and approved by the board as needed.

Procedures

1. Invoices generated and delivered automatically the 21st of every month.
2. Invoices are delivered electronically. You must have a valid email account.
3. We strongly encourage you to use your credit card. You'll soon be able to set up an EFT from your checking account.
4. Invoices paid by credit cards or by EFT will have funds automatically drafted from your account on the 1st of the month.
5. If you intend to pay your bill with a conventional check please mail it to the team mailing address - 20825 SR 410 E., #392, Bonney Lake, WA 98391



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Bring-A-Friend Liability Release

Do you have a friend you'd like to bring with you to a practice? Please bring them along. Have their parents complete this form and bring it with them.

Name of your friend on the Titans that invited you: _____

Date: _____ Friend Name & MI: _____ Date of Birth: _____
Please Print

Name of Parents: _____

Mailing Address: _____

Phone Number and Email of Parents: _____

South Sound Titans coaches are certified by USA Swimming

- For a complete description of the USA Swimming coaches certification process please refer to the USA Swimming website - <http://www.usaswimming.org>.
- For a complete description of the skills taught by the South Sound Titans and to read a message from our Head Age Group Coach, Diana Ekstrom, please refer to our website - www.southsoundtitans.org.

Please read and sign.

I understand and am aware that participation in the activities conducted by South Sound Titans involves risks and potential hazards including possible permanent disability or death and I agree to assume all of those risks for my child. As a condition of participation in the South Sound Titans programs and activities I, _____, for myself and as the parent/guardian of the minor named in this agreement, hereby release and hold harmless USA Swimming, Pacific Northwest Swimming, the South Sound Titans Swim Team, all facilities contracted by the South Sound Titans, their owners, coaches, employees, volunteers, and directors from any claims, demands or causes of action arising from the participation in any activities conducted by South Sound Titans. I hereby waive any and all rights for the swimmer named in this contract and for myself to claims for loss or damages including all claims for loss or damages caused by the negligence, active or passive, of the following: USA Swimming, Pacific Northwest Swimming, the South Sound Titans Swim Team, all facilities contracted by South Sound Titans, their owners, coaches, employees, volunteers, and directors.

By signing below I certify that the swimmer named on this liability waiver is physically fit and a physician has informed no one otherwise.

I hereby agree to all the terms and policies of this agreement.

Signature of Parent or Guardian: _____ Date: _____

Printed Name of Parent or Guardian: _____

Name of Minor: _____

Please bring this completed form to practice with you. Failure to have a completed form prohibits the South Sound Titans from allowing you to swim with us.