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|  <p>HURON HURRICANES AQUATIC CLUB</p> | <p>Program Placement, Fees, Refunds & Financial Obligations</p> <p>Version: 2</p> | <p>Date: January 19, 2026</p> <p>Updated: July 2026</p> |
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Huron Hurricanes Aquatic Club

Program Placement, Fees, and Financial Obligations Policy for all Swimmers

1. Purpose

This policy outlines the procedures, responsibilities, and financial obligations for HHAC members. It ensures:


- Transparent and consistent swimmer program placement;
- Clear expectations for registration fees, fundraising, volunteer commitments, and other financial obligations;
- Defined procedures for mid-season program changes, leaves, withdrawals, and transfers;
- Guidelines for handling exceptional circumstances.

2. Authority and Governance

- This policy is established under the authority of the HHAC Executive.
- The Executive may interpret, apply, amend, or make exceptions to this policy in the best interest of the club.
- Timelines, amounts, and procedures may be adjusted annually, and updates will be communicated to members at or prior to registration.
- Any amendments supersede previous versions and are binding for all members.

3. Definitions

To ensure clarity, key terms used in this policy are defined as follows:

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- **Program Category:** Training level assigned based on swimmer skill, age, and development (e.g., Category 1–5).
- **Season:** Defined period used for fee calculation:
 - Pre-Competitive & Recreational Swimmers: September–April (8 months)
 - Competitive & Master Swimmers: September–June (10 months)
- **Proration:** Adjustment of fees based on the number of months used or remaining.
- **Effective Withdrawal Date:** The last day of the month following receipt of written withdrawal notice unless otherwise approved.
- **Exceptional Circumstances:** Unforeseen events outside a swimmer’s or family’s control, including serious illness, injury, relocation, or other unique situations.

4. Program Placement and Movement

4.1 Criteria for Movement

- Recommended based on mastery of skills, coach evaluation, developmental readiness, and peer grouping.
- Movement supports swimmer development, enjoyment, and competitive progression.

4.2 Parent/Guardian Consultation


- Coaches will discuss recommendations with parents/guardians before any change.
- No changes occur without parental consent.
- Rationale, benefits, and potential impacts on training will be explained.

4.3 Administrative Procedure

- Upon parental approval:
 - Club Treasurer calculates prorated fees.
 - Executive updates registration records, including Swim Ontario if applicable.
 - Swimmer begins training in the new category after administrative updates.

4.4 Mid-Season Program Changes

- Fee adjustments prorated based on remaining months in the season.

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5. Registration Fees

5.1 Annual Fees

- Set annually by the Executive and published via official communication.
- Based on program category and participation level.
- Fees do not guarantee a specific number of practices or facility access.

5.2 Payment Options

- Full payment at registration, or
- Initial Payment upon registration (First installment + Swim Ontario Fees + \$100.00 Fundraising Commitment) and then 5 installments to be paid on the 15th of the month (October to February).

5.3 Facility Membership

- Swimmers must maintain active membership at required facilities.
- Changes in facility policies may require adjustments to membership requirements or fees.

5.4 Swim Ontario & Swimming Canada Fees

- Payable in full at registration.
- Non-refundable and non-prorated.
- Set by governing bodies and may change annually.


6. Mid-Season Registration and Program Changes

6.1 Mid-Season Joiners

- Fees and volunteer obligations are prorated based on month of initial registration.

6.2 Program Changes

- Recommended by coach with parental consent.

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- Fee adjustments are prorated based on remaining months in the season.
- Swim Ontario and Swimming Canada fees cannot be prorated.

7. Leave of Absence

7.1 Eligibility

- Medical leaves only.
- Must exceed six (6) consecutive weeks for prorated fee rebate eligibility.

7.2 Non-Rebate Items

- Swim Ontario and Swimming Canada fees, fundraising, and volunteer obligations are not eligible for rebate.

7.3 Last Date to Withdraw Without Additional Fees

- Withdrawals provided in writing after March 1 will eliminate the requirement to declare for swim meets. There will not be a refund of fees after March 1.
- Volunteer requirements are required to the end of the month where notice is given.
- Non-medical leaves are not eligible for rebate.

7.4 Processing

- Rebates/adjustments processed after resumption unless otherwise approved.


8. Withdrawal from the Club

8.1 Notice

- Written notice required to the Executive and Head Coach.

8.2 Effective Withdrawal

- Last day of the month following notice unless otherwise approved.

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8.3 Refund Calculation

- Prorated from effective withdrawal date.
- Medical exceptions may apply.

8.4 Additional Rules

- Swimmers may continue attending practices until the effective date.
- No refunds issued after March 1.
- No prorated fees or refunds after March 1.
- Volunteer obligations are in effect until the effective date.

9. Volunteer Obligations


- Annual volunteer requirements are set each year by the HHAC Executive and published to the membership at the time of registration.
- Obligations may be prorated for swimmers who join mid-season or withdraw before the end of the season.
- Failure to fulfill volunteer obligations will result in financial charges or other remedies as determined annually by the Executive.

10. Transfers to Another Club

- Governed by Swimming Canada and Swim Ontario.
- Authorization withheld until all financial obligations to HHAC are cleared.

11. Fundraising

- Annual requirements are set each year by the HHAC Executive and published to the membership at registration.
- Participation is required.
- Funds support club operations, competitions, and initiatives.

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12. Exceptional Circumstances

- Executives may make decisions outside policy scope for unique situations (serious illness, injury, relocation, etc.).
- Decisions made in the best interest of the swimmers, membership, and club.

13. Financial Reconciliation and Enforcement

- Club Treasurer communicates outstanding balances or refunds following withdrawal or program change.
- Non-payment may result in suspension, denied transfers, or collection action.
- All financial matters handled in accordance with Executive-approved procedures.

14. Policy Review and Amendments

- Reviewed periodically by the Executive.
- Amended to reflect operational, financial, or governing body changes.
- Current version supersedes all prior versions.

15. Communication and Record-Keeping

- Families will receive clear notifications regarding fees, adjustments, volunteer/fundraising requirements, and administrative changes.
 - Club maintains records for registration, payments, program placements, leaves, withdrawals, and exceptions.
 - Digital copies available on HHAC website.
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