

## **ASL Billing Policy (Revised 08/2022)**

### **Registration Fee**

The ASL swim season runs from September through August. Annual registration begins in August of each year.

ASL collects an annual **non-refundable** registration fee. This fee covers the costs of team registration and Georgia Swimming registration. In addition, swimmers will be provided 2 latex ASL caps and may receive in-season or end-of-season awards/incentives if funds are sufficient. ASL does not prorate registration fees for swimmers joining after September. Beginning with the 2022-23 season, USA Swimming will require parents to directly register their swimmers with USA Swimming. They will pay their USA Swimming registration fee separately.

Any swimmer with a current USA Swimming registration that transfers to ASL from another **USA Swimming** club will receive a credit on their account equal to the current USA Swimming and LSC registration fees, once a transfer form has been submitted to GA Swimming.

### **Monthly vs. Annual Dues**

**ASL** is a year-round (11 month) swim program that charges monthly dues. However, once a swimmer has paid for a total of 9 months of dues, they will be eligible to participate in team activities for any remainder of the year without further dues payments. During registration, the account holder will select to pay the dues either in 9 monthly installments or in a single annual (9 month) lump sum. The first payment is invoiced upon registration approval.

There is a 10% discount on dues for those who choose to pay in a single 9 month lump sum. The annual dues option is only available to swimmers joining in August/September. **Swimmers selecting to pay annual dues in August/September should be aware that they are committing to the whole season. Dues paid in an annual lump sum are non-refundable, even if a swimmer chooses to withdraw from the team before the end of the year.**

Families with multiple swimmers registering for the team are eligible for a multi-swimmer discount. The highest priced swimmer in each family will pay the full monthly dues amount. The second highest priced swimmer will receive a **10% discount** off their monthly dues. Any additional swimmers will receive a **50% discount** off their monthly dues. These discounts will be in addition to the 10% discount if the annual dues payment option is chosen.

### **Accounts**

One TeamUnify account will be established for each family through the ASL Website. Multiple members can be enrolled under this family account. However, the TeamUnify system is not designed to provide more than one account for any one swimmer. Communication, registering for meets or other ASL Events, and all invoicing and payments will be handled through this account. Account holders are provided a password and may access their accounts at any time. It is important that the members keep the information in their account current.

### **Payments**

Each family will establish an auto-payment plan through the ASL website by registering a credit card or bank account. Families should take care to make sure their credit card/bank account information is up to date at all times. On or about the 25<sup>th</sup> of the month, each family will be notified by email of the monthly total to be billed. Charges will be automatically run on the 1<sup>st</sup> day of each month. Details of the charges to the account may be viewed at any time by signing into the account on the ASL website. Charges typically include monthly dues, swim meet entry fees, team trip travel, and team gear.

Swim meet entry fees for away meets will be processed as an on-demand charge to the credit card on file once the ASL deadline for entry has passed. **Please note that all swim meet entry fees (home or away) are non-refundable once the ASL entry deadline has passed.** Team trip travel charges will also be processed as on-demand charges to the credit card on file. On the first of the month, all other charges will be processed through the auto payment system.

### **Changing Swim Groups**

When your child is ready, his/her coach may suggest moving the swimmer to a more advanced practice group. Monthly dues are based on the swim group assignment, so if a swimmer moves to a new practice group, the monthly dues rate will increase. If the account is paid in full at the beginning of the year, the account will be assessed a one-time charge of the price difference for the remaining months.

### **Late Fees and Fines**

It is imperative for all ASL parents to pay their monthly invoice on the first of each month. As stipulated in the club bylaws, accounts which have an unpaid balance for more than 45 days will not be allowed to continue to participate with ASL and will be automatically barred from registering for swim meets or other ASL events.

Accounts which are not paid in full by the 15<sup>th</sup> of the month will be assessed a \$25.00 late fee. Accounts for which a credit card transaction is denied will be assessed \$2.00 per transaction. Accounts for which an ACH transaction is denied will be assessed \$25.00 per transaction.

### **ASL Gear**

Only active accounts in good standing will be allowed to charge gear to their ASL accounts. A minimum of \$20.00 in merchandise must be purchased at one time in-order-to charge to your account. If the total cost of the merchandise is less than \$20.00, then the member must pay by either cash or check.

### **Withdrawing from ASL**

**It is the responsibility of the member to notify the Program Director and the Team Administrator in writing (by letter or email) of their intention to temporarily deactivate or permanently terminate a team membership.** Deactivation/termination will take effect on the first day of the month following notification. **The written notification must be received by the 20th of the month preceding the intended separation date.** Failure to do so may result in the family being billed for the following month, even if they choose not to participate in team activities. The ASL Board considers requests for variation from this notification policy on an

individual basis. Requests must be emailed to the ASL President for consideration at the next monthly Board meeting.

### **Reactivation of an ASL membership**

If a parent elects to reactivate a deactivated membership within a given season, they may do so at any time by providing written request (letter or email) to the Program Director and the Team Administrator. Reactivation will typically occur on the 1<sup>st</sup> day of the month following this request. If a swimmer chooses to return in the middle of a month, they will be charged for the full month's dues, as monthly dues are not prorated.

### **College Students Returning to Swim with ASL for Summer**

Upon written notification (letter or email) from the account holder (i.e. the parents), the ASL Team Administrator will reactivate the account of a college swimmer returning to swim with ASL over the summer. All swimmers participating in ASL practices must be registered with USA Swimming and complete all required USA Swimming SafeSport/MAAPP trainings. If a college swimmer returning for the summer does not have a current USA Swimming registration, they must register as a returning swimmer and pay the USA Swimming registration fee before beginning practices. Returning college students may attend meets with ASL as unattached swimmers. Meet entry fees will be billed to their account. In addition, the accounts for all returning college students will be billed a one-time charge of \$75.00 to cover the facility rental fees charged by the Augusta Aquatics Center.