**Helena Lions Swim Team**

**#301**

**DUES, FEES AND PAYMENT POLICY**

**Purpose:**Helena Lions Swim Team depends on the financial cooperation of its member in order to meet obligations to coaching staff and provide swimming facilities and other resources to the team.  This policy defines the club’s expectations for payment of dues and allows for specific exceptions.  It then defines membership in good standing and the consequences of losing that status.

1. General Registration will occur at the start of Short Course season, with athletes signing up for the full swim year (September – August) unless otherwise noted.  Seasonal Registration will be available at the start of Long Course season.  Athletes may still participate in just the short course or long course season, but will need to indicate so.  All athletes must be currently registered with USA Swimming prior to participating in team practices or events.  USA Swimming registration (Sept/full-year or April/seasonal) and Club Membership Fee must be paid in advance.  If the member qualifies for free or reduced school lunch or other government assistance, USAS offers and Outreach rate.  Inquire with the Treasurer for more information.
2. Dues Structure: Annual dues are allocated into 10 equal payments in order to keep dues affordable and predictable.  Dues are billed and payable in advance on the 1st of every month, except in March and August.  Dues are non-refundable, except under limited exception described below (number 6).  Dues are not pro-rated but are due in full for any month in which an athlete swims.  If your athlete qualifies and participates in post-season (regional or national) competition during March and August, post-season rates will apply during those months.  IF AN ATHLETE IS ADVANCED TO A HIGHER-LEVEL GROUP AFTER THE START OF THE SEASON, THE NEW DUES RATE WILL APPLY AT THE 1st OF THE NEXT MONTH.
3. Payment Options and Fees: Automatic ACH payment is encouraged. To cover the extra cost of credit card processing, members who choose to use credit cards as a method of payment will be charged a fee of $4.99 per credit card transaction.
4. Notice: Members must provide advanced written notice of their intent to discontinue team participation, either temporarily or indefinitely, of no fewer than 10 business days, so recurring billing can be discontinued timely.  Notice must be sent to [HLSTboard@gmail.com](mailto:HLSTboard@gmail.com), and member must receive an acknowledgement email, generally within 24 hours, in order for the notice to be effective.  Failure to provide adequate notice will result in an obligation to pay dues as scheduled for that month.
5. Payment Expectations: Dues are payable in advance.  Members are expected to pay their dues timely according to the prescribed payment plan or risk loss of good standing (see below).  Members are expected to enroll in the prescribed automatic payment method unless they prepay the current season’s dues (Short Course or Long Course) or make special arrangements in writing with the Treasurer and pay timely according to that plan.  A surcharge of $30 will accrue to a member’s account for an auto-debit or checking resulting in non-sufficient funds (NSF).  NSF items will be automatically re-submitted within seven (7) business days inclusive of the surcharge.  Member is expected to communicate promptly with the Treasurer about NSF matters,
6. Financial Exceptions: A member whose financial circumstances change during the season can arrange a modified payment plan with the Treasurer.  Such arrangements must include a written payment schedule signed by the member and the Treasurer, which brings the balance current within a reasonable time period.  It is the responsibility of the member to bring the issue to the attention of the Treasurer and to make payments timely according to the plan.  In acute cases, scholarship funds may be available.  Refer to the Scholarship Policy for more information.
7. Exceptions for Refund of Dues: There are two exceptions that allow the refund of dues after the athlete’s initial two-week trial period: (1) if the athlete becomes injured and is unable to continue swimming, the member may provide a physician’s letter to the athlete’s coach, who will approve the letter and recommend to the Treasurer to refund or credit the balance of dues; or (2) if the athlete moves a sufficient distance from the Helena area to preclude continued participation with the team; the member must notify the coach in writing prior o the move and dues will be refunded or credited from the last date of participation by the athlete.  The USA Athlete Registration and Annual Membership Fee are not refundable under any circumstances.
8. Member in Good Standing: A member in good standing is a member whose account is being paid timely according to the payment plan in place for the member as outlined above.
9. Loss of Status as Member in Good Standing: A member whose account becomes 30 days past due ceases to be a member in good standing and may lose membership privileges including eligibility for participation in practices and meets.  Such an account will be charged a late fee of $30 and referred to a collection agency.
10. Procedure:
    1. Members will be referred to this policy during the registration process and will confirm their understanding and acceptance of this policy during registration.
    2. On a monthly basis, the Treasurer will provide the executive committee of the board of directors with a list of all accounts between 1 and 30 days past due.
    3. The Treasurer will communicate the imminent loss of good standing to the member (parents).
    4. If the member’s account is not made current within an agreed period of time not to exceed 30 days, the member is responsible to withhold their athlete(s) from further participation on the team until all amounts owed are paid in full or according to an agreed payment plan as specified above.
    5. Failure to restore good standing may also result in remedial court action according to the laws of the State of Montana.

I agree to pay dues and fees in accordance with team policy.  I understand policies and procedures may be updated from time to time and are posted on the team website and that I am responsible to abide by these updates.

Policy History:

Adopted on:

Revised on:   08/29/2012

06/11/2018