



COMPETITIVE and NON-COMPETITIVE PROGRAM FEE POLICY

Oshawa Aquatic Club (effective as of September 1, 2022)

OSHAC has established this Fee Policy to set clear expectations for members regarding the fee structure and the payment of fees for its competitive swimming program which includes Seniors, Age Group (AG1/2/3), Varsity and Masters as well as its non-competitive developmental Dolphins program. Note that not all programs are offered during each swim season. This policy also defines the eligibility for fee discounts and the refund policy for those members registered in the competitive program.

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GENERAL

For the purpose of annual fees, the competitive swim season runs from September 1 of the current year through August 31 of the following year. For the non-competitive program, the swim season is split into three sessions which runs from October thru December of the current year, January thru March and April thru June of the following year.

COMPETITIVE PROGRAM

Annual Fee

The annual OSHAC swim fee is comprised of four parts:

- Membership Fee;
- Registration Fee;
- Swimmer Meet Fees;
- Family Volunteer Deposit

Membership Fee

The Membership Fee is charged to each OSHAC swimmer in accordance with the swimmer's placement in the competitive swim program.

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

- Facility rental fees for the swim season program (includes pool and dryland facilities)
- Coaching fees for swim season program
- General club operations
- Individual swimmer teamwear which includes a team shirt (1) and team swim cap (1)

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

- Individual swimmer equipment (swimsuits, goggles, fins, kickboards, etc.)
- The cost of away swim team meets including associated travel costs
- Special training camps (Christmas, Spring and Summer breaks, out-of-town or other additional training camps which may be arranged by the club during the swim season)

Registration Fee

The Registration Fee entitles swimmers to the following benefits:

- Protection by Comprehensive General Liability and Sports Accident Insurance
- Entitled to enter Swim Ontario, Swimming/Natation Canada and FINA sanctioned meets
- Eligible for National and Provincial prizes for Swim-A-Thon (Swimming/Natation Canada's fundraising campaign)
- Eligible for government support through the Ministry of Tourism and Recreation and Swimming/Natation Canada Athlete Assistance Programmes
- Eligible for selection to Tour Teams
- Eligible to break Provincial, National, Commonwealth and World records

To participate in a Swimming Canada (SNC) sanctioned meet a swimmer must be registered with Swim Ontario and SNC. These governing body fees comprise the registration fee and is an annual payment per swimmer at the start of each swim season.

Swimmer Meet Fees

Meet fees are fees charged by a club hosting a meet for each race a swimmer is entered into. A swimmer is **AUTOMATICALLY** entered into a meet the coach believes would benefit the swimmer's progress as a competitor.

- Each club hosting a meet charges an entry fee, usually between \$12 and \$16 per individual event and \$16 to \$23 per team relay event. In some cases, the entry fee is a flat fee regardless of the number of events entered (e.g., \$65 for Tri-Meet).
- Fees are calculated per swim meet and billed accordingly to each swimmer's account.
- Meet Fees are included as part of the Annual Fee. Swimmer entry fees are deducted from this amount on a per meet/per entry basis. At the end of the season, families will receive a credit towards Membership Fees for the upcoming season for any unused Meet Fees or an invoice for any payment of fees above the Meet Fee deposits.

Scratching from a Meet

A family has the option of removing a swimmer prior to the meet registration deadline if desired either entirely or by notifying the coach which specific day(s) the swimmer can attend in order to accommodate any scheduling conflicts by email and via the OnDeck application and RSVP under Events & Meet Entries. Registration deadlines are provided in the notification package for

upcoming meets.

If a swimmer is **NOT** removed by the registration deadline, all meet fees for events that the swimmer is registered for following the deadline will be billed to the swimmer's account.

Note that where there is more than one meet on the same day and the swimmer qualifies for one swim meet and is eligible for the other one, a response for both meets must be provided as to attendance to ensure the swimmer is not entered into more than one meet and the swimmer's account is not billed for the additional events.

Family Volunteer Deposit

The Family Volunteer Deposit is charged to each OSHAC family with a swimmer or swimmers in any of the competitive swim programs. The deposit can be earned back through the accumulation of volunteer credits as described in the [Volunteer Fee Policy](#).

Note that in the case a Swimmer Member is also the Parent/Legal Guardian Member, the Family Volunteer Deposit will be waived.

PAYMENT OF ANNUAL FEES

Annual fees are split into monthly payments. The September payment includes a portion of the Membership Fee, Registration Fee, a Meet Fees and the Family Volunteer Deposit.

To be eligible to swim with OSHAC at the beginning of the current season, the September payment must be received prior to September 15th.

- Payment is accepted through e-Transfer to oshac.treasurer@gmail.com (automatic deposit is enabled, a password is not required) or through credit card payments on the invoice. For payment via credit card, credit card processing fees will be included on the invoice.
- As a means to control costs, families can opt out of the credit card payment option and the credit card fees will be removed from the invoice. Families can opt out by contacting the OSHAC Treasurer at oshac.treasurer@gmail.com. Should families wish to change their payment options during the season, please be sure to send the request to the OSHAC Treasurer prior to issuing the next invoice. Invoices are monthly payments and issued on or about the first of the month. Changes requested following issuing of the current invoice will take effect for the following payment period.
- Invoices are due upon receipt. Reminders will be sent 7 days following issuance of the invoice. Payments not received within 30 days are considered missed payments.

Swimmers will not be permitted to enter any OSHAC practice or participate in any OSHAC hosted meet, other club hosted meets or Team travel meets following a missed payment.

Prorated Fees for Mid-Season Registration

In addition to pre-season registration in August, registration is available throughout the year. For swimmers joining mid-season, the initial payment will include the Registration Fee, Meet Fees and the Family Volunteer Deposit in addition to the Membership Fee. Payments must be made prior to the start of training.

Fee Adjustments for Advancing Swimmers

On the recommendation of the Head Coach and with family consent, a swimmer that is asked to 'move up' to the next level group during the course of a swim season will have that new fee schedule applied at the next payment period. For those swimmers that are offered the 'on-the-move' program, where they increase their normal practice schedule by participating in an additional training session with the higher level group each week, there will be no fee increase until they move up to the next level. For those swimmers that accept the 'on-the-move' program, it is expected that they will accept the 'move up' offer at the start of the next swim season.

MEMBERSHIP FEE DISCOUNT

OSHAC offers a Membership Fee Discount based on three independent criteria:

- Number of swimmers per family (Family Discount); and
- Officiating level of a family member (Officials' Discount); and
- Family member sits on the OSHAC board of directors (Board Discount)

Family Discount

A Membership Fee discount is offered to each family with more than one swimmer in OSHAC.

- A discount of 10% is applied to all additional swimmers Membership Fee starting with the second highest individual swimmers' fee.
- The Family Discount does not apply to the Registration Fee or Meet Fees.

Officials' Discount

Having a strong pipeline of volunteer officials among OSHAC's membership is essential to the operation of OSHAC-hosted meets. As an incentive to encourage OSHAC family members to work their way up the officials' ladder, OSHAC offers the following Officials Discount on the Membership portion of the swimming fee. For families with more than one swimmer in the competitive program, the discount only applies to the most senior swimmer in the family. For those families with two members at Level 2 or higher, discounts for both officials will be applied.

- A member who achieves a Level 2 status in a current swim year will receive a 5% discount on the Membership portion of the swimming fee starting with the next invoice.
- A member who achieves a Level 3 status in a current swim year will receive a 15% discount on the Membership portion of the swimming fee starting with the next invoice.
- A member who achieves a Level 4/5 status in a current swim year will receive a 50% discount on the Membership portion of the swimming fee starting with the next invoice.

IMPORTANT: Members receiving the Officials' Discount based on the level of official attained are required to volunteer for all sessions in which they have a swimmer in attendance and volunteer for positions at that level attained. As a Level 3 official and above you may be required to work other sessions where your swimmer is not competing.

Board Discount

Each Director on the OSHAC board receives a 10% discount on the Membership portion of the swimming fee. This discount will be applied to the most senior swimmer in equal installments for each of the monthly payment periods. The Family Volunteer Deposit is waived for directors on the OSHAC board due to the upfront volunteer nature of the board positions.

Coaches Discount

Dependents of a full-time coach (those coaches who are paid September 1st through August 31st of the following year) who are members of the club shall have the Membership portion of the swimming fee and Family Volunteer Deposit waived.

REFUNDS

When a swimmer wishes to withdraw prior to the end of the swim season, the swimmer must inform the coach and the OSHAC Treasurer at oshac.treasurer@gmail.com in writing. Upon receipt of the request to withdraw, all outstanding amounts already billed become due. Upon payment of all existing outstanding amounts, the swimmers account will be considered to be paid in full. Any unused meet fees will be refunded.

POOL SHUTDOWN

In the event of a pool shutdown as a result of direction from the Provincial Government, Health Authority, Swim Canada/Swim Ontario governing body and/or City of Oshawa, such that in-person swimming is not available, that portion of the swimmer's Membership Fees applicable to pool fees will be credited to the swimmer's account.

Medical Withdrawal

In the case that a swimmer is unable to participate during in-pool sessions, the pool portion of the Membership Fee will be credited to the swimmers account for each full month that they are under the direction of a Medical Professional. In the case that a swimmer is unable to participate in any club activity, the Membership fee will be credited to the swimmer's account for each full month that they are under the direction of a Medical Professional.

Note that any refunds are subject to approval of the Club President and Treasurer.

NON-COMPETITIVE PROGRAM

Session Fee

Each session swim fee is comprised of two parts:

- Membership Fee;
- Registration Fee;

Membership Fee

The Membership Fee is charged to each OSHAC swimmer in accordance with the swimmer's placement in the non-competitive swim program.

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

- Facility rental fees for the swim session (includes pool facilities)
- Coaching fees for swim session
- General club operations
- Individual swimmer teamwear which includes a team shirt (1) and team swim cap (1)

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

- Individual swimmer equipment (swimsuits, goggles, fins, kickboards, etc.)
- Special training camps (Christmas, Spring and Summer breaks)

Registration Fee

The Registration Fee entitles swimmers to the following benefits:

- Protection by Comprehensive General Liability and Sports Accident Insurance

Family Volunteer Deposit

Non-Competitive swimmers are not charged the Family Volunteer Deposit nor are they eligible to earn volunteer credits as described in the [Volunteer Fee Policy](#).

REFUNDS

When a swimmer wishes to withdraw prior to the end of the swim session, the swimmer must inform the coach and the OSHAC Treasurer at oshac.treasurer@gmail.com in writing. Upon receipt of the request to withdraw, all outstanding amounts already billed become due. Upon payment of all existing outstanding amounts, the swimmers account will be considered to be paid in full.

POOL SHUTDOWN

In the event of a pool shutdown as a result of direction from the Provincial Government, Health Authority, Swim Canada/Swim Ontario governing body and/or City of Oshawa, such that in-person swimming is not available, that portion of the swimmer's Membership Fees applicable to the sessions where in-person swimming is not available will be credited to the swimmer's account.

Medical Withdrawal

In the case that a swimmer is unable to participate during in-pool sessions as a result of the direction from a Medical Professional, that portion of the swimmer's Membership applicable to the sessions missed will be credited to the swimmer's account for each full month of practice that is missed.

Note that any refunds are subject to approval of the Club President and Treasurer.

PAYMENT OF SESSION FEES

Session fees are split into 3 payments; Session 1. Session 2 and Session 3. The Session 1 payment includes the Membership Fee and annual Registration Fee. Session fees for subsequent sessions do not include the Registration Fee. For swimmers starting in Session 2 or Session 3, the annual Registration fee will be included in the current session fees.

To be eligible to swim with OSHAC at the beginning of each session, payment must be received prior to the start of each session.

- Payment is accepted through e-Transfer to oshac.treasurer@gmail.com (automatic deposit is enabled, a password is not required) or through credit card payments on the invoice. For payment via credit card, credit card processing fees will be included on the invoice.
- As a means to control costs, families can opt out of the credit card payment option and the fees will be removed from the invoice. Families can opt out by contacting the OSHAC Treasurer at oshac.treasurer@gmail.com.
- Invoices are due upon receipt. Reminders will be sent 7 days following issuance of the invoice.

Swimmers will not be permitted to enter any OSHAC practice or participate in any meet following a missed payment.

Prorated Fees for Mid-Session Registration

In addition to pre-session registration, swimmers joining mid-session, the Membership portion of the swimming fee will be prorated. Payments must be made prior to the start of training.

TEAM TRAVEL

The club organizes and arranges 'away' meets which requires travel and overnight accommodation. When a meet is designated as a Team trip, swimmers invited are expected to travel with the team, making use of the team's transportation and accommodations, eat together and travel to the pool together. The cost of the trip will be shared amongst the swimmers. A detailed communication about the trip (dates, location, meet details, expectations, cost) will be presented to families. There is a non-refundable deposit that must be paid to secure your swimmer's intent. A travel information sheet sent to the parents by the coaching staff will indicate the amount to be paid. There is a non-refundable deposit that must be paid in order to secure your swimmers' intent. In addition to team travel costs, after the meet is over, your swimmers' account will be invoiced for the meet entry fees for the events the swimmer has been entered into.

Travel costs are based on the number of swimmers attending, the age range, the number of chaperones and coaches attending, the number of days of the meet, the location of the meet, the mode of transportation, the type of accommodation and the number of people per room and any food plans. Fundraising opportunities may be offered to offset the costs.

The initial deposit (non-refundable) must be made via e-Transfer. Please send the e-Transfer to oshac.treasurer@gmail.com and remember to include the swimmer's name in the memo and group (account is set up as Direct Deposit, a password is not required).

Final amount less the non-refundable deposit for the Team travel trip must be paid via e-Transfer prior to departure. Those swimmers who have outstanding invoices are not eligible to reserve a spot for Team travel until all outstanding invoices are paid.

Note that only in the event a swimmer is not able to attend and there is a waitlist, upon full payment from a swimmer on the waitlist would the other swimmer be considered to receive a refund and would be at the President and Treasurer's discretion.

FUNDRAISING

The Club organizes and participates in several fundraising events throughout the year. These events are used to raise funds for different purposes including reduction of the membership portion of the annual fee, capital expenditures and other initiatives as identified by the board. Each type of fundraising has different requirements.

Club Fundraising Events

Voluntary

Typically, club fundraising is used to offset Membership fees for all swimmers though they can also include raising funds for specific purposes. This type of fundraising is considered voluntary and is supported by both the competitive and non-competitive club members. As per the OSHAC Volunteer Program, participating in certain fundraising events qualifies for Volunteer credits to be earned (Competitive members only). An example of this would be the OSHAC Bottle Drive which is held several times each swim season.

Mandatory

Mandatory club fundraising (Competitive Program only) would include fundraising to support long term capital projects as designated by the board. Mandatory fundraising would include mandatory amounts to be raised per swimmer and/or per family and would either be included in the initial September invoice and fundraising amounts credited towards the amount or any amount outstanding billed to each account.

NOTE: Mandatory fundraising as recommended by the board is required to be identified as part of the Competitive Program fee schedule at the beginning of the year. Proposed mandatory fundraising requires approval by a two-thirds majority at the AGM provided that notice of the proposed fundraising has been communicated to the members one month before the AGM. In the event of unforeseen circumstances, the board can organize a special meeting of the membership to present and vote on any recommended mandatory fundraising provided written notice is sent to the members one month in advance.

Swimmer Fundraising Events

Voluntary

Swimmer fundraising events (Competitive Program only) are organized by the club with proceeds earned by each swimmer applied as a credit towards the next invoice. For families with more than one swimmer in the Competitive Program, the credit is applied to each swimmer's account based on the amount raised by each swimmer.

50/50 Club and Swimmer Fundraising Events

Voluntary

For fundraising events that are considered 50/50 (Competitive Program only), half of the funds raised would be provided to the club while the other half of the funds raised by each swimmer would be applied as a credit towards the swimmer's next invoice.

COMPETITIVE AND NON-COMPETITIVE PROGRAM FEE STRUCTURE

The Fee Schedule is made available in the registration package for each competitive and non-competitive group.