

## Cascade Swim Club

Document: Meet & Travel Policy Document

Application:

This policy applies to all competition and / or travel (ie training camp) events.

Related: Cascade Swim Club Family Account Policy

Cascade Swim Club Appeals Policy & Procedure Document

Cascade Swim Club Exceptions Committee Document

### Policy Statement:

In order to ensure accurate staffing, accommodation, transportation and support for competitions and events that the Cascade Swim Club participates in it the responsibility of the members designated to attend the event to cancel / confirm their attendance with the club office (email is preferred).

For local competitions, swimmers will be entered using a cancellation deadline and it will be assumed they will be attending unless they cancel with the club office.

For all out of town competitions and events, swimmers will be entered using a cancellation / confirmation deadline. Swimmers must let the office know whether they are attending (confirming) or not attending (cancelling).

For each upcoming meet, a meet information sheet will be distributed and displayed on the Cascade Website. These meet information sheets include a cancellation / confirmation deadline.

It is the responsibility of each family to ensure that sufficient funds are in your family account prior to the meet cancellation deadline. The costs of each competition will be published on the meet information sheets and on our Cascade web page. Failure to ensure adequate funds in your family accounts by this deadline may result in your swimmer being withdrawn from the competition.

It is the family's responsibility to inform the club office by the set cancellation deadline (or confirmation deadline for air travel meets), that a swimmer is not attending a swim meet.

### Policy

1. To cancel from a meet the swimmer/family must visit or call the Cascade office before the cancellation deadline. (preferred cancellation method is now via email to: [office@cascadeswimming.com](mailto:office@cascadeswimming.com)). If you call to cancel during office hours, you will receive a cancellation number. If you call

outside office hours, you may leave a message on the voice mail, but it is YOUR responsibility to receive your cancellation number.

- a. Failure to cancel before the published deadline will result in billing of all travel (including management) and entry fees to your family account.
2. For out of town travel meets attendance at the meet and travel (ie by air) is not assumed.
    - a. For each upcoming meet, a meet information sheet will be posted on the website The sheet will include a cancellation / confirmation deadline.
    - b. To attend the meet the swimmer/family must confirm attendance before the confirmation deadline by contacting the Cascade office. If the swimmer will not be attending the travel event the swimmer / family must cancel their attendance before the cancellation deadline by contacting the club office.
    - c. Upon confirmation of attendance the family account will be charged with the travel and meet entry costs.
  3. If your swimmer is unable to attend a competition due to illness or injury, travel (including management) and entry costs will still be billed to your family account. Members may apply to the Board through the Exceptions Committee for reimbursement of these expenses by writing to the Club Manager stating your reasons. However, travel and entry costs are only reimbursed in extreme instances.

19 June 2012

Approved: \_\_\_\_\_