



Policy Title:	<i>Payment Policy</i>	Policy No: GOC 8-16
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## **Purpose**

GO Capital Synchro is a not-for profit organization. The goal of GO Capital 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, novice, masters, provincial and national streams) 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 (Annex A) 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 Stream athletes will be proportionally invoiced for competition expenses that apply to the team/club and as approved by the Board of Directors. Novice and Masters athletes participating in an out of town meet will be invoiced for those competition expenses. Examples include, but are not limited to, hotel costs, food 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.
7. The Club strongly encourages families to make use of Electronic Funds Transfers in lieu of cheques. When cheques are used they 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.
8. GO Capital Synchro is pleased to offer payment by credit card however this payment option will not be available until August 25th. Costs associated with this service are added to the payment.

## **Fee Refund**

9. All eligible fee refunds covered by this policy are all subject to:
  - a) a \$100.00 administrative fee; and
  - b) any actual costs incurred by the Club on behalf of the athlete, which could include, for example, the cost of a personal equipment or travel fees.
  
10. All withdrawal/refund requests must be made in writing to the Registrar (Registrar@gocapitalsynchro.ca).
  
11. All eligible medical withdrawals require a medical note.
  
12. ***Short Duration Programs:***
  - a. These are defined as programs lasting 8 weeks or less. Examples can include but are not limited to: summer camps and some recreational programs.
  - b. Fees are non-refundable.
  
13. ***Recreational and Recreational Masters Programs:***
  - a. Fees are refundable prior to the start date and subject to deductions and conditions outlined in paragraph 9-11.
  - b. After the start date, fees will be refunded for medical reasons only:
    - i. on a pro-rated basis excluding the first 8 weeks for full year programs which are non-refundable; and
    - ii. less any deductions outlined in paragraph 9-11.
  
14. ***Competitive Programs (Novice, Competitive Masters, Provincial and National Streams):***
  - a) Fees are refundable on a pro-rated basis prior to September 15 until one week after team selection for of each competitive season subject to the applicable deductions and conditions outlined in paragraph 9-11 and less the non-deductible registration fee as outlined in Annex A; and
  - b) All fees payable for the full year and non-refundable for any withdrawal after this date for any reason.

## **Exceptions**

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

## **NSF Cheques**

16. Returned cheques are subject to an administration fee of \$25.00 plus any bank fees charged to the Club.

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

### **Family Discounts**

18. For families with more than one FULL YEAR RECREATIONAL athlete, registration fees (excluding equipment costs and Synchro Ontario registration fees) will be reduced by 10% for the first additional FULL YEAR RECREATIONAL athlete and 5% for any additional FULL YEAR RECREATIONAL athletes. The discount will be applied to the least expensive registration fee(s).

### **Fundraising**

19. All provincial and national stream competitive athlete families are required to provide a fundraising amount identified annually by the Board of Directors. Any fundraising per family raised beyond the yearly required fundraising amount will be credited back to the swimmer's/ family's account.

## ANNEX A

### Fee Payment Schedule

Program	Total Fees	Initial Registration Fee/ Deposit Payment 1	Payment 2 Oct.1	Payment 3 Nov.1	Payment 4 Dec.1	Payment 5 Jan.1	Payment 6 Feb.1
Intro to Synchro(5-7) 8wk	\$ 107	\$ 107					
Learn to Synch-1 (8wk)	\$ 140	\$ 140					
Learn to Synch-1	\$ 527	\$ 264		\$ 264			
Learn to Synch-2	\$ 750	\$ 375		\$ 375			
Masters- Recreational	\$ 670	\$ 335		\$ 335			
Novice	\$ 1,217	\$ 500	\$ 143	\$ 143	\$ 143	\$ 143	\$ 143
Masters - Competitive	\$ 1,177	\$ 500	\$ 135	\$ 135	\$ 135	\$ 135	\$ 135
Competitive - Provincial	Available during registration process	\$ 500	Available during registration process				
Competitive - National	Available during registration process	\$ 500	Available during registration process				

Fees for Competitive programs- team and extra routines are also available at the New Family Information Sessions and See N'Synch Sessions.