

WST POLICY

1. **INVOICES:** Monthly paper invoices will not be provided. All billing information is located in “my account” on the swim team’s web-site at www.winchesterswimteam.org. It is the account holder’s responsibility to check “my account” and notify the Head Coach, Sue Hiscock, of any billing disputes.
2. **MONTHLY DUES:** All monthly dues are to be paid by the 1st on each month. The account holder is responsible for making that payment by the 1st or the first business day following if the 1st falls on the weekend or holiday. If payment is not received a late fee of \$10 will be applied on the 10th of each month.
3. **TEAM WITHDRAWAL:** It is the parent/legal guardian’s responsibility to notify the Winchester Swim Team of their child(ren) withdrawal from the Winchester Swim Team via the following means: 1) email at winchesterswimteam@comcast.net, 2) our web-site www.winchesterswimteam.org, or 3) in writing to Winchester Swim Team, c/o Sue Hiscock, 175 Brandi Way, Winchester, TN 37398. The account holder will continue to be billed and responsible for payments until we have received notification.
4. **CLASS STRUCTURE:** Swimmers will be placed in a class that best suit his/her needs. Swimmers will only be advanced to the next level at coach’s discretion.
5. **PARENT/LEGAL GUARDIAN ATTENDANCE:** An adult is required to be present during practice for all Level 1 swimmers. Levels 2-6 swimmers may be dropped off at the pool for practice providing the coach has been notified and ok with the arrangement. It is your responsibility to insure your swimmer(s) on time, at the correct scheduled class time, and picked up at the end of the scheduled class time.
6. **PICTURES:** The Winchester Swim Team occasionally post swimmers’ pictures on the bulletin board, the newspaper, and on the team website. WST will not post pictures of swimmer(s) if the parent/legal guardian does not approve. If you do not agree with posting pictures, you must have the appropriate slot marked in the [WST Agreements & Waivers](#) form.