INVOICING AND PAYMENT POLICY

For any account behind in payments, it is required that outstanding fees be paid in a timely manner so that the club can continue to provide its membership the excellent programming that has been developed by our coaching staff.

This policy offers a framework for defining an Invoicing and Payment policy.

Policy Title: Invoicing and Payment
Policy Owner: Halton Hills Blue Fins Executive
Policy Approver(s):
Storage Location Describe physical or digital location of copies of this policy.

- HHBF Website under – About Us/Policies & Procedures
- HHBF Google Drive

Purpose

To ensure member accounts are paid in a timely manner.

Scope

This policy applies to all registered members of HHBF.

General Policy

- Any account 2 months behind in payment, swimmer(s) will not be entered into any swim meets until the account is paid in full.

- Any account 3 months behind in payment, the swimmer(s) will not be permitted to attend practice or meets until the account is paid in full. Regular membership fees will continue to be applied, or at this time HHBF may terminate membership.

- All HHBF member accounts must be paid in full by July 31st of the current season. If outstanding balances remain, the member will not be permitted to register for the following season until the balance is paid in full and returning member spot(s) will not be held or guaranteed.

If there are any questions about this policy or your invoice, please contact HHBF Treasurer at: treasurer@haltonhillsbluefins.com