



OLYMPIAN SWIM CLUB UNIFIED FINANCIAL POLICY

UFP-500 – Travel, Meets & Extraordinary Costs

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Travel, Meets & Extraordinary Costs

1. Purpose

This policy establishes the financial responsibilities associated with participation in meets, travel events, and other extraordinary activities, including cost commitments, billing, and reconciliation.

The objective is to:

- Define member financial responsibility for travel and competition-related costs
- Ensure transparency and consistency in how such costs are communicated and applied
- Protect the Club from financial exposure associated with committed or unrecoverable expenses

2. Scope

This policy applies to all members participating in:

- Competitions (meets)
- Team travel
- Training camps or special events
- Other extraordinary program-related activities

This policy governs:

- Cost responsibility
- Commitment and approval requirements
- Billing and reconciliation of expenses

Detailed fee structures, timelines, and payment requirements are defined in the Financial Schedules Manual.

3. Participation and Commitment

Participation in meets, travel events, and other extraordinary activities requires a commitment by the Member and results in financial obligations being assigned to the Member Account.

3.1 General Participation

Participation in meets, travel, and special events may be:

- Required as part of a program; or
- Optional, depending on the program level

Participation expectations are determined by OSC and communicated in advance.

3.2 Commitment Requirements

Where participation requires advance commitment:

- Members must confirm participation by the specified deadline
- Confirmation may be considered a financial commitment

Once confirmed, the Member is responsible for all associated costs, regardless of subsequent participation. Exceptions are specified within this policy.

3.3 Withdrawal from Committed Activities

Withdrawal from a meet or travel event after commitment does not eliminate responsibility for any costs already incurred or committed on behalf of the Member.

Withdrawals may result in partial or no refund, depending on timing and recoverability. Refund eligibility is governed by UFP-400 and Financial Schedules Manual.

3.4 Club-Initiated Withdrawal

Where OSC excludes a Swimmer from a meet or travel event for health, safety, or operational reasons, the following applies:

- The Member remains responsible for costs already incurred or committed on their behalf at the time of exclusions, regardless of whether a deposit has been made. Financial obligations arise from the point of confirmed participation, not from the point of payment;
- OSC may, at its discretion, reduce or waive costs not yet incurred or still recoverable at the time of exclusion;
- Costs that cannot be recovered and are specific to the excluded Swimmer will remain the responsibility of that Member's Account and will not be redistributed to other attending Members;
- Shared costs that are unavoidably affected by the Swimmer's absence, such as per-head accommodation or transportation costs that must be recalculated, may be redistributed among attending Members only where OSC determines redistribution is necessary and unavoidable;

3.4.1 Goodwill Provision for Health-Based Exclusions

Where OSC makes the decision to exclude a Swimmer from a mandatory team travel event for health or safety reasons, OSC may at its discretion provide a goodwill cost adjustment to the affected Member Account. This goodwill adjustment is subject to the following conditions:

- The exclusion must have been initiated by OSC and not by the Member;

- The Member must have notified OSC of the health concerns as soon as reasonably practicable after becoming aware of it. Delayed notifications that result in avoidable non-recoverable costs will reduce or eliminate eligibility for a goodwill adjustment;
- Where OSC determines that earlier notification would have allowed costs to be recovered or reduced, the goodwill adjustments will be reduced proportionally to reflect the costs that could have been avoided;
- The goodwill adjustment will apply only to non-recoverable costs directly attributable to the excluded Swimmer that could not have been avoided with timely notification;
- The maximum goodwill adjustment is capped at the amount defined in the Financial Schedules Manual per event per Swimmer;
- Any costs above the cap remain the responsibility of the Member Account;
- The goodwill adjustment is applied at the sole discretion of the Board or its delegated authority and does not establish precedent for future events;
- The goodwill adjustment will be applied as credit to the Member Account and has no cash value

Where OSC determines that earlier notification would not have resulted in cost recovery regardless of timing, such as non-refundable international airfare, delayed notification alone will not disqualify a Member from goodwill adjustment consideration.

OSC acknowledges that illness can develop suddenly and without warning. OSC will always consider the circumstances and timing of notification in determining eligibility for any goodwill adjustment.

3.5 Mandatory Team Travel

OSC may designate certain meets, championships, and training camps as mandatory team travel events, where Swimmers are required to travel and stay with the team to be eligible for participation. Championship meets are mandatory team travel events unless otherwise specified.

3.5.1 Costs

All costs for mandatory team travel events, transportation, accommodation, meals, and per diems for coaching staff and chaperones, will be shared equally among all attending Swimmers.

Members who arrange alternate travel at the conclusion of a mandatory team travel event remain responsible for the full cost of round-trip transportations.

Swimmers who opt out of team travel must arrange their own travel and accommodation but remain responsible for their share of all coaching staff and chaperone costs regardless of their travel choice.

3.5.2 Exemptions

Exemptions from mandatory team travel may only be granted in exceptional financial or medical circumstances. Exemption requests must be submitted in writing, marked confidential, to the Head Coach and Executive team at least six (6) weeks in advance of the event, or as soon as practicable. The Board will consider exemption requests in consultation with the Head Coach. All exemption decisions are final and confidential.

3.6 Low Attendance Events

Where attendance at a mandatory travel meet, including National-level meets, falls below the minimum threshold defined Financial Schedules Manual, OSC may, at its discretion, absorb the cost of coaching staff and chaperone travel, accommodation, and per diems rather than distribute those costs among the attending Swimmer(s). This provision:

- Applies at the sole discretion of the Board or its delegated authority;
- Does not establish an entitlement or precedent for future events; and
- Will be communicated to affected Members in advance of the event where practicable

The minimum attendance threshold triggering this provision is defined in the Financial Schedules Manual.

3.7 Non-Mandatory Travel Opt-In

For non-mandatory events, Swimmers who opt into team travel and accommodation will share equally in all associated costs in accordance with this policy.

4. Financial Responsibility

4.1 General Principle

Members are responsible for all costs associated with their participation in meets, travel, and extraordinary activities. This includes costs incurred:

- Directly by the Club; or
- On behalf of the member

4.2 Types of Costs

Costs associated with meets and travel may include, but are not limited to:

- Entry fees;
- Transportation;
- Accommodation;
- Coaching and staffing costs;
- Facility or event-related charges.

For swim meets within the local metropolitan area and non-mandatory travel meets, only the meet entry fee will be charged.

OSC may arrange professional services for Swimmers at competitions. Where such services are utilized, the associated costs will be shared equally among participating swimmers and charged to their Member Accounts.

4.3 Cost Allocation

Costs are allocated to participating Member Accounts based on the structure and methodology defined by OSC and detailed in the Financial Schedules Manual.

OSC may:

- Invoice estimated costs in advance; and
- Reconcile actual costs after the event

4.4 Estimated and Final Costs

Where applicable, initial charges may be based on estimated costs.

Final costs will be reconciled once actual expenses are known and adjustments will be applied to the Member Account.

4.5 Cost Reconciliation

Following completion of a meet or travel event, OSC will reconcile all costs and:

- Apply additional charges where necessary; or
- Issue credits for overpayments, where applicable.

5. Billing and Payment

5.1 Invoicing

Travel and meet-related costs may be:

- Invoiced in advance;
- Invoiced after the event; or
- Split across billing cycles

5.2 Payment Requirements

All costs are:

- Subject to UFP-300 – Billing, Accounts Receivable & Enforcement

- Due in accordance with timelines defined in the Financial Schedules Manual

Failure to pay may result in:

- Restriction from participation
- Additional enforcement actions

6. Non-Refundable and Committed Costs

Costs that have been committed or incurred by OSC on behalf of Members are non-refundable, including but not limited to:

- Third-party bookings;
- Group reservations;
- Prepaid event costs.

For greater certainty, financial obligations for meets and travel events arise from the point of confirmed participation and are not contingent on whether a deposit or payment has been made at the time of withdrawal or exclusion. Members are responsible for all committed costs from the point of confirmation regardless of payment status.

6.1 Timing and Recoverability

Refund eligibility, if any, depends on:

- Timing of withdrawal
- Whether costs can be recovered or reassigned

Detailed rules are defined in UFP-400 and the Financial Schedules Manual.

7. Opt-In / Opt-Out Deadlines

7.1 Deadlines

OSC will establish deadlines for:

- Event registration
- Travel commitments
- Payment requirements

Members are responsible for meeting all deadlines. Payment timelines for meet and travel costs are defined in the Financial Schedules Manual and must be adhered to in order to maintain participation eligibility.

7.2 Failure to Respond

Where a response is required:

- Failure to confirm participation may result in exclusion from the event; or
- In certain programs, may be treated as acceptance where participation is expected

8. Changes and Cancellations

8.1 Club-Initiated Changes

OSC may modify or cancel events due to:

- Insufficient participation
- Facility or scheduling issues
- External factors beyond OSC control

In such cases:

- Members may receive credits or refunds where costs are recoverable
- Adjustments will be made in accordance with UFP-400 and the Financial Schedules Manual

9. Member Responsibility

Members are responsible for:

- Understanding participation expectations
- Confirming or declining participation within deadlines
- Paying all associated costs
- Monitoring communications related to travel and events

9.1 Insurance and Travel Coverage

All registered OSC Swimmers, coaches, volunteers, directors, and employees are covered under Swim Alberta Insurance Policy for sanctioned swimming activities. This coverage includes

- Accidental benefits related to injuries arising from participation in or transportation to and from sanctioned swimming activities; and
- Liability coverage for bodily injury or property damage during Swim Alberta sanctioned activities

9.1.1 Out of Province Events

Swim Alberta must be notified when OSC participates in out of province activities.

9.1.2 Travel Medical Insurance

Neither OSC nor Swim Alberta provides travel medical insurance coverage. For any mandatory or optional team travel taking place outside of Canada, all Swimmers coaches, chaperones, and volunteers are required to obtain medical insurance at their own expense prior to participation.

9.1.3 Trip Cancellation Insurance

OSC strongly recommends that Members obtain trip cancellation insurance for any mandatory team travel event involving air travel to protect against non-recoverable costs arising from unforeseen circumstances, including illness or injury. Where a Member has not obtained trip cancellation insurance and incurs non-recoverable costs as a result of a withdrawal or health-based exclusion this will be considered by OSC when assessing eligibility for any goodwill adjustments under Section 3.4.1 of this policy.

10. Good Standing

Participation in meets and travel events may be restricted for Member Accounts that are not in Good Standing.

11. Financial Responsibility Principle

Members are responsible for all costs incurred or committed on their behalf in connection with meets and travel, regardless of actual participation.

12. Relationship to Other Policies

This policy should be read in conjunction with:

- UFP-100 – Membership & Fee Framework
- UFP-200 – Fundraising, AFC & MPP
- UFP-300 – Billing, AR & Enforcement
- UFP-400 – Withdrawals, Refunds & Credits

13. Authority

The Board of Directors has authority to approve and amend this policy and its associated schedules.