

EKSC Policy on

Membership Financial Requirements



BACKGROUND

1. Edmonton Keyano Swim Club (“EKSC”) is a non-profit entity providing a competitive swim program. EKSC will function as a Not-For-Profit organization and all fundraising, fees, sponsorship, and grants will be used for the on-going development of the sport.
2. Not-for-profit sport organizations in Canada are part of the private sector.

OBLIGATIONS OF THE ORGANIZATION

3. Comply with all relevant municipal, provincial and federal laws.
4. Advocate, within EKSC, to follow all bylaws and policies that apply to EKSC.
5. Ensure the preparation and fair presentation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations.
6. This policy is notwithstanding the bylaws of EKSC or the rules and regulations as set forth by Revenue Canada for not-for-profit organizations.

PURPOSE

7. Participation of a swimmer in the program requires payment and services to meet those financial obligations; and the purpose of this Policy is to guide the membership financial requirements of the Organization.
8. This Policy applies to all members in connection with a member’s financial responsibility to EKSC.

DEFINITIONS

9. For the purposes of this policy, the following terms are defined:
 - a. “Board of Directors” – an elected board from EKSC members, according to the EKSC bylaws.
 - i. President – the President is appointed from the EKSC board of directors, according to the EKSC bylaws.
 - ii. Executive Committee – a sub-committee of the Board of Directors, generally consisting of the President, Vice President, Treasurer, Secretary and special appointees, according to the EKSC bylaws.
 - b. “Member” – all categories of membership defined in EKSC Bylaws as well as all individuals employed by, or engaged in activities with, EKSC including, but not limited to, athletes, coaches, convenors, officials, volunteers, managers, administrators, committee members, and directors and officers of EKSC.
 - c. “Organization” – refers to Edmonton Keyano Swim Club which operates as a not-for-profit organization.

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ACCOUNTABILITY

10. This policy will be administered by the General Manager and the staff of EKSC.
11. The escalation of this Policy is explained in the EKSC Policy on Outstanding Accounts. (<https://www.teamunify.com/team/cseksc/page/member-info1/club-documents>)

FEES and COMMITMENTS

12. The annual “Edmonton Keyano Swim Club Fees & Commitments” schedule is the official guide for all fees and commitments for each season.
13. Members are responsible for all fees and commitments listed on the “Edmonton Keyano Swim Club Fees & Commitments” schedule.

FAILURE TO MEET FEES & COMMITMENTS

14. Members’ Registration and Training fees must remain in good standing. Any delinquency by a member on their Registration and/or Training fees will be subject to the EKSC Policy on Outstanding Accounts.
15. Bingo Shift commitments must remain in good standing and members who are behind in their commitment must be responsive to any requests from EKSC for the status and plan to complete their commitment. Any delinquency by a member on their Bingo Shift commitments will be subject to the EKSC Bingo Shift Commitment Policy. (<https://www.teamunify.com/team/cseksc/page/member-info1/club-documents>)
16. Participation Points commitments must remain in good standing and members who are behind in their commitment must be responsive to any requests from EKSC for the status and plan to complete their commitment. Any delinquency by a member on their Participation Points commitments will be subject to the EKSC Participation Points Policy. (<https://www.teamunify.com/team/cseksc/page/member-info1/club-documents>)

SWIM MEET EXPENSES

17. Sign-up deadlines will be posted for all competitions on the EKSC website Events page. Any member who is signed up for a swim meet after the sign-up deadline is responsible for all costs associated with that swim meet, including but not limited to entry fees and any other fees agreed to in the sign-up.
18. Swim Meet entry fees are the cost of entering a swim meet and will be invoiced after the sign-up deadline to all members signed up and entered into the swim meet. These fees are not refundable.
19. Travel Swim Meets may have costs in either of two categories: Booked by Member and Booked by EKSC.

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20. Booked by Member costs are the sole responsibility of the member. There are no refunds for any Booked by Member costs, regardless of reason.
21. Booked by EKSC costs are the shared responsibility of all members participating in each portion of the event costs. Those costs may include **Entry Fees, Coaching Costs, Chaperone Costs, Transportation Costs, Local Transportation Costs, Accommodation Costs, Food Costs, and any other cost associated with an event**. All Travel Swim Meet costs will be divided amongst all swimmers signed up to a competition as of the sign-up deadline. There are no refunds for any Booked by EKSC costs after the sign-up deadline has passed, regardless of reason.
22. Coaching costs will always be shared by all participants in a Travel Swim Meet.
23. Where designated for a Travel Swim Meet, members may be allowed to opt in or out of one or more Booked by EKSC costs. In this case, only those members who opt in for a given service will share in the costs of that service.
24. All costs of Travel Swim Meets are shared equally by all signed-up participants, unless an individual booking/cost is otherwise arranged through the office.
25. Invoicing for travel swim meets follows the same timeline as all other swim meets, with the exception that final costs are not known until after the event. For that reason, travel swim meets are billed out as follows:
 - a. **Entry Fees:** These will be charged immediately after the entry deadline as all other meets.
 - b. **Pre-Meet Fee Sheet (usually for larger/longer Travel Swim Meets):** This is a pre-meet invoice that will charge all known costs to the member. This sheet is sent to members as soon as possible after a sign-up deadline, but only after all possible bookings are confirmed.
 - c. **Post-Meet Fee Sheet:** This is a final reconciliation and will be the final invoice for each competition. This is completed as soon as possible after the conclusion of a swim meet, usually within 3-4 weeks.
26. A member may withdraw or alter their sign-up declaration for a swim meet, but this change must be made online AND be communicated to EKSC before the deadline. Communication proof may be requested by email.
27. If the member changes or alters their declaration after the deadline, for any reason, they will be responsible for any corresponding costs, including all Booked by EKSC costs as listed above if applicable.

FUNDRAISING

28. Fundraising is divided into two types of fundraisers: Member Fundraisers and Club Fundraisers.
29. Member Fundraisers are intended to allow participating members a chance to raise money in the form of an account credit. Member Fundraisers are subject to the [EKSC Member Fundraiser Policy](https://www.teamunify.com/team/cseksc/page/member-info1/club-documents).
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30. Club Fundraisers are intended to raise money for general club benefit based on member activities. Club Fundraisers are subject to the EKSC Club Fundraiser Policy.

(<https://www.teamunify.com/team/cseksc/page/member-info1/club-documents>)

PAYMENTS

31. All registration fee and monthly training fee installments are due by the 10th of each month.

32. All other invoices received before the 1st of a month are due by the 10th of that month.

33. We encourage members to take advantage of credit card or electronic forms of payment to ensure payments are posted by the 10th. If you are paying by cheque or cash, payment must be submitted by the 7th to allow for processing. If payment is received after the 7th, late fees may apply.

34. Late fees, NSF fees and other information related to this Policy is explained in the EKSC Policy on Outstanding Accounts. (<https://www.teamunify.com/team/cseksc/page/member-info1/club-documents>)

MID-SEASON CHANGES TO ACCOUNTS

35. All fees and commitments are pro-rated based on the amount of training spent in each group for a season. Members will receive a full breakdown of how fees and commitments were pro-rated, no matter the situation. Please note that account changes, including withdrawals, require two weeks' notice unless accompanied by a medical note. All of these situations are fully explained in the EKSC Member Joining/Withdrawing Policy. (<https://www.teamunify.com/team/cseksc/page/member-info1/club-documents>)

SPECIAL CONSIDERATION

36. Consideration for individual circumstances is explained in the EKSC Policy on Outstanding Accounts. (<https://www.teamunify.com/team/cseksc/page/member-info1/club-documents>)

MULTIPLE SWIMMER FAMILY DISCOUNT

37. Member with more than one registered swimmer are eligible for a multi-swimmer discount. This discount will be applied each season according the "Edmonton Keyano Swim Club Fees & Commitments" schedule.

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CREDIT FOR REFERRING NEW MEMBERS TO EKSC

38. A member is entitled to a \$50 account credit when said member refers another swimmer to a Bronze or Silver program and who registers for the full season. The referred member must acknowledge the referral.

GENERAL LIABILITIES

39. Any member who accepts responsibility for a purchase or other liability for which EKSC has paid on your behalf, is solely responsible for paying or repaying any amount owing to EKSC.
40. When a member incurs an approved expense on behalf of EKSC, then EKSC will reimburse the member according to provided receipts, invoices or other proof of payment.