



## **Kimberley Seahorse Swim Association Board Policy #1: Registration**

Registration dates, session length and pricing will be set by the Kimberley Seahorse Swim Association (KSSC)'s Board of Directors prior to the opening of registration for each session.

Registration links will be sent out by email, and when appropriate, be posted on any KSSC social media accounts.

Due to the limited number of spots in each session, registration will be done in stages to provide equitable access for swimmers.

Registration will always be first come, first served, however access to registration will follow this framework:

### **Competitive Division Groups**

- **First access- swimmers currently enrolled in the ongoing session (this does not include siblings), if a session is not currently running, then this will refer to the immediately previous session**
- **Second access- swimmers enrolled in any previous session**
- **Third access- siblings of currently or previously enrolled swimmers, who have never enrolled with KSSC, as well as waitlisted individuals from previous sessions**
- **Fourth access- general public**

### **Novice Group**

- **First access - swimmers that are returning novice and siblings to those registered in competitive division for that season**
- **Second access - general public**

If a swimmer is registered prior to the appropriate stage of access, their registration will be canceled and a refund issued. They may re-register at the appropriate time. This is to ensure equitable access to the limited spaces available.

*Policy created: January 6, 2025*

*Policy Adopted: March 10, 2026*

*Policy Review Date: To be reviewed Annually*



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Registration links will be sent out to current board members as tests of the portal prior to registration links being sent out to the rest of the club.

Exceptions to this policy, in an emergency situation when the board is unable to convene, may be agreed upon by at least 3 board members, with documentation; otherwise will be determined by a majority vote.

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