

	Policy Title:	<i>Payment Policy</i>	Policy No: DSC 1-20
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Purpose

Durham Synchro Club is a not-for profit organization. The goal of Durham Synchro Club is to operate efficiently within a balanced budget. Annual membership fees are the main income source along with any fundraising activities and hosted meets. This policy outlines payment requirements and refund circumstances.

Scope and Application of this Policy

Fees and Invoices

1. Payment of fees for all programs (recreational, novice, masters, and competitive) are due in accordance with the fee schedule set annually by the Board of Directors.
2. No athlete will be allowed in the pool until registration is complete and the initial non-refundable registration fee has been received.
3. The Club reserves the right to suspend athlete participation in all training and Club activities for unpaid/late fees.
4. Athletes cannot register for any session/program until all outstanding fees are paid from previous sessions/programs.
5. Provincial and national competitive stream athletes will be proportionally invoiced for competition expenses that apply to the team/club for out-of-province expenses and as approved by the Board of Directors. Examples include, but are not limited to coach hotel costs, food costs, flight costs, car rental costs, chaperone costs and coaching costs. Should families choose to not use these services they will still be invoiced. Provincial, novice and masters athletes participating in provincial out of town meets will be invoiced for those competition expenses. Examples include, but are not limited to coach hotel costs.
6. All invoices are due within 15 calendar days of the invoice. Late payments are subject to a 2% charge. Fees are due on the 15th of each month for the months of September to June, inclusive.
7. The Club only accepts cheques made out to Durham Synchro Club, Inc. Cheques must be given to authorized individuals only. The names of these individuals will be communicated to families at the beginning of each season. The Club will not be held responsible for lost cheques which have

not been given to an authorized individual. Cash will not be accepted for payment of fees or invoices.

Fee Refund

8. All eligible fee refunds covered by this policy are all subject to:

- a) A non-refundable registration fee (\$250 for competitive/novice/masters and \$65 for recreational);
- b) application of fundraising deposit (if not in good standing re: Club commitments; \$100 for competitive/\$50 for novice/\$0 for recreational); and
- c) any actual costs incurred by the Club on behalf of the athlete, which could include, for example, the cost of personal equipment, uniform costs, routine and/or figure suit costs, travel costs, and/or meet registration fees.

9. All withdrawal/refund requests must be made in writing to the President and the Registrar (dscexecutive@durhamsynchro.com).

10. All eligible medical withdrawals require a medical note.

11. *Short Duration Programs:*

These are defined as programs lasting 8 weeks or less. Examples can include but are not limited to: summer camps and some recreational programs.

Fees are non-refundable.

12. *Recreational Programs:*

Fees are refundable up until the 3rd scheduled practice and subject to deductions and conditions outlined in paragraph 8-10.

- a) After the 3rd scheduled practice, fees will be refunded for medical reasons only:
 - i. on a pro-rated basis excluding the first 3 weeks for full year program which are non-refundable; and
 - ii. less any deductions outlined in paragraph 8-10.

13. *Competitive Programs (Novice, Competitive Masters, Competitive and HP Streams):*

- a) Fees are refundable on a pro-rated basis prior to October 15th subject to the applicable deductions and conditions outlined in paragraph 8-10 and less training hours incurred up till the date of the notice of withdrawal; and
- b) All fees payable for the full year and non-refundable for any withdrawal after this date for any reason.

Exceptions

14. The Board of Directors may authorize payment schedules and refunds at their discretion for exceptional circumstances not covered by this policy.

NSF Cheques

15. Returned cheques are subject to an administration fee of \$25.00 plus any bank fees charged to the Club.

16. After two NSF cheques, the Club reserves the right to require alternate payment methods for all future payments.

Fundraising

17. All provincial, novice and masters stream competitive athlete families are required to provide a fundraising deposit identified annually by the Board of Directors.