



New Athlete Registration Instructions Long Course 2010 (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 under the *Team Information* link for practice group descriptions, practice schedules, meet schedules and equipment order forms.

Step 2: Attend a New Athlete Tryout night at the YMCA from 5-7pm on April 19th or 21th 2010. If you 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 waiting list.

Step 3: Please make sure your child has a current YMCA membership by stopping by the YMCA's Membership Services Desk. Membership is required before registering with TOPS, and all TOPS participants must have current YMCA membership throughout the season. The only exceptions are the offered non-member rates for our Tiny TOPS and High School training groups.

Step 4: Once your child has been placed into a practice group, please fill out the TOPS 2010 Registration Packet that includes Registration Form and Medical Release Form. Be sure to read all included information and sign the necessary waivers and agreements. You may attach a single check or complete credit card information at the bottom of the 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 (p5-6) along with payment to:

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

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!

TEAM FEES LONG COURSE 2010

Training Fees:

Training Squad	Training Fee	Full Pay 5% Discount	Monthly Bill Option	Billing Begins:	High School Spring Sport
National	\$515	\$489.25	\$128.75 (x4)	April	\$360.50
Gold	\$430	\$408.50	\$107.50 (x4)	April	\$301.00
High School	\$260 - YCMA Member \$365 - Non-Member	N/A	N/A		
Silver	\$375	\$356.25	\$93.75 (x4)	April	
Bronze	\$295	\$280.25	\$73.75 (x4)	April	
Swim-For-Fitness	\$235	\$223.25	\$78.33 (x3)	May	
Black	\$235	\$223.25	\$78.33 (x3)	May	
Red	\$235	\$223.25	\$78.33 (x3)	May	
Tiny-Tops	\$130 YMCA Member \$195 Non-Member	\$123.50 \$185.25	\$43.33 (x3) \$65.00 (x3)	May	

Additional Required Fees

Oak Park YMCA Membership: All TOPS swimmers, excluding Tiny TOPS, and High School, must have a current YMCA membership. Please see a YMCA Member Service representative for current rates and to apply.

ISI Registration Fee: \$60

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

*If your swimmer is planning on participating in many meets, we encourage you to put more money in the meet escrow account. **Current balances due from previous seasons, can be found through the On-Line Registration system at www.WestCookYMCA.org.***

Team Apparel: TOPS gear and equipment can be purchased using the team order form. Please review minimum required equipment list (p4) for each training group before placing your order. Contact Dana Connell with questions or to schedule a time for a suit fitting, dconnell@colum.edu. All orders will be shipped in bulk and be delivered to practice. **DEADLINE IS APRIL 30th.** Additional orders for suits, goggles, and fins, 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 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. Swimmers paying all of their fees upfront will be given a 5% discount off their season Training Fees (no discounts available for ISI Registration or Escrow).

Monthly Billing Option: 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 billed, each month, and a balance will show on their YMCA Member 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, or at the YMCA Member Services Desk. 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 Spring Sport Discount: 30% discount applied to high school swimmers in Gold and National who are participating in a high school spring sport.

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. Scholarships apply to TOPS 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.



**VOLUNTEER REQUIREMENTS
LONG COURSE 2010**

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 on Father's Day Weekend, 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

Call for OFFICIALS

Currently, TOPS has only 3 USA Certified Officials. We need officials to help run high quality meets with fair judging. With over 250 swimmers on our team, we should have at least 10-15 Certified Officials to work meets. Contact Joe Connell (jconnell@envgroup.com) to find out how to help.

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

 **YMCA Swim Team**

PRACTICE SCHEDULES & EQUIPMENT Long Course (Apr/Jul) 2010

Season Start Dates:

Apr 19 - Bronze, Silver, Gold & National

Apr 26 - Tiny TOPS, Red, Black

May 3 - Swim-For-Fitness

May 18 - High School

Jul 29 - Last Day of Practice for All Squads except for swimmers competing in Zones & Nationals.

Spring Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Tiny Tops		5:15-6 pm @ YMCA		5:15-6 pm @ YMCA		
Red	5-6 pm @ YMCA		5-6 pm @ YMCA		5-6 pm @ YMCA	
Black	5:30-7 pm @ YMCA		5:30-7 pm @ YMCA		5:30-7 pm @ YMCA	
Swim-For-Fitness	7:30-8:30pm @ OPRF	7:30-8:30pm @ OPRF		7:30-8:30pm @ OPRF		
High School	7:00-8:30pm @ OPRF	7:00-8:30pm @ OPRF		7:00-8:30pm @ OPRF		

Squads Training at OPRF High School

Bronze, Silver, Gold & National - will be notified of weekly schedule as soon as it is available.

Summer Schedule

Age Group & Senior squads, including HS will move to morning workouts at Ridgeland Commons, beginning Monday, June 14.

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
Tennis Shoes (Dryland)
T-Shirt (Pool)

Silver

TOPS T-shirt
Team Suit
Team Cap x2
Goggles – 2 pair
Water bottle
Rubber Training Fins
Finis Front Mount Snorkel
Tennis Shoes (Dryland)
T-Shirt (Pool)
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



REGISTRATION FORM
LONG COURSE 2010

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 5 columns: Billing Option, Athlete #1, Athlete #2, Athlete #3, Total. Rows include Swimming Fees, Team Group Fee, 5% Discount, 2010 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: TM, BM, CCC, ConstCont, YMCA Member (Y/N), Credit Card, Cash \$, Check #, Amount Paid \$, Monthly Billing (Y/N)



MEDICAL RELEASE FORM
LONG COURSE 2010

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. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the West Cook YMCA to hospitalize, secure proper treatment for, and to order injections and/or surgery for my child as named above. This form may be photocopied for use of out of the YMCA.

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, Athlete #2, Athlete #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, Convulsions, Diabetes, Hypertension, Asthma), Allergies (Hay Fever, Poison Ivy, Penicillin, Other Drugs, Bee Stings), and other conditions (Mononucleosis, Chicken Pox, Measles, Mumps, Epilepsy).

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 # _____