

Background

SwimNB strives to offer diverse programming to its membership that will offer the athlete /coach high quality development opportunities. Programming includes development, provincial and High performance camps and access to coach certification training. SwimNB's goal is to maintain reasonable registration fees for these opportunities with careful budgeting of expected revenue from registration fees and SwimNB funding to cover the expected costs. Late withdrawals from the camp and coaching courses cause extra administrative work including revision of rosters, revising of hotel rooming list, revision of pool and classroom contracts, meal preparations, unnecessary printing, etc. Late withdrawal without penalty also lead to the camp or course running a deficit which impacts the registration fees of future camps and the viability of future courses. The following refund policy will to help ensure that SwimNB can continue to offer these great opportunities as the very lowest cost possible to our membership.

Definitions

Registration deadline: Registration deadline is the date at which registrations from the club must be received by Swimming New Brunswick. Swimming New Brunswick at their discretion may accept registration after the registration deadline. Registrations accepted after the registration deadline may be charged an administration fee in addition to the regular registration fee. Withdrawals after the registration deadline but before the withdrawal deadline will receive a refund on the registration fee less an administration fee.

Withdrawal deadline: Withdrawal deadline is the date after which there will be no refund of registration fee unless supported by proper medical documentation.

Medical documentation: Proper medical documentation is a signed and dated note from a doctor supporting a medical reason for withdrawal from the particular camp or course.

Payment Information

Camps

Development camps, Provincial camps, High performance camps registration forms will be available for download from the SwimNB website. The registration forms should be submitted by **swimmer's club** by the registration deadline. Swimming New Brunswick will invoice the club according to registration received by that club by the withdrawal deadline. It will be the responsibility of the club to seek reimbursement from their registrants. Please see the camp information posted to the website for registration deadlines and withdrawal deadlines for each camp. At SwimNB's discretion registration may be accepted after the

registration deadline. Registrations accepted after the registration deadline may be subject to an administration fee. All registrations will be subject to the camp refund policy.

Coach Training

Clubs will be invoiced for the course registration fee for Coaches registering for certification courses through the online registration with Swimming Canada. The coaches club will be invoiced based on their coaches who are registered for the course by the posted course deadline. For coaching courses, the withdrawal deadline is the same as the registration deadline. It will be the responsibility of the club to seek reimbursement from their registrants. All registrations will be subject to the coach training refund policy below.

Refund Policy

Camps

Provincial & High Performance camps.

Full refund will be given for withdrawal from a Provincial or High performance camp submitted before the registration deadline. Refunds after the registration deadline may be granted, less an administrative fee of \$100.00 up to the withdrawal deadline. After the withdrawal deadline, only requests supported with proper medical documentation demonstrating illness or injury that prevents the swimmer from participating in camp will receive a refund minus the administrative fees. No refunds are provided for a swimmer that departs camp early. All requests for refunds must be submitted in writing via email at swimnb@nb.aibn.com and must be received no later than seven (7) days after the completion of the camp. Any requests submitted more than 7 days after the camp will not be accepted and the club will forfeit the camp fees.

Development camps

Full refund will be given for withdrawal from a Development camp submitted before the registration deadline. Refunds after the registration deadline may be granted, less an administrative fee of \$10.00 up to the withdrawal deadline. After the withdrawal deadline, only requests supported with proper medical documentation demonstrating illness or injury that prevents the swimmer from participating in camp will receive a refund minus the administrative fees. No refunds are provided for a swimmer that departs camp early. All requests for refunds must be submitted in writing via email at swimnb@nb.aibn.com and must be received no later than seven (7) days after the completion of the camp. Any requests submitted more than 7 days after the camp will not be accepted and the club will forfeit the camp fees.

Coach training courses

Refunds are **only** permitted before the registration deadline. After the registration deadline, only requests supported with proper medical documentation demonstrating illness or injury that prevents the coach from participating in course will receive a refund minus the administrative fee of 15% of the course registration fee. No refunds are provided for a coach that departs the course early. All requests for refunds must be submitted in writing via email at swimnb@nb.aibn.com and must be received no later than seven (7) days after the completion course along with proper medical documentation. Any requests submitted more than 7 days after the camp will not be accepted and the club will forfeit the camp fees.

Summary

Withdrawal date	Development camps	Provincial & HP camps	Coach training courses
Before registration deadline	Full refund	Full refund	Full refund
Between registration deadline and withdrawal deadline	Refund less admin fee of \$10.00	Refund less admin fee of \$100.00	N/A for coach training Withdrawal deadline is registration deadline.
After withdrawal deadline	No refund* *unless supported by medical documentation, then refund less \$10 admin fee	No refund* *unless supported by medical documentation, then refund less \$100 admin fee	No refund* *unless supported by medical documentation, then refund less admin fee of 15% registration