



FEE AND PAYMENT POLICIES AND PROCEDURES

Revised: December 7, 2015 (previous version May 12, 2015)

Introduction

The club charges a variety of fees to be a member and to participate in club activities and in different types and levels of programming. These include:

- ✓ Membership Dues
- ✓ Various Program Fees:
 - Team Program
 - Lesson Programs
 - National Stream Trials
 - Provincial Stream Placement
 - Training Camps
- ✓ Competitions and Travel Expenses
- ✓ Equipment and Wardrobe Expenses
- ✓ Fees for Other Club Activities

Fee and Payment Policies

1. Membership Dues must be paid at the time of registration and are not refundable for any reason
2. Membership Dues must be paid prior to participation in any program.
3. All members of the Club will have a “BC Aquasonics Account” to which all charges are billed.
4. Payment of accounts is due within 30 days of the invoice issue date.
5. After 30 days of the invoice issue dates, a late fee equivalent to 5% of any charges outstanding will be charged and added to the following month’s invoice.
6. Athletes selected to Star 3-4, Provincial Stream, or National Stream teams will enter into a written “continuing services agreement” outlining the terms of participation in the program including the payment of fees and the withdrawal policy.
7. Team Program Fees are payable in installments paid on the first day of the month or in one lump sum. When paying by installments, the full program fee must be paid by March 1.
8. Fees for other Lessons, Camps, Competitions and Activities must be paid prior to participation as follows:
 - a. Lesson Program Fees due prior to the first day of the program.
 - b. National Stream Trials due in two installments with the first payment due prior to the first day of trials and the second payment due prior to the first day of training in September.
 - c. Provincial Stream Placement Month due prior to the first day of training in September
 - d. Training Camps due prior to the first day of camp.



9. Competition and Travel Expenses:
 - a. Competition costs will be charged to member accounts as they are incurred.
 - b. All chaperone's and coaches expenses will be paid for by the team they are responsible for. The team is responsible to pay for the travel costs, car rental, gas, meet entry fees and food of the chaperones and coaches. The applicable proportion of these expenses will be charged to each team members for their competition costs
10. Fees will NOT be pro-rated based on the availability of the athlete to participate.
11. Outside of specific policy under the Withdrawal and Refund Policy, refunds will NOT be issued if the athlete misses sessions, training, competitions, or an activity.
12. Outside of specific policy under the Withdrawal and Refund Policy, refunds will NOT be issued if a session is cancelled unless specifically noted in the applicable procedures below.
13. "Non-sufficient- fund" (NSF) cheques and returned payments will be subject to a \$25 charge on each occurrence. Make-up payments must be made within seven days or the athlete will not be permitted to train until the payment has been made.

Fee and Payment Procedures

Membership Dues Procedures

1. Club membership dues will be set by the Board of Directors annually.
2. Discounted membership dues may be available prior to June 30th and as determined by the Board of Directors, in order to encourage early registration.
3. The following membership dues are in effect for the 2015-2016 and the 2016-2017 seasons:

	COMPETITIVE PROGRAMS	Star 3-4	Star 1-2 & Aquasquirts
Early Membership dues	\$75	\$75	\$40
Regular Membership dues	\$150	\$75	\$40

BC Aquasonics Account Procedures

1. Accounts are billed monthly on or near the first day of the month and invoices will be delivered by email. Accounts with an amount due will also be delivered a Statement of Account by email.
2. Account payments may be made by cheque mailed to the Club Administrator or by e-transfer from a bank account, with the exception of program fees paid by installments.
3. Account payments can also be paid using PayPal with a 3% additional charge.

Team Program Fees

1. Program fees cover the costs of delivering our synchronized swimming programs. Fees cover the costs of coaching during training and at competition, facility rental, head coaching costs,



integrated specialists, Club administration costs, program planning, and other costs of delivering our program.

2. Program fees do not include the Club Membership Dues, trials fee, personal training equipment, wardrobe, camp, travel costs, or competition fees.
3. Program fees paid in installments must be paid by direct debit on the first day of the month. Exceptions may be made in certain circumstances to allow program fees payable by post-dated cheques

Lesson Program Fees

1. Lesson programs include programs such as Aquasquirts and Star 1-2, offered in 10-week sets
2. Fees for lesson programs are one-time fees, payable online through the online registration system.
3. Additional sessions may be added to make up for any cancelled lessons.

National Stream Trials Fee

1. Fees for National Stream Trials are one-time fees, separate from team program fees
2. The Trials fee includes the annual CASSA (insurance) fee

Provincial Stream Placement Month (September) Fee

1. Fees for September for athletes wishing to be placed on a Provincial Stream team are one-time fees, separate from team program fees
2. The fee includes the annual CASSA (insurance) fee

Training Camp Fee

1. Fees for camps are one-time fees, separate from team program fees.

Competition/Travel Costs

1. Competition costs include, but are not limited to, accommodation, transportation, meals, competition fees, team activities, chaperone travel costs, and coach travel costs.
2. Costs incurred are divided evenly among all the athletes on the team.
3. Payment for all competition costs is the responsibility of the member and are not included in program fees.

Equipment and Wardrobe Costs

1. Training equipment and BC Aquasonics wardrobe items are sold by the Club and will be charged to member accounts. Payment is due within 7 days of invoice.
2. A club swim cap will be provided one time, free of charge to all new members of the Club

Other Costs

1. On occasion, other costs, such as the Synchro BC Raffle, will be billed to the members account.