



## **Athlete Registration Instructions** **Long Course 2018** (Apr-Jul) \*Updated 3/8/2018

Registration opens April 6<sup>th</sup>, 2018

Welcome to all new and returning TOPS Athletes and Families. This document will walk you through our registration process and provide all other necessary information about our program. If you have any further questions, please contact the team office by calling 708-434-0222, or email Head Coach Joel Wallace ([jwallace@westcookymca.org](mailto:jwallace@westcookymca.org)).

### **Learning about and joining TOPS/YMCA Swim Team**

**Step 1:** Read through our Athlete Registration Packet and look at our website **[www.TOPSwim.org](http://www.TOPSwim.org)** under the *Swim Groups* link for practice group descriptions, *Practice Times* for schedules, *Meets&Events* for meet schedules and *Team Information* for general info about our team.

**Step 2:** New athletes should attend a New Athlete Tryout night at the YMCA from 5:00-7:00pm on April 23<sup>rd</sup>, 5:00-6:00pm on April 24<sup>th</sup>, and 5:00-7:00pm on April 25<sup>th</sup>. If you can't attend those dates, contact the team office to schedule another appointment. Depending on space availability in our practice groups you may be offered a spot at the tryout, or will be put on a waiting list.

**Step 3:** YMCA Membership is required\* before registering with TOPS, and all Competitive Swim Team participants must have current YMCA membership throughout the season. Please make sure your child has a current YMCA membership by stopping by the YMCA's Membership Services Desk.  
**\*excludes Tiny Tops Participants (see fee breakdown below)**

**Step 4:** Once your child has been placed into a practice group, please fill out the TOPS 2018 Registration Form and Medical Release Form. Be sure to read all included information and sign the necessary waivers and agreements.

**Contact Information:** If you have any further questions, please email us at [jwallace@westcookymca.org](mailto:jwallace@westcookymca.org) or call the TOPS swim team office at 708-434-0222. All families must return the completed registration packet (p6-7) to:

**West Cook YMCA Swim Team**  
**255 S Marion Street**  
**Oak Park, IL 60302**



## TEAM FEES

### LONG COURSE 2018

#### Training Fees:

Training Squad	Number of Months	2018 Full Season Fees*	Full Season Monthly Billing Breakdown	Partial Season- May- Mid June (Spring Only)	Partial Season Mid-June-July (Summer Only)	Maximum Swimmers Per Group (At Program Discretion)
Senior (Age 13+)	3 (May-July)	\$ 650.00	\$ 216.66	\$ 400.00	\$400.00	15
Gold (Age 12-14)	3 (May-July)	\$ 625.00	\$ 208.33	\$ 375.00	\$375.00	20
Silver (Age 10-13)	3 (May-July)	\$ 525.00	\$ 175.00	\$ 300.00	\$300.00	20
Bronze (Age 9-11)	3 (May-July)	\$ 500.00	\$ 166.66	\$ 300.00	\$300.00	25
Yellow (Age 9-14)	3 (May-July)	\$ 320.00	\$ 106.66	\$ 200.00	\$200.00	40
Red (Age 5-8)	3 (May-July)	\$ 320.00	\$ 106.66	\$ 200.00	\$200.00	40
Tiny TOPS (Age 5-8)	3 (May-July)	\$ 250.00	\$ 83.33	\$ 150.00	\$150.00	50
- non-member	3 (May-July)	\$ 300.00	\$ 100.00	\$ 175.00	\$175.00	-

#### \*Additional Required Fees

**West Cook YMCA Membership:** *All TOPS swimmers, excluding Tiny TOPS, must have a current YMCA membership. Please see a YMCA Member Service representative for current rates and to apply.*

**ISI Registration Fee:** \$75-This is required for all TOPS Swimmers who have not yet participated in competitive swimming in 2018. This fee varies season to season and is mandated by Illinois Swimming.

**Meet Escrow Balance:** The Escrow fee goes towards meet entry fees. Every meet has fees for every event swum, and the escrow balance paid at the start of the season covers those costs until you exceed the amount put in at the start of the season. After you exceed the amount paid, any extra fees will be charged to your account at the end of the season.

**Escrow Balance required:** \$40 per swimmer for Tiny Tops and Yellow  
 \$80 per swimmer for Red and Bronze Groups  
 \$120 per swimmer for Silver, Gold, and Seniors

**Team Apparel:** The Competitive Swim Team will *tentatively* have one day (TBA) where our apparel vendor will come in and help size suits/goggles/clothing etc. for the team. Orders can be placed at any time, but one bulk order (eligible for discount) will be placed in the beginning of the season for and will be delivered to your home. If the event is missed, there will be an online store put in place, which will be linked from our team website, but will not be subject to the discount.

## **Payment Options**

- **Full Payment:** Full payment of the Season Fee, ISI Registration Fee and Meet Escrow Balance can be paid at time of registration by check, debit card or credit card. Cards excepted are VISA, MasterCard and Discover.
- **Monthly Billing Option (for full season only):** The YMCA offers a monthly billing option for Training Fees. If you choose this option, your TOPS training squad fees can be paid in equal monthly payments according to the table above. Families choosing this option will be automatically charged each month. **All other fees (i.e. ISI Registration, Meet Escrow) must be paid at registration.**
- **Partial Seasons:** If you are unable to attend the entire season there are two partial season options. The first half of the season will run April 30\* – June 10, the second half will run June 11 – July 29.

## **Scholarships**

The West Cook YMCA will not turn anyone away for financial reasons, as resources permit. Scholarships are available on a need basis. Applications are available from the front desk at the YMCA. Last year the West Cook YMCA provided scholarships to over 1,300 individuals, totaling over \$221,000. Scholarships apply to Training Fees only.

## **Refund Policy**

There will be no refunds for Season Fees **after the first two weeks of practice** from the official start time of the swimmer's respective season. ISI Registration Fees are non-refundable. West Cook YMCA membership dues are subject to the policy of the YMCA.

## **Required Equipment Lists**

### **Tiny TOPS**

TOPS T-shirt  
Team Suit  
Team Cap x2  
Goggles – 2 pair

### **Red and Yellow**

TOPS T-shirt  
Team Suit  
Team Cap x2  
Goggles – 2 pair  
Water bottle

### **Bronze and Silver**

TOPS T-shirt  
Team Suit  
Team Cap x2  
Goggles – 2 pair  
Water bottle  
Kickboard  
Rubber Training Fins  
Mesh Equipment Bag

### **Gold and Seniors**

TOPS T-shirt  
Team Suit  
Team Cap x2  
Goggles – 2 pair  
Water bottle  
Kickboard  
Rubber Training Fins  
Mesh Equipment Bag  
Medium Size Paddles



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## VOLUNTEER AGREEMENT LONG COURSE 2018

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The success of the team is only possible through the dedicated efforts of all TOPS parents. Like other non-profit organizations, TOPS relies heavily on volunteers to achieve its goals. In the process of volunteering, you not only fill an essential role in developing a successful team but you have an opportunity to develop friendships, have fun, and learn first-hand about the sport your athlete is involved with.

This summer, while we encourage **all** parents to volunteer, there will be **no requirements** of **first season Tiny TOPS**. For the parents of all returning Tiny TOPS, and new or returning Red, and Yellow swimmers, as well as all parents of Bronze, Silver, Gold and Senior swimmers, volunteer requirements for the 2018 Long Course season include the following:

1. **Each family is required to work two sessions during the Father's Day Meet. This participation is required even if your swimmer is not competing in the meet.** A volunteer other than the parent (16 or older) may satisfy volunteer obligations, as long as the substitute can competently perform the volunteer task. Sessions are broken down into AM and PM on Saturday and Sunday, totaling 4 sessions to choose from.
2. Each family is required to work a third session during the season. This requirement can be met by timing or working another volunteer position at a non-hosted meet. ***It is important that all parents participate and share the responsibility of team timing at away meets.***
3. In addition to timing at non-hosted meets, examples of other volunteer opportunities include becoming certified as either a YMCA or USA swimming official, social activities, publicity or serving as a member of the Parent Advisory Committee (PAC).
4. Families will be charged a **\$50 fee per session** for each session requirement that is not met.\*\*
5. The volunteer coordinators will make every effort to credit families for sessions worked, however, *it is the responsibility of each family to be sure the correct number of sessions has been recorded. You can contact the volunteer coordinators at [topsvolunteer@gmail.com](mailto:topsvolunteer@gmail.com)*

***When registering your swimmer for the 2018 Long Course season, you will be asked to check the appropriate box on the Registration Form to indicate that you have read, understand and agree to the Volunteer Requirements of this team. Agreement is a condition of registration.***

***\*\*If you do not wish to volunteer, you can pay a one-time \$150 fee at the beginning of the season to cover your volunteering dues.\*\****

### **Call for OFFICIALS**

Currently, TOPS is lacking enough USA Certified Officials. We need officials to help run high quality meets with fair judging. We would like to have enough officials to run a meet with no outside help, and provide assistance to other teams lacking officials at meets we participate in. Please contact Competitive Swim Team Staff to learn more about how to become certified.



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## **PRACTICE SCHEDULES**

### **Long Course (May/July) 2018**

#### **Season Start Dates:**

Tentative\* Start Dates: April 30- Bronze, Silver, Gold, Seniors  
Week of April 30 – All Developmental Groups (Practice at West Cook YMCA)

June 4 – Tentative scheduled start of Ridgeland practices\*\*

*\*Pending Availability at OPRF High School, Communications will follow when dates are confirmed.*

*\*\*Outdoor start date subject to change, Communications will follow when dates are confirmed.*

#### **Spring Schedule (April 30-June 3)**

**Developmental Squads – Note that these times will change beginning June 4, being pushed back 15 minutes. Please see below.**

Red – Monday, Wednesday, Friday from 5:00-6:00pm **at The West Cook YMCA**

Yellow – Monday, Wednesday, Friday from 6:00-7:00pm **at The West Cook YMCA**

Tiny TOPS – Tuesday, Thursday from 5:00-6:00pm **at The West Cook YMCA**

#### **Age Group and Senior Squads**

Current schedules can be found online at [www.topswim.org](http://www.topswim.org) under the "Practice Times" tab. On this page is a drop down list where the practice group's schedule can be selected. Once registered with the team and logged on to the website, the calendars can be subscribed to. Initial practices will be held at Oak Park River Forest High School.

#### **Summer Schedule (June 4-July 27)**

##### **Developmental Squads**

Red – Monday, Wednesday, Friday from 5:15-6:15pm **at The West Cook YMCA**

Yellow – Monday, Wednesday, Friday from 6:15-7:15pm **at The West Cook YMCA**

Tiny TOPS – Tuesday, Thursday from 5:15-6:15pm **at The West Cook YMCA**

Beginning June 4<sup>th</sup>\*\*, Age Group Swimmers and Seniors will begin morning practices at Ridgeland Common. Afternoon practices for Developmental Groups will continue as scheduled. Afternoon practices for Age Group and Seniors be scheduled depending on pool availability, so the calendar should be checked frequently for any practice changes/updates. The Ridgeland Common Recreation Complex is located at 415 Lake Street in Oak Park.

*\*\*Outdoor start date subject to change, Communications will follow when dates are confirmed.*

**All practices subject to change with limited notice based on pool conditions and availability.  
Communications will be made in the event of a late cancellation or change of time.**



## REGISTRATION FORM

### LONG COURSE 2018

#### **ATHLETE DATA (Please print):**

Last Name	FirstName	M.I.	DOB	Age	Sex (M/F)	Training Group	T Shirt Size
#1 _____	_____	_____	____/____/____	_____	_____	_____	_____
#2 _____	_____	_____	____/____/____	_____	_____	_____	_____
#3 _____	_____	_____	____/____/____	_____	_____	_____	_____

#### **PRIMARY GUARDIAN Information:**

**I have read and accept the terms of the TOPS Volunteer Agreement LC18** (Please initial)

-OR-

**I do not wish to volunteer this season and will be paying the \$150 fee upfront** (Please initial)

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Parent 1 Email: \_\_\_\_\_ Parent 2 Email: \_\_\_\_\_

Athlete 1 Email: \_\_\_\_\_ Athlete 2 Email: \_\_\_\_\_

***\*\*Please make sure to provide current email addresses. Email is our primary method of communication***

Parent/Guardian certifies that the applicant(s) is(are) physically able to participate in a competitive swimming program, and parent/guardian is in agreement with the rules governing the program, including rules pertaining to personal behavior and conduct of the swimmer(s). Parent/guardian understands that swimmers dismissed as a result of rules violations are not entitled to fee refunds.

**Parent/guardian  
signature\_\_\_\_\_**

Date \_\_\_\_\_

**Administrative Use Only:**

TM \_\_\_\_\_ TU \_\_\_\_\_

Dax \_\_\_\_\_

