

SANTA CLARA SWIM CLUB MEMBERSHIP AGREEMENT 2023-2024

With my payment of the swimmer registration fee, entitling my designated child or children to participate in the swim program of the Santa Clara Swim Club (SCSC), I agree to abide by the regulations and policies of SCSC as set forth by the club.

I understand that it is my responsibility to read and familiarize myself with all the following rules and regulations, the SCSC Codes of Conduct as well as information contained on the Club's website. Specifically, I agree to adhere to the following established policies:

- 1) **Monthly Dues:** Monthly dues are credited/debited from your TeamUnify account on the first business day of each month as agreed to when you register for SCSC on TeamUnify. Monthly dues will be billed over a twelve-month period starting in September and ending in August. **A \$50 late charge** will be assessed if dues are not collected at the time of the billing. This includes payments not received due to credit card information not being up-to-date in TeamUnify prior to the billing date or credit cards that are rejected for any reason. When joining SCSC after the first of the month, registration fees are collected at the time of registration; monthly dues are charged once the account is approved. Thereafter, SCSC will send an email each month, by the 21st, with a link to your monthly statement detailing all charges (including dues, registration fees, swim meet fees, other team related fees, etc.). The charges will occur on the first business day of the following month. SCSC offers an option to use a debit/credit card, or ACH (where you input your checking/savings account and routing number), for payment when registering on TeamUnify. If you choose to use your debit/credit card, TeamUnify charges a 3% fee to the club which will be passed on to the member. If you choose to use ACH, there is no fee.
 - a) **Discounts:**
 - a. Pay in full discount: If you choose to pay annual dues in one payment at the beginning of the season (instead of over the twelve-month period) you will receive a 10% discount. The annual payment is only available in September of each year and is for September-August of the swim year. No refunds are provided on annual payments.
 - b. Resident discount: If you are a resident of the City of Santa Clara, you will receive a 10% discount off your monthly dues.
 - c. Multi-swimmer discount: If you have multiple swimmers on the competitive team, you will receive a 10% discount for each additional swimmer after the swimmer placed in the highest billing group.
 - d. College Swimmers: College swimmers are welcome at SCSC. College swimmers training with SCSC will pay the Senior IV rate during the months they are training with SCSC (exclusive of holiday breaks) and must have an active USA Swimming membership when training with SCSC. They are welcome to swim during the school year while on breaks at no charge. Please contact the Head Coach or Team Manager to participate in this program.
- 2) **SCSC does not pro-rate fees for partial months.** If you swim one day out of the month you are billed for the entire month.
- 3) **USA Swimming Membership (Premium Membership or as revised by USA Swimming):** An annual USA Swimming membership is required of all team swimmers. A USA Swimming registration link unique to SCSC is provided by SCSC upon registration. It is the swimmer's/family's responsibility to register the swimmer each year. Swimmers may not participate in practice or swim meets without active membership. If SCSC chooses to participate in a bulk renewal registration program (if one is available) through

USA Swimming, members will be charged on November 1st for their USA Swimming registration fee and SCSC will renew members for the following year. This fee would be non-refundable once paid to USA Swimming on behalf of the swimmer. This process will be communicated via email to the membership.

- 4) **Team Registration Fee:** All swimmers in the youth competitive program will be charged a Team Registration fee of \$150 per swimmer each year. The SCSC Team Fee includes and covers: SCSC apparel, our annual SCSC equipment fee and pool usage fee. The registration fee will be billed on the September billing statement and covers the entire swim year (September to August). Swimmers who join the team after March 31 of each year will be charged a pro-rated Team Registration fee of \$100 per swimmer that covers the remainder of the year. The SCSC registration fee is non-refundable. Starting the month of July, no membership fees will be charged, and swimmers will not receive any of the handouts mentioned above until the full year registration fee is billed in September.

- 5) **Team Suit Requirement:** To build a complete SCSC culture, we require swimmers to wear a team suit when attending all competitive meets. SCSC is a sponsored team (Arena) and swimmers may only wear suits made from our sponsor in competition. Team suits can be purchased through the SCSC Team Store on SwimOutlet.com.
<https://www.swimoutlet.com/collections/santaclara>

- 6) **Perpetual Swim Program:** SCSC is an ongoing swim program. If you decide to withdraw from swimming with SCSC you must submit an online Cancellation Form at least 15 days prior to the billing cycle in which you plan to leave. An active swimmer does not need to register each September and will be billed the Annual Team Registration fee in September. By continuing your membership with SCSC you are hereby agreeing to the Membership Agreement, Parent Code of Conduct, Swimmer Code of Conduct, Locker Room Policy, & Photography Policy. These are all located on our website on the Safe Sport page.

- 7) **Cancellation/Membership Cancellation:** Cancellation Forms must be submitted to the Business Office electronically no later than the 15th of the month to avoid being charged for the following month. Phone notification and/or email without a Cancellation Form are not a valid form of notification. A swimmer who elects to withdraw and then return will be subject to all Team Registration fees at a rate of \$150 per swimmer. There are no exceptions. Volunteer hours are charged at the time of cancellation. The forms can be found at <https://www.cognitofrms.com/SantaClaraSwimClub1/CancellationForm>.

- 8) Notice of Absence:** Swimmers may take a Notice of Absence for up to (3) three months at a rate of \$100/month for swimmers 13 and older and \$75/month for those 12 and under. Notice of Absence Forms must be submitted to the Business Office electronically no later than the 15th of the month to avoid being charged full dues for the following month. Service hours will not be prorated during the absence. You will need to complete the full hours assigned to your family account. Swimmers taking an absence to swim on their High School swim team or water polo team will receive a special rate of \$100/month during their season once the form is submitted. If your absence is due to a medical condition and you provide a note from the doctor, you will not be billed dues during your absence period. Forms can be found at <https://www.cognitofirms.com/SantaClaraSwimClub1/NoticeOfAbsenceForm>.
- 9) Family Fundraising Fee:** All families with a swimmer in the youth competitive program will be assessed a fee of \$200.00 billed annually on the January billing statement. This fee will be credited back to the family's account if the family sells a minimum of one ad or obtains a corporate sponsorship for the International Swim Meet or a like meet designated by SCSC. This fee is a non-refundable fee. Swimmers joining after January 1st will be charged this fee in the current swim season in the first month that they are billed. If a swimmer withdraws before January 1st, they will be charged the \$200.00 Family Fundraising Fee when their paperwork is being processed to settle their account.
- 10) Team Travel Coach Waiting Fee:** If a member of the coaching staff waits for more than 30 minutes past a return time to pick up their child after a team trip the family will be assessed a \$100.00 waiting fee per every 30 minutes.
- 11) Late Pick-Up for Practice Fee:** If a member of the coaching staff waits for more than 15 minutes past the end of practice time for a parent to pick up their child, a fee of \$50 will be charged per every 15 minutes. For instance, this fee will increase to \$100 for parents being late for pick up by 30 minutes and \$200 for parents being late for pick up by an hour. It will be up to the judgment of the coach as to whether late pick up was warranted due to emergency circumstances.
- 12) Entering unapproved swim meets:** A \$100.00 penalty fee will be assessed to each swimmer entering meet(s) not listed on the SCSC Meet Schedule posted online without head coach approval.
- 13) Entering swim meets unattached:** A \$200.00 penalty fee will be assessed to each swimmer entering as an unattached swimmer into meet(s) not listed on the SCSC Meet Schedule posted online.
- 14) Terminating Membership:** SCSC reserves the right to terminate the membership of any member whose actions are considered detrimental to SCSC's welfare as set forth in the team policies and codes of conduct. I agree that upon withdrawing from SCSC, our account will be paid in full prior to my swimmer's departure from the team.
- 15) Parent's Code of Conduct:** All parents are expected to abide by the Parent Code of Conduct, Appendix B. SCSC reserves the right to terminate membership for parents who fail to abide by the guidelines set forth in the Parent Code of Conduct document.
- 16) Swimmer's Code of Conduct:** All swimmers are expected to abide by the Swimmer Code of Conduct Appendix C. SCSC reserves the right to terminate membership for swimmers who fail to abide by the guidelines set forth in the Swimmer Code of Conduct document.

17) Service Hour Requirement: Each swimmer family on the competitive team has a yearly volunteer hour requirement based on the competitive swim group they are in. SCSC will evaluate the service hour requirement throughout the year and adjust accordingly. Families may complete their volunteer obligation at any time within the swim season (Sep-Aug).

Note: As good stewards and leaders in Pacific swimming it is important that we fulfill away meet service hours as requested. All hours will count towards the total service hour requirements.

a. Service Hour Requirement by Competitive Swim Group

Swim Group	Service Hours Per Year
Yellow Bell 1	10
Yellow Bell 2	15
Yellow Bell 3	20
Yellow Bell 4	25
Gold 1	20
Gold 2	25
Gold 3	30
Gold 4	35
Pre-Senior 1	25
Pre-Senior 2	30
Pre-Senior 3	35
Pre-Senior 4	40
Senior 1	30
Senior 2	35
Senior 3	40
Senior 4	45

b. Timing

All timing and timing coordinator (4 hrs per session) for both home and away meets count towards your overall service hour commitment.

c. Unworked Service Hours

Any unworked volunteer hours will be billed at the rate of \$50 per hour on your final statement if you withdraw from the team prior to the end of the season.

d. Multiple Swimmers Service Obligation

Hours are assigned on a per family basis and will be entered into Team Unify by October 1st of the current season. Service hours for families with multiple swimmers are based upon the swimmer participating in the highest-level group by October 1st of the current season.

EXAMPLE: A family with one swimmer in the Pre-Senior I group and one swimmer in the Senior IV group will have a Service Hour Obligation of 45 hours (Senior IV group requirement).

- e. "No Shows"
If you sign up for service hours and do not show without prior consent from the service hour coordinator you will be charged \$100 during the next billing cycle.
- f. Swim Officials
Swim officials will be credited 4 service hours for every session that is logged in the Official Tracking System (OTS). For every session worked after the service hour requirements are met the official will receive a credit of \$25 off their membership dues. Officials must send copies of their OTS to the Team Manager to receive credit for service hours.
- g. Alternative Service Hour Positions
The Board may designate periodic positions that could be credited some or all of their service hours. Examples of these positions are attached to this agreement.
- h. Withdrawing from SCSC
The swimming year is broken into 4 quarters for service hour billing purposes. If you withdraw from or join the Club during the season, your service hours will be prorated by quarter. (Sept-Nov, Dec-Feb, Mar-May, June-Aug)
If a swimmer from the above groups leaves during the season and returns, the family must complete the full-service hour requirement for the year, regardless of any time away from the program.
Families withdrawing from SCSC will be responsible for hours not served, through the end of the quarter of their withdrawal date. If you leave the Club before the end of the season, all service hours unworked based on the quarter you withdraw will be billed in your final bill at a rate of \$50 per hour.

Please add the following dates to your calendar for volunteer opportunities. SCSC Families are expected to be available to help volunteer and run the following meets:

SCSC Home meets for 2023-2024

December 8-10 Senior 2 Trials & Finals

May 5th Senior Post CCS Walk-On

July 12-14th Super League Finals

July 25-28th Long Course Far Westerns

Attachments:

- Potential Year-Round Service Positions
- Parent Code of Conduct Agreement
- Swimmer Code of Conduct Agreement

Potential Year-Round Service Positions

Lead Community Builder

- Coordinates monthly gatherings for parents (meet-and-greets by the pool)
- Maintains the opt-in pool parent directory
- Recruits help from parents on an ad hoc basis
- Trains and supervises the Team/Group Parents and Mentorship Coordinators.
- Coordinate annual banquet/celebration

Team/Group Parent

- Communicate with coach on a regular basis
- Organize one social event per quarter
- Organize coach birthday gift, holiday gift

Swim Meet Social Coordinator

- Works with group parents to coordinate SCSC tent setup at swim meets. This could include things such as creating a food and game sign-up sheet for all families attending.

Mentorship Coordinator

- Connect new families to existing, veteran families
- Maintain a spreadsheet with list of families who would like to be mentors to new families
- Assist mentors and mentees

Lead Official

- Make sure our officials pipeline continues to be filled
- Help "recruit" and coordinate officials for meets where we need them
- Mentor junior officials and advocate for them in the official community
- Track official sessions worked and report to Program Director

Timing Equipment Manager

- Take on timing system care and maintenance
- Make sure after each meet things are put away correctly
- Work with group parents to recruit families for help as needed
- Ad hoc system repair if issues arise

Hospitality Coordinator

- Coordinate hospitality for all SCSC home meets
- Work with group parents to recruit families for help staffing and purchasing food for events
- Make sure we have an excellent hospitality service

Lead Fundraising Coordinator

- Propose and coordinate fundraising events (at least 2 per year)
- Work with group parents to recruit families for help

Lead IT Support

- Conduct all IT maintenance required for SCSC

Community Outreach Coordinator

- Work with local schools and businesses to find water
- Post information about meets to Next Door and other community notification outlets
- Help publish articles/information about SCSC to increase community awareness
- Work with local businesses to help with fundraising
- Coordinate community service for SCSC swimmers and families

Santa Clara Swim Club Parent's Code of Conduct

The purpose of a code of conduct for parents is to establish consistent expectations for behavior by parents. As a parent/guardian, I understand the important growth and developmental support that my child's participation fosters. I also understand that it is essential to provide the coaching staff with respect and the authority to coach the swimmers and team. I agree with the following statements:

- I will set the right example for our children by demonstrating sportsmanship and showing respect and common courtesy to fellow team members, coaches, competitors, officials, parents, and all facilities and staff.
- I will get involved by volunteering my time, cheering at meets and talking with my child and their coach about their progress.
- I will refrain from coaching my child from the stands during practices or meets.
- I understand that criticizing, name-calling, use of abusive language or gestures directed toward coaches, staff, officials, volunteers, and/or any participating swimmer will not be tolerated.
- I will respect the integrity of the officials.
- I will direct my concerns first to my child's direct swim coach; then, if not satisfied, to the appropriate supervisor.
- I will actively participate in fundraising and team events, ensure my child is timely for practices and competitions, provide support to the coaching staff and positively reinforce the coaching staff's instructions and advice as they pertain to my child.
- I will insist that my child refrain from using alcohol, tobacco, drugs or other prohibited substances, abusive or foul language, violence, inappropriate sexual conduct, or any behavior that is deemed dishonest, offensive or disrespectful to themselves or others.

I understand the above expectations and that my failure to adhere to them may result in disciplinary action, including termination of my Santa Clara Swim Club membership.

Parent's signature

Date

Santa Clara Swim Club Swimmer's Code of Conduct

The purpose of a code of conduct for athletes is to establish a consistent expectation for athletes' behavior. I agree with the following statements:

- I will always respect and show courtesy to my teammates and coaches.
- I will demonstrate good sportsmanship at all practices and meets.
- I will set a good example of behavior and work ethic for my younger teammates.
- I will be respectful of my teammates' feelings and personal space. Swimmers who exhibit sexist, racist, homophobic, or otherwise inappropriate behavior will be faced with consequences.
- I will do my best to actively and regularly participate in all swim-related activities (meetings, practice, swim meets) unless otherwise excused by my coach.
- I will show respect for all facilities and other property (including locker rooms) used during practices, competitions, and team activities.
- I will refrain from foul language, violence, behavior deemed dishonest, offensive, or illegal.
- I will refrain from using illegal substances, whether for recreation or performance enhancing purposes.
- If I disagree with an official's call, I will talk with my coach and not approach the official directly.
- I will obey all of USA Swimming's rules and codes of conduct.

I understand that if I violate this code of conduct, I will be subject to disciplinary action determined by my coaches and the swim club's Board of Directors including termination of membership from the Santa Clara Swim Club.

Swimmer's Signature _____ Date _____

Parent's Signature _____ Date _____