

# UNIVERSITY OF CALGARY SWIM CLUB ACCOUNTING POLICY



## 1. Definition of 1st Swimmer

The 1st swimmer is defined as the most advanced swimmer in the most senior group in the Club.

## 2. Pre-registration Fees

A non-refundable pre-registration fee of \$250 will be billed at the close of pre-registration and the full amount will be applied to the registration in the fall. This non-refundable fee will guarantee a spot in the swim club but does not guarantee a specific squad.

## 3. Registration Fees

Registration fees are included in the Swim Fees. Registration fees must be paid in full at registration and are nonrefundable. Registration fees include: registration with Swimming Canada; registration with Swim Alberta, group insurance with Swim Alberta; administration fees; and website fees.

## 4. Swim Fees

- a) Swim fees may be paid annually or monthly.
- b) Monthly swim fees are due on September 01, October 01, November 01, December 01, January 01, February 01, March 01, April 01 and May 01.

## 5. Sport Science Fees

Sport Science fees (if applicable) are included in the Swim fees and must be paid in full at registration and are nonrefundable.

## 6. Fundraising Commitment

If a family opts out of participating in fundraising activities, including bingos or raffle tickets, additional fees will be billed accordingly at registration.

## 7. Refund or Change in Swim Fees

- a) If a swimmer stops swimming BEFORE December 31
  - registration fees and sport science fees are nonrefundable
  - swim fees will be prorated
  - the raffle ticket commitment must be completed
  - all scheduled bingos must be completed and any outstanding bingos must be paid out
  - any outstanding officiating points will be charged

- b) If a swimmer stops swimming AFTER January 01
  - registration fees and sport science fees are nonrefundable
  - swim fees must be paid in full
  - all scheduled bingos must be completed and any outstanding bingos must be paid out
  - any outstanding officiating points will be charged
- c) If a swimmer changes squads before April 30, financial commitments will be pro-rated.
- d) If a swimmer changes squads after May 01, there will be no change in financial or fundraising commitments.
- e) There is no refund for fees or fundraising commitments for voluntary absences from the Club.

## **8. Swim Accounts**

- a) Each family has one account with the Club. The exception is varsity swimmers who will have their own accounts.
- b) Registration fees, swim fees, entry fees, swim meet costs, swim meet cancellation costs, equipment and swim gear, bingo, officiating fines, and any unfulfilled commitments will be charged to the swim account.

## **9. Payment of Monthly Statement**

- a) Payment may be made by Visa or MasterCard. All payments made by credit card will be charged a 2% administration fee per month.
- b) Payment may be made by pre-authorized debit.  
NOTE: Swim training fees must be paid on the 1st day of the month.
- c) Statements will be sent by email to members in the 1st week of the month for the prior month. Balances owing will be charged in the 2nd week of the month.

## **10. Overdue Account Balances**

- a) UCSC will charge interest of 2% per month on account balances 30 or more days overdue.
- b) Families with account balances 30 or more days overdue are not permitted vote at General Meetings.
- c) Swimmers in families with account balances 30 or more days overdue will not be permitted to swim until such time as the account is paid.
- d) Swimmers in families with account balances greater than \$500.00 that is 30 or more days overdue will not be permitted to travel with the Club.
- e) Families with account balances 60 or more days overdue may be suspended from the Club.
- f) Families with account balances outstanding on August 31 will not be permitted to register for the next season until the account is paid in full.

## **11. Charges for Not Sufficient Funds and/or Declined Payments**

A fee of \$40.00 may be charged to the family swim account for each scheduled payment that is declined for any reason.