

1. Definitions

This document inherits any and all definitions from the Calgary Killarney Artistic Swim Club (“CKASC”) Bylaws.

- **“Expenses”** - Charges incurred by the athlete related to participation in CKASC Programming. Expenses are not charged by CKASC for Programming, but passed through from the originating organisation without mark-up. Examples of Expenses include but are not limited to travel expenses, Alberta Artistic Swimming registration fees, and competition fees.
- **“Fees”** - As set by the CKASC Board of Directors, Fees are charges from CKASC to athletes for participation in Programming. Fees are considered tentative at the start of the season until such time as final membership numbers are known.
- **“Athlete”** - Any person registered in a Programming offered by CKASC. Athletes include Non-Competitive Members, Competitive Members and members of the general public.
- **“Programming”** - Any camp, team, or other artistic swimming related activity offered to athletes by CKASC.

2. Purpose

This policy outlines the responsibilities of all Non-Competitive Members, Competitive Members and Athletes as it relates to payment of Fees and Expenses related to CKASC Programming.

3. Change History

This document is part of the Calgary Killarney Artistic Swim Club’s policy documents. The change history below is updated to reflect the changes made to the document over time.

Version	Date	Updated By	Description
0.0	May 25, 2019	C Foster	Original updates for name change from Killarney Synchronized Swim Club to Calgary Killarney Artistic Swim Club.
0.1	May 25, 2019	C Foster	Updates to policy to include definitions and re-ordered sections.
1.0	June 18, 2019	Board	Final review and edits; as approved by CKASC Board of Directors



1.1	Dec 2019	C Dilger	Includes details of how credit cards are charged
1.2	June 2021	C Dilger	Clarify 5.2.2 and 5.2.3
1.3	June 2022	C Dilger	Corrected numbering of paragraphs. Revised payment dates as per June Board meeting
1.4	May 2023	N. Newman & S. Burkholder	Changes related to team deposits. Swimmer changed to athlete.
1.5	Sept 2023	S. Burkholder	Clarified non-refundable registration fee in section 5.2
1.6	Feb 2024	S. Burkholder	Added Section 5.2.4. Withdrawal from an Extra Routine.
1.7	June 2024	N. Newman & S. Burkholder	Updated policy to reflect fee payment instalments and schedule in 5.1 and 5.1.1.

4. Application of this Policy

This policy applies to athletes registered in CKASC Programming.

5. Payment of Fees

No athlete will be permitted to participate in training until Fees are paid and the appropriate forms are completed. Fees are determined based on the Programming the athlete is enrolled in and not by the age of the athlete.

CKASC is committed to all of its athletes. As a non-profit volunteer organisation, the Fees are based on anticipated costs and are borne proportionately between athletes. As such, there is a commitment to pay the fees in full in accordance with the Fee Payment section of this policy.

5.1. Fee Payment

CKASC is a non-profit organisation and is responsible for coaches salaries, pool expenses, equipment purchases, travel expenses and many other items to run the Club successfully.

A Team Deposit paid by credit card is due at the time of registration, and must be paid before training begins. This Team Deposit amount is determined by the team the athlete is trying out for. The total fees for the season will be processed September through June in 10 monthly instalments, and the total amount will reflect the fee for the team the athlete is placed on. If all fundraising commitments, volunteer commitments and invoices are paid, the Team Deposit will

be applied to the final June team fee instalment. Members may choose to pre-pay fees in advance. Accounts must be up to date by January 1st before athletes may enter the water after the holidays. Non-payment of Fees and/or Expenses may result in the athlete not being permitted to participate in training, competitions or events.

5.1.1. Payment of Fees

CKASC requires a credit card on file to ensure timely payment of Fees and Expenses. Fees and Expenses may optionally be paid by e-transfer, rather than credit card, no later than the 25th day of the month prior. Where Fees and Expenses have not been paid by the 5th day of the month, CKASC will deduct the payment from the credit card on file. Those members choosing to pay by credit card will be automatically debited on the 5th day of the month.

Payment Timing	e-Transfer Option	Credit Card Option
Registration Team Deposit	Not available	At time of registration
September	August 25th	Sep 5th
October	Sep 25th	Oct 5th
November	Oct 25th	Nov 5th
December	Nov 25th	Dec 5th
January	Dec 25th	Jan 5th
February	Jan 25th	Feb 5th
March	Feb 25th	March 5th
April	Mar 25th	April 5th
May	April 25th	May 5th
June	May 25th	June 5th

5.1.2. Overdue accounts

Non-payment of Fees and/or Expenses will result in your athlete not being permitted to participate in competitions/events and continue training with the Club. Athlete accounts must be up to date by January 1st before your athlete(s) may enter the water after the holidays. After January 1st, if your family invoice is past 30 days, you will be notified by the Treasurer. If

your family invoice includes any amount past 60 days, your athlete(s) will not be allowed into the pool until the balance is paid.

5.2. Withdrawal from Programming

In the event that an athlete withdraws from CKASC Programming, \$100 of the Team Deposit for provincial stream, and \$250 of the Team Deposit for national stream, is a non-refundable registration fee. Any Expenses incurred remain due; Fees remain due based on the following criteria:

5.2.1. Within the first 30 days of the first practice of the season:

- New athletes to the club are granted a 14 day trial period with no financial penalties with the exception of the non-refundable registration fee.
- To officially withdraw from the Club, a Member and/or athlete must provide written notice to the President and Treasurer.
- Verbal notification and non-attendance are not considered automatic withdrawal.
- In the case of withdrawal from the program within the first 30 days of the first practice of the season, the member is responsible for paying the training fees in full for the month in which notice is given. The Club will refund the balance of the remaining training fees for the year.
- All financial commitments the Club has made on behalf of the athlete (including but not limited to travel, competition fees, clothing) will be due immediately.

5.2.2. After the first 30 days of the first practice of the season:

- To officially withdraw from the Club, a member and/or athlete must provide 30 days written notice; notice to be provided to the President and Treasurer.
- Verbal notification and non-attendance are not considered automatic withdrawal.
- In the case of withdrawal from the program after the first 30 days of the first practice of the season but before December 1st, the member is responsible for paying the training fees in full for the month in which notice is given, and the next month's fees. If prepaid, the Club will refund the balance of the remaining training fees for the year, less the registration fees. The CKASC registration fee and the Alberta Artistic Swimming registration fee are non-refundable.



- All financial commitments the Club has made on behalf of the athlete (including but not limited to travel, meet fees, clothing) will be due immediately.
- Fundraising commitments are immediately due in full for the entirety of the season, but volunteer commitments are waived.

5.2.3. Withdrawal after December 1st:

- To officially withdraw from the Club a member and/or athlete must provide 30 days written notice; notice to be provided to the President and Treasurer.
- Verbal notification and non-attendance are not considered automatic withdrawal.
- After December 1st, no refunds will be issued.
- All financial commitments the Club has made on behalf of the athlete (including but not limited to travel/hotels/flights/bussing, competition fees, clothing) will be due immediately.
- Fees remain payable until the end of the season. Fundraising commitments are immediately due in full for the entirety of the season, but volunteer commitments are waived.

5.2.4. Withdrawal from an Extra Routine (Solo or Duet):

- In the case of withdrawal from an accepted extra routine (solo or duet) before December 1st, the member is responsible for paying 50% of the extra routine fees. After December 1st, 100% of the extra routine fees are non-refundable.