

**Elmbrook Swim Club Ltd.
EBSC Board of Directors**

Policies for Fee Registration Reduction for EBSC Swimmers

Purpose: To define the Board's policy toward a needs-based registration reduction for club swimmers.

Background: The Elmbrook Swim Club (The Club) is a non-profit organization created to provide competitive swimming opportunities for Elmbrook School District residents. The Club provides an organized, coached environment for swimmers of various ages and abilities. The Club maintains contracts with local facilities for pool time, employs full and part-time swim coaches as well as clerical and accounting support for club operations. Other Club expenses include miscellaneous coaching and travel costs. In addition, individual meet swim fees are determined by the swimmer's competitive activity and charged back to the swimmer. The financial revenue to support the Club's mission is composed of registration fees collected from swim members seasonally, profits generated from Club endorsed activities (e.g. pizza sales), revenue surpluses for meet hosting, and tax-deductible donations from members or local citizens.

Policy: The Board recognizes the many personal benefits derived from competitive swimming in a club environment as well as the significant cost required to maintain membership in the EBSC. The Board attempts to maintain a high quality swim and coaching environment for members while keeping the costs to an affordable level for swimmers and their families. We recognize however, that financial hardships among families can affect continuation of a swimmer's membership. Subsequently, the Board has created a policy to assist families with membership continuation in the form of "registration fee reduction."

The following principles apply to the policy:

1. Fee Reduction will apply to registration fees only. You will still need to participate in the Club's pizza sale and other fundraising projects and pay dryland fees, meet fees training fees and other fees.
2. The current policy applies only to swimmers living within the Elmbrook School District. Auxiliary programs (Masters, Pre-Competitive, Stay in Shape, etc.) are not considered for assistance.
3. Fee reductions shall be considered at the beginning of each registration cycle and any family/swimmer applying for a fee reduction must (re)apply for consideration at each registration cycle.
4. The consideration of a registration fee reduction request is based on the **current** financial hardship in the family. The family will be required to provide such information and documentation as deemed necessary and appropriate by the Board. The required information will typically include tax records, current employment and compensation information as well as a written summary of the reasons for the requested fee reduction request.
5. The award of a fee reduction shall be in the sole discretion of the Board. The following information (but not limited to) will be assessed by the Board when considering requests.
 - a. The financial condition of the family (see Paragraph #6 below).
 - b. The number of requests made and the financial condition of the club.
 - c. The number of years the swimmer/family has been associated with the club in good standing.
 - d. The past and current involvement of the swimmer/family in the club competitions, activities, and volunteer involvement.

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6. The registration fee reduction may be rescinded by action of the Board if the swimmer/family fails to timely pay all other fees, fails to maintain membership in good standing, or fails to keep the award of the fee reduction in strict confidence.
7. The Board has the discretion to consider any number of factors, including those identified above. The level of registration fee reduction if granted by the Board will generally be based on the U.S. Department of Health and Human Services Federal Poverty Guideline.
8. The Board may approve any percentage of assistance up to 100% of registration fees.
9. **Confidentiality:** The applicant agrees that he/she will keep the terms of this agreement confidential and will not disclose any of the terms of this agreement to any third party, other than the EBSC Registrar, the Fee Reduction Committee and the EBSC Board of Directors on a strictly confidential basis, at any time during the duration of this agreement without the prior written consent of the EBSC Board. The EBSC Registrar, Fee Reduction Committee and EBSC Board will keep all information regarding this fee reduction request in confidence, except as expressly provided in this Agreement, will not disclose it to anyone without the disclosing party's prior written consent, or as required by law. The receiving party will not use, or permit others to use confidential information of this Agreement for any purpose other than for the purpose of evaluating a possible fee reduction. The receiving party will use its best efforts to avoid disclosure, dissemination or unauthorized use of any confidential information. The Fee Reduction Application will be retained by the Head Coach and/or Registrar for a period of seven years, as required by Generally Accepted Accounting Procedures (GAAP). Any supporting documentation will be returned to the applicant immediately after a final decision had been determined, and the applicant has been notified of that decision. If the supporting documents have been sent electronically, then the EBSC Registrar, Fee Reduction Committee and EBSC Board will make all reasonable attempts to delete the supporting documentation upon completion of the application process.

Process: The Board will follow the below process to protect the confidentiality of the applicant and insure the application is processed in a timely manner.

1. Application and all relevant documentation must be submitted to EBSC Registrar by seasonal pre-registration deadline.
2. New members must submit application and all relevant documentation to EBSC Registrar as soon possible in order for the application to reviewed at the earliest possible Board of Directors meeting.
3. The EBSC Registrar will submit the application and all relevant date to the "Fee Reduction" committee.
4. The EBSC "Fee Reduction" Committee will consist of two Board members (Treasurer and Vice President) and the EBSC Head Coach.
5. The "Fee Reduction" Committee will assemble all relevant documentation and present the information to the Board withholding the name of the applicant prior to the EBSC seasonal registration date for consideration. The "Fee Reduction" Committee will reference the below guidelines in constructing a recommendation to the EBSC Board of Directors:

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Level 1 support from the Club is for families at or below the 100% of the poverty levels. Such swimmer/families may receive up to a 100% fee reduction.

Level 2 support is for families who are over 100% and below 300% of the poverty levels. Such swimmer/families may receive a fee reduction proportional to their income up to a 100% fee reduction. For example, a family at 175% of the poverty level may receive a discount of 62.5%. A family at 110% of the poverty level may receive a discount of 95%.

For families above the 300% level, typically, no reduction will be granted.

6. The “Fee Reduction” committee will inform the applicant and EBSC registrar of the Board’s decision on an application prior to the EBSC seasonal registration date.
7. The EBSC Registrar will inform the applicant of the Board’s decision prior to the EBSC seasonal registration date.

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Application for EBSC Registration Fee Support

Date: _____

Swimmer Name(s): _____

Parent/Guardian Submitting Request: _____

Athlete Training Group(s): _____

Seasons Involved: _____

EBSC Committee Involvement: _____

1. I have provided a prior year's Tax Summary for year _____
2. I have provided pay stubs for current month's employment. _____
3. I have provided a written summary of the circumstances surrounding this request for a registration fee reduction. _____
4. Our family gross income is \$_____ monthly for a family size of _____
5. I have included all income and revenue sources. _____

I am the parent/guardian of the swimmer involved and I have read and understand The EBSC policy for registration fee reduction. _____

I understand the swimmer(s) and family receiving this support are considered on a seasonal based schedule and must maintain themselves in good standing as defined by the EBSC Membership Policy. _____

I also understand that the registration fee reduction is a seasonal decision which must be (re)applied for each season. _____

Receiving the reduction for one season does not in any way obligate the club to provide the reduction in subsequent seasons. _____

I understand that the requirements for all other costs/fees are not involved in this request and must be paid by the swimmer. _____

I agree that all decisions by the Board are final and that registration fee reductions may be modified/removed at any time prior to the final registration due date. _____

By signing below, I attest that the documentation and other information provided is truthful, accurate and complete.

Signature of Parent/Guardian: _____

Date: _____

Print Name: _____

Phone Number: _____