



OAK CREEK SWIM TEAM

REGISTRATION POLICY

Attachment I — Revised 1/29/10

I. SWIMMER REGISTRATION

Swimmers shall be children, ages five (5) through eighteen (18), whose parent(s) or legal guardians(s) reside in the Oak Creek Village community. Registration to fill the 120 positions on the Oak Creek Swim Team will occur as follows and in the following sequence:

- A) **Priority Registration for Returning Team Families:** Team member families who have met all their participation requirements (as outlined in Section II below) during the prior swim season will be offered positions on the team. This will include swimmers from the prior season and/or their siblings, as well as swimmers who submitted a Leave of Absence form (as outlined in Section III below) excusing them from the prior season.
- 1) **Priority Registration Day:** The date for Priority Registration Day will be announced by flyer included in the Oak Creek Village Association's monthly statement and by email using the prior season's swim family email list. Priority Registration will be offered on a first come, first served basis. Only applications that are completed in their entirety, including payment of all fees, will be accepted. Applications will not be accepted for any reason prior to Priority Registration Day. A returning family may register for one (1) other returning family in the event that the other family is out-of-town or otherwise unable to register in person.
 - 2) **Late Priority Registration:** Families which miss Priority Registration Day for any reason may hand-deliver their completed application, including payment of all fees, to a locked drop box prior to midnight the night before Open Registration. Such hand-delivered applications will be accepted on a first come, first served basis, based on availability. The location of the drop box will be posted at www.oakcreekorcas.org. Returning swimmers/families that submitted a Leave of Absence for the prior season may submit his/her application at this time (as detailed in Section III below).
- B) **Elimination of Non-Participants:** Team members who have failed to meet participation requirements in the prior year will not be offered registration, per the Board's discretion. Once informed by the Board of their elimination for registration, the team member/family will have two (2) weeks to present their case if they wish to be re-instated, based on availability. Written notification to the team President will be required. The swim team Board will then decide if the individual or family will be re-instated and offered a position on the team.
- C) **Open Registration:** One (1) Open Registration session will be held for Oak Creek residents interested in joining the swim team, assuming positions are available. The date for Open Registration will be announced by flyer included in the Oak Creek Village Association's monthly statement and posted at www.oakcreekorcas.org. Open Registration will be offered on a first come, first served basis. Only applications that are completed in their entirety, including payment of all fees, will be accepted. At Open Registration, a family may register only for itself, not for any other family.

Each family must secure its own place in line; spaces may not be held for anyone or any reason.

- D) **Resident Wait List:** If there are more swimmers interested in registering than there are open positions, a Resident Wait List will be created. The order in which swimmers are placed on the Resident Wait List will be determined by the order in which they contact the team, either at Open Registration or via email and/or phone to the team's Vice President. The Vice President will be responsible for maintaining and updating the official Resident Wait List. Individuals on the Resident Wait List will be offered a position on the swim team as openings become available. Per ISL by-laws, no wait list can be carried over from a previous season.
- E) **Non-residents:** Swimmers shall be children, ages five (5) through eighteen (18), whose parent(s) or legal guardians(s) reside in the Oak Creek Village community. Non-residents are not eligible for membership on the Oak Creek Swim Team.
- F) **Participation Requirements and Registration Fees:** In order for any swimmer to become a member of the team, his or her parents or legal guardian must accept and commit to the participation requirements in Section II below. All registration fees must be paid by the established due dates. The ISL (insurance) portion of the fee is non-refundable once the swimmer has been registered with the League. The refund schedule will be announced prior to registration each season.

II. PARTICIPATION REQUIREMENTS FOR SWIMMERS/FAMILIES

In order for a swimmer to qualify to be on the swim team, all of the following requirements must be met:

- A) At least one parent or legal guardian of the swimmer must be a resident of the Oak Creek Village community during the entire season.
- B) The swimmer must be able to swim the full length of the Oak Creek Royal Oak pool (25 yards) without assistance.
- C) The swimmer must participate in at least three (3) regular season meets unless excused in advance of a meet by the coaching staff.
- D) The swimmer must attend at least 60% of scheduled practices.
- E) The swimmer's family must pay all registration fees as required by the ISL and the swim team, in full, upon registration.
- F) One adult member of each team family is expected to work one (1) half of the mandatory Boy/Girl Practice Meet, plus four (4) half or two (2) full ISL meets during the regular season*. If a swimmer participates in the ISL championship meet, one parent will be asked to work one (1) half of that meet as well.

Families may sign up during registration for the jobs/meets at which they'd prefer to work, and the Volunteer Coordinator will do his/her best to honor these requests; however, there are no guarantees. Families that do not sign up at registration will be assigned jobs by the Volunteer Coordinator. Once assignments are made at the beginning of the season, volunteers are responsible for finding their own substitute if they are unable to fulfill their commitment and to communicate the change to the Volunteer Coordinator.

Team jobs at swim meets generally consist of the following: Timer, Lane Writer, Runner, Sorter, Sign-in, Stats, Ribbon Writer, Ready Bench, Set-up, Clean-up, Concessions.

- G) Swimmers and their parents/families must abide by both the ISL Code of Conduct and Oak Creek Swim Team Code of Conduct for swimmers and parents respectively.
- H) Pre-registration privileges for the subsequent season will be offered to returning swimmers only if they and their parents/families have met all their obligations outlined in paragraphs A through G above.

III. LEAVE OF ABSENCE POLICY

Any swimmer/family that resides in Oak Creek and has been a member of the Oak Creek Swim Team for two or more seasons may file a Leave of Absence for one season, ensuring that swimmer's/family's status as a Returning Swimmer/Family the following year.

- A) Any qualifying swimmer/family wishing to "take one (1) season off" must submit a formal Leave of Absence request (available online at www.oakcreekorcas.org). The request must be received by a member of the Board on or prior to Priority Registration Day (as outlined in Section I-A-1 above) for the season to be missed.
- B) Any qualifying swimmer/family that completes the registration process and then drops from the team must submit a formal Leave of Absence request with their Withdrawal Form in order for their departure to be counted as a leave of absence.
- C) Should a swimmer/family choose to return to the team the following season, he/she will be offered Late Priority Registration (as detailed in Section I-A-2 above). Should the swimmer/family choose not to return the following season, he/she will forfeit his/her status as a returning swimmer/family. Any returning swimmer/family that misses two consecutive seasons must re-apply for the team during Open Registration (as detailed in Section I-C above).