

AQUASTAR MONTHLY TRAINING FEE POLICIES

Policy 05-010 — Training fee basis.

Monthly training fees are not prorated based on the number of days a swimmer does or does not attend practice in any given month, nor are they affected by a specific practice pool's lack of availability.

Policy 05-020 — When payment are due.

Monthly training fees are billed in advance and are due by the first of the month to which they are to be applied.

Policy 05-030 — When late fees are triggered.

Late fees are applicable to all payments received after the 10th of month.

Policy 05-040 — Refund request deadline.

If a monthly training fee has been paid, then a swimmer decides to become inactive for the month to which the training fee applies, a refund is available if the treasurer is notified before first of month regarding the planned inactive status.

Policy 05-050 — Refund request missed deadline.

Payments already made shall be applied to future training fees, but not refunded, if notification of inactive status occurs after the first of the month.

Policy 05-060 — Returning inactive swimmers.

Swimmers returning from inactive status must pay for the entire current month's training dues, regardless of which day of the month they re-activate. Swimmers activating on or before the 10th of the month must pay by the 10th or face a late fee; swimmers activating after the 10th of the month will owe no late fee, but must pay the full month's non-prorated fee before entering the water. *Example: A swimmer activating and first in the water on May 31 owes for the entire month of May with no late fee, and must pay these May fees before entering the water.*

For swimmers returning to AQUASTAR after having left the team in the past, explicit permission from both the Head Coach and Treasurer is required before such a swimmer desiring to return to the team can be re-instated. In addition to the current month's training fee and annual registration fee, ALL outstanding past fees owed to the team must be paid before a returning swimmer shall be fully registered and allowed back into the program.

Policy 05-070 — Pro-rated fees for new swimmers.

Only swimmers new to the team at registration will be offered pro-rated training fees, at the discretion of the treasurer, for the month in which they join. If a swimmer joins the club after the mid-month billing date, he must also pay the following month's full fees in addition to the pro-rated current month's fees. *Example: A swimmer joining on May 20 would be subject to a training fee that is 1/3 of a full month's fees to cover the last 1/3 of the month of May; additionally, he would be required to pay for June's full month's fees at the time of his registration.*

Policy 05-081 — Swimmer accounts in default. (revised January 9, 2007)

Swimmers who are in default of their team accounts shall not be allowed to participate in the program; meaning they cannot practice with the team or register for a meet with the team until the past due fees or fines are paid. "In default" is defined as being past due in any of the following ways: unpaid training fees, late fees, meet fines or meet entry fees. Once the swimmer's account is paid in full and ALL fees and fines are paid, he or she may return to full participation with the team. Specifically:

Monthly training fee default definition: Swimmers who have not paid a prior month's training fee by the first of the following month shall be in default. *Example: A swimmer has not paid for August training fees, but attended at least one August practice session. As of September 1, he shall be in default and not be allowed to practice with the team or sign up for a meet through the team until all fees (including late fee) are paid.*

Meet entry fee default definition: Swimmers who have not paid meet entry fees to AQUASTAR for a meet by the end of the calendar month following the calendar month in which the meet occurred, shall be in default. *Example: A swimmer attends a meet which ends June 2 and has not paid his/her meet fees by July 31. The swimmer will be in default after that date, and will not be allowed to practice with the team or sign up for a meet through the team until all fees are paid.*

Meet fine default definition: Swimmers who have not paid meet fines to AQUASTAR for a meet by the end of calendar month following the calendar month in which the meet occurred, shall be in default. *Example: A swimmer participates in a meet ending June 11 and had a no-show (NS), which will incur a fine from Gulf Swimming. If the fines are not paid to AQUASTAR by July 31, the swimmer will be in default after that date, and will not be allowed to practice with the team or sign up for a meet through the team entry system until all fines are paid.*

POLICY 06-090 — Swimmers graduating from high school.

Swimmers who have graduated from high school may participate in the program free of monthly training fees beginning the month they attend an accredited college, junior college or a university and participate in an aquatics program at that institution. This program participation can continue until the athlete graduates from college. At that time, to continue swimming, they must participate in the Masters program. This holiday from monthly training fees does not relieve the athlete from paying annual USA Swimming registration fees and any AQUASTAR administrative registration fees. For those graduating high school seniors not pursuing post-secondary education, they may participate in the program at normal monthly training rates until they reach age 23. At that time, they, too, would need to move to the Masters program.

POLICY 06-100 — Failure to invoice.

The sending of invoices is a courtesy extended by AQUASTAR to remind patrons of fees due per the terms of the team registration form and team fee schedule. Failure of AQUASTAR to send an invoice, or the non-delivery of an invoice, or the delayed sending of an invoice, will not relieve the athlete/responsible party from making timely monthly training fee payments as described on the registration form. Any such failure by AQUASTAR to send, or non-delivery, or late invoice delivery, will also not preclude the assessment of a late fee if warranted by the late fee policy 05-030.

POLICY 07-110 — Watch Account

A Watch Account is defined for these policies as follows: Any account which goes into default, as described in policy 05-081, for a second (or more) time shall be labeled as a Watch Account. This classification will be assigned to the offending account, regardless of the intervening time period between defaults, and regardless if all account delinquencies from the first default were satisfied.

Watch Accounts will have their payment grace period rights revoked and must adhere to the following points before being reinstated into good standing and allowing the athlete to participate in the program (practice or attend meets):

1. Delinquent fees and late fees for all delinquencies must be paid in full;
2. A \$25 administrative fee for account handling must be paid;
3. Training fees and or/meet fees for future training and meets must be paid IN ADVANCE prior to the athlete entering the water to practice, or being entered into a meet, until such time that three on-time advance payments have been made.

POLICY 08-120 — TREASURER DUTIES

A club's financial health is often the key indicator of its ability to survive and thrive. The club needs firmly established financial policies and practices. In addition the club must operate within a budget, balancing income and expenditures like any family or business.

Board members are responsible for the corporate survival financial, viability, and program success of the club. Most important, they have a "fiduciary responsibility." They are the keepers of a trust held for the greater community. A large majority of these duties fall upon the office of treasurer. While the treasurer is not expected to be a certified accountant, the office is responsible for helping the board oversee the financial health and well-being of the organization.

It is the option of the team to hire an outside accounting firm to perform these fiduciary duties, including handling the team's monthly billings and collections, paying bills, meet entry fee collections, bi-weekly payroll, monthly federal tax deposits, annual income tax return, quarterly payroll tax return, assistance in budget preparation, etc.

In lieu of hiring this outside accounting assistance, AQUASTAR desires to maintain its "all-volunteer" ethic by assigning these duties to the treasurer. Such a laundry list of duties and the associated time required will not necessarily elicit a flood of applicants for the job of treasurer. In an effort to make the job of treasurer more appealing to prospective applicants, this policy establishes that the family of the officeholder of treasurer shall have all monthly training fees waived for his/her children in the program as long as that treasurer is in office.

POLICY 08-130 — MEET ENTRY FEE ESCROW ACCOUNT MANAGEMENT

AQUASTAR offers pre-paid meet entry fee escrow accounts as a member family convenience to eliminate multiple check-writing. Accounts are opened with an initial lump sum payment, then the balance is drawn down as meets are entered.

A member family may open an account by paying \$50 per registered swimmer toward any future meet entry fees, and then draw down on the account over time as each meet occurs. When the escrow account balance drops below \$25, the family's account will be invoiced for the amount necessary to build the account back up to \$50 (or \$100 for two swimmers, etc.).

At the end of each of the Short Course and Long Course seasons, any such accounts with a negative balance must be replenished by the swim family to at least a zero (\$0) balance. The account must then be replenished to the account minimum of \$25 before entering any future meets in the next swim season.

