



Parent Code of Conduct Form Swimmer Code of Conduct Form Volunteer Agreement Form USA Swimming Amt _____ Registration Amt _____ Total Paid _____ Ck No. _____	FOR OFFICE USE ONLY
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------

BILLINGS AQUATIC CLUB DUES AND FUNDRAISING AGREEMENT

Swimmer's Name (First, Middle, Last)	Birth Date	Age	Division (Junior Stingray, Bronze, Silver, Gold)

Parent/Legal Guardian Names _____
 Mailing Address _____ City _____ Zip _____
 Home Phone _____ Cell Phone _____ email Address _____

DUES/REGISTRATION FEES

A swimmer's dues are calculated depending on which Division they are placed, as determined by BAC coaches. This selection is based on the coach's judgment of the swimmer's existing skills, talents, experience and abilities. Two payment plans are currently available. The two plans include paying the entire year's dues at registration or signing up for the direct monthly payment plan. Also, multiple swimmers with the same parent will receive a discount of an additional 10% off each additional swimmer. There will a registration fee of includes 1 team t-shirt, 1 team swim cap, and the USA Swimming registration fee. The fees are based on when a swimmer is registered:

REGISTRATION FEES

July 1- July 31st: \$110
 August 1- August 31st: \$120
 After September 1st: \$135

* Electronic Funds Transfer payments are rounded up to nearest whole dollar to assist in paying the Bank assessed fees associated with EFT transactions.

All swimmers will be required to pay the USA Swimming registration fee.

PAYMENT OPTIONS

Dues can be paid for a full season, full year or in eleven (11) monthly payments as detailed below. If a swimmer will not be in the pool for a particular month, Dues and Registration must be notified **NO LATER** than the 26th of the previous month. For example if a swimmer will not be swimming for the month of March, the Dues and Registration admin must be notified by the 26th of February for the account to not be billed for March. When a swimmer is ready to return the Dues and Registration needs to be notified that they will be in the pool and the account will be billed accordingly.

Season 2016/17 (11 months)	Dues In Full	Dues - Monthly
Jr. Stingrays	NA	64.00
Bronze	795.85	72.35
Silver	1060.95	96.45
Gold	1252.35	113.85

Monthly Payment Plan

Monthly payments (**11 total**) are payable as follows: the first payment at registration is for the first month . Subsequent months will be billed after the 26th of every month and due by the 15th.

If for any reason dues are not paid on time, swimmers will not be allowed to participate in practice or meets until the past due amount is rectified. Dues and fundraising must be current to participate in a State Championship meet (excluding the MT Senior Championship Meet). If you have any questions, please contact the Dues and Registration Coordinator at duesreg@billingsaquaticclub.com.

DUES REFUND POLICY

BAC is going to a yearly payment and month to month payment system so it is not necessary to commit to one particular season. There is a **one week grace period** following the registration date wherein you may cancel your membership and receive a full refund of dues paid. After the one week period, **NO** dues or fundraising will be refunded except in the case of qualifying medical prohibitions as provided herein and **ONLY** at the sole discretion of the BAC Board of Directors. Dues will not be refunded if the Dues and Registration is not notified by the 26th of each month if a swimmer will not be swimming the following month. Due to limited pool space, BAC has had to limit the number of swimmers who may participate on the team each season.

To be considered for an exception to the Dues Refund Policy after the one week grace period has expired, you must provide the BAC Board of Directors with a signed letter from a physician on the physician's letterhead/stationary which provides the opinion of the physician that the athlete should no longer be allowed to swim. The parent or legal guardian must present this documentation in person to the Board at a regularly scheduled Board Meeting and be prepared to discuss the situation prohibiting the athlete from participating on the team and their request for a refund of their paid dues. The Board will, at its sole discretion, determine if the request for exception will be granted. If granted, the dues related refund will be generated within 30 calendar days of the decision, and will be mailed to the member via certified mail.

Should an athlete be prevented from participating in swim practices for an extended period of time (as determined by the BAC Board of Directors; but shall be no shorter than three (3) consecutive weeks) due to a medical condition or injury, the Board, at its sole discretion, may consider a pro-ration of the affected athlete's dues for that time period. The parent or legal guardian must present a signed letter from a physician on the physician's letterhead/stationary which provides the description of the medical condition or injury which prevented or will prevent the athlete from participating in swim practices and the opinion of the physician regarding the expected duration of the recovery period for the malady in person to the Board at a regularly scheduled Board Meeting and be prepared to discuss the situation prohibiting the athlete from participating in swim practices and their request for a pro-ration of their dues. The Board will, at its sole discretion, determine if the request for pro-rationing will be granted and will inform the parent or legal guardian in writing of the decision. If the member has paid the year's dues in its entirety, the pro-ration amount will be applied to the member's fundraising obligations. This policy is designed only for those athletes who are unable to participate in any way during swim practices. That athlete, who, with a physician's written approval, can participate in any capacity during swim practices will not be considered for pro-rationing of their dues.

Any completed fundraising is not subject to the Dues Refund Policy and fundraising obligations are not subject to pro-rationing.

All BAC swimmers must be members of USA Swimming, and pay the appropriate annual or seasonal registration fees of USA Swimming. USA registrations need to be filled out and paid in full **BEFORE** a swimmer participates in a BAC practice. This requirement ensures the athlete, the coaches, and the Club is covered under the provisions of the USA Swimming and Club liability insurance policies. Generally USA registrations are done when a swimmer registers for the Short Course season (in the Fall of the year). This gives the registration person sufficient time to complete the registration process before the expiration date. A USA registration is good for a period of one year commencing on January 1 and ending on December 31.

FUNDRAISING REQUIREMENT

The Billings Aquatic Club is a nonprofit organization, funded by member dues and fundraising. It is every member family's responsibility to help with fundraising each year. Each swimmer is responsible for raising a set amount of funds, in addition to dues, to ensure that all members of the team are doing their fair share to help maintain the financial stability of the club. Numerous fundraising opportunities exist, and the club is always open to new fundraising ideas. The minimum fundraising requirements are:

- One swimmer - \$200
- Two swimmers (same family) - \$325
- Three swimmers (same family) - \$375
- Four or more swimmers (same family) - \$400
- No minimum for Junior Stingray swimmers

All fundraising requirements are due in full by March 15th. If your swimmer is joining the team after December 1st, the amount will be prorated. If your swimmer is swimming long course only, a fundraising amount of **\$100** is due and payable by July 15 of that same year.

If a swimmer's fundraising requirement has not been met by the due date, the member will pay BAC the remaining balance in full along with a \$25 late fee. Failure to fulfill the fundraising requirement may cause forfeiture of BAC membership. If you have any questions, please contact the Fundraising Coordinator at fundraising@billingsaquaticclub.com.

VOLUNTEERING

Along with fundraising, each swim family is **required** to volunteer their time and talents to ensure that the activities of the club run smoothly. Many volunteer opportunities exist from being a Board Member to timing at a swim meet. Some tasks are more involved than others, but everyone is capable of helping out in one capacity or another. Our team is run entirely by volunteers and we need help to have the best experience for you and your swimmer. Each swim season (Short Course and Long Course) volunteer hours will be charged to a swimmers account, as the hours are completed they will be credited in the Volunteer Hour account. Volunteer hours will be valued at the following levels:

- Jr. Stingrays** : 6 hours for short course and 2 hours for long course at a rate of **\$10** per hour
- Bronze Group**: 8 hours during the short course season and 4 hours for long course at a rate of **\$15** per hour
- Silver Group**: 12 hours for short course and 8 hours for long course at a rate of **\$20** per hour
- Gold Group**: 16 hours for short course and 10 hours for long course at a rate of **\$25** per hour

If multiple swimmers are from one parent or legal guardian then hours will be determined by the highest level swimmer (i.e. one swimmer is at Bronze and another is Gold then the hours are based on Gold hours only. Short course season volunteer hours will be billed on March 15th and long course volunteer hours will be billed on July 31st.

At the end of each season (short or long course) the hours will be reset to the next value of the following seson.

If you have any questions, please contact the Volunteer Coordinator at volunteer@billingsaquaticclub.com.

LIABILITY / MEDICAL RELEASE

As parent/legal guardian, I understand that reasonable measures will be taken to safeguard the health and safety of my child(ren),_____. In the case of a medical emergency, I, the undersigned parent/legal guardian of the participant, a minor, authorize representatives of the Billings Aquatic Club to act as agents for the undersigned to consent to medical, surgical or dental examination or treatment at my expense for the above named child. BAC will make reasonable efforts to contact the parent/legal guardian of the participant named above.

Parent/Legal Guardian

Signature:_____

Phone:_____ Date:_____

Alternate Emergency Contact Name and

Number:_____

BAC also requires that parents/legal guardians and swimmers read and sign the Code of Conduct form and fill out the Volunteer Sign-up Sheet. BAC must have a copy of the Code of Conduct form and the Volunteer Sign-up Sheet on file (one form for each swim family). Please take the time to read each form and fill it out appropriately.

Thanks for being a part of the BAC family!