



KILLARNEY SWIM CLUB

FINANCIAL POLICY

June 2018

1. Introduction

The Killarney Swim Club (KSC) has established this Financial Policy to set clear expectations for members' families regarding financial obligations and the payment of fees for swimming, training camps, equipment and meets. Swimmers must be fully registered before entering the pool at the beginning of each season in order to be compliant with Swim Alberta insurance requirements. This policy does not contemplate every potential scenario, but rather focuses on the usual pattern of events within each swim season. The KSC Board reserves the right to make changes to this policy from time to time as may be required by the economic, social or athletic environment.

2. General

There are five (5) ways that members contribute to Club finances, including

- a) Family Bond;
- b) Registration Fee;

- c) Program Fees;
- d) Bingos/Casinos; and
- e) Fundraising Commitments.

Additionally, members may incur voluntary swimming-related expenses which are charged to the member's account as Miscellaneous Expenses, including:

- i Swim Meet Entry fees;
- ii Equipment and Team Wear purchases;
- iii Team travel and training camp expenses.

For a complete breakdown of the fees including fundraising, bingo and volunteer commitments please see the [KSC Program Commitments Chart](#) located on the KSC website at www.killarneyswimming.com.

a) Family Bond

The family bond is required to be lodged by every **new** family at the commencement of their membership for the duration of their membership.

The family bond is set and reviewed annually. Maintaining the bond at the set level is a condition of membership.

The full amount of the family bond must be paid by no later than 1 October.

In cases where existing members' family bonds have been depleted below the set value, the bond must be topped back up by no later than registration for the following year (1 July).

Members in good standing who choose to withdraw from the Club can expect a refund of the family bond at the end of the season (on or before 31 August).

b) Registration Fee

The annual Registration Fee is due upon completion of the online registration and is **NONREFUNDABLE**.

The Registration Fee applies to ALL GROUPS and is charged per Swimmer.

The Registration Fee is assessed per swimmer each season (September to August) and represents combined requirements of Swim Canada, Swim Alberta and KSC. This allows the swimmer to compete in Swim Canada sanctioned meets and covers the swimmer with Swim Alberta basic insurance. All swimmers will receive a Club T-Shirt and Swim Cap as part of this registration fee. The registration fee is due upon registration which is 1 July for all returning swimmers and 15 September for all new members. No swimmer will be allowed to enter the pool until the registration fee is paid in full.

All families must register a valid credit card upon registration. It is the responsibility of the family to maintain a valid credit card in good standing on file AT ALL TIMES and notify the KSC office when this information changes. This is a condition of membership.

c) Program Fees

All program fees are due in full at the start of the season (1 October) or in monthly payments as set out in the registration package for your program level. Families are liable for swim fees for the full swim season. The monthly payment plan option is for member convenience only. If you choose the monthly payment plan, then you will be liable for the first and last month's instalments up front. To alleviate cash flow concerns, the deadline for payment of the first month's instalment will be 1 October and the last month's instalment by no later than 31 October. Thereafter, monthly payments are due no later than the 1st of each month. A monthly statement of your account will be emailed to the email address noted under your member account by the 15th of each month. If you do not receive this emailed statement, please contact the KSC Office. Please note that:

- Payment is accepted through cheque, credit card (Visa and Mastercard), preauthorized debit (PAD), or cash.
- Full program fee payment by 1 October qualifies for a 2% discount.
- KSC is charged a fee by the credit card organizations for all payments received by credit card. KSC reserves the right to pass on these charges to the members using this facility. Payments made by credit card will be subject to an additional 3% charge.
- An administration fee of \$25.00 for each and any declined credit card transaction regardless of reason (e.g. expired card, exceeded credit limit or compromised card) and \$45.00 for any NSF cheque transaction will be charged directly to the member account. It is the member's responsibility to rectify any payment issues. KSC reserves the right to charge additional administration fees if the effort required to collect payments is extraordinary (more than a maximum of 1 hour per member per payment).
- In the event that the member does not make payment as required by the 1st (Program Fees) or 15th (Miscellaneous Expenses) of each month the following policies will apply:
 - 40-60 days past defaulted payment: swimmer/s will not be entered into local or travel meets and will not be allowed to charge anything to their account or transition/move-up program levels (squads).
 - 60+ days past defaulted payment: swimmer/s will be removed from the pool and interest will be charged on the outstanding balance at a flat rate 2% non-compounding.
- KSC complies with all Swim Canada and Swim Alberta governed privacy requirements.

KSC begins its training season in September and continues until May, June, July or August depending on the swimmer's competition level (see About Us/Programs/Groups located on the KSC website). Program Fees are based on swimmer Program level.

The full cost of each program slot/place is calculated annually by the Treasurer based on fixed costs and will not be pro-rated. Coaching salaries, pool fees, and other Club financial obligations remain the same regardless of the number of practices a swimmer attends.

In order to assist members in reducing their financial commitments, KSC offers a bingo program. As a result, there are three options for members to pay for their Program Fees:

1. Pay Program Fees and Work Bingo Commitment. Program fees are lowest under this option because of the significant funds the club raises by hosting bingo events.
2. Pay Program Fees and BUY-OUT of Bingo Commitment. With this option members do not commit to working bingos but pay a one-time fee at the start of the season (1 October) to offset what would be raised by working bingos.
3. Pay Program Fees, Work Bingo Commitment AND BUY-IN to additional Bingo sessions to offset Fees. With this option members not only commit to working their own bingo commitments, but also can work additional bingo slots for which their accounts will be credited.

Meet Fees, team travel costs, equipment & special events are billed separately from Program Fees under Miscellaneous Expenses and will appear on the monthly statement. Payments for these expenses are due on or before the 15th day of the statement month.

Multiple Swimmers in a Family – At Killarney Swim Club there is no monetary discount for multiple swimmers in one family. Instead, families with 2 or more registered KSC swimmers have a single bingo commitment, based on the most senior group swimmer. In addition, multiple swimmer families also receive relief on Officiating commitments in the same manner by only having a single commitment related to the most senior group swimmer. Families with multiple swimmers choosing to BUY OUT their bingo commitments will do so at the commitment level of the most senior group swimmer.

d) Bingo Commitment

If you choose Option #1 or #3 for program fees you automatically commit to working a designated number of bingos based on your swimmer's level. If you choose Option #2 you are not required to work bingos. Please refer to the annual bingo chart for applicable charges or credit values.

Your family will be required to work all the bingo shifts assigned to your swimmer's level each swim season. For families with more than one swimmer, see Multiple Swimmers in a Family, above. Bingos are non-transferable from year to year. There are fines for missing bingo sessions or giving late notice of changes.

See [KSC Program Commitments Chart](#) for the specific number of bingos to be worked for each group.

In alternate years, KSC may be offered a Casino for fundraising purposes. Casino shifts will be counted as 2 bingo shifts.

Due to AGLC rules, all Bingo and Casino shifts must be completed by either member/parent or a close family member. Shifts may also be completed on the member's behalf by other club members. Only representatives known to the club are allowed to perform this commitment on a member's behalf. No member is allowed to pay anyone to perform this duty for them.

e) Fundraising

All funds raised through KSC fundraising activities go toward reducing program fees for all members. As such, ALL members have a minimum fundraising commitment amount as listed on the [KSC Program Commitments Chart](#). The fundraising minimum commitment is for each swimmer and not per family.

The full amount of your fundraising commitment will be charged to your account at the beginning of the season for each registered swimmer. Through KSC fundraising events, each member can receive credits to their account for their fundraising activities to a maximum of this fundraising commitment.

Members are encouraged to participate in all KSC fundraising activities, and to raise more than the minimum commitment to assist with special funding programs and mitigate future fee increases.

The deadline for meeting the fundraising commitment is 31 May of each year. Should a member not meet their commitment by this date, the balance between the funds raised and the minimum commitment will remain as a charge on their account, which will be due with the 1 June payment.

Typically, KSC runs 3 main fundraising events throughout the year:

- i. Swim-A-Thon (Spring)
- ii. Grocery Card Fundraiser (year round)
- ii. KSC Silent Auction (Winter)

These may be adjusted or new fundraising events may be added as determined by the Board. Members with fundraising ideas are welcome to propose these to the Board for consideration.

From time to time, to assist in the funding of particular training activities (for example international training camps) the members may choose to undertake additional fundraising activities. These activities will be in excess of the minimum fundraising commitment and will not count towards that commitment. In these cases, only the relevant member body or event will benefit from such fundraising activities and not the entire Club.

f) Miscellaneous Expenses

Any competitive swim program involves competing at swim meets. The coaches determine an appropriate meet schedule for each level of swimmers and post these on the KSC website. Entry into these meets is at the choice of the member and commitment is made online.

Each club or organizing body hosting a meet charges entry fees based on swim authority guidelines, these vary and are difficult to determine until all entries are in. Please consult the meet packages for details of meet and event entry fees. Meet Fees are charged by KSC to each family account as soon as the charges are received.

Any meet which takes place outside of the boundaries of the City of Calgary incurs shared coaching costs which will be shared across all swimmers attending the meet.

For team travel meets or training camps, an estimated cost for the travel, accommodation and shared coaching costs of the event will be posted online together with the sign-up. This estimated cost will be charged to the member's account no later than the month following the event. Travel and accommodation charges for team travel meets or training camps are managed carefully. Actual expenses are reconciled, and any adjustments will be made to the member's account within 3 months of the event. Please note these estimates will not include the meet entry fees which will be charged separately as for all meets, since these relate to the specifics of each swimmer's entries etc.

KSC Equipment Coordinators arrange for team wear and equipment to be made available for purchase by the members.

Any team wear or equipment purchased through the Equipment Coordinators is charged to the family account as incurred.

All Miscellaneous Expenses will be set out in the monthly statement and are settled to the credit card on file (unless requested by the member to be settled by another mechanism) on the 15th of the month. Please see the note above regarding credit card charges.

3. Special Circumstances

a) Varsity and Remote Swimmers

The Term "Varsity Swimmers" refers to those swimmers who attend a postsecondary institution and swim with a swim team or club associated with that postsecondary institution but who swim with KSC during a portion of the year when they are not attending that post-secondary institution.

The Term "Remote Swimmers" refers to those national level swimmers who live outside of Calgary and who do not practice with KSC on a daily basis throughout the majority of the year, but may be occasional participants.

Placement of Varsity Swimmers and Remote Swimmers within a KSC training group shall be upon the recommendation of the Head Coach subject to space availability and subject to approval of the KSC Executive Committee.

Varsity and Remote Swimmers shall pay the equivalent monthly Program Fee paid by other members at the same program level as set out in the KSC Program Commitment Chart Fee Schedule for any month in which that Swimmer trains with KSC for more than six days in total.

Upon the recommendation of the Head Coach and upon the approval of the Executive Committee of the Board, the Program Fees applicable to Varsity and Remote Swimmers may be reduced from that which is set out in the KSC Program Commitment Chart.

Varsity and Remote Swimmers shall not be subject to the Bingo, Fundraising and Officiating commitments for their group, at the discretion of the Executive Committee. However, they are entitled to take part in the Bingo Buy-In program.

b) Joining Part Way through the Season

Any member that chooses to join KSC outside the regular registration period shall be subject to the following conditions:

Full Registration Fees are due until April 1 of each season to secure their place and prior to the swimmer commencing training with the club. The Registration Fee is non-refundable.

First and Last months' Program Fees must be paid in full or a pro-rated total training fee for the remaining months within 15 days of commencement of membership.

Members joining between September 1 and December 31 must complete all allotted bingos, in addition to officiating and fundraising commitments.

Members joining between January 1 and March 31 must complete 2/3 of their allotted bingos and fundraising commitments. If joining before January 31, 1/3 of the officiating commitments will apply; thereafter the officiating commitments will be at the discretion of the Officials Coordinator based on the program level, date of joining and officiating needs of the club for the remainder of the program year.

Members joining after April 1 must complete 1/3 of their allotted bingos and 1/3 of their fundraising commitments. No officiating commitments apply in this case for the year of joining.

c) Changing Program Levels Mid-Season

Any swimmer who changes program levels within the KSC's competitive program after the Swim Season has started must have their new program level placement approved by the Head Coach and their parent/guardian before that swimmer's registration in the new program level will be processed by the KSC office.

In the case of a mid-season level change, the member will be charged at the new level on the first day of the month following the change. The total program fees due will be pro-rated based on the number of months left in the training year for the swimmer in question.

The Member's Bingo and Fundraising Commitments shall remain the same unless otherwise advised by the KSC Executive. Officiating commitments will change to the new level if the program level change occurs before Jan 31, otherwise they remain at the previous level.

4. Withdrawals

For members choosing to leave the club prior to the end of the season, the following policies apply:

After informing your swimmer's coach, a written letter or email must be submitted to the Killarney Swim Club Office, copied to the swimmer's coach, informing the staff of your intention **at least 30 days prior to leaving**. The withdrawal date will be the date at the end of the 30 day notice period. If no written notice is received, the swimmer will be assumed to be remaining at the club and all financial obligations remain intact.

Program fees remain due for a period of 3 months after the withdrawal date, except in the case of the Performance Squad swimmers in which case the full year's Program Fees remain due on withdrawal date.

The Registration Fee is non-refundable.

Members with a withdrawal date prior to January 1 must complete 1/3 of their allotted bingos, officiating and fundraising commitments or be charged the equivalent value.

Members with a withdrawal date between January 1 and March 31 must complete 2/3 of their allotted bingos, officiating and fundraising commitments or be charged the equivalent value.

Members with a withdrawal date after April 1 will receive no refund and must pay full fees, complete all allotted bingos and officiating commitments as well as pay for 100% of the fundraising requirement.

Please refer to the annual bingo chart for the bingo charges.

Fees and all outstanding balances must be paid in full if leaving the club. At the time of withdrawal, the credit card on file will have a pre-authorization placed on it to the full value of any outstanding balances, less the family bond value.

An inactivation/withdrawal fee of \$100.00 will apply for members leaving the club with a withdrawal date up until June 1st or April 1st for Sprockets.

Members will not be released from the Club until all fees are paid and financial commitments are met.

No athlete transfer letter will be issued until all fees are paid and financial commitments are met.

5. Inactivity for Critical Illness or Injury

There shall be no refund or credit for Program fees for program time missed by swimmers except for critical illness or injury on written request to the Board and subject to Executive Committee approval.

Critical Illness/Injury (CII) means a medical condition rendering the swimmer incapable of participating in substantially all of the activities of the program. The ability to participate in a reduced capacity does not qualify as a CII (i.e. reduced swim schedule, dry land program only, swim program only).

Date of Eligibility shall commence 30 days following the swimmer being incapable of participating in substantially all the activities of the program.

The member must apply for eligibility using an Application for Critical Illness/Injury Status form (available on KSC website). The application is reviewed by the Head Coach and forwarded to the Executive Committee with a recommendation to either accept or reject the application. The Executive Committee will make the final decision on eligibility.

A swimmer who qualifies for CII status will be eligible for an 80% reduction in regular program fees commencing from the Date of Eligibility. The benefit will accrue to the earlier of the following:

- a) The swimmer returning to active status;

- b) The end of current swim year; or
- c) The member withdrawing from the Club.

In the event of a) or b), the member's Family Account will be credited for the appropriate benefit. In the event of c), the member will be reimbursed in conjunction with settlement of their Family Account balance.

There will be no reduction of Bingo, Fundraising or Officiating requirements.

The Head Coach will recommend to the Executive Committee the reinstatement of the member to active status when the swimmer no longer meets the definition of CII, supported by a full medical assessment and qualified doctor recommendation. Reinstatement is not subject to a reactivation fee.

6. Discretion of the Executive Committee

The Members of the Executive Committee of the Killarney Swim Club Board are authorized to review individual cases and overall club needs and make appropriately responsible adjustments to the above fees and commitments. If a Member is unable to meet financial, officiating or bingo obligations due to extenuating circumstances, it is the responsibility of the Member to contact the Club President in writing, requesting such a review.

7. Fines

The KSC Board reserves the right to charge fines to any member that does not complete their officiating, bingo or fundraising commitments. These fines will be charged at the end of the season and must be paid prior to the swimmers being re-registered for the following season. Consideration will be given to members that have assisted the club and its membership in ways other than described in the standard commitments. Consistency and fairness to all members are key considerations during this process.

8. Special Funding Grants

The proceeds from any grants received by KSC shall be applied towards such KSC programs, initiatives, events, training camps or the purchase of such equipment as may be approved from time to time by the Board Executive Committee.

•