

JOINING AND WITHDRAWING MID-SEASON POLICY

I. Mid-Season Joining Policy

1.0 Overview

When a member wishes to join Keyano after the official start date of a season, the fees and commitments due for the remainder of the season will be calculated according to the policy herein described.

Note that monthly training fee instalments (colloquially known as ‘monthly training fees’) are not directly related to the training taking place in that month; all months are not equal in training time. Training fees are divided into instalments for our members’ convenience but are based on the costs of an entire season. Prorating will take into account the number of training weeks in a season for a particular group, and any calculation will be fully explained to a member upon joining mid-season.

2.0 Registration fees

Registration fees are a fixed cost applied by the governing bodies of swimming in Alberta, namely Swim Alberta and Swimming Canada, and cannot be pro-rated. Every member must be a registered member of Swim Alberta and Swimming Canada for governance and insurance reasons.

- 2.0.1 The full registration fee is required by all members prior to joining at any point of the season.
- 2.0.2 Where a member may qualify for a reduced registration fee through Swim Alberta or Swimming Canada, Keyano may adjust a registration fee accordingly.
- 2.0.3 Where a member has moved to Keyano from another recognized and registered swim club and has already met all or a portion of the Swim Alberta and Swimming Canada registration requirements for a season, Keyano may adjust a registration fee accordingly.

2.1 Training fees and membership commitments (Fundraising, Bingo Shifts & Participation Points)

Training fees and membership commitments are related to the cost of Keyano's programming and will be pro-rated based for those joining mid-season.

- 2.1.1 Annual Training Fees will be pro-rated using the number of weeks in a group's season divided by the number of weeks remaining in a season, on a case-by-case basis.
- 2.1.2 Annual Membership Commitments (Fundraising, Bingo Shifts & Participation Points) will be pro-rated using the number of weeks in a group's season divided by the number of weeks remaining in a season, on a case-by-case basis.
- 2.1.3 Trimester Commitments will be allocated into trimesters as closely as possible as per the group's trimester requirements.

II. Mid-Season Withdrawal Policy

3.0 Overview

When a member wishes to withdraw from Keyano after the official start date of a season, the fees and commitments due upon withdrawal will be calculated according to the policy herein described.

Note that monthly training fee instalments (colloquially known as ‘monthly training fees’) are not directly related to the training taking place in that month; all months are not equal in training time. Training fees are divided into instalments for our members’ convenience but are based on the costs of an entire season. Prorating will take into account the number of training weeks in a season for a particular group, and any calculation will be fully explained to a member upon withdrawing mid-season.

3.1 Voluntary Withdrawal

Written notice to generalmanager@eksc.com and accountant@eksc.com will initiate the withdrawal process. Notice must clearly include the name and group of the swimmer wishing to withdraw.

14-day notice is required for voluntary withdrawal. The date that written notice is received will be day 1; and a member’s date of withdrawal will be day 14 of this 14-day notice period. A member who returns to the program within 6 weeks will have their withdrawal reversed including a return to all original fees and commitments.

3.2 Temporary Withdrawal

Temporary Withdrawal is subject to approval by management. As a non-profit, it is not financially responsible of Edmonton Keyano to hold spots without payment of regular training fees when there are swimmers waiting to enter the club. All members should understand that there is an expectation that they fulfill their membership requirements regardless of illness, vacation, or other temporary absence in a season.

In the event of a temporary withdrawal, the completion of membership requirements will be assessed as per the member’s enrollment to date, whereby a pro-rated fee and commitment will be assessed. Notice of temporary withdrawal will follow the same notice period required in 3.1.

Such a withdrawal will be treated the same way as outlined in 3.1 but also requires the approval of the General Manager. A minimum of 6 weeks' absence shall be required for any temporary withdrawal. Swimmers cannot transfer to another club during a temporary withdrawal.

A re-activation fee of \$50.00 will be charged at the time a swimmer returns to active membership. If the swimmer does not return to EKSC, the final balance owing/owed will be calculated as a Voluntary Withdrawal and the original 14-day notice period will be used to determine the date of withdrawal and all pro-rated fees and commitments.

3.3 Medical Withdrawal

Written notice to generalmanager@eksc.com and accountant@eksc.com will initiate the withdrawal process. Notice must clearly include the name and group of the swimmer wishing to withdraw.

A note or letter from an attending physician must accompany a medical withdrawal. The later date between the swimmer's last attended practice and the date that a physician declares further training to not be in the best interest of the athlete will be considered the date of withdrawal.

If a swimmer on a medical withdrawal is ready to return to training in the same season, written notice is once again required. Notice must include a re-start date, the swimmer's name and group, and a note or letter from an attending physician indicating the swimmer's readiness to return to training.

In the case of medical withdrawals and returns, there will not be any re-activation fee to the member's account. The period between the medical withdrawal and return date shall be a minimum of 4 weeks before processing the temporary withdrawal.

4.0 Calculation of Final Account Balance

Once a final amount outstanding/owing is determined, any amount owing will be subtracted from the membership deposit and account credit (for applicable expenses), and any further amount owing will be billed to the withdrawing member. Amounts overpaid by a member will be returned as a refund or added as an Account Credit to the member's account.

A member is considered fully withdrawn only when all accounts and commitments have been met in full, or all amounts owing to the member have been settled.

All withdrawals require the completion of all membership requirements and commitments to the date of withdrawal as follows:

- 4.0.1 Registration fees are not refundable as these are mandatory fees to Swim Alberta and Swimming Canada and are not recoverable.
- 4.0.2 All pending charges (swim meets, equipment, etc.) are payable in full.
- 4.0.3 All Annual Training Fees will be pro-rated using the number of weeks in a group's season divided by the number of weeks remaining in a season from the date of withdrawal.
- 4.0.4 Annual Membership Commitments (Bingo Shifts & Participation Points) will be pro-rated using the number of weeks in a group's season divided by the number of weeks remaining in a season from the date of withdrawal.
- 4.0.5 Members have an option to pay out the penalty for any remaining membership commitments or to continue to complete their commitments as associate members. All such commitments must be completed according to the Bingo Shifts policy and Participation Points policy.