



Policy Title:	Lloydminster Riptides Withdrawal and Refund Policy		
Date of Adoption:	October 9, 2025	Review Cycle:	3 years
Date of Amendment:	November 13, 2025	Date of Next Review:	October 9, 2028
Policy Category:	Finance -FIN-01		

1. Purpose:

- 1.1. To establish clear procedures for withdrawal and refund eligibility for Members of the Lloydminster Riptides Swim Club (LRSC).

2. Objective:

- 2.1. To ensure transparency and consistency in the administration of refunds.
- 2.2. To outline conditions under which refunds may be issued and the associated financial obligations.
- 2.3. To maintain fiscal responsibility and uphold the integrity of LRSC programming.

3. Definitions:

Board	Refers to the LRSC Board of Directors which is comprised of Board Members and Officers of LRSC.
Board Member	An individual elected to the LRSC Board of Directors by the Members of the Club.
Employee	Any person employed by Lloydminster Riptides Swim Club, including but not limited to: any person employed in the capacity of a full-time, part-time, casual, seasonal, or contracted position.
Fundraising Commitment	The financial obligation assigned to each Member for club fundraising activities.
Organization	Refers to Lloydminster Riptides Swim Club ("LRSC").
Policy	A Policy is a clear and concise statement containing a set of principles to achieve an organization's goals. Policies are reviewed and approved for use by the Board of Directors.
Members	A member of the club is any individual who has met the eligibility criteria and maintains good standing as defined in Article II of the club's bylaws.
Membership Fee	The total fee paid for participation in LRSC programming, excluding governing body fees.
Volunteer	An individual registered as a Volunteer of LRSC.
Volunteer Points	Assigned hours or tasks required of Members to support club operations.

4. Scope:

4.1. This Policy applies to all registered members and their families within LRSC.

5. Policy Statement

5.1. General Conditions

5.1.1. All fees must be paid in full or under a monthly payment agreement at the time of registration.

5.1.2. Full refunds are only available if withdrawal occurs prior to October 15th, subject to a \$100 administrative withdrawal fee.

5.1.3. Fundraising fees paid in full will be refunded if withdrawal occurs prior to October 15th.

5.2. Pro-Rated Refunds

5.2.1. May be issued for Medical or Disciplinary reasons, excluding governing body fees.

5.2.2. Refunds are not provided for missed practices due to injury, illness, or self-isolation.

5.3. Installment-Based Refund Schedule

5.3.1. Withdrawal prior to the 1st of each month (up to Dec 31st): No additional swim training fees charged; 50% of fundraising commitment remains owing.

5.3.2. Withdrawal on or after Jan 1st: January and February fees owing; 100% of fundraising commitment remains owing.

5.3.3. Withdrawal on or after Feb 1st: February and March fees owing; 100% of fundraising commitment remains owing.

5.4. Additional Conditions

5.4.1. Fees for unworked Volunteer Points may be assessed for the session in which withdrawal occurs.

5.4.2. Swimming Canada and Swim Alberta fees are non-refundable.

5.4.3. Refunds are contingent on all fees being paid in full and no outstanding balances.

5.4.4. All fundraising fees contributed through fundraising activities/labour are non-refundable.

5.5. Member Standing

5.5.1. Members who do not comply with this Policy will be considered in poor standing and ineligible for future registration until all outstanding amounts are paid.

6. Responsibility:

6.1. The LRSC Board shall review and approve all policies.

6.2. Changes or amendments to policies may be approved by the LRSC Board at any time.

6.3. A complete review of the Policy shall be conducted every three (3) years by the LRSC Board.

6.4. LRSC Board shall administer the Policy through use of a supporting procedure(s) as applicable.

Policy Revision History

Date	Revision #	Change Description
November 13, 2025	1.0	FORMATTING POLICY TO TEMPLATE
October 9, 2025	0.0	Policy Adopted