

# ELMBROOK SWIM CLUB

## Membership & Registration Policy

Registration constitutes the official act of a swimmer becoming a member of Elmbrook Swim Club (“EBSC”). Members are required to abide by EBSC’s policies, rules/requirements, and code of conduct and to timely remit payment for all required registration, USA Swimming, and competition fees and other charges to the member’s family account.

This policy outlines EBSC’s registration process (including invoicing and payment requirements), volunteer and fundraising requirements, and training group requirements and the consequences to members who do not meet these requirements.

The EBSC Board of Directors (“Board”) may, in its sole discretion, make changes to this policy (or any EBSC policy referenced in this policy), at any time; changes will be posted on EBSC’s website. Current policies will also be made available at each session’s registration meeting.

### A. Registration Process:

#### 1. Fees and Charges - Invoicing & Payment Requirements

- a. The registration fee schedule is reviewed and approved annually by the Board. The current fee schedule is posted on EBSC’s website.
- b. All registration fees will be collected in advance of each season and charged to a member’s family account.
- c. EBSC registration fees, USA Swimming fees, and competition fees are neither refundable nor pro-rated.
- d. Any requests for exception/exemption from fees must be made to and approved by the Board. Exceptions/exemptions will be considered under limited circumstances. *See policies referenced in Sections A.4-A.6 below.*
- e. Charges for apparel, caps, equipment, etc. will also be charged to a member’s family account and must be timely paid in full.

Members must adhere to EBSC’s billing and late fees policies. *See [Payment Option Policy](#) and [Late Fee Policy](#).*

#### 2. Training Group Size and Pre-Registration

- a. Training group size limits are set by the Head Coach in his/her sole discretion, with input from the coaching staff of each group and the Board.

- b. Membership will be offered to current members in the form of pre-registration. Members who elect not to pre-register, upon request, will be added to the waiting list for the next season.
  - c. If training group size limits are not met through pre-registration, the remaining group openings will be considered according to the EBSC waiting list.
  - d. Any swimmer who transfers to EBSC from another swim club is required to communicate that transfer at the time of registration.
3. Residency Requirements and Limits
- a. EBSC maintains a certain percentage of “residents” versus “non-resident” membership, as determined by the Board in its discretion.
  - b. A “resident” is defined by Brookfield Parks and Recreation Department as anyone residing within the boundaries of the Elmbrook School District.
  - c. Non-residents must be approved in advance by the Board for membership with EBSC.
4. Swimmers requiring a leave of absence for medical reasons may be eligible for a “credit” for fees during the medical leave. *See [Medical Leave Policy](#).*
5. Swimmers may petition EBSC for consideration of a partial season registration to participate in a high school sponsored sport. *See [High School Exemption Policy](#).*
6. Members may request a registration fee reduction based upon the family’s current financial hardship. *See [Fee Reduction Policy](#).*

**B. Policies, Rules/Requirements & Code of Conduct:**

- 1. Members must adhere to all EBSC policies, rules/requirements and codes of conduct in effect from time to time. All policies, rules/requirements and code of conduct are posted on EBSC’s website.
- 2. The following documents must be digitally signed or acknowledged at the time of registration:
  - a. Membership & Registration Policy
  - b. Code(s) of Conduct
  - c. Bullying Policy

- d. Medical Leave Policy
  - e. Concussion Fact Sheet
  - f. Minor Athlete Abuse Prevention Policy (MAAPP)
3. All requested personal, health, insurance, and family information must be completed (or updated) at time of registration.

C. Volunteer Requirements: Each member family must:

- 1. Volunteer at and fulfill requirements for all EBSC hosted competitions.
  - a. See current [EBSC Hosted Meet Volunteer Requirements](#).
  - b. If unable to volunteer at a competition, a family must request and secure a substitute through EBSC's procedure or secure by their own means a substitute 14 years of age or older.
  - c. If a family fails to sign up for or show up to fulfill a volunteer requirement for a competition, a \$150 fine will be assessed per volunteer requirement not met. For competitions where there is a requirement to volunteer for more than one session, each session is considered a separate volunteer requirement.
  - d. If a family shows up more than 15 minutes late to or leaves more than 15 minutes early from a scheduled volunteer commitment for a competition, a \$75 fine may be assessed.
  - e. Fines will be charged the following month to the family's account.
  - f. Families failing to meet volunteer requirements may be considered "not in good standing" with EBSC. See *Section E below*.
  - g. All volunteer positions denoted as MEET OPS will be required to volunteer at each EBSC hosted meet regardless of the staffing level of their assigned committee. It is the responsibility of these volunteers to find unfilled positions as detailed in section C.1. with fines assessed per the same.
- 2. Volunteer at and fulfill requirements for all required EBSC fundraising events.
  - a. See current [EBSC Fundraising Requirements](#).
  - b. If unable to volunteer at a fundraising event, a family must request and secure a substitute through EBSC's procedure or secure by their own means a substitute 14 years of age or older.

- c. If a family fails to fulfill the volunteer requirement for a fundraiser, a \$150 fine will be assessed per volunteer requirement not met.
  - h. If a family shows up more than 15 minutes late to or leaves more than 15 minutes early from a scheduled volunteer commitment for a fundraiser, a \$75 fine may be assessed.
  - d. Fines will be charged the following month to the family's account.
  - e. Families failing to meet volunteer requirements for a fundraiser may be considered "not in good standing" with EBSC. *See Section E below.*
  - f. If a family fails to meet the minimum fundraising dollar requirement for an event the minimum amount will be assessed to the family (the difference between what the family raised and the minimum required will be charged the following month to the family's account).
3. Participate in a minimum of one EBSC committee.
- a. Families are exempt from the committee requirement the first season with EBSC.
  - b. Committee sign-up is required before the start of each Short Course season.
  - c. New families who were exempt from the Short Course season, will be assigned by the Administrative Manager to committee openings for the Long Course season and required to meet the requirements of such committee.
  - d. Committee rosters are posted on EBSC's website at the start of each Short Course season.
  - e. It is the responsibility of each committee member to contact committee chairs to understand roles and responsibilities for the upcoming season.
  - f. The Administrative Manager will communicate with committee chairs periodically to review completion of committee requirements.
  - g. If a family fails to participate on a committee or fulfill assigned committee responsibilities, a \$75.00 fine will be assessed per committee assignment not met.
  - h. Families failing to meet committee requirements may be considered "not in good standing" with EBSC. *See Section E below.*

D. Training Group Requirements: Swimmers must meet the minimum requirements for each training group. See [\*Training Group Progression\*](#).

E. Member Not in Good Standing:

1. Member families who fail to comply with this policy may be determined to be “not in good standing” with EBSC. Families “not in good standing”, as determined by the Board in its discretion, may not be permitted to register swimmers with EBSC the next season.
2. Without limiting Section E.1., the following process will apply for families failing to meet requirements of Section C – Volunteer Requirements:
  - a. First offense – The family will be charged the fine and sent letter from the Board President identifying the requirement not met. Any further instance of failing to meet requirements of Section C will lead to the family being considered “not in good standing” with EBSC.
  - b. Second offense same/next season – The family will be charged the fine and sent letter from the Board President identifying the requirement not met. The family will be considered “not in good standing” with EBSC. If the family fails to meet another commitment, the family will not be allowed to register their swimmers next season with the club.
  - c. Third offense in same/next season – The family will be charged the fine and sent letter from the Board President identifying the requirement not met. The family is considered “not in good standing” with EBSC. While their swimmers may complete the current season with EBSC, they will not be permitted to register next season.
  - d. Missing both a committee and volunteer requirement – If a family misses both their committee requirement and volunteer requirement at the same event, the family will receive a “second offense” letter from the Board President as this will be considered two offenses. The family will be charged a \$150 fine (\$75 per missed requirement).