**FINANCE PROCEDURES**

**MEMBER’S ACCOUNTS**

1. Account Access: Members are able to access their accounts online, via a secure sign-in, through Team Unify at [www.teamunify.com/Home.jsp?\_tabid\_=0&team=czsdsfs](http://www.teamunify.com/Home.jsp?_tabid_=0&team=czsdsfs)
2. Session Fees: Session fees are billed in three equal installments and due as follows:

|  |  |  |
| --- | --- | --- |
|  | BILLED ON: | DUE ON: |
| FALL SESSION | September 1st | September 15th |
|  | October 1st | October 15th |
|  | November 1st | November 15th |
| WINTER SESSION | December 1st | December 15th |
|  | January 1st | January 15th |
|  | February 1st | February 15th  |
| MARCH (MONTHLY FEE) | March 1st | March 15th |
| SUMMER SESSION | April 1stMay 1st  | April 15thMay 15th |
|  | June 1st | June 15th |
|  | July 1st | July 15th |

1. USA Swimming Fees: USA Swimming fees will be billed annually in November, or the first month of a new member’s billing cycle. For the current swim season the fee is $61.00
2. Additional Monthly Charges: All Meet Entry Fees, travel fees and other expenses will be posted to the member’s account by the 1st of each month and will be due on the 15th of the following month. Sioux Falls Swim Team reserves the right to bill for meet fees for meets members have registered for but have not yet attended.
3. Invoice: An invoice will be sent, via email, before the 1st of each month detailing the amount due. All invoices are expected to be paid in full by the 15th of the month following the date of invoice.
4. Payments: Please make all payments online via the club website. Payment options are available through your member account on the Team Unify website. Preferred payment options include automatic withdrawal, credit card, or debit card. Those wishing to pay by check must pay in full at the beginning of a session the FULL session fee and any USA registration fees due. Please send checks to: Sioux Falls Swim Team, PO Box 758, Sioux Falls, SD 57101