



Barrie Trojan Swim Club (BTSC)

Refund and Non-Payment of Fees Policy

Date Effective: Feb 20, 2001
Date Last Reviewed: Feb 2018
Date Last Revised: Mar 7, 2024

SCOPE:

The Refund and Non-Payment of Fees Policy applies to all active BTSC members and parents and/or legal guardians. All BTSC members, parents and/or legal guardians are expected to adhere to the principles outlined in this policy.

POLICY STATEMENT:

The costs to operate BTSC are determined at the beginning of each swim season. To support this, BTSC requires payment for club membership and training, according to the fee schedule. As per the fee schedule, fees are broken down into set payments, with additional fees paid at time of registration that may include but are not limited to membership fees. All fees are non-refundable.

Meet fees are additional costs paid to the BTSC to participate in home-hosted and away meets. After the meet deadline date, all meet fees are non-refundable. In the case of exceptional circumstances impacting a swimmer's ability to attend a meet after the meet deadline date, consideration will be made for potential refund of meet fees.

The BTSC has the right to refuse participation in meets and/or training activities for the non-payment of fees.

Each season, there are a small number of members who find it necessary to resign due to illness, conflicting commitments, and/or desires. In this case, members should follow the procedure related to Resignation. It should be understood that leaving the club prior to the end of the season is discouraged outside of illness, and families should make every effort to commit to the full swim season.

DEFINITIONS:

Fees: fees paid to the BTSC during the swim season, which includes but is not limited to swim training fees, registration and/or membership fees.

Fee Schedule: set fees determined at the beginning of the season for each training group with a schedule of when they are due to the BTSC.

Meet Fees: fees paid to participate in home-hosted and away meets, which include but are not limited to event fees and coaching fees.

Non-Payment of Fees: any outstanding fees incurred from swim member registration, team events, and/or meet fees.

PROCEDURE:**Registration**

1. BTSC members, parents and/or legal guardians shall be provided with a summary of the Refund and Non-Payment of Fees Policy at the point of registration.
2. BTSC members, parents, and/or legal guardians shall indicate that they have read and understood the policy at the point of registration.
3. BTSC members, parents and/or legal guardians shall be notified by the BTSC Operations Manager of the fee schedule for the season at the time of and/or in advance of registration.

Resignation

1. BTSC members, parents and/or legal guardians shall inform the BTSC Operations Manager of their desire to resign from the club. This must be done in writing prior to the end of the month.
2. Upon informing the BTSC Operations Manager, BTSC members may cease further payment of fees for that season. No refunds for fees paid will be provided.

Non-payment of Fees

1. Members, parents and/or legal guardians shall be notified by the BTSC Operations Manager of any non-payment of fees.
2. Where non-payment of fees continues to be outstanding once notification has been provided:
 - (i) For non-payment of fees fifteen (15) days or greater, members shall not be permitted to participate in swim meets as part of the BTSC until payment is received.
 - (ii) For non-payment of fees thirty (30) days or greater, members shall not be permitted to participate in swim meets or team training activities/practices until payment is received.

3. As per BTSC's By Laws, if the membership fees are not paid within sixty (60) days of the membership renewal date or notice of default, the Member in default will automatically cease to be a Member of the Corporation.