



New Athlete Registration Instructions Long Course 2009 (Apr-Jul)

Welcome to all new and prospective 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 Eric Meyer at emeyer@westcookymca.org.

Learning about and joining TOPS/YMCA Swim Team

Step 1: Read through our New Family Registration Packet and look at our website www.TOPSwim.org for practice group descriptions, practice schedules, meet schedules and equipment order forms.

Step 2: Attend a New Athlete Tryout night at the YMCA from 5:15-6pm on April 14th or 16th 2009. Can't attend on either of 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 notification list.

Step 3: Please make sure your child has a current YMCA membership by stopping by the YMCA's welcome desk. If your child does not have a membership, one must be obtained before registering with TOPS. The only exception is that we offer a non-member rate for our Tiny TOPS program only.

Step 4: Once your child has been placed into a practice group, please fill out the TOPS 2009 Registration Packet that includes Registration Form, Medical Release Form and Volunteer Requirement form. You may attach a single check or complete credit card information at bottom of Registration Form.

Contact Information: If you have any further questions, please email us at emeyer@westcookymca.org or call the TOPS swim team office at 708-434-0222. Please send your completed registration packet along with payment to:

**TOPS/ YMCA Swim Team
255 S Marion Street
Oak Park, IL 60302**

Step 5: Welcome to TOPS!! Our main team communication is through email and our team website (www.topswim.org). The website contains information about practice schedules, meet information and team events. Please make sure you keep our office up to date on any changes to your email address and phone numbers. We hope you enjoy your time with our swim team family!



The Oak Park Swimmers



LONG COURSE 2009
TEAM FEES

Training Squad	Training Fee	Full Pay 5% Discount	Monthly Bill Option	Billing Begins:
National	\$500	\$475	(÷ 4) \$125.00	April
Gold	\$415	\$394.25	(÷ 4) \$103.75	April
High School	\$250	\$237.50	(÷ 3) \$83.33	May
Silver	\$355	\$337.25	(÷ 4) \$88.75	April
Bronze	\$285	\$270.75	(÷ 4) \$71.25	April
Swim-For-Fitness	\$225	\$213.75	(÷ 3) \$75.00	May
Black	\$225	\$213.75	(÷ 3) \$75.00	May
Red	\$225	\$213.75	(÷ 3) \$75.00	May
Tiny-Tops	\$120 YMCA Mbr \$180 YMCA Non-mbr	\$114.00 \$171.00	(÷ 3) \$40.00 (÷ 3) \$60.00	May

Additional Required Fees

Oak Park YMCA Membership: All TOPS swimmers, excluding Tiny Tops, must have a current YMCA membership. Please see a YMCA Member Service representative to apply. 708-383-5200

ISI Registration Fee: \$60 (Annual Membership renewed each fall for returning swimmers)

Meet Escrow Balance: \$30 for Tiny Tops
\$60 for Red and Black Groups
\$100 for Bronze through National

These are minimum requirements. Please search online at www.WestCookYMCA.org or contact the TOPS office to receive your current balance due from previous seasons.

Team Apparel: Please review minimum required equipment list for each training group before placing your order. All orders will be shipped directly to your home. You may place the order using the brochure downloaded from the team website. Additional orders, after the initial deadline, can be placed online at www.all-americanaquatics.com or by calling 1-800-910-SWIM (7946).

Payment Options

- Full Payment:** Full payment of all Season Fees – Training Squad 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. If paying by credit card, please fill out the Swim Team Payment Form. A 5% discount incentive is offered for paying in full at the beginning of the season.
- Monthly Billing Option:** The YMCA offers a monthly billing option for program 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 billed, each month, and a balance will show on their YMCA account. It is the family's responsibility to ensure that this balance is paid by the due date or a \$20 late fee will be automatically applied. This balance can be paid online via the YMCA's online registration system. Please follow the instructions for online registration found at www.TOPSwim.org. All other fees (i.e. ISI Registration, Meet Escrow, Work Escrow) must be paid at registration.

High School Swimmer Discount: 30% discount applied to high school swimmers who are prohibited by IHSA from training with the team during their high school season. This is also applied to any athlete competing in a spring HS sport and unable to train with the club during this time. *This is for National and Gold groups only.*

Scholarships – The West Cook YMCA will not turn anyone away for financial reasons. 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 1,100 individuals.

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.

TOPS

The Oak Park Swimmers



VOLUNTEER REQUIREMENTS LONG COURSE 2009

Like any other non-profit organization, 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 gain an opportunity to develop important friendships, have fun, and learn first hand about the sport your athlete is involved with.

This fall and winter, while we encourage *all* parents to volunteer, there will be no formal volunteer requirement for Tiny Tops and parents of *first year* Red and Black Swimmers. For the parents of all returning Red and Black swimmers as well as all parents of Bronze, Silver, Gold and National swimmers, the following stipulates the volunteer requirements for the 2008-09 Fall/Winter Short Course season:

A \$100 work escrow per family is due at the time of registration.

You will be asked to earn a *minimum* of 10 work credits during the season. For each work credit that your family earns (up to 10 per family) you will earn \$10 toward next season's work escrow, or as a cash refund at the end of the season should your swimmer leave the team.

At swim meets, work credits will be earned based on the job that is done. 'A' jobs will earn 5 work credits per session, 'B' jobs will earn 4 credits per session, and 'C' jobs will earn 3 credits per session. To earn work credits, a volunteer must be 16 years or older and must not be a participant in the swim meet.

'A' JOBS

Computer Operator
Certified Meet Official

'B' JOBS

Announcer
Bull Pen
Clock Operator
Head Timer
Results Verification

'C' JOBS

Admissions
Clean-up
Concessions/Hospitality
Lane Timer (at home meets or away)
Positive Check-In/Heat Sheet Copying
Results Input
Ribbons/Results Posting
Runner
Set-up
Volunteer Monitor

Due to the importance of the Father's Day meet, which we will host, each volunteer for that meet will be given 1 bonus work credit for each session worked.

Swim meets require many bodies to be run smoothly and successfully. However, we realize there are other ways to promote the success of the swim team. Such "unclassified" opportunities may relate to:

- Becoming certified as either a YMCA or USA Swimming official.
- Fundraising
- Social Activities
- Publicity
- WEB Development

If you have a skill or an idea that you would like to offer, please contact any PAC member. Work credits for "unclassified" jobs will be determined by the PAC.

Please check the appropriate box on the Registration Form to indicate that you have read, understand and agree to being subject to the Volunteer Requirements.

TOPS

The Oak Park Swimmers



Required Equipment Lists

Tiny TOPS

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

Red and Black

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

Bronze

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

Silver

TOPS T-shirt
Team Suit
Team Cap x2
Goggles – 2 pair
Water bottle
Rubber Training Fins
Finis Front Mount Snorkel
Tennis Shoes
T-Shirt
Mesh Equipment Bag

Gold and National

TOPS T-shirt
Team Suit
Team Cap x2
Goggles – 2 pair
Water bottle
Rubber Training Fins
Finis Front Mount Snorkel
Tennis Shoes
T-Shirt
2 Tennis Balls
Mesh Equipment Bag



The Oak Park Swimmers



REGISTRATION FORM
LONG COURSE 2009

ATHLETE DATA (Please print):

Form with columns: Last Name, First Name, M.I., DOB, Age, Sex (M/F), Training Group. Rows for #1, #2, #3.

PRIMARY GUARDIAN Information:

Form with fields: Name, Address, City, State, Zip, Home phone, Cell phone, Parent 1 Email, Parent 2 Email, Parent Occupation, Athlete 1 Email, Athlete 2 Email, Athlete 3 Email.

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

Table with columns: Monthly Billing Option, Full Pay Option, Athlete #1, Athlete #2, Athlete #3, Total. Rows include Swimming Fees, Team Group Fee, 5% Discount, 2009 ISI Registration, Meet Escrow, Work Escrow, and Total.

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...

Parent/guardian signature _____ Date _____

Credit Card # _____ - _____ - _____ - _____ Exp. ____ / ____

Street Address (if different from above) _____ Zip Code _____

Name on Card _____ Signature _____

Administrative use only:

OPYMCA Membership (Y/N) _____

Credit Card _____ Cash \$ _____ Check # _____ Amount Paid \$ _____ Monthly Billing (Y/ N) _____



The Oak Park Swimmers



LONG COURSE 2009
MEDICAL RELEASE FORM

This health history form is correct so far as I know and the person herein described has permission to engage in all swim team activities except as noted. EMERGENCY AUTHORIZATION: I hereby give permission to the medical personnel selected by the West Cook YMCA to order X-rays, routine tests and treatment for my child.

Signature of parent/guardian _____ Date _____

Please fill out the West Cook YMCA's Medical waiver on-line at www.WestCookYMCA.org
- Detailed instructions can be found at www.TOPSwim.org

Athlete Information:

Table with 4 columns: First Name, Last Name, DOB, Training Group. Rows for Athlete #1, #2, #3.

Parent/Guardian Emergency Information:

Name _____ Home Phone _____ Cell _____

Address _____
Street & Number City State Zip

If not available in an emergency, notify:

Name (relation) _____ Phone _____

Address _____
Street & Number City State Zip

Health History:

Table with 3 columns: Health History (Frequent Ear Infections, Heart Defect/Disease, etc.), Allergies (Hay Fever, Poison Ivy, etc.), and checkboxes.

Operations or serious injuries (dates): _____

Disability or chronic reoccurring illness: _____

Any specific activities to be encouraged or limited by physician's advice: _____

Dietary modifications: _____

Current medications: _____

Name of dentist/orthodontist: _____ Phone: _____

Name of Family Physician: _____ Phone: _____

Do you carry family medical/hospital insurance? _____ If so, indicate:

Carrier _____ Policy or Group # _____