

Team Administration Agreement

Annual registration agreement

This agreement explains Canby Swim Club's membership, billing, service-hour, fundraising, meet-entry, absence and withdrawal requirements for the 2026–27 swim year.

USA Swimming registration

Every swimmer must maintain the appropriate USA Swimming membership. Families register and pay USA Swimming directly through USA Swimming's registration system. The USA Swimming fee is separate from Canby Swim Club dues and is generally nonrefundable.

Monthly dues

The following FY27 rates are proposed and remain subject to approval by the membership at the September 2026 annual meeting. If approved, the FY27 rates will take effect October 1, 2026. If the membership approves different rates, families will receive notice before those rates take effect.

Training group	Through Sept. 30, 2026	Proposed effective Oct. 1, 2026
K–6 Developmental	\$66 per month	\$73 per month
K–6 Performance	\$124 per month	\$129 per month
JRHS	\$155 per month	\$160 per month
HS	\$167 per month	\$173 per month

Billing and payment

- Monthly dues and other charges are billed through the team's current billing system.
- Payment is due by 5:00 p.m. on the 20th of each month.
- A \$25 late fee may be assessed to an account with an unpaid balance on the 21st.
- If the full balance, including any late fee, is not paid by the last day of the month and no payment arrangement has been approved, the swimmer may be suspended from all Canby Swim Club activities until the account is paid and posted.
- Canby Swim Club may require a reliable form of payment for accounts with repeated returned or unsuccessful payments.

Meet entries and fees

Parents are responsible for committing or declining their swimmers for meets by the published deadline. Once Canby has submitted entries or the correction/withdrawal deadline has passed, the family remains responsible for all individual and relay entry fees, even if the swimmer later does not attend. If a swimmer's avoidable absence prevents a relay from competing, the family may be charged the resulting relay fee. Illness, injury, emergencies and coach-directed changes may be reviewed case by case.

Service-hour requirement

Service hours are tracked by family, not by swimmer, and are generally completed from November through March.

- First-year families: 15 hours.
- Returning families: 25 hours.
- Each family is expected to fill at least one job at each home, intrasquad or John Haring meet, even if its swimmer is not participating.
- Qualifying activities include home meets, Canby High School meets, posted hospitality donations and other roles approved by the club.
- USA Swimming officials receive full service-hour credit for home meets and may receive half credit for approved away meets.
- Timing at away meets is expected as needed but does not count toward the service-hour requirement.

Uncompleted service hours are assessed at \$20 per hour at the end of the swim year or upon withdrawal, as applicable.

Fundraising and event participation

- Swim-A-Thon: Each family must raise or contribute at least \$200. The event is planned for November 2026; the final date will be announced.
- Gator Grinder Triathlon: Each family must provide one adult or approved teen volunteer on May 8, 2027. The opt-out charge is \$200.
- Plant Sale: Each family must fill one volunteer role. The event is tentatively planned for June 2027. The opt-out charge is \$200.

Medical absences

For a medically necessary absence lasting more than two weeks and documented by a physician's written note, the account holder may request one of the following:

- Suspend billing. The swimmer's roster position may be filled, and return is subject to available space and coach approval.
- Continue paying monthly dues. The swimmer's roster position will be held, with attendance addressed by the coach as appropriate.

The suspension date is the later of two weeks after the swimmer was last healthy and participating or the date written notice was provided. Written notice must be sent to the swimmer's coach and the Treasurer, and the Treasurer must be notified in writing before return. A temporary medical suspension is not a withdrawal and does not itself trigger withdrawal-related charges. If the family later withdraws, the normal withdrawal rules apply as of the effective withdrawal date, subject to any exception approved by the Board.

Withdrawal

Written withdrawal notice must be sent to both the swimmer's coach and the Treasurer. To avoid dues for the following month, both must receive notice no later than the 20th of the current month. Notice received after the 20th takes effect at the end of the following month, and the following month's dues remain payable. Billing continues until proper written notice is received.

Upon withdrawal, the following uncompleted obligations will be billed:

Withdrawal timing	Uncompleted obligations billed
By October 31	\$200 Swim-A-Thon requirement
By January 31	\$200 Swim-A-Thon requirement plus uncompleted service hours at \$20 per hour
By March 31	Swim-A-Thon, service hours and \$200 Gator Grinder obligation
By May 31	Swim-A-Thon, service hours, \$200 Gator Grinder and \$200 Plant Sale obligations
After May 31 through August 31	All uncompleted obligations in the final tier remain applicable

Acknowledgment

By accepting this agreement, I accept financial responsibility for the swimmers registered through my account and agree to the membership, billing, meet-entry, service-hour, fundraising, absence and withdrawal requirements stated above.

I understand that the FY27 dues shown above are proposed, will be voted on at the September 2026 annual meeting, and, if approved, will take effect October 1, 2026. If different rates are approved, Canby Swim Club will provide notice before they take effect.

I understand that written withdrawal notice is required and that I remain responsible for charges incurred before the effective withdrawal date.