

# Charlottetown Bluephins Aquatic Club

## Policy Statement

### Payment of Fees

#### Preamble

The Charlottetown Bluephins Aquatic Club (the Club) is a not-for-profit corporation for the benefit of the development of competitive and recreational swimmers. As such, the Club operates on a tight, revenue-neutral budget in order to maintain costs to members at a minimum. The revenue obtained from club fees is essential to the ongoing operation of the Club. As the Club is operating on a month to month basis, the prompt payment of all Fees is imperative to the continued operations of the Club.

#### Definitions:

For the purposes of this policy:

The terms "Parent Member", "Swimmer (Adult Member)" and "Swimmer (Junior Member)" shall have the same meaning as in the Club's Bylaws.

The term "Swimmer" shall include both Swimmer (Adult Member) and Swimmer (Junior Member).

The term "Registration Fees" shall mean the fees set by the Club annually for the registration of the Swimmer in the Club's swimming program.

The term "Meet Fees" shall mean the costs for attendance at a swim meet including entrance fees to the meet, the swimmers share of travel costs and coaching expenses and other expenses associated with that meet.

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The term “Charges” shall mean other costs and expenses incurred by the Swimmer and charged to his/her account with the Club.

The term “ Fees “ shall include Registration Fees, Meet Fees and other Charges.

The term “ Club “ shall mean the Charlottetown Bluephins Aquatic Club Inc.

### POLICY

#### Registration Fees:

Parent Member shall be responsible and liable for the payment of the Fees for his/her Swimmer ( Junior Member ), and each Swimmer ( Adult Member ), is responsible and liable for the payment of his/ her own Fees.

Registration Fees for every Swimmer are due at the commencement of the swimming program in September of each year .

Payment shall be by **cheque only**. ( Members who do not own cheques may use money orders or travellers cheques. ) All cheques are to be provided at the time of registration.

Payment may only be in one of the following ways:

- A. Total payment at the start of the season; or
- B. Two payments each equal to one half the total fee with the first payment in September accompanied by a post dated cheque for January 1<sup>st</sup> for the remainder; or,

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C. Nine monthly post dated cheques for juniors and under, and eleven monthly post dated cheques for the senior group.

The first month's payment is non refundable unless a Swimmer chooses to withdraw from the club prior to the expiry of any two week trial period. The trial period is ONLY available to a new Swimmer to the Club.

There is a separate Swim PEI fee due Sept 15<sup>th</sup> or at registration and is non refundable.

In addition at the time of registration the Parent Member or Adult Swimmer shall provide the Club with four post dated cheques to cover the projected costs of Meet Fees and Charges for the Swimmer. The amount and dates of these cheques will be determined by the Board of Directors in conjunction with the Head Coach and communicated to the membership prior to the commencement of the season. These cheques will be cashed as necessary to cover Meet Fees and Charges. In the event that cheques are cashed but not fully used, the remainder will be either refunded at the end of the season or applied to the Swimmers account at his/her option.

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### **MEET AND OTHER CLUB FEES**

Meet Fees are fees paid by swimmers through their club to a host club to attend that swim meet. Parent Members or Swimmer ( Adult Member ) will be notified in advance of meets and of these costs. Meet Fees will be added to the Swimmers account . Other Charges which may be added to a Swimmers account include Charges for equipment purchases , fees for club sponsored social events and any other charges which may occur in the course of a Swimmers participation in Club events. Meet Fees and Charges are payable in accordance with the provisions set out in this Policy.

### **DEFAULT OF PAYMENT**

In the event that there is a default of payment of Registration Fees, Meet Fees or Charges, the Parent Member or will be sent a reminder by email at 14 days. If the outstanding amount is not paid within 14 days of the notice, then a second notice will be sent by both email and Canada Post. If the outstanding amount ( together with any other arrears that may have accrued in the meantime ) are not paid within 45 days of the original date of default then:

- A. The Board of Directors shall have the right to engage the services of a collection agency to recover any unpaid Fees; and
- B. The Board of Directors shall suspend the affected Swimmer until all outstanding Fees ( including any collection agency costs ) have been paid.

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The Club is sensitive to the fact that there may be extenuating circumstances, including financial hardship, that may impact on the Parent Member or Swimmer's ( Adult Members ) ability to keep Fee payments current. Should such circumstances arise, the Parent Member or Swimmer ( Adult Member ) is encouraged to contact either the Club President *or* Treasurer in confidence to determine whether alternate payment arrangements are feasible. Under such circumstances, Parent Members and Swimmer ( Adult Member ) are advised that financial advice and assistance may be obtained through such programs as Kidsport or Jumpstart. Information on these financial assistance programs can be found on the Sport PEI website at [www.sportpei.pe.ca](http://www.sportpei.pe.ca).

### **Withdrawal from the Charlottetown Bluephins**

In the event that a Parent Member or Swimmer withdraws his/her membership prior to the end of the swim season, he/she shall provide the Board of Directors with a written notice of intent to withdraw. Any fees owing by a Swimmer prior to his/ her withdrawal shall be paid in full at the time of withdrawal. Swimmers who withdraw from the Club are responsible to pay Registration Fees until the end of the monthly pay period in which they have notified the club.

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