



## First Colony Swim Team

Registration and Membership Policy 2023-2024

### I. FINANCIAL RESPONSIBILITIES

#### A. ANNUAL REGISTRATION FEE

First Colony Swim Team ("FCST") is affiliated with the Gulf Local Swimming Committee ("LSC"), of USA Swimming ("USAS"). Each swimmer must be registered in Gulf LSC under the name of FCST before the swimmer may be permitted to practice or compete.

**ACTION Required: For New Swimmers ONLY**

**Within 48 hours of having completed online registration with FCST, you will receive a link via email to complete your athlete's USA Swimming Online Member Registration. This will happen no sooner than August 1, 2023. Membership is a requirement for ALL new and returning swimmers, however, returning swimmers will register at a different time.**

1. USA Swimming Premium Membership (\$100.00): is required for each new and returning swimmer (non-refundable). **All FCST members will need to be registered with the Premium Membership.** The USA Swimming Registration fee includes fees for both USA Swimming and Local Swimming Committee (Gulf LSC). This Registration Fee is non-refundable and is in effect September 1, 2023 through December 31, 2024. A portion of the fee provides coverage for members under a USAS policy of insurance.
2. FCST Registration Fee (non-refundable): Annual registration fees are **\$180 per swimmer** and will be processed the day of online registration. This fee includes 3 FCST team t-shirts. Registration fees for families with multiple swimmers will be capped at \$360 (cost of two swimmers), plus a \$30 per each additional swimmer charge to cover the cost of FCST team t-shirts.
3. FCST Facility Fee: A Fall/Winter Facility Fee of **\$35.00 per swimmer** will be billed on October 1, 2023, and a Spring/Summer Facility Fee of **\$30.00 per swimmer** will be billed on January 1, 2024.

#### B. MONTHLY DUES

1. Monthly Dues: Monthly and Annual Dues for the swimming year, September 1, 2023 thru July 31, 2024, are set forth in the dues summary for each practice group. There will be no regular monthly swimming dues billed in August. You are obligated to pay dues, regardless of swimmer's attendance (examples: vacation, holidays, weather, illness, or school activities).
2. Payment Options: Members have two payment options:

Option A: Month to Month: Members pay their dues on an *eleven-month* payment plan, September thru July (no fees billed in August). Fees are due on the 1<sup>st</sup> of each month.

Option B: Full Year pre-pay: Members may pay their annual dues in full, on or prior to **August 15th**, and receive a 5% discount \*off their yearly dues. \*Please note: For those who select to *pre-pay annual dues*, a fee of \$200 will be incurred if the swimmer is to drop between the dates of September 1, 2023 and July 31, 2024. This fee is assessed per swimmer, not per family/account.

3. Group Moves: During the swimming year (September 2023 - July 2024), if a swimmer chooses to pre-pay annual dues, there will be no additional dues owed or refunded for changing groups. If a swimmer pays monthly and changes practice groups during the year, monthly charges for the new group will apply.

4. Discounts for Families of Multiple Swimmers: A discount off the dues will be applied to all families with more than one swimmer in FCST's competitive programs as set forth below. If a family has swimmers participating in different groups, then discounts will be applied so that the swimmer in the least expensive group receives the largest eligible discount. The discount rates are full dues for first swimmer, 10% off second swimmer, 20% off third swimmer and all other swimmers at 40% off. (For example, if a family has 3 FCST swimmers one each in the Senior, Age Group 3, and Blue Groups, respectively. The Senior swimmer will pay full dues; the Age Group 3 swimmer will be eligible for a 10% discount; and the Blue Group swimmer will be eligible for a 20% discount.)

### **C. MEET ENTRY FEES**

Meet Fees are charged to the swimmers account once final entries are posted on the FCST website. There will be *no refunds for meets that are rained out or cancelled for any reason*. If your swimmer misses a meet for any reason, you are still responsible for their meet fees.

1. Meet Host Entry Fees and Host Surcharge (variable): Meet fees are charged per swimmer per event. These fees vary depending on the meet host (approximately \$5.00-\$15.00). There will also be a host surcharge fee, per swimmer to attend the meet.

2. FCST Meet Surcharge: FCST will charge \$1.50 per swimmer per event, in addition to the meet entry fees assessed by the team hosting the meet. The FCST meet surcharge charge helps offset the travel costs of coaches attending the meets.

3. Travel Meet Charge: If you have a swimmer participating in an out-of-town meet that would require coaches to reserve hotel rooms, a \$10.00 travel charge will be billed per swimmer. This charge helps offset the travel and accommodations costs of the coaches.

### **D. PAYMENT METHOD AND PAYMENT POLICY**

1. Registration Fees: Registration fees are made via credit card and will be charged at time of registration. All registration fees are non-refundable.

2. Returning Members: To register, your billing account must be in good standing

3. Monthly Fees: Monthly fees are processed via credit card. Billing for the 2023-2024 season will begin September 1, 2023. All credit card payments will be drafted on the 1<sup>st</sup> of each month, with your billing summary being emailed on the 24<sup>th</sup> for the upcoming month. Please review your summary immediately as you have until the 26<sup>th</sup> of each month to notify the FCST Administrator at [fcstadmin@swimfcst.com](mailto:fcstadmin@swimfcst.com) of any perceived errors on your bill.

4. FCST Charges for Credit Card Decline: A \$25 charge will be billed to your account for any declined transaction.

5. Billing Account Past Due Policy:

- If an account balance due is not paid by the 14<sup>th</sup> of the month, a \$15 late fee will be assessed.
- If account is past due, no items can be purchased from the team store.
- If account is past due, team will not pay any travel expenses in advance. In exceptional circumstances, an appeal must be made to the board.
- If account is past due, swimmer will not be entered or able to participate in meets.
- If account is greater than \$500 past due, swimmer will not be allowed to participate in practice.
- If account is greater than \$500 past due, the account will be reviewed by the board, names on the account will remain anonymous.

## **E. ANNUAL FUNDRAISER**

The FCST annual fundraising event is held in early spring. Each swimmer is to raise or contribute a minimum of \$100.00. For families with two or more competitive swimmers, the family minimum is \$200.00. Funds raised have previously purchased dryland equipment, starting blocks, nutritional coaching, etc. to better our swimmers overall development and experience. Swimmers have the opportunity to earn “team merch”, prizes from our sponsors and other great incentives along the way.

## **F. CANCELLATION OF MEMBERSHIP**

1. Drop Form: A swimmer may end their team membership by submitting written notice via the FCST Drop Form at least one month in advance. The drop date must be the last day of a month. If you turn in your *Drop Form* less than one month before you would like to drop, you will be responsible for dues for the following month (as well as for the month the form is turned in). For example, if you submit your Drop Form on February 1<sup>st</sup>, you are obligated to pay dues for February and March, and your drop date is March 31<sup>st</sup>. The written notice must be on the FCST Drop Form, obtained online or via email.
2. The Drop Form is only accepted via email sent to [fcstadmin@swimfcst.com](mailto:fcstadmin@swimfcst.com)
  - If you do not receive a confirmation email, it is your responsibility to follow up with the FCST Administrator (email address above) to ensure the form was received.

- Members who paid their dues in full for the entire year may also drop with one-month advance notice however; those swimmers will be charged a \$200 fee between September 1, 2023 and July 31, 2024. Note: the fee is applicable per swimmer, not per family/account.

## II. PARENT SUPPORT - COMMITMENT TO WORK

FCST is a non-profit, nationally recognized team committed to providing the very best coaching staff for our swimmers so that they may achieve their goals. A team, especially one the size of FCST, cannot fully function through its coaching staff alone. Parent support is a critical piece of our success, and we hope that all our members will choose to be fully invested in what benefits the swimmers. We believe we have the very best families supporting our organization and are incredibly grateful for that. Our desire is for each family to contribute to the success of overall team through volunteerism, to guide this support we have outlined minimum requirements below.

All FCST families are required to support our team efforts in *three basic areas* as outlined below:

1. **FCST Hosted Meet Support:** The significance of hosted meets to our team cannot be overstated. Hosting our own meets help our families stay closer to home, allow coaches to choose events best suited for our team, and provide important financial support. For that reason, every family is expected to contribute at our meets throughout the year. Most of our volunteers will work shifts during the meet. For those unable to work during the meets, food donations, financial contribution (\$100 per shift), and a few planning and support roles will be available. Shifts are expected to be 3-4 hours long depending on the timeline of the meet.  
*Important note:* Those families new to USA Swimming (first short *or* long course season), there will not be any requirement to fill these roles. There will be training shifts available at each meet for those who wish to become involved as soon as possible.

The parent volunteer requirements per season are listed below. For families with multiple swimmers, the total obligation will be the volunteer requirement for *only* your highest-level swimmer. Those families joining or leaving mid-season, requirements will be pro-rated. If enough opportunities for all families to meet their requirements were not available, the board may elect to roll over remaining short course shift requirements to be worked during the long course season.

<b>Group</b>	<b>Short Course Season</b> September – March	<b>Long Course Season</b> April - July
Senior Elite, Senior II, PreSenior 3	4 Shifts	6 Shifts
Senior 1, PreSenior 2, Age Group III, II	3 Shifts	5 Shifts
PreSenior I, Age Group I	2 Shifts	4 Shifts
Blue 2, Blue 1, Red, White	1 Shift	3 Shifts

2. **Timing at Non-Hosted Meets:** All families attending any meet hosted by a team other than FCST will be required to help with timing assignments. Depending on the number of chairs we are assigned to fill, families will be required to fill a minimum 1 chair per family or, if needed, 1 chair per swimmer entered. Timing slots may range from 30 minutes to 2 hours depending on the length of the meet. Timing at meets not hosted by FCST does not count towards the FCST Hosted Meet Support shift requirements outlined in the previous section. The timing sign-up will be made available through Signup Genius once the timeline and timing assignments have been posted by the host team (typically Monday or Tuesday of the meet week).
3. **Additional Support:** The board recognizes that parental support and involvement is vital to the success of our swimmers and our team. There are many additional areas that require parent support to provide our children with the best possible swimming and team experience. We also wish to build a supportive community for our families to feel connected to the team and each other. For these reasons, all Age Group 2 & 3, Pre-Senior 2 & 3, and Senior 1, 2, & Elite families will be required to volunteer in one additional area. While families in other groups are invited and encouraged to participate in this way, they will not be required to do so.

Many of our families already contribute in various areas. FCST encourages non-participating families to find one or more areas of interest to them in which they can make an impact on the program.

Areas of additional volunteering vary by time of year, duration, and commitment level. Areas to consider are listed below:

- Certified Meet Official (may be in training, if actively seeking certification)
- Specialized Meet Positions (working more than the minimum required shifts) such as Meet Director/Assistant Meet Director, Meet Area Coordinator, Colorado Timing and Meet Manager
- Parent Rep
- Chair or member of one of the following committees/sub-committees: Fundraising, Registration/Recruitment, Spirit/Team Store, Timing Coordinators, Safety, Volunteer, Meet Director, Special Events, Meet Operations, Equipment

Descriptions of additional support positions can be found on the team website under the Competitive Team Info tab, look for Parent Volunteering Information.

### III. UNIFORM OBLIGATION

Arena Team Swimwear is FCST's team outfitter. FCST families are *required* to purchase 100% Arena outfitting, backpacks, and competition suits.

For practice, swimmers are required to wear an FCST team cap. At all swim meets swimmers are required to wear the FCST Arena team suit, FCST cap, and designated FCST t-shirt. This requirement will be strictly enforced.

Three team t-shirts will be given out in the fall prior to the first meet (included in registration as mentioned above). Additional team latex caps, silicone caps, and t-shirts may be purchased through the FCST team store.

