

Cascade Swim Club

Document: Family Account & Fees Procedures
Application: These procedures applies to all family accounts for all members
Related: Cascade Swim Club Family Account & Fees Policy
Cascade Swim Club Meet & Travel Policy
Cascade Swim Club List of Competitive Programs Document
Cascade Swim Club Officiating Deposit Policy
Cascade Swim Club Volunteer Commitment & Points Program

Document

Cascade Swim Club Exceptions Committee

For questions related to this document or any Cascade Swim Club policy please email:
office@cascadeswimming.com

Statement

The Cascade Swim Club (CSC) has listed these procedures to set clear expectations for member families around the payment of fees for swimming, training camps and meets, as well as the eligibility for fee discounts. This document also explains the withdrawal procedures as they relate to fees paid to the club.

Procedures

A. GENERAL

The annual CSC swim fee is comprised of three (3) parts:

1. Membership Fee
2. Swimming Canada Registration Fee
3. Officiating Deposit

A.1 Membership Fee

The membership fee is charged to each CSC swimmer, in accordance to the swimmer's group placement.

Items not covered by the Membership Fee include but are not limited to:

Individual swimmer equipment (i.e. swim suits, track suits, parkas, cap, goggles, t-shirts, fins, etc.)

Individual swimmer meet entry fees

The cost of travel meets

The cost of training camps

The cost of special training sessions that may be offered from time to time

Special events, such as the annual summit awards

A.2 Swimming Canada Registration Fee

The swimming Canada registration fee is charged at the beginning of the swimmer's season and includes all set charges from both Swim Alberta and Swimming Canada.

This fee is charged in full regardless of when the swimmer joins the program unless they are transferring from another club and have already paid this fee earlier in the season with another program.

A.3 Officiating Deposit

The CSC Officiating Deposit is charged to each family with a swimmer in any of the full competitive groups as per the CSC list of competitive programs. A family with a CSC swimmer or swimmers exclusively enrolled in the Varsity / Independent program is exempt from this fee.

This is a once a season fee that is refundable upon completing the requirements listed in our CSC Officiating Deposit Policy.

Upon registration, the listed fee is charged to a family's account and is refundable after the conditions of the Officiating Deposit Policy is met.

Members have until the 31st of May each season to complete their Officiating Deposit refund requirements.

B. PAYMENT OF MEMBERSHIP FEE

To be eligible to swim with the CSC, the following payment must be made on or before the first day of practice, or for swimmers joining after the start of the competitive season, within 14 days of registration:

- At least 50% of the applicable membership fee
- 100% of the Swimming Canada registration fee
- 100% of the applicable officiating deposit

Payment is accepted the CSC's website at www.CascadeSwimming.com

As per the CSC Family Account & Fees Policy: Each family is required to provide the club with a valid credit card and authorization to use for billing purposes

Payment may be made by cash or cheque ***provided that payment is received at the Cascade office prior to the 1st of the month*** at which time credit cards will be automatically billed through our website at exactly 12:00AM the morning of the 1st.

The CSC complies with all Swimming Canada and Swim Alberta privacy requirements. The membership fee may be paid in eight (8) instalments as per the membership fee dues schedule published on the CSC website.

Both membership fees and any account charges (i.e. equipment, meet entries, travel meet fees) will be sent in an electronic invoice on the 23rd of the month each month with payment due on the 1st of the following month (i.e. statements sent October 23rd and payment due November 1st).

C. VIEWING YOUR ACCOUNT

A family may sign in to the CSC website at anytime and view their account. Any discrepancies noted should be sent to the attention of the accounting department at accounting@cascadeswimming.com. The website does allow for easy modification to the billing information and, where required, the processing of refunds directly to the credit card on file.

D. MEMBERSHIP FEE DISCOUNT FOR FULL FEES PAYMENT

Anyone paying their full year's fees receives a 3% discount on their membership fee payment. This discount is applied as a credit on the following month's invoice. This discount does not apply to the Swimming Canada fee or the Officiating deposit.

A multi-swimmer registration fee discount is offered to each family with more than one swimmer in the CSC.

A discount of 10% is offered on the second swimmer's registration fee and an 20% discount on the third swimmer and any subsequent swimmers.

Discounts for multi-swimmer families are credits added to your account on the following month's invoice.

E. PRO RATED FEES FOR MIDSEASON REGISTRATION

In addition to beginning of the season registration swimmers also join the program through the season. At all times the Officiating Deposit and the Swimming Canada fee are paid in full. The following pro-rated membership fee schedule will apply for all competitive programs excluding the Varsity Independent program:

September to October 31	100% of FULL FEE CHARGE
November December 31	85% of FULL FEE CHARGE
January to February 28	70%of FULL FEE CHARGE
March to April 30	55% of FULL FEE CHARGE
May to May 31	30% of FULL FEE CHARGE

F. FEE ADJUSTMENT FOR SWIMMERS MOVING UP

On the recommendation of the Director of Swimming, Head Coach or respective program supervisor and with family consent a swimmer may move up to another group during the course of the competitive season. In that case, the Membership Fee will be adjusted according to the following schedule:

Group Move on or about January 1st: Membership Fee pro-rated 40% previous fee and 60% new fee

Group on or about April 1st: Membership Fee pro-rated 70% previous fee and 30% new fee

G. REFUNDS

When a swimmer withdraws prior to the end of the competitive season, the family may be entitled to a partial refund of the Membership Fee, as follows:

1. The registration fee will be partially refundable to a family under the following conditions:
 1. All fees owing were paid in full upon registration
 2. No monies are owing to CSC; and
2. Refunds will be issued in alignment with the instalment schedule, as follows:
 1. Withdrawal prior to October 31st: 60% refund
 2. Withdrawal November 1st to December 31st: 30% refund
 3. Withdrawal January 1st to March 31st: 15% refund
 4. Withdrawal after April 1st: no refund
 5. The Swimming Canada fee is non refundable at anytime
 6. The Officiating Deposit is only refundable if you have met the policy commitments prior to withdrawal
3. Volunteer Commitment & Points program
 1. Please see associated document: Volunteer Commitment & Points Program for more information
4. FINANCIAL ASSISTANCE
 1. Please see Cascade Swim Club's Exceptions Committee Policy document