

## **FTLL Financial Policy**

**Purpose:** The team group monthly fees are payable at the same level for each of the 12 months within the year. The fees are calculated based upon FTLL breaking even averaged over the year on the assumption that there are periods of closure due to Swim Competitions and holidays within summer and winter seasons, so that each month's payments are the same. The summer and winter payments are no lower than the other months of the year for that reason. There will also be no credit offered when group training is canceled due to adverse weather conditions or where the pools are closed due to contamination, pool temperature, or any other circumstances beyond the control of FTLL, which may affect the health and safety of team members as FTLL will still have expenses to pay.

**Registration Fees:** Registration fees are due by the first day of practice.

The USA Swimming registration fees provide swimmers membership in USA Swimming and coverage under USA Swimming's insurance policy. The US Masters Swimming registration fee provides Masters swimmers membership in USMS and coverage under US Masters Swimming's insurance policy. Swimmers (Parents) complete this registration separate from the team registration using directions provided at the end of the team registration.

The FTLL registration covers 1 team shirt and 1 team cap for each swimmer. The fees also help to cover administration costs which include, but are not limited to, website hosting fees, processing fees, and team insurance.

**Extra Caps:** FTLL coaches have extra caps on hand during meets should a swimmer need a replacement. The replacement cap's cost will be invoiced to the member at \$10 per cap.

**Group Fees:** Group fees are invoiced on the 1st of every month and due by the 10th of the month. On the 11th of the month group fees will be considered late and a \$25 late fee may be charged. Group fees cover coaching staff salaries, pool rental, and general operations of FTLL.

**Payment Method:** Members are required to always maintain a valid debit or credit card on file on the team website. All dues and fees will be charged to the card on file on the due date. The team does not accept cash or checks. Failed credit cards may be subject to a \$5 administrative processing charge.

**Meet Fees:** All FTLL swimmers are encouraged to attend all meets for which they are eligible. The meet fees for participation in meets are set by the Meet Host Club and are not included in the schedule of dues above. Most meets charge a per event fee and a per swimmer fee. Meet fees for individual events and the swimmer fee for all meets (including FTLL run meets) will be billed to the card on file in TeamUnify by the first of the month following the meet. Meet fees are explained in greater detail in a separate document.

Once meet entries are finalized and submitted to the Meet Host Club, they cannot be changed and FTLL must pay the Meet Host Club for each entry to participate. Therefore, it is very important that members pay close attention to meet entry commitments and deadlines in TeamUnify. Member's accounts will be billed for all meet entries even if a swimmer fails to show at the meet.

**Delinquent Accounts:** All payments more than 10 days past due are considered delinquent. FTLL reserves the right to add a late fee to the member account, deny the opportunity to represent FTLL in meets, and deny access to practices while any member account is delinquent. Any member's account that is 30 days past due and fails to make alternative arrangements approved by the Board, may be dropped from the membership rolls, forfeiting all rights and privileges there under.

**Suspend/Reactivation Process:** A member may opt to suspend their account for no more than 1 month during any swim year (August 1 thru July 31). Prior to account suspension, the member must notify, in writing, the FTLL Treasurer at [treasurer@fortleavenworthlancers.com](mailto:treasurer@fortleavenworthlancers.com) and either the President or Head Coach by the 15th of the month prior to the month members would like their account suspended. Failure to notify both by the 15th may result in your account incurring additional monthly dues while the swimmer is not participating in practice. Accounts must be paid in full prior to suspension. For example, if the member would like to suspend their account for the month of July, the member should notify the above persons no later than June 15th.

Upon reactivating a member, a reactivation fee of \$30 may be charged to the member's account. A member returning from verifiable medical leave is exempt from the reactivation fee.

**Medical Leave:** Medical leave, for monthly dues, is extended to all Lancers who have a medical injury for a duration of more than 21 days. A doctor's note signed, dated, listing date of injury, and the duration of 'out of water' time requirement must be provided prior to a reduction in monthly dues credit being placed on account.

Please note the following exceptions:

- Once a swimmer has committed online to any trip, meet, or event; and the online commitment withdrawal/sign-up date has passed, the swimmer is financially responsible and will be billed. Medical injury does not alter this commitment due to the pre-payment and/or pre-planning of the event or meet.
- Families receiving multiple swimmer discounts for swimmers who are extended a medical leave request will be billed the adjusted scale rate for all remaining active swimmers. (Example: If a family has 2 swimmers and the highest rate swimmer is on medical leave, the remaining swimmer will be billed at the 1<sup>st</sup> swimmer rate.)

**Unmet Volunteer Hours:** Volunteer hours accrue at a rate of 1 hour per month for 12 months of swim season. Volunteer hour accrual begins when the family joins the team. For example, if a family joins in December, the volunteer hour requirement would be 8 hours (1 hour x 8 months).

While FTLL would prefer families fulfill their volunteer obligation through helping at meets and events, it is understood that it may be easier for a family to buyout their volunteer obligation. At the end of the swim year (July 31) or when a family leaves the team, unfulfilled volunteer hours will be invoiced at \$10.00 per hour.

**Canceling Membership:** Prior leaving the team, members must notify, in writing, the FTLL Treasurer at [treasurer@fortleavenworthlancers.com](mailto:treasurer@fortleavenworthlancers.com) and either the President or Head Coach by the 15th of the month prior to the month members are quitting the team. Failure to notify both by the 15th may result in your account incurring additional monthly dues while the swimmer is not participating in practice. Accounts must be paid in full prior to cancelation. For example, should

a member wish to no longer be a part of the Lancers in December, the member should notify the above persons no later than November 15th.

**Multiple Swimmer Discount:** A family with 2 or more registered swimmers, will receive a 15% discount on monthly dues for the second and all subsequent swimmers.

**Financial Aid:** FTLL has limited financial aid to provide families in need. Please see the “Financial Aid Policy” for more information.

**Refund Request:** On occasion, a child may struggle with the sport, or may not be ready for the swim team even though they have registered. If a refund is requested after the first week but within the first month of a swimmer registering, a refund of 50% may be considered. No refunds after one month will be provided with exception of verifiable injury-related requests.

**Missouri Valley Travel Refund:** When swimmers qualify and attend national level meets or camps, Missouri Valley may reimburse the team a portion of the individual swimmer’s cost to attend the meet or camp. The Board will credit the swimmer’s account 60% of the monetary reimbursement from Missouri Valley if the following stipulations are followed:

- The swimmer must be participating in the Performance subgroup.
- The swimmer must meet all expectations of the Performance subgroup.
- The member’s account must be current and in good standing.

Quick Reference Guide for how to submit notice of departure:



**Moving?  
Leaving the team?**

- 1** Email the Treasurer at [treasurer@fortleavenworthlancers.com](mailto:treasurer@fortleavenworthlancers.com) by the 15<sup>th</sup> of the month in the month you're leaving. Leaving in May, put in notice between May 1-15.
- 2** The Treasurer will contact the Volunteer Coordinator and Equipment Manager.
- 3** You'll receive an email back with confirmation of last day in the water.
- 4** Turn in all gear before your last day. Check your account for outstanding fees. Examples include meet fees & unfulfilled service hours.
- 5** Any fees on the account will bill 1<sup>st</sup> of the next month. Your account will close after the 1<sup>st</sup> with a \$0 balance.