

Emmaus Aquatic Club Financial/Volunteer Responsibilities



All **Emmaus Aquatic Club** (“EMAC,” the “Club”) members are responsible for knowing and complying with the following financial responsibilities:

1. **EMAC members are obligated to pay the cost of the entire season or duration of the program they are registered for.**
 - a. Any member/family who elects to disenroll or stop their registration commitment will be charged the remaining balance of the program they registered for.
 - b. Any swimmer who doesn't fulfill their program commitment will be required to wait until the next new member registration session.
 - c. Exceptions to this policy must be approved by the CEO and Board of Directors on a case by case basis. Examples of exceptions could include family relocation, swimmer injury, extenuating health concerns, or serious life event.
 - d. Our programming costs are calculated in total and then divided over the associated billable opportunities (first day of the month) during which some portion of the programming operates.
2. All competitive members of EMAC must pay a yearly USA Swimming (USAS) Membership Fee or the fees as prescribed by that sport's governing body.
 - a. Registration for USAS is done via a link sent by EMAC, but through USAS.
 - b. Membership registration expires at the end of each year. All members for the previous year, regardless of the length of that membership, will need to reregister.
 - c. Athletes may not participate in practices/meets if not in good standing with USAS or EMAC
3. All members of EMAC must pay an EMAC Administration Fee at time of registration.
4. Session fees are never prorated. Members joining late or leaving early are responsible for the entire cost of that season or duration of the program.
5. All accounts are charged on the first day of the month. Fees are due by the 15th of the month.
6. A \$10.00 late fee will be charged to members who still have unpaid invoices on the 22nd of the month.
7. Athletes may be removed and replaced if associated membership accounts are still overdue by the 15th of the following month.
8. Entry fees for meets are non-refundable. Members will have a decommitment deadline for each meet. After that deadline, members are responsible for the fees associated with the entries.
 - a. As a means to defray cost of travel and expenses for coaches, EMAC adds a surcharge of \$10 per swimmer per meet entered.
9. Meet Fees/Commitment Policy
 - a. When families have failed to decommit before the deadline set forth by EMAC:
 - i. Athlete or athlete's parent/guardian needs to email the Group Lead coach ASAP
 - ii. Athlete's account will still be charged for associated meet fees as the decommitment deadline has already passed
 - b. When athletes are committed to attending, but late for meets:
 - i. Athlete or athlete's parent/guardian needs to email the Group Lead coach ASAP

- ii. Without notification to EMAC coaches, any athlete not on deck by the time the EMAC coaches are required to turn in scratch sheets will be scratched from the meet
- iii. Athletes who have been removed from meets as “no-shows” will still be charged for associated event fees

All EMAC members are responsible for knowing and complying with the following volunteer responsibilities:

10. All families are required to volunteer at each EMAC-hosted meet session in which they have athletes participating.