

Rochester Swim Club ORCAS

Financial and Registration Policies for the 2011 – 2012 Season

ANNUAL COSTS AND PAYMENT OPTIONS

Club Registration

\$97.00 per swimmer for those registering September through March.
\$77.00 per swimmer for those registering April through July.

This fee is non-refundable and includes a team shirt and team cap. **The club registration fee must be paid by your swimmer's first day of practice.** Swimmers beginning in September must have this fee paid by September 15th. See next section for due dates for your swimmer's group fees.

Group Fees

Fees are based on a swimmer's current group. There are 3 payment options available to you:

1. **Annual:** Paid once yearly to cover your swimmer's practices from September 12th through July 27th. The full fee must be paid for each swimmer by October 1st to qualify for this option. There is a 10% discount from the monthly rate for this option. **If you choose this option and do not pay in full by October 1st you will be automatically enrolled in monthly billing and charged the late fee of \$25 for the first month.**
 - a. **High School Swimmers:** There is a separate annual fee available for high school swimmers. The cost for Senior 1 with this option includes morning practices. High school swimmers must return to practice on the Monday following their final high school meet of the season. Any variation from this date must be approved by the Senior coach. This expectation is in place to ensure that the Senior coach has adequate time to prepare swimmers for the remainder of the season.
2. **Seasonal:** Paid twice yearly, this option is based on the short-course and long-course seasons. The short-course seasonal fee covers your swimmer's practices from September 12th through March 15th. It must be paid in full by October 1st. The long-course seasonal fee covers your swimmer's practices from March 19th through July 27th. It must be paid in full by April 1st. Seasonal fees offer a 5% discount from the monthly rate. **If you choose this option and do not pay in full by October 1st for short-course and/or April 1st for long-course you will be automatically enrolled in monthly billing and charged the late fee of \$25 for the first month of the season.**
 - a. **High School Swimmers:** There is a separate seasonal short-course fee available for high school swimmers. The cost for Senior 1 with this option includes morning practices. High school swimmers must return to practice on the Monday following their final high school meet of the season. Any variation from this date must be approved by the Senior coach. This expectation is in place to ensure that the Senior coach has adequate time to prepare swimmers for the remainder of the season.
3. **Monthly:** Paid each month to cover your swimmer's practices for that month. The year is divided into 10 months: September (Sept. 12th-Oct. 14th), October (Oct. 15th-Nov. 14th), November (Nov. 15th-Dec. 14th), December (Dec. 15th-Jan. 14th), January (Jan. 15th-Feb. 14th), February (Feb. 15th-Mar. 14th), March (Mar. 15th-Apr. 14th), April (Apr. 15th-May 14th), May (May 15th-Jun. 14th), and June (Jun. 15th-Jul. 27th). **The monthly fee must be paid by the 15th starting each month or you will be charged a late fee of \$25 per family (for example, you must pay fees for October by October 15th and fees for May by May 15th). The late fee will be assessed each month your fees are not paid on time.**

You may combine options 2 and 3 (pay monthly during the short-course season and seasonally for long-course or vice versa). Swimmers joining the program October through February must choose the monthly option; in March they can switch to the seasonal option for the remainder of the year if desired. Swimmers joining the program in April through June must choose the monthly option.

You will be billed for the entire year based on your payment option unless you submit notification of termination (see page 4).

Family Discounts

- 1st swimmer (highest group): Full fee
- 2nd swimmer: 20% discount
- 3rd swimmer: 50% discount
- 4th swimmer (or more): Free!

Family discounts are only available when you are paying for all swimmers with the same payment option (either all annual or all seasonal or all by month; no mixing and matching will be allowed). High school swimmers paying the yearly high school rate count toward annual family discounts, and high school swimmers paying short-course seasonal count toward short-course seasonal discounts. Adult Masters and OrcaKids Swim School fees are not discounted.

Transferring from Another USA-S Team

Welcome to the Orcas! Please fill out the a Minnesota Swimming Transfer form (available on our website). If you have already registered with USA-S for the 2011-2012 season, you only need to pay a \$50 transfer fee instead of the full registration fee of \$97.

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Escrow Accounts (Competitions Fees)

The escrow fees required for each meet your swimmer is entered in must be paid in advance. You can pay by check or by credit card via PayPal (see Payment Options on next page for more information). Estimated fees for each type of meet are below:

Approximate Pre-Paid Fees

USA-S Meets- \$45.00

Dual Meets - \$10.00

Novice Meets- \$ 7.00 (payment should be returned with registration form for each novice meet)

Invoices will be sent only if you have a balance due. You will be billed for all meet sessions in which your swimmer is entered unless you scratch your swimmer from the meet by the posted scratch deadline.

Coaches enter swimmers into relays based on who is scheduled to attend a meet. If your swimmer is entered in a meet, the coach expects them to be there. Each swimmer entered in a relay will be billed. A swimmer whose absence from an event causes a relay to be scratched will be billed for the entire relay, regardless of the reason for the absence.

A \$7 fee is added to each swimmer's entry fees to help cover the expenses of the coaching staff.

Late fees will apply when escrow bills are not paid by the date required on invoices.

Payment Options

- Check – Mailed to the Rochester Swim Club Orcas, 1550 7th Ave NE, Rochester, MN 55906 or dropped in the blue box at the pool. Please write your swimmer's name in the memo and indicate whether payment is for fees or escrow (meets).
- Credit Card through PayPal – Link available on our website. Please include your swimmer's name and indicate whether payment is for fees or escrow (meets).

DO NOT COMBINE PAYMENTS! Payments for fees (including registration, team wear, team travel and activities) and escrow (meets) must be separate transactions or checks. Transaction fees will apply if payments are combined.

Fundraising and Volunteering

The ORCAS host the finest events in the USA...It is fun to be involved! Every family is responsible for supporting the club when we are hosting a competition or another fundraising activity. These efforts keep every family's fees down. The Board of Directors will establish family responsibilities for each event and may assess additional charges for families who do not participate.

Transaction and Late Fees

- Overdue Balances: \$5.00 will be assessed for balances over 30 days in arrears and for each 30 days thereafter.
- Late Monthly Fees: \$25.00 will be assessed per family if monthly fees are not paid by the 15th beginning each monthly billing period.
- Transfers: \$5.00 will be charged to escrow accounts for requests to transfer funds between your fees and meet escrow accounts.
- Late fees may be averted by contacting Ellen Youngers in writing or at billing@swimorcas.com before they are assessed. Families that need to alter their payment schedule can do so by contacting the Club Administrator, also in writing.
- Payment by Check: We have many staff and volunteers that handle checks for everything we do from fees to escrow to social events. We ask that you make out **separate checks for each event/item**. Combining payments for different activities or purchases on one check may result in an administrative fee of \$5.00.

Increased Fees due to Group Moves

The Orcas Staff will periodically make group moves based on a swimmer's age or increased ability. If your swimmer is moving to a group with a higher fee, you must pay the pro-rated difference for annual and seasonal fees. Contact the Club Administrator for this cost. Group moves will generally be made in the winter (effective December 19th) and the spring (effective March 19th). If you are paying monthly, you pay the increased monthly fee starting that month (December or March).

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REGISTRATION INFORMATION AND POLICIES

Team Registration

Once a year at the beginning of our fiscal year (September) we register as a team. Families should attend one of the registration sessions held in early to mid-September to update information, purchase needed equipment, and acknowledge understanding of team policies. ALL families and swimmers who are not enrolled in the annual payment option must register again by February 15th for the long-course season. Registration for the remaining sessions are completed by delivering your payments and completed registration form to the pool or by mail.

Note: We hope to have some type of online registration available soon. We will still hold a registration night in September to answer questions and get equipment.

Tryout Period

First time program participants may try the program for one week without paying membership fees. After that point, registration forms and payment must be submitted to continue with the swim club.

Yearly Commitment and Termination Policy – PLEASE READ

You are signing up for the entire year. Should you wish to withdraw a participant at the end of a season or month, you must terminate your membership by the notification dates (see next paragraph) or you will be responsible for continuing fees based on your current payment method (seasonal or monthly).

If you are paying seasonal fees and you wish to terminate your swimmer's participation prior to the long-course season, you must submit notification of termination by February 15th, 2012. If you are paying monthly fees, you must submit notification of termination by the 1st of the month (2 weeks notice).

Termination must be received in writing (by mail or dropped in the blue box) or via e-mail.

Termination can be submitted to the blue box at the pool. It should be submitted by the notification date in an envelope marked "Notice of Termination". You will receive a notification by email acknowledging your termination statement. Please include the email address you would like to receive acknowledgement.

Termination can be mailed to Rochester Swim Club Orcas, 1550 7th Ave NE, Rochester, MN 55906, postmarked by the notification date above. You will receive a notification by email acknowledging your termination statement. Please include the email address you would like to receive acknowledgement.

If you send an e-mail as a written notice of termination, you must e-mail it to billing@swimorcas.com with the subject line "Notice of Termination". You will receive a notification by email acknowledging your termination statement.

Rejoining the Program

Swimmers who have terminated their participation in the program are welcome to join up again later in the year. You will not be subject to another registration fee provided you already paid it for the 2011-2012 swimming year. To rejoin, please e-mail the Club Administrator to inform us that your swimmer is starting again and to confirm your swimmer's group placement. You may restart on the 15th of any month. You must pay by month upon rejoining UNLESS you are rejoining in March, in which case you may choose to pay the long-course seasonal payment instead.

Scholarship Program

Contact Ellen Youngers at scholarship@swimorcas.com for information.

Sick/Injury/Family Move Policy

Annual, seasonal and monthly fees are non-refundable. Exceptions may be made in the form of credit toward future sessions for a swimmer with a serious illness or an injury lasting 4 or more consecutive weeks. You must contact the Club Administrator with medical documentation if this is the case. Contact the Club Administrator as soon as it appears the swimmer will be out of the pool. Contacting the Club Administrator afterwards will decrease the likelihood of any credit being given.

Refunds may be given for families moving out of the area who have paid the full annual or seasonal fees. Contact the Club Administrator at least 4 weeks prior to your move in order to receive a refund. Include the date of your move so the appropriate refund can be determined. No refunds will be issued if you contact us after you have moved. Families paying monthly who are moving out of the area should follow the termination policy above.

There are NO refunds for swimmers missing any part of a year or season for any other reason beyond injury or illness, although credit may be applied to future sessions. Contact the Club Administrator with the details of your situation.

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PRACTICE AND MEET POLICIES

Senior 1, 2 and 3 and Junior 1 Training Schedules

The fees for these upper groups are not established by number of practices swum or months in a season. Swimmers in these groups may have fewer practices offered and/or time off to facilitate recovery. This schedule is set at the discretion of the staff.

Canceled Practices

Every effort will be made to reschedule canceled practices for Junior 2, Age and Orca groups. If possible, practices will be rescheduled within the same week. There will be no refunds for practices that cannot be rescheduled or attended because of the time or location change.

Team Wear and Equipment Policy for Competition and Swim Practices

Swimmers are to have at each practice the equipment required for that group as well as goggles and a training suit fits appropriately. Equipment requirements for each group are available on the website. Swimmers competing in USA-S meets must have a TEAM suit (all black) and an approved cap to compete unless the staff allows otherwise. All team wear orders must be paid for in advance of receipt. Team wear order forms are available online. Equipment can be ordered directly from our team supplier in most cases. Please see our website for equipment supplier information.

The State Championships

If qualified, ORCA Swimmers are REQUIRED to attend this event. Swimmers qualifying for the State Championships MUST attend this event to remain on the team. Swimmers will be entered in the meet automatically. Parents are to contact their swimmers coach if there is a conflict with this date. The Board of Directors must be notified in order to excuse a swimmer from participation in this most important team competition.

ACKNOWLEDGEMENT OF POLICIES

Upon signature of the registration form for participation in any of the programs of the Rochester Swim Club ORCAS, families agree that they understand these policies and will abide by these policies as written. Families are responsible to know and understand all of the policies of the Rochester Swim Club.