



EVDSC Withdrawal Policy

Taken from Swim BC

Adopted: March 12, 2025

Review Date: January 2026

In this document EVDSC refers to The Elk Valley Dolphins Swim Club Society

Definitions

1) Terms in this Policy are defined as follows:

- a) **Athlete** – An individual who is an Athlete Participant in the Organization who is subject to the policies of the Organization and to the *Code of Conduct and Ethics*.
- b) **Camp** – A training program with a short duration of 2 weeks or less which is not included in
- c) **Competitive Program** – One of the training groups that maintain Competitive Registration Status with Swimming Canada during the training session, namely Green Pod, Red Pod, Silver Pod and Black Pod.
- d) **Learn to Swim Program** – One of the training groups whose focus is learning basic swim skills prior to entering a Pre-Competitive or Competitive Program, namely Guppies and Jr Pups.
- e) **Masters Program** – One of the training groups whose focus is the training and development of Athlete Participants 19 years of age and older.
- f) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.
- g) **Pre-Competitive Program** – One of the training groups whose focus is training of the basic strokes prior to entering a Competitive Program, namely Pups.
- h) **Swim-Fit Program** – One of the training groups whose focus is the fitness and development of Athlete Participants 12 – 18 years of age.
- i) **Training Area** – Communities within a reasonable distance from the Athletes regular training facility.

Purpose

- 2) The Withdrawal Policy describes when a refund of fees may be permitted and how to request a refund, if applicable.

Withdrawal from Competitive Programs

- a) If an Athlete wishes to withdraw from an EVDSC Competitive Program, a written notice of withdrawal must be sent to registrar@evdsc.com, the reason for withdrawal must be included in the email. No other form of notification will be accepted.
- b) In all cases, the effective date of written notice of withdrawal will be the last day of the month in which the written notice was received.
- c) If the notice of withdrawal is received within 2 weeks of commencement of swimming the only fees that are payable are the SwimBC / Swimming Canada Registration and a \$100 administrative fee, all other payments made to EVDSC will be refunded.



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- d) The final day for notice of withdrawal will be December 31st of the swim season. No refunds will be granted for withdrawal after December 31st. In the event that an Athlete withdraws after December 31st, any outstanding fees for the swim season remain due and payable.
- e) If notice of withdrawal is received by December 31st, 50% of annual fees are eligible for refund. Swim BC and Swimming Canada Registration Fees and Volunteer Commitment deposit are non-refundable and will be deducted prior to the eligible refund being calculated.
- f) All outstanding invoices (equipment, meet fees, etc) due to EVDSC will be deducted prior to any applicable refund being processed.
- g) Refunds, if applicable, will be returned a maximum of 30 days from the date written notice was received.

Withdrawal from Competitive Programs due to Athlete Injury/Illness

- a) If an Athlete is unable to participate in regular practice or competition due to injury or illness, please discuss directly with your coach to determine if accommodation can be made to allow for the Athlete to remain actively engaged with their teammates and perform a modified level of training.
- b) EVDSC will not prorate annual fees based on brief periods of time Athletes are unable to participate.
- c) If the Athlete will experience an extended absence due to injury or illness, and they are not able to participate in training, provide written notice of the absence to registrar@evdsc.com and headcoach@evdsc.com.
- d) If after 30 days of absence the Athlete is unable to return to training the option to withdraw from EVDSC will be provided.
- e) If a decision is made to withdraw from EVDSC a refund may be made for a prorated amount of annual swim fees effective 30 days after the date of written notice of injury or illness was received.
- f) A doctor's note will be required for a prorated refund to be considered.
- g) A prorated refund for injury or illness may be considered prior to or after the December 31st deadline referenced above.

Moving Away

- a) If an Athlete is relocating outside of the Training Area, written notice of withdrawal must be submitted as described in the withdrawal policy.
- b) A refund will be calculated for a prorated amount of annual swim fees effective 30 days after written notice of withdrawal is received.
- c) Swim BC & Swimming Canada Registration Fees are not eligible for refund.

Learn to Swim, Pre Competitive , Swim Fit, Masters Programs



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- a) No refunds will be given for withdrawal from a Learn to Swim, Pre Competitive, Swim Fit or Masters Program later than 2 weeks after commencement of swimming.

Camps

- a) No refunds will be given for withdrawal from a Camp where notice of withdrawal is less than 15 days prior to the commencement of the Camp.