

	Policy Title:	<i>Payment Policy</i>	Policy No: DSC 1-20
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**Purpose**

Durham Artistic Swimming Club is a not-for profit organization. The goal of Durham Artistic Swimming Club is to operate efficiently within a balanced budget. Annual membership fees are the main income source along with any fundraising activities and hosted meets. This policy outlines payment requirements and refund circumstances.

**Scope and Application of this Policy**

**Fees and Invoices**

1. Payment of fees for all programs (recreational, regional league, masters, provincial and national) are due in accordance with the fee schedule set annually by the Board of Directors.
2. No athlete will be allowed in the pool until registration is complete and the initial non-refundable registration fee has been received.
3. The Club reserves the right to suspend athlete participation in all training and Club activities for unpaid/late fees.
4. Athletes cannot register for any session/program until all outstanding fees are paid from previous sessions/programs.
5. Provincial and national competitive stream athletes as well as master athletes will be proportionally invoiced for competition expenses that apply to the team for travel expenses and as approved by the Board of Directors. Examples include, but are not limited to coach hotel costs, food costs, flight costs, car rental costs, chaperone costs and coaching costs. Should families choose to not use these services they will still be invoiced.
6. All invoices are due within 15 calendar days of the invoice. Late payments are subject to a 2% charge. Fees are due on the 15<sup>th</sup> of each month for the months of September to June, inclusive.

The Club only accepts cheques made out to Durham Artistic Swimming Club Inc for fees. Cheques must be given to authorized individuals only. The names of these individuals will be communicated to families at the beginning of each season. The Club will not be held responsible for lost cheques which have not been given to an authorized individual. Cash will not be accepted for payment of fees or invoices.

## Fee Refund

7. All eligible fee refunds covered by this policy are all subject to:
  - a) A non-refundable registration fee (\$150.00 for Provincial and National Streams, \$100.00 for Regional League and Recreation)
  - b) application of fundraising deposit (if not in good standing re: Club commitments; \$100 for competitive including masters/\$50 for regional league/\$0 for recreational); and
  - c) any actual costs incurred by the Club on behalf of the athlete, which could include, for example, the cost of personal equipment, uniform costs, routine and/or figure suit costs, travel costs, and/or meet registration fees.
8. All withdrawal/refund requests must be made in writing to the President and the Registrar ([president@dasc.ca](mailto:president@dasc.ca) / [registrar@dasc.ca](mailto:registrar@dasc.ca)).
9. All eligible medical withdrawals require a medical note.
10. **Short Duration Programs:**

These are defined as programs lasting 8 weeks or less. Examples can include but are not limited to: summer camps and some recreational programs.  
Fees are non-refundable.
11. **Recreational Programs:**

Fees are refundable up until the 3<sup>rd</sup> scheduled practice and subject to deductions and conditions outlined in paragraph 8-10.

  - a) After the 3<sup>rd</sup> scheduled practice, fees will be refunded for medical reasons only:
    - i. on a pro-rated basis excluding the first 3 weeks for full year program which are non-refundable; and
    - ii. less any deductions outlined in paragraph 8-10.
12. **Competitive Programs (Regional League, Masters, Provincial Stream, and National Stream):**
  - a) Fees are refundable on a pro-rated basis prior to October 15th subject to the applicable deductions and conditions outlined in paragraph 8-10 and less training hours incurred up till the date of the notice of withdrawal; and
  - b) All fees payable for the full year and non-refundable for any withdrawal after this date for any reason.

## Exceptions

13. The Board of Directors may authorize payment schedules and refunds at their discretion for exceptional circumstances not covered by this policy.

### **NSF Cheques**

14. Returned cheques are subject to an administration fee of \$35.00 plus any bank fees charged to the Club.

15. After two NSF cheques, the Club reserves the right to require alternate payment methods for all future payments.

### **Fundraising**

16. All provincial, national, regional league and masters stream athlete families are required to provide a fundraising deposit identified annually by the Board of Directors.