



## COMPETITIVE TEAM

### Registration and Membership Policy 2025-2026

#### **I. MEMBERSHIP REQUIREMENTS**

##### **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 the Gulf LSC under the name of FCST before the swimmer may be permitted to practice or compete.

**1. USA Swimming Premium Athlete Membership (non-refundable):** Required for each new and returning swimmer. All FCST members will need to be registered as a Year-Round Athlete with USAS. The USA Swimming Registration fee includes fees for both USAS and Local Swimming Committee (Gulf LSC). A portion of the fee provides coverage for members under a USAS policy of insurance.

**\*ACTION Required: For New Swimmers ONLY**

You will receive a link via email to complete your athlete's USA Swimming Online Member Registration. This will happen no sooner than September 1, 2025. This Registration Fee is non-refundable and is in effect from September 1, 2025, through December 31, 2026.

\*Membership is a requirement for ALL new and returning swimmers; however, returning swimmers will register at a different time.

**2. FCST Registration Fee (non-refundable):** Annual registration fees are \$180 per swimmer and will be processed on the day of online registration. **A credit card must be used, and you will not be charged a service fee.** 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 an additional \$30 per swimmer 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, 2025, and a Spring/Summer Facility Fee of \$30.00 per swimmer will be billed on January 1, 2026.

##### **B. MEMBERSHIP DUES**

Dues for the swimming year, September 1, 2025, through July 31, 2026, are set forth in the summary for each practice group. There will be no regular monthly swimming dues billed in August. You are obligated to pay dues, regardless of the swimmer's attendance (for example: vacation, holidays, weather, illness, or school activities).

**1. Payment Options:** Members have two payment options.

Option A: Month to Month: Members pay their membership dues on an eleven-month payment plan, September through July. Fees are due on the 1st of each month.

Option B: Full-Year pre-pay: Members may pay their annual dues in full, on or prior to August 15, 2025, to receive a 5% discount\* off their yearly dues.

\*Please note: For those who select to pre-pay annual dues, a \$200 administrative fee will be incurred if the swimmer is to drop between the dates of September 1, 2025, and July 31, 2026. This fee is assessed per swimmer, not per family/account.

**2. 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 the first swimmer, 10% off the second swimmer, 20% off the third swimmer, and 40% off all other swimmers.

(For example, if a family has 3 FCST swimmers (one Senior, one Age Group, and one Developmental swimmer), the Senior swimmer will pay full dues; the Age Group swimmer will be eligible for a 10% discount; and the Developmental swimmer will be eligible for a 20% discount.)

**3. Group Moves:** During the swimming year (September 2025 - July 2026), 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.

## C. COMMITMENT TO WORK

In addition to membership dues, all FCST families are required to support our team's efforts through service shifts. Service shift requirements are based on a swimmer's group and outlined below; for families with multiple swimmers, the total service shift obligation will be based only on the highest-level swimmer's group.

Families are welcomed and encouraged to support FCST beyond the minimum requirements outlined below.

GROUP	Short Course SEASON September – March	Long Course SEASON April – July
Senior Elite, Senior 3, Pre Senior 3, Age Group 4	5 Shifts	5 Shifts
Senior 2, Pre Senior 2, Age Group 3, Age Group 1	4 Shifts	4 Shifts
Senior 1, Pre Senior 1, Age Group 2	3 Shifts	3 Shifts
Blue, Red, White	2 Shifts	2 Shifts

For families joining mid-season, requirements will be pro-rated. At the end of each season, unfulfilled service shift requirements may be charged at a rate of up to \$125 per shift.

### **Service shifts can be fulfilled 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 swim meets helps our families stay closer to home, allows coaches to choose events best suited for our team, and provides important financial support for FCST. Generally, most service shifts will be fulfilled at FCST hosted meets. For those unable to work during swim meets, supplementary service shift opportunities are available (e.g., food donations, financial contribution (\$100 per shift), and planning and support roles). The duration of each shift will vary depending on the role and timeline of the swim meet.

2. **Timing at Non-Hosted Meets:** Fulfilling a timing shift at non-hosted meets will count as ½ shift toward requirement totals. The duration of each shift will vary depending on the timeline of the swim meet.

3. **Additional Support:** Service shifts can also be earned by serving on one of our Parent Support Committees, assisting the committee members in their endeavors, or via special projects throughout the year coordinated by the Parent Support Coordinator or other staff members. FCST's current Parent Support Committees include Meet Operations, Team Spirit, Parent Rep., Fundraising & Support, and Build-a-Pool.

Descriptions of service positions and additional support positions can be found on the swim team website under the parent resources section.

**Commitment to Work - Opt-out:** Families who would like to opt-out of service shifts may do so for an additional monthly fee of \$115. This is charged per family, not per swimmer. Requests to opt-out must be emailed to [fcstadmin@swimfest.com](mailto:fcstadmin@swimfest.com).

## **D. 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 swim 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 & Host Surcharge (variable):** Meet fees are charged per swimmer per event. These fees vary depending on the swim meet host (approximately \$10.00-\$15.00). There will also be a host surcharge per swimmer to attend the meet.

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

3. **Travel Meet Charge:** For swim meets hosted outside of FBISD, LCISD, and KISD, a \$10.00 travel charge will be billed per swimmer. This charge helps offset the travel and accommodations costs of the coaches.

## **E. 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 swim meet (included in registration as mentioned above). Additional team latex caps, silicone caps, and t-shirts may be purchased through the FCST team store.

## **II. BILLING POLICIES & MEMBERSHIP TERMINATION**

### **A. PAYMENT METHOD AND PAYMENT POLICY**

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

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

3. **Monthly Payments:** Monthly payments are processed either via credit/debit card or via ACH. Billing for the 2025-2026 season will begin September 1, 2025. All credit/debit card payments will be drafted on the 1st of each month; ACH payments may take 5-7 business days to process.

You may run a Billing Simulation in your FCST Account. This will allow you to see the upcoming charges and payments to your account over a selected period.

a. Click on **My Account > Account Info > Billing Summary**

b. On the right-hand side of the Billing Summary page, click **Simulate Billing**

c. Enter your "Simulation Date" and **Start Simulation**

Please review your account charges as you have until the 26<sup>th</sup> of each month to notify the FCST Administrator at fcstadmin@swimfest.com of any perceived errors on your bill.

- Monthly payments include, but are not limited to, membership dues, swim meet fees, team event fees, merchandise purchases, etc...
- Fees incurred in July, not including membership dues, will be processed on August 1<sup>st</sup>. Additionally, any fees incurred in August will be charged and processed prior to August 31, 2026.

4. **FCST Charges for Declined Transactions:** A \$25 charge will be billed to your account for any declined transactions.

5. **Credit/Debit Card Processing Fee:** A 2% processing fee will be applied to all monthly payment transactions as well as competitive private lessons which are paid for via credit/debit cards.

- Members may avoid this fee by utilizing ACH for monthly payments after registration.
- Registration fees must be paid via credit/debit card and are exempt from this processing fee.

#### **6. Billing Account Past Due Policy:**

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

## **B. MEDICAL LEAVE OF ABSENCE**

If a swimmer is out of the water for 3 or more consecutive weeks for medical reasons, they may request a medical leave of absence. A doctor's note indicating the following will be required to place membership on medical leave and hold billing: (a) the date seen by the physician and (b) the date on which the swimmer may return to practice. The nature of the injury or illness does not need to be stated in the note.

**\*Requests for medical leave must be sent via email to [fcstadmin@swimfcst.com](mailto:fcstadmin@swimfcst.com)**

## **C. CANCELLATION OF MEMBERSHIP**

*FCST reserves the right to terminate or suspend a membership in accordance with the team bylaws.*

Voluntary cancellation:

**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. Drop dates may only be the last day of a month & **CANNOT** be the same as the month you submit your drop form. For example, if you submit your Drop Form on February 1st, you are obligated to pay dues for February and March, and your drop date is March 31st. The written notice must be on the FCST Drop Form, obtained online or via email.

**\*The Drop Form is only accepted via email sent to [fcstadmin@swimfcst.com](mailto:fcstadmin@swimfcst.com)**

- 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, 2025, and July 31, 2026. Note: the fee is applicable per swimmer, not per family/account.

**2. Unfulfilled Service Shifts:** If a swimmer drops prior to the end of the short course season (March 31, 2026) or long course season (July 31, 2026), any unfulfilled service shifts for that season, will be evaluated by the General Manager and charged accordingly.