



# Aspen Hill Club's

## 2023 Competitive Swim

January Session

January 5th – February 2nd

4-week session

**Register online through Empower M.E. Portal – Instructions on 2<sup>nd</sup> page**

Age Groups	Practice Days	Coach	Times
9 & under	Monday	James Morrison	5:30pm – 6:15pm
10 - 12	Monday	James Morrison	6:15pm – 7:00pm
9 & under	Tuesday	Victoria Copeland	5:15pm – 6:00pm
10 - 12	Tuesday	Victoria Copeland	6:15pm – 7:00pm
9 & under	Thursday	Christina Kolanowski	6:15pm – 7:00pm
High School Age 14 and older	Tuesday	Amy Wenhold	7:00pm – 8:00pm
High School Age 14 and older	Thursday	Amy Wenhold	7:00pm – 8:00pm

Prices Per Session	1 day per week	2 day per week	3 day per week
Member Rates	\$80	\$160	\$240
Member Rates High School Clinic	\$85	\$170	Not Available

- **Please register online through the Empower M.E. Portal, directions are located on the reverse side of this flyer. Please register for no more than two classes.**
- Clinic groups are filled on a “first come, first serve” basis.
- Please only register for the current session.
- Space is limited
- **\*Please be aware if you are the only participant registered in a given class – there will be an additional fee of \$30 per class**

### The Aspen Hill Club Waiver

Each Member, on his/her own behalf and that of any minor children, waives and releases the Aspen Hill Racquet Club Limited Partnership, Aspen Hill Tennis Inc., their owners, directors, officers, agents, employees, servants, subsidiaries, affiliates, partners (hereinafter referred to as “the Club”), from any and all liability, claim or cause of action whatsoever arising out of any damage, loss or injury to person or property, whether occurring on or off the Club’s premises, including but not limited to participation in virtual classes or sessions offered by the Club or while participating in any other activity at the Club, whether such loss, damage or injury resulting from the negligence of the Club or from some other cause. This Waiver is intended to be as broad and inclusive as is permitted by the laws of the State of Maryland and that if any portion thereof is held invalid, it is agreed that the remaining provisions of this Waiver shall, notwithstanding, continue in full legal force and effect. The Member hereby waives all rights to and expressly grants permission to the Club to reproduce images the Club may create of the member, the member’s family and/or others photographed as part of a marketing purposes. The Member gives the Club permission to use such images for display, advertising and publication. Electronic Signatures: Each party agrees that this Waiver and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Waiver or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

# Group Swim Lesson - How to register

## How register for a group lesson:

In order to register your child for a group lesson, you must have access to our Member Self Service/Empower M.E. If you do not, please contact Tina at [tlee@aspenhillclub.com](mailto:tlee@aspenhillclub.com), Lori at [lcarter@aspenhillclub.com](mailto:lcarter@aspenhillclub.com) or Mindy at [mcarter@aspenhillclub.com](mailto:mcarter@aspenhillclub.com) for assistance. If you do have access, please follow the steps below.

1. Log Into Empower M.E. (EME)/Member Self Service (MSS).
  - a. <https://www.ourclublogin.com/Account/Login>
  - b. You can also access the Member Account Login page from the AHC app or website.
  - c. You will have to login with your username and password.
2. Once you are on the home page, select the navigation menu (Three dashed lines surrounded by a blue circle to the left of your screen under the Club's logo). To ensure you can register for your child, once you are logged in; Click Dashboard. A screen will populate to the right of the menu that has many tiles. One of those tiles will say "My Family". Click the blue box and it should have listed all players on your account. Once you have confirmed that you are able to manage your family members go to the next step
3. Return to side menu and select "My Activities", then select "Class Schedule". A screen should populate to your right that provides date options, club options (which should say Aspen Hill Club), and category options.
4. **Click on the "Select Category" (Item 3) drop down menu on the right side of the page and select "Aquatic Lessons"**
  - a. **Next, Under select date, choose "week of", then select the calendar icon and select October 30 – which is the week all the enrollments open up.**
  - b. **Your options should populate below.**
  - c. **Once you have selected the class that you would like to register your child in, click the arrow all the way to the right and then click "Sign Up"**
  - d. **A payment screen will populate, select continue.**
  - e. **Another screen will populate you can select whether to place the charge on your account or your credit card on file, select Pay the amount due.**
  - f. **Once you have completed your registration, you will see a "thank you for your order" screen, and you will receive an email confirmation.**

## How To unenroll if you need to cancel your registration:

To cancel your swim registration, select the "settings wheel" (small icon within the box) on the class listed in your "My Upcoming Classes" feature, select the "Unenroll" button which will take you to an Unenroll screen; scroll down and select the "Unenroll" button. You will be prompted with a confirmation to unenroll, select "Yes", you will then receive a pop up stating you are no longer enrolled. You will receive an email confirming your unenrollment from the class.

## Attendance Policy:

Attendance will be taken every class. If the participant is late for class the instructor will not be responsible for making up that time. If the participant is unable to attend a scheduled lesson, 24 hour notice is required. If prior notice is not given, you will forfeit that lesson and be charged. If your child has a last minute illness, exceptions can be made by the Aquatics Director only. If prior notice is given, the missed lesson can be made up. Please coordinate with your swim instructor on a make-up date.

## Cancellation:

All lessons will follow Montgomery County Public School activities inclement weather policy. If schools are cancelled, lessons will not be held. If schools are opened late, lessons will be held. If schools are let out early, lessons will not be held. If lessons are cancelled for any other reason, the instructor will contact you.

## Minimum Participants:

If your child is the only student there will be an additional fee of \$30 for the session.