

Clinton Hills Swim Club

Waitlist Structure & Procedures – Adopted September 6, 2018

- Cap total membership at 330 family equivalents
- When 330 family equivalent memberships have been reached, only applications for the waitlist will be accepted
 - There will be a \$100 non-refundable application fee required at the time the waitlist application is received. This will then be applied to the member's initiation fee when they are accepted off the waitlist. An application is not considered to be complete until payment of \$100 fee is received.

Application of Waitlist (TIMELINE)

1. Prior to May 1st
 - I. All new member applications will be placed on a waitlist in the order received
2. March 1st through May 1st
 - I. Renewal window existing active members and existing sabbaticals to renew their membership
3. After May 1st
 - I. A membership census will be taken and the number of openings determined (Membership Cap of 330 minus the number of paid renewals)
 - II. Active membership offered to waitlisted applications in order of date application fee paid
 - i. Offered applicants will have 7 calendar days to pay annual dues in full before offer is revoked and membership is offered to the next applicant on the waitlist
 - III. Active members that attempt to renew after the renewal window has closed must join the waitlist with \$100 fee (applies as late fee), initiation fees already paid will not be forfeited
 - IV. Sabbaticals are only to be renewed with board approval on a case by case basis