

2.3 – Past Due Balances

- A. The following steps will be taken should an athlete's account have a past due balance:
1. Team Unify sends email informing Member their account is past due after failed credit card on the 1st of the month. Late fee of \$15 is added on the 15th of each month past due.
 2. The treasurer sends email notice if not paid by 15th of the month. Includes information and link to scholarship application.
 3. If unpaid after 25 days the treasurer, with the President and head coach cc'd, sends the final warning that swimmer will be removed from pool at 30 days with no payment.
 4. At 30 days unpaid the head coach will communicate with swimmer's coach(es) that they are not allowed at practice until their account is paid in full.
 5. No swimmer can register for a new season without paying the outstanding balance in full, including any unfulfilled Service Hours.
 6. At 45 days unpaid a phone call will be made directly to the account holder. A plan will be made to accept payment via cash or credit card.
 7. If no plan or cooperation happens the board has the discretion to look into small claims court filing or banning the account from swimming at any time in the future.
- B. If account holder becomes delinquent in payment of dues or assessments because of financial hardship, he/she may apply to the Treasurer for a waiver of late fees and suspension. A waiver may be granted by WSL if satisfactory agreements are made for payment of the delinquent amounts.