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MEET FEE POLICY

1.0 POLICY STATEMENT

The Whitehorse Glacier Bears Swim Club (WGB) is committed to providing equitable access to competitive opportunities while maintaining responsible financial stewardship. WGB will establish, approve, and collect meet fees in a manner that is transparent, predictable, and fair to all members, and that minimizes financial risk to the club. Meet fees will be set in advance based on approved budgets and applied consistently across comparable meet types, ensuring that families have clarity on costs prior to committing to participation.

2.0 PURPOSE

The purpose of this policy is to establish a clear, consistent, and financially responsible framework for setting, approving, and collecting meet fees for all swim meets attended by WGB athletes.

3.0 RELATED DOCUMENTS

This policy should be read in conjunction with the following WGB policies:

- *Arrears Policy*
- *Account Credit Policy*
- *Refund Policy*

4.0 SCOPE OF POLICY

This policy applies to all swim meets in which WGB athletes participate, including:

1. Local (In-Territory) Meets:
 - a. Jamborees
 - b. Time Trials
 - c. Invitational Swim Meets
2. Out-of-Territory Meets, including:
 - a. Team Travel meets
 - b. On Your Own (OYO) meets

5.0 DEFINITIONS

Account Credit: A credit applied to a member's WGB account earned through approved fundraising or program adjustments, as defined in the Account Credit Policy.

Arrears: Any outstanding meet fee or other financial obligation to WGB that has not been paid by the deadline, as defined in the WGB Arrears Policy.

Athlete Surcharge: An additional fee applied to each athlete attending a swim meet to cover costs not included in the meet entry fees. This fee is set by the hosting club, may be influenced by the provincial governing body (e.g., Swim BC), and is detailed in the official meet package for the competition.

Declaration of Participation: The act of a family confirming an athlete’s intention to attend a swim meet, creating a binding financial commitment.

Exemption / Accommodation: A formal request and approval process allowing partial or full relief from a meet fee due to unforeseen or extenuating circumstances.

Meet Fee: The cost assessed to a member’s account for an athlete to participate in a swim meet, including entries, travel (where applicable), and administrative support.

Meet Entry Fees: The fees charged for an athlete to participate in individual or relay events at a swim meet. These fees are set by the meet organizers and outlined in the official meet package for each specific competition.

On Your Own (OYO) Meet: An out-of-territory swim meet where families manage their own athlete’s travel and accommodations, while WGB provides coaching support.

Registration Deadline: The final date by which a family must declare participation for a meet.

Team Travel Meet: An out-of-territory swim meet where WGB athletes travel and stay together under coach and chaperone supervision. WGB organizes shared accommodations, meals, and ground transportation.

6.0 LOCAL (IN-TERRITORY) MEET FEES

Local meet fees are standardized and apply to all athletes registered for the event. Meet fees contribute toward the following:

- Entry fees
- Athlete surcharge fees
- Additional facility rental costs
- Administrative costs (to support meet management)

Meet Type	Fee per Athlete
Jamborees	\$20.00
Time Trials	\$30.00
Invitational / Championship Swim Meets	\$50.00

7.0 OUT-OF-TERRITORY MEET CATEGORIES

7.1 Team Travel Meets

Team Travel meets are meets where:

- Athletes and coaches travel as part of a coordinated team effort
- WGB organizes and books accommodations and ground transportation on behalf of coaches, chaperones, and athletes.
- Examples include: Divisionals or other designated team events.

7.2 On Your Own (OYO) Meets

OYO meets are meets where:

- Families are responsible for their own athlete's travel and accommodations
- WGB provides coaching support on deck
- Examples include meets such as Dino Cup, Xmas Cracker, or similar events.

8.0 OUT-OF-TERRITORY MEET FEE MODEL

For each out-of-territory meet, WGB will develop an event-specific budget in advance, based on:

- Anticipated number of athletes
- Coach travel and accommodation costs
- Meet entry fees
- Team Travel costs where applicable

The Board will review and approve the event budget and confirm the applicable meet fee prior to opening registration. In circumstances where registration is required to open before a meet fee is finalized, members will be notified of the confirmed fee and provided a defined timeframe to withdraw from the event prior to the registration deadline, after which the provisions of Section 8.0 (Billing, Commitment, and Payment) will apply.

9.0 BILLING, COMMITMENT, AND PAYMENT

9.1 Declaration of Participation and Financial Commitment

By registering and declaring intent to participate in a meet, families are making a binding financial commitment to WGB for that event. Once the registration deadline has passed and costs have been confirmed or incurred, families will be held accountable for payment of the applicable meet fees. Athletes who declare participation but do not attend may still be responsible for all or a portion of the meet fee, as many costs (including coaching travel, accommodations, entry fees, and administrative costs) are non-refundable. Outstanding fees will be managed according to the WGB Arrears Policy.

9.2 Billing and Payment Timing

Meet fees will be invoiced and collected upon the close of registration. Participation may be contingent upon the athlete being in good financial standing with WGB. Failure to remit payment by the stated deadline may result in withdrawal from the event or ineligibility for future meets, consistent with Board-approved procedures.

9.3 Exemptions, Accommodations, and Unforeseen Circumstances

WGB recognizes that unforeseen or extenuating circumstances may arise that prevent an athlete from attending a meet after declaring participation. In alignment with WGB's values of inclusion, fairness, and accessibility, families may request consideration for partial or full exemption from meet fees.

Requests will be reviewed on a case-by-case basis by the WGB Board of Directors in consultation with the Executive Director.

How to Submit a Request

Requests must be submitted in writing by email to the Board of Directors and the Executive Director and include:

1. Name of the swimmer and parent/guardian submitting the request
2. A brief explanation of the unforeseen circumstance or rationale for the request
3. Any relevant supporting documentation, where appropriate

Families are asked not to include medical diagnoses or sensitive personal health details. Only information necessary to support the Board's decision-making should be provided. All requests and documentation will be treated confidentially and reviewed only by individuals directly responsible for policy implementation.

Prompt communication is required. Consideration will generally only be given where notice is provided as soon as reasonably possible after the circumstances arise.

Approval of an exemption or adjustment is not guaranteed and will take into account:

1. Timing of withdrawal relative to booking and cancellation deadlines
2. Costs already incurred by WGB
3. Equity and consistency across members

9.4 Use of Account Credits

Meet fees are not eligible to be paid using account credits, consistent with the WGB Account Credit Policy, which designates meet fees, travel costs, and third-party charges as ineligible uses.

9.5 Cost Variances and Contingency

Actual meet costs may vary from budgeted projections. Surpluses from larger meets may offset deficits from smaller or high-caliber events. WGB may maintain a modest annual contingency line within the operating budget to manage unforeseen cost overruns.

10.0 SUBSIDIES AND EXTERNAL FUNDING

External funding or subsidies (e.g., Swim Yukon grants) are not guaranteed. When available, such funding may be applied to:

1. Reducing overall club financial risk
2. Strategic priorities such as lane costs, equipment, or administration
3. Subsidies will not be assumed when setting meet fees unless formally confirmed in advance.

11.0 ADMINISTRATION AND REVIEW

The Executive Director is responsible for implementing and administering this policy.

This policy will be reviewed annually by the Board to ensure continued alignment with financial realities and member needs.