

# RDCSC Fee and Grant Policy

## **General**

1. RDCSC has established this Fees Policy to set clear expectations for member families pertaining to the payment of fees for registration, swimming, training camps and meets, as well as the eligibility for fee discounts and financial assistance. This policy supersedes any previous fee and grant policies documents.

## **Fee Structure**

2. The annual RDCSC “Yearly Fee” is comprised of a Registration Fee, Fundraising Fee, Bottle Drive Fundraising Fee and a Monthly Training Swim Fee.
  - a. Registration Fee - The RDCSC registration fee will be paid in full at the beginning of each season or at the time of joining if a mid-season entrant and is 100% non-refundable. The amount of these fees may vary from year to year, the details of which can be obtained from the Club office. The fee is comprised of four parts as follows:
    - (1) Swim Alberta Registration Fee
    - (2) Hosted Meet Hospitality Fee;
    - (3) Team Unify Registration; and
    - (4) ePACT Registration.
  - b. Fundraising Fee - The fundraising fee will be paid in full at the beginning of the season or at the time of joining if a mid-season entrant and is 100% non-refundable. The amount of these fees may vary from year to year, the details of which can be obtained from the Club office.
  - c. Bottle Drive Fundraising Fee – The bottle drive fundraising fee is payable by April 30<sup>th</sup> of the current season. The amount of these fees may vary from year to year, the details of which can be obtained from the Club office.
  - d. Monthly Training Fee - Monthly Training fees incorporate swim related costs and are established by the Board of Directors. The details of these fees are available from the Club office. The fee is an annual cost that is broken down into 9 equal payments. The first month training fee is due upon registration and is non-refundable. If paying in installments, the remaining 8 payments (October through May) will be debited to members authorized payment option on the 1<sup>st</sup> business day of each month.
  - e. Items not covered by the “Yearly Fee” include but are not limited to:
    - (1) Individual swimmer equipment (swim suits, goggles, fins, kickboards, etc.);
    - (2) Individual swimmer Meet Fees and splash fees;
    - (3) The cost of away swim meets, including associated travel and chaperone costs;

- (4) Special out-of-town training camps; and
- (5) Special one-on-one training sessions.

### ***Discount on Training Fees***

- 3. If you pay your family account by Pre-Authorized Debit (PAD) you will receive a 3% discount on your monthly training fees.
- 4. Multi swimmer discount. RDCSC offers families with multiple swimmers registered in the competitive program a discount on their training fees. There is no discount on Registration fees or Fundraising fees. There is no multi swimmer discount for any non-competitive program. The highest-level swimmer in the family pays full training fees. The second highest and all other competitive swimmers in the family pays 85% of their training fees.

### ***Family Accounts***

- 5. All members of RDCSC will have a Family Account set up in our accounting system.
- 6. There are two types of charges to your Family Account: Fixed or Variable. Your fixed charges are your monthly training fees from September to May. Variable charges are swim meet fees, splash fees, travel expenses, team apparel, swim camps or training equipment.
- 7. Invoices will be emailed to members when variable expenses are posted to their Family Account.
- 8. A detailed Statement of your Family Account will be emailed to you on the 20<sup>th</sup> of each month. Your fixed and variable charges will be combined into a single monthly payment and will be debited to members authorized payment option on the 1<sup>st</sup> business day of each month.
- 9. Check your monthly statement to ensure that charges and payments are correct. Members have up to 60 days after any transaction to contact our office administrator with questions or concerns. Transactions that are older than 60 days cannot be adjusted.
- 10. There are two payment options available to members to pay their Family Accounts: Personal Pre-Authorized Debit (PAD) or Credit Card.
- 11. If your family account has a balance owing from the previous season it must be paid in full before your registration for the new season will be accepted. Money left over in your family account at the end of the season will be carried over to the following year.
- 12. All returned Pre-Authorized Debits (PAD) and N.S.F. cheques will be charged a \$50 processing fee.

13. If your account is not in good standing, your swimmer(s) will not be able to participate in practices, swim meets or other club events until your account is up to date.

### ***Swim Meet Expenses***

14. A swimmer is entered into a swim meet the coach believes would benefit the swimmer's progress as a competitor.
15. Meet attendance must be confirmed through the RDCSC website prior to entry deadline. Directions on how to accept or decline a swim meet can be found on our website.
16. A family has the option of "scratching" or removing a swimmer in advance of a meet if desired. The desire to be scratched from a meet must be communicated by email to the head coach before the "scratch deadline" as published on the Club Website for that meet. If a swimmer is NOT scratched by the scratch deadline, the Swim Meet Entry Fees will be billed to the family. Failure to pay outstanding swim meet fees prevents participation in subsequent meets.
17. Each swimmer will be charged two fees per swim meet.
  - a. ***Swim Meet Entry Fee:*** This is a flat fee or a per event charge depending on the swim meet. These fees are determined by the host club and may differ from meet to meet.
  - b. ***Splash Fee:*** This is a flat fee per swimmer per swim meet. This fee will help offset the costs of travel, per diem and accommodation for coaches attending a meet. The splash fee will not be charged to swimmers attending RDCSC hosted swim meets. The amount of the splash fee, and timing of implementation are determined at the sole discretion of the board.

### ***Fee Adjustments for Advancing Swimmers***

18. On the recommendation of the Head Coach, and in consultation with the family, a swimmer may move up to another group during a swim season. In this case, the new monthly training fee will take effect on the 1st day of the month following the promotion.

### ***Travel Expenses***

19. Families are responsible for their own personal travel to and from competitions, including accommodations and meals.
20. Swim meets where team travel is offered will be specified. Swimmers must commit to team travel before the meet entry deadline. All swimmers participating in team travel will share equally in the team travel costs. Team travel costs include: accommodation, food costs for meals and snacks, chaperone expenses, transportation and miscellaneous expenses incurred by the team. Team travel expenses will be billed to your family account. Penalties and fees

that result from changing or cancelling travel arrangements will be charged to the individual member's account. Travel expenses will be billed to members if their swimmer is pulled or scratched from the meet after the meet deadline.

### ***Refunds and Suspension of Monthly Swim Fees***

21. There will be no refund of Registration Fees, fundraising fees, first month training fees or partial months. The suspension of monthly training fees will be dealt with on a case by case basis but will adhere to the following guidelines:

- c. Medical or Compassionate Grounds. When a swimmer wishes to temporarily withdraw from the program due to medical or compassionate reasons, the family may request a suspension of monthly swim fees. The family must provide the Head Coach with a written request to withdraw, highlighting the reason for the request and the anticipated length of time the swimmer will be gone. The suspension of fees will take effect as follows:
  - i. Fees may be waived, for any full months that a swimmer's miss training. Participation in any given month will result in normal monthly charges. The swimmer will not be charged monthly swim fees for the duration of their absence from the club. The waiver of the swim fees will be calculated and applied by the office once the swimmer returns to regular activities.
- d. Voluntary Withdrawal If a swimmer is voluntarily withdrawing from the club, they are required to inform the Head Coach in writing prior to the 1<sup>st</sup> day of the month. No refunds will be provided for withdrawal requests made during a swim month. The training fees will be suspended the month immediately following the written notification provided by the family. The Head Coach will liaise with the Office Administrator who will close out the account and notify the family of any outstanding amounts owed. In the event that there are funds / credits remaining after the account has been settled, fundraising amounts, which are non-transferable, will be credited to the club's general revenues and any funds deposited in advance by the member will be refunded.

### **Member Commitments**

#### 22. Bingo Requirements

- a. RDCSC relies on income generated from bingos and casinos to reduce yearly fees. To ensure we have enough people to staff them, each family is required to work a required amount per registered swimmer. Bingo requirements per swimmer are subject to change dependent on enrollment numbers.
- b. Members have the option to work their bingo requirement or pay-out their bingo requirement. The pay-out amount is \$150 per bingo and is required to be paid when registering your swimmer.

- c. Your bingo requirements must be completed in the current season (September 1 to August 31). Bingo shifts cannot be carried forward from one year to the next.
- d. Members who do not fulfill their bingo requirement for the current season will be charged \$200 on August 20<sup>th</sup> for each Bingo shift that was not completed.
- e. If your swimmer is promoted to a new squad during the season, your bingo requirements will change to your swimmer's new squad bingo requirements.
- f. Members must notify the Bingo Coordinator 3 days prior to the bingo if they are unable to work their shift. This will allow sufficient time for the Bingo Coordinator to find a replacement. If you fail to notify the Bingo Coordinator your account will be charged \$200, and you will still be required to complete the bingo shift.
- g. Members who sign up for a bingo and fail to attend the bingo will have their account charged \$200 and will still be required to fulfill their bingo shift.
- h. Bingo's are a mandatory commitment to the club. In the event you, for whatever reason, decide to leave the club prior to the end of the year you will have to pay out each bingo not worked, or fulfill your bingo requirements subsequent to withdrawing from the club.
- i. If extra bingo shifts come available during the season the Bingo Coordinator will send out an email notifying membership. Your family account will be credited \$75 per bingo shift worked. Bingo credits will be credited to members accounts on August 20<sup>th</sup> of the current season. Credits cannot be transferred outside of a swim family and cannot be credited back as cash if they are not used.

### 23. Volunteer Requirements

- a. It takes many dedicated volunteers to run a successful swim meet. There are a wide variety of jobs and functions required to run a swim meet. Each meet session requires 32 officials plus 5 to 10 non-officiating workers helping with hospitality, concession, marshalling, and set up/take down.
- b. To ensure we have enough people to run a successful swim meet, each family is required to work a required number of shifts at each of our hosted swim meets. Volunteer requirements per family are subject to change dependent on enrollment numbers.
- c. Your family account will be billed \$100 per volunteer requirement that you do not fulfill.

### 24. Officiating Certification Requirements

- a. RDCSC has instituted a program to ensure that our membership continues to progress along the officiating skills hierarchy.
- b. A member of each swim family will be required to complete Level I (Timer/Safety Marshall) certification in their first competitive year.

- c. A member of each swim family will be required to complete a course each season until they have completed Level I and parts of Level II (stroke and turn and chief timer).
- d. Clinics are offered leading into a swim meet so newly qualified officials can immediately practice their skills and knowledge. We also ensure that more seasoned officials are available to work alongside rookie officials to provide support and answer questions.
- e. The officiating fee is a method of encouraging members to continue their certification of the officiating positions. Should a family member not complete a progressive officiating course (which includes the course plus all the allotted deck time to be properly certified), before June 15th of the registration year, the officiating fee of \$150 will be charged to the family account and turned over to the club's general revenue. The progression through the officiating program is required until one member of the family has completed Level I: Timer and Safety Marshall & Level II: Stroke & Turn and Chief Timer.
- f. Other Level II courses are: Starter, Meet Manger, Clerk of Course, Chief Finish Judge, Chief Electronics or Record Scorer.

### ***Volunteer Credits***

- 25. Volunteer credits are allocated by position in accordance to the Boards direction. These credits are payable / credited at the end of the swimming year for volunteers who complete the full year's commitment. The credits will be applied to the family account on April 1st. Unused credit can be carried over for use against the volunteer's swim account, but credits cannot be transferred outside of a swim family and cannot be credited back as cash if they will not be used.

### ***Grants for Members.***

- 26. The club has authorized the funding of an excellence fund. This fund will be established from surplus funding, when available, and will be available to be drawn upon by all members. The funds are intended to cover a portion of the swimmers costs only and cannot be used to offset family members travelling with the swimmer. Funds will be available as follows:
  - e. Tour Team / Swim Alberta Events Funding. In the event that a swimmer is chosen to represent the club at a Swim Alberta or Canadian Tour Team event, the family will be eligible for funding to help offset the costs associated the swimmer's travel, accommodations and registration expenses. An example of this would be if a swimmer goes to a national or international event where the total cost of travel, accommodations and registration is \$850.00 and the sponsoring swimming body pays \$500.00 then the family will be eligible for 50% of the uncovered costs, ie \$175.00. A maximum of \$750.00 per year per family will be available under this scheme.

- f. Travel Fund Grant. RDCSC will, when funds allow, set in place a fund to assist our competitive swimmers by reducing the costs of traveling to specific major competitions. The funds will be allocated to the following major competitions: Alberta Provincials – LC, Summer Championships, Canadian Swimming Trials, Speedo Western Championships, Canadian Junior Championships and Canadian Swimming Championships. The following stipulations apply:
- i. Only members in good standing and members who have completed their volunteer commitment obligation are eligible for funding per this motion.
  - ii. Total annual dollar value of the fund will be set by the Board based on the surplus funds available after all other budgetary funding requirements have been met. The fund will be allocated to the above mentioned major competitions on a percentage basis that will be determined by the Board.
  - iii. Each major competition will be capped at a certain percentage of the travel fund grant and will be distributed equally amongst participating athletes attending the event. Individual reimbursement will be capped at total eligible expenses incurred. Eligible expenses include travel costs, accommodation and meet entry fees.
27. The above noted proportional reimbursement may be amended by the Board based on the meet and financial position of the club with any reimbursement being credited to the member accounts prior to fiscal year end.
28. The total amount of grant money that may be available for Tour Team, Swim Alberta & the Travel Fund may be amended by the Board based on the financial situation within the Club.