



**Vancouver Pacific Swim Club
Financial Policy**

Policy Version History

Date	Version	Reason For Change
05-13-2026	1	Created to consolidate financial policies



Vancouver Pacific Swim Club Financial Policy

In this document "Organization" refers to "Vancouver Pacific Swim Club (VPSC)"

Definitions

1. Terms in this Policy are defined as follows:
 - a) **Participants** – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with, the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, committee members, and Directors and Officers.

Purpose

2. Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, By-laws, rules, and regulations of the Organization. Non-compliance may result in the imposition of sanctions pursuant to this Policy.

Application of this Policy

3. This Policy applies to all Participants.
4. This Policy applies to all financial matters related to club activities.

Policy

5. VPSC tracks all financial payments through online accounts that are created through the VPSC website. Members can access these accounts once they have completed registration and are expected to ensure that all of the information is accurate, including accurate names, address, credit card information and swimmer T-shirt size.
6. To enhance efficiency and minimize administrative burden, VPSC operates using credit cards (AMEX not accepted) for account payments for each swimmer and will **NOT ACCEPT ANY OTHER FORM OF PAYMENT**.

TRAINING FEES

7. The training fee structure is outlined to all members upon registration – see Registration Package on the website. Training fees are calculated annually. Training fees are paid in monthly installments throughout the competition season. Group fees are split into 10 or 11 equal monthly payments based on group level and season length.
8. Training fees will be charged monthly on the 15th of every month. The monthly fee will be charged for the duration of the program (based on group level) beginning on August 15th prior to the season start, with the final charge coming on May 15th (10-month program) or June 15th (11-month program).



FAMILY MEMBERSHIP FEE

9. The Family Membership Fee is determined annually and is charged on July 15th.
10. There is only one Family Membership Fee per family, regardless of the number of children registered in the club. This fee covers the cost of the initial registration and administrative costs for each family, as well as provides each individual swimmer with VPSC apparel, such as a swim cap and T-shirt, to start every year.

SWIM BC MEMBERSHIP FEE

11. VPSC competes under the rules and regulations of Swim BC. Under these guidelines, each swimmer in the club is required to pay a fee to Swim BC as part of registration. This fee is determined by the age of the swimmer upon registration and whether they are in a competitive or non-competitive group. In VPSC, all Minis groups are considered non-competitive. All other groups in the club are considered competitive.
12. This is a one-time fee that will be charged to all group accounts on September 15th.

VOLUNTEER PROGRAM FEE

13. The volunteer program fee is to serve as a deposit to encourage all participants to volunteer at events hosted by the club. The fee is calculated to allow participants the opportunity to earn points through the season, with the value determined by the group level.
14. Each family will be charged a single volunteer program fee, regardless of the number of registered swimmers in the club, and this fee is determined by the swimmer who is in the highest-level group.
15. The volunteer fee is charged to member accounts once on October 15th.

Information about the Volunteer Program can be found on pages 26-31 of the Registration Package.

MEET FEES

Swimmers who participate in any meet are subject to the meet fees as outlined in the meet package for each event. These include fees that are specific to competing in the event and may include entry fees, scratch fees, relay fees, and splash fees. It is the responsibility of every member to be aware of all deadlines.

16. If the swimmer withdraws from the meet after the registration deadline, the account will be charged at the discretion of the Head Coach / Program Director.
17. For each meet, swimmers will be charged a \$5 administrative fee per day fee. This fee will be used to cover all associated coaching costs for the event.



18. Penalties and fees that result from changed or cancelled travel arrangements after the meet cancellation deadline will be charged to the swimmer/member's account.
19. All swimmers attending out of town meets are responsible for all management fees. (Coach & chaperones' transportation, accommodation, food, per diem).
20. Swimmers scratched from a swim meet past the meet cancellation deadline due to poor training attendance or discipline reasons will be charged full travel, management fee and/or entry expenses.

The estimated cost of participating in a meet (both in-town and out-of-town) will be sent to the family via email one month prior to the meet and two weeks prior to the event cancellation date. Meets over \$1,000.00 may require a 50% deposit and will be charged to the members account two weeks prior to the event with prior written notice.

Some travel meets/camps will require an advanced deposit and the deposit will be posted to the members account prior to participation in the meet/camp once attendance has been confirmed and after the cancellation cut-off date.

Coach, Staff and Team Manager Travel & Accommodation Costs

21. All swimmers entered / participating in a meet, whether on team travel or not, will share equally in the costs incurred by the coaches and team managers.
22. Coaches and Team Managers shall be reimbursed by the Vancouver Pacific Swim Club for all approved costs incurred during VPSC travel events.
23. Coaches and Team Managers shall submit a VPSC expense reimbursement form with all receipts attached to the VPSC office within 14 business days of the end of the trip unless alternate arrangements have been agreed upon in order to be reimbursed.

All charges for meets, whether abroad or domestic, will be posted on member accounts immediately upon reconciliation of the event.

Upon reconciliation of the total costs incurred from a travel swim meet, further expenses or credits may be applied to member accounts. These charges will be applied within four weeks of the meet end date.

HIGH PERFORMANCE TRAVEL SUBSIDY

See the High Performance Subsidy Program description on page 6 of the Registration Package.

PAYMENT PROCEDURES AND PROTOCOLS

Accounts must be kept in a positive state at all times. On the 15th of every month, every account will be automatically charged any outstanding dues.



If a swimmer changes groups, members will have their accounts adjusted to make the appropriate payments in the new group. Any fee increases due to group movement will be included with the letter of invitation to the new group.

VPSC members must ensure their swim accounts are not overdrawn. If an account is in the negative, the arrears must be paid immediately. The Financial Administrator or Head Coach/program Director may notify the club member and advise them the arrears must be paid within 14 days. If the account remains in arrears, the swimmer(s) will not be allowed to compete in any further meets or attend practices until the overdue amount has been paid.

WITHDRAWAL POLICY

24. If a swimmer wishes to withdraw from the program, they must submit their withdrawal, in writing with 30 days notice, to either the group coach, Financial Administrative Assistant or Head Coach.
25. Upon receiving the withdrawal, the swimmer will be permitted to swim in the club until the completion of the 30 days notice. Members will be expected to pay the full training fee amount up to the date of withdrawal, 30 days after the club receives written notice. The adjusted training fee will be charged on the first of the month of the withdrawal.
26. **The Swim BC Registration Fee, Family Membership Fee and the Volunteer Program Fee are non-refundable.** Any outstanding debts on the account will be charged upon completion of the withdrawal.
27. The last date for withdrawal is April 30th of the current swim season.
28. If a swimmer withdraws prior to the completion of the first full week of training for their group, all funds except the Family Membership Fee and the Swim BC Registration Fee, are refundable and will not be charged to the account.

ILLNESS, VACATION AND INJURY POLICY

29. All group fees are determined on an annual program. **Therefore, there will be no refunds given for vacation, illness or injury.** Credits will be considered for extended absences of 30 days or more, only with the accompaniment of a doctor's note and will require approval of the Head Coach/Program Director and Board of Directors.

ACCOUNT RECONCILIATION

30. All members' accounts must be paid in full and be in good standing to be eligible for pre-registration for the following season.
31. All member accounts must be reconciled by August 31st of each season.