



## **Fee Assistance Policy**

### **Purpose**

Enable participation in FAST programming where FAST fees are a temporary (short-term) financial barrier.

### **Responsibility**

Executive Committee

### **Policy**

FAST believes participation in organized sport is instrumental to youth development. FAST will strive to make its programs affordable and accessible to all while ensuring the financial obligations of the club are met. The Club realizes there may be situations where families cannot afford to register swimmers with FAST or have them participate in team programming. It is for this reason FAST supports FAST Fee Assistance whereby families can request assistance to help with FAST fees.

### **Policy Administration**

- All requests will be treated confidentially.
- Applicants must complete the fee assistance form and include all required documentation to support their request.
- Coaches may facilitate requests for fee assistance on behalf of a swimmer if a potential need is observed (such as missing equipment or not participating in activities with additional cost). Coaches must notify the Head Coach who will bring the request to the Executive Committee for next steps.
- The FAST Executive Committee (President, Vice President, Past President and Treasurer) will receive, review and determine the degree of support for all applications.
- The FAST Executive Committee must inform the FAST Board of Directors on all decisions relating to fee assistance (while respecting confidentiality of the applicant).
- The FAST Executive Committee's communication to the Board of Directors will include decisions as to assist or not; include the type of assistance; the level of assistance (in \$ value); and the reason for the decision.

### **Eligibility**

- Prospective and current FAST members are eligible to apply for registration fee assistance.
- Only current FAST members are eligible to apply for other forms of assistance (i.e. team travel, swim meet fees, required team clothing, etc.)
- A family may include more than one swimmer in their application.
- No swimmer is eligible to take part in programming until their request has been approved.



## Guidelines

- Assistance towards registration fees should typically be limited to one year or 3 sessions for pre-competitive groups. Requests received mid-season should be prorated based on the number of months remaining in the swim season.
- The Executive Committee (and the FAST Board of Directors) should endeavour to find longer term assistance for members facing need extending more than one year.
- Assistance towards other fees should be considered on a case by case basis.
- The Executive Committee must work with the applicant to identify funding from third party sources (i.e. KidSport, Jumpstart) and/or identify the amount the applicant is going to pay in order to minimize financial impact to FAST.
- The Board of Directors must identify the amount of annual assistance that will be made available as a budget line item. Both hard and opportunity costs should be accounted for in FAST's budgeting process.
- Swimmers receiving assistance are expected to abide by FAST's attendance/commitment guidelines. Swimmers not meeting the attendance/commitment guidelines may lose assistance.