



September 1, 2020

## MEMBERSHIP DUES AND BILLING POLICY

All swimmers must register with USA Swimming when joining the Irvine Novaquatics swim team. The \$72.00 per swimmer USA Swimming membership as well as the annual \$100.00 family registration fee are due and payable at registration. All families registering after September will be billed the family registration fee on their January 2021 invoice.

All returning swimmers will be invoiced for their 2021 USA Swimming registration in December and the annual family registration will be invoiced in January 2021.

The Novaquatics dues structure offers the following payment plans for your family. All payments are due before the 25<sup>th</sup> of the month invoiced. A \$10.00 late charge will be assessed on any account with a balance due on the 25<sup>th</sup> of the month.

MONTHLY dues are invoiced on the first of the month and due by the 25<sup>th</sup> of the month.

Families are responsible for MONTHLY dues regardless of swimming time within a calendar month. **Dues will not be prorated for any reason.** If your swimmer is out of the water for more than 90 days and the billing officer is notified 30 prior to the beginning of the month the swimmer wishes to leave, families will not be invoiced during that designated time period. **Written notice either by mail or email of intended leave of absence or termination of membership must be submitted 30 days in advance.**

ATHLETE TRAVEL EXPENSES are due upon receipt. We try to provide travel expenses prior to traveling, but it is increasingly difficult to project exactly what the actual expenses incurred will be prior to departure. The billing department can provide an approximate accounting of travel expenses, but the final amount due will be invoiced after the travel is complete.

MEET ENTRY FEES: **Upon your declaration to swim**, the Irvine Novaquatics coaching staff will enter your swimmer(s) in all swim meets on your behalf. **If you declare to swim a given meet, you will be responsible for all meet entry fees regardless of whether your swimmer swims or not.** Team entries are submitted to the host team based on your declaration 10 days prior to the meet start date. Once the team check has been issued all entry fees submitted are non refundable.

The Novaquatics Billing department accepts payment by VISA, MasterCard, Discover and by check or cash. **Credit cards are charged on the first of the month for all items reflected in your account invoiced or uninvoiced.** You can view your account balance 24/7 through our website at [www.novaquatics.com](http://www.novaquatics.com) . Once you have signed in, if you click on "My Invoices/Payments" you can view what charges have been made and the amount that will be charged to your credit card.

If you have any questions regarding the billing policy or your account balance, the billing department can be reached by phone/fax: 714-981-1142 or email: [kim@novaquatics.com](mailto:kim@novaquatics.com) . Please indicate Novaquatics billing in the subject box.