



Prince George Barracuda Swim Club (PGBSC)

Withdrawal & NSF Cheque Policy

Withdrawal from Swimming

To withdraw from the Prince George Barracuda Swim Club, a **Withdrawal Form MUST be completed and submitted by email to the Club Registrar and President**. This form will require the following information:

- Name(s) of the member(s) withdrawing
- Date of withdrawal
- Reason for withdrawal (optional)

Upon receipt of the completed Withdrawal Form by email, one full calendar months' notice is required. If a full month's notice is not provided for any reason other than an extenuating circumstance (e.g. medical reason with a physician's note), one month's fee will be charged.

PGBSC Cancellation Fee

Should a swimmer choose to withdraw from the Club before the swim season ends (October 1 to July 31), a **twenty-dollar (\$20.00) cancellation fee** will be charged to cover administrative costs.

- If there is a fee balance owed to you due to the cancellation, the cancellation fee may be deducted from that balance.
- If no fee balance is owed, the credit card on file for the account holder may be charged for the cancellation fee.
- If no credit card is on file, the account holder will be asked to pay the club the cancellation fee.

NSF Cheque Policy

- **First NSF Cheque:** The family will be notified, and the swimmer will be suspended from swimming until NSF charges and fees have been paid. Repayments can be made by credit card or a new cheque.
- **Second and Subsequent NSF Cheques:** The family will be notified, and the swimmer will be suspended from swimming until NSF charges and fees have been paid. Repayments must be paid by credit card or certified cheque(s).
- By agreeing to the electronic waiver, you consent to the Cancellation Policy and NSF Cheque Policy as stated.



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Prince George Barracuda Swim Club (PGBSC) Reinstatement Policy

Members who previously withdrew from PGBSC may seek reinstatement. The process for reinstatement will depend on their standing at the time of their previous withdrawal:

1. **Members Who Withdrew in Good Standing:** Members who withdrew from PGBSC while in **good standing** (i.e., no outstanding fees, disciplinary issues, or formal complaints against them) may return to the club by completing the standard registration process, subject to space availability in desired programs. No special reinstatement request or executive review is required for members in this category.
2. **Members Who Withdrew while Not in Good Standing (defined as per PGBSC bylaws, or were expelled/suspended or had an active formal disciplinary complaint with PGBSC/Swim BC/other club),** must email a written request for reinstatement to the PGBSC Executive Board which clearly states:
 - i. The circumstances related to their previous non-good standing, expulsion, or disciplinary issue, etc.
 - ii. Any steps taken to resolve the previous issues.
 - iii. The reason(s) for wishing to return to the PGBSC.
 - b. **Executive Officer Review and Decision:** Upon receipt of such a written reinstatement request, the Executive Board will have fourteen (14) business days to review the request. This review will consider the club bylaws, disciplinary policies, and the member's past standing. A majority approval from the Executive Board is required for reinstatement.
 - c. **Notification of Decision:** The Executive Board will notify the member(s) in writing of their decision regarding the reinstatement request. If reinstatement is denied, the reasons for the decision will be provided.



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Prince George Barracuda Member Withdrawal Form

- Name(s) of Member(s) Withdrawing:

- Date of Withdrawal (MM/DD/YYYY): ____/____/____

- Reason for Withdrawal (Optional):

Email the completed form to registrar@pgbsc.org and president@pgbsc.org

Internal Use Only (to be complete by Registrar)	
Date form was received (MM/DD/YYYY) ____/____/____	Registrar Signature: