



# TORPEDOES REGISTRATION & TRAVEL ACCOUNT POLICY

## Preamble

1. As a not-for-profit organization, the Calgary Torpedoes Board makes every effort to keep costs at a minimum for registration and travel fees, without compromising the Club vision, mission and values. Pre-season planning by the Board involves a thoughtful process that determines a realistic and achievable strategy for the payment of these fees throughout the season.

## Purpose

2. The purpose of this policy is to provide details regarding the management of fees collected for Registration and Travel purposes.

## Registration Account

3. Fee schedule is posted on [www.calgarytorpedoes.ca](http://www.calgarytorpedoes.ca).
4. Fees for each season are available in the program guide

### 5. Payment Plan

- a. Payment plan is described in the program guide of each season.
- b. Bi-monthly account statements will be emailed to members.
- c. Account balances are to be paid within 30 days of notice of overdue amounts.
- d. Interest of 5% will be collected on accounts that are overdue past 45 days.

### 6. Refunds

- a. Members have 14 calendar days upon notification of placement on Torpedoes team by coaching staff to withdraw registration. Withdrawing members will be eligible for a refund of registration fees minus non-refundable fees charged to the club by governing bodies (ie. WPC) and processing fees for credit cards. After the 14 calendar days of notification of Torpedoes team placement, if the club is not otherwise notified by the member, continued registration is implied. At which time, unless there are extenuating circumstances, fees are non-refundable.
- b. Member requests to withdraw after the 14 calendar days upon notification of Torpedoes team placement, are subject to a review of extenuating circumstances by the board of directors who will determine if a refund is warranted.
- c. Board approved refunds will be subject to proration. Proration will be rounded up to the nearest month, based on Torpedoes team placement and last practice attended.
- d. At the end of the season, members will be refunded for travel account balances amounts of over \$25. Amounts of less than \$25 will stay in the athletes travel account for one season. If the athlete does not return to the club within one playing season, the funds will be absorbed by the club.



## **Travel Account**

7. The Athlete Travel Account holds funds that are used as payments towards National Competitive League (NCL) Travel or Tournament/Training travel.

### **8. NCL Travel**

- a. Tournament and travel fees will be calculated prior to each tournament and communicated to members. Tournament and travel fees must be settled prior to the date outlined in each respective tournament correspondence. If payment is made on your behalf by Calgary Torpedoes Water Polo using a pre-authorized credit card, a 2.8% service fee will be applied to all credit card payments.
- b. Actual league travel costs will be adjusted on each player's account monthly.
- c. Outstanding payments past 30 days of the travel, it is up to the discretion of the Club to withhold travel privileges for that athlete until fees are paid.
- d. Deposits paid upon registering for NCL travel are non-refundable when withdrawing for non-medical reasons.
- e. Partial or full refunds for deposits paid upon registering for NCL travel for withdrawals based on medical reasons are subject to board review and approval.

### **9. Tournament or Training Travel**

- a. Additional Tournament or Training travel opportunities are not included in the registration fees and are the responsibility of the member to pay for in full.
- b. A member may have the opportunity to contribute a portion of fundraised amounts that are over the requirement according to the Fundraising Policy.
- c. Confirmation of commitment to any travel will require a Deposit (amount to be determined dependant on trip) submitted by the date determined by the Board.
- d. A payment schedule will be provided leading up to departure for the balance of the travel costs.
- e. Final payment is due no later than either: 30 days prior to trip departure, or 5 days after travel costs are finalized, whichever is later.
- f. Deposits paid upon registering for tournament or training travel are non-refundable, unless a suitable athlete which is approved by coaching, is found to fill the roster.

## **Outstanding Fees**

10. All outstanding league and trip travel fees must be paid in full by May 31 of the current season or the member's Good Standing status will be revoked until such time as the fees are paid in full.

## **Exemptions to this Policy**

11. It is acknowledged extenuating circumstances may exist. If the member is unable to complete the payment schedule please contact the Club Treasurer to make alternate arrangements.



## **Review Date and Approval Date**

12. This policy can be reviewed annually either by the Board or a committee assigned by the Board for such purpose. Changes should be recommended and presented to the Board for approval.