

# Greater Pensacola Aquatic Club

## Financial Policy

September 1, 2011 – August 31, 2012

### Billing Cycle:

GPAC is a year round swim club. GPAC families pay training fees on a 12 month continuous cycle. The monthly payment is an annual fee divided by 12 monthly payments. The team takes a two week break in August, a one week break in December, and a one week break in the Spring (usually the school system's Spring Break). Families are responsible for the full payment of training fees during these months and any other month in which they participate. Monthly billing statements (mailed in the middle of the month) include monthly training fees (paid one month in advance), registration fees, meet entry fees, and other charges as outlined below.

### Annual Registration Fee:

All GPAC swimmers are required to pay an annual non-refundable registration fee and complete the 2012 GPAC Registration Packet. We are required to keep a current registration packet on file. If the 2012 packet is not completed and returned with payment by November 1, 2011, then swimming privileges may be suspended.

*New Swimmers:* The fee is **\$125.00** and payment of this fee, along with the current month's training fee is due immediately upon joining GPAC.

*Renewing Swimmers:* The fee is **\$100.00** and payment as well as registration packet, are due no later than November 1, 2011. A renewing swimmer is defined as a current swimmer registered with GPAC and USA Swimming during the 2011 calendar year that is renewing their GPAC and USA Swimming membership for 2012.

*Transfer Swimmers:* The fee is **\$75.00** and payment of this fee, along with the current month's training fee is due immediately upon joining GPAC. A transfer swimmer is defined as a person who is currently USA Swimming registered with another swim club. This swimmer is also required to fill out a transfer form and pay a transfer fee of **\$10.00**.

*Outreach Swimmers:* New Swimmers: The fee is **\$75.00**. Returning Swimmers: The fee is **\$50.00**. Outreach Swimmers are those individuals who qualify for the free or reduced school lunch program. Documentation (letter from school) must accompany registration packet and payment of this fee as well as training fees are due immediately upon registration.

### GPAC Training Fees: September 1, 2011 – August 31, 2012

The GPAC Board of Directors has approved the following monthly training fees. These fees originally became effective on September 1, 2009. See below for prepaid options.

White	\$81.00
Blue	\$86.00
Green	\$92.00
Junior	\$104.00
Senior Blue	\$92.00
Senior Green	\$104.00
Senior	\$127.00

### Interruption of Training

Any interruption in the payment of an athlete's monthly training fees will subject that athlete to a **\$50.00** Administrative Fee upon resumption of training.

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## Former Swimmer Reinstatement Policy and Fee:

Former GPAC swimmers who wish to return must complete a GPAC Reinstatement Application Packet (available at the GPAC PSC Office) along with a current year registration packet and turn them into the GPAC office. Upon approval, all fees must be paid and all required forms submitted before training can resume.

Fees include the training fees for the entire month the swimmer stopped swimming regardless of number of practices attended, any other balance on the account, registration fee if applicable, the training fees of the returning month, and a **\$50.00** reinstatement fee.

## Multi-Child Discount:

Families with more than two active swimmers on the team (excluding Swim School participants, Summer League Participants or any other non-year round participant) will receive a 50% discount in training fees for each additional swimmer. This discount applies to the lowest level training group(s).

## Private Lesson Fee:

Coaches and swim instructors may provide private lessons to swimmers on an optional basis. These lessons are given on the instructors own time and are at a fee of **\$30.00** per half hour. A check shall be made payable to GPAC and the instructor will be paid by GPAC. Private lessons may not be billed on your monthly statement.

## Family Fund Raiser:

Training fees alone do not cover all of the necessary costs (pool rental, coaching salaries, etc) associated with the operation of GPAC. *Fund raising helps GPAC to minimize increases to monthly training fees.* This year the Board of Directors has determined that each family is required to raise or be assessed the following amounts.

**\$105.00** ~ New families (1<sup>st</sup> enrollment with GPAC) to the White, Blue & Senior Blue Training Groups

**\$150.00** ~ Returning families in the White, Blue & Senior Blue Training Groups

**\$210.00** ~ All families in the Green, Junior & Senior Green Training Groups

**\$255.00** ~ All families in the Senior Training Group

Your family's requirement is based on your highest-level swimmer. The amount is required regardless of the number of months in the year the swimmer participates in training. This amount is split into three time frames with one third of the obligation due on each of the following dates **December 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup>**. If a family does not meet the minimum required of their training group through fund raising, they will be charged the remainder of the obligation on their monthly statement. **The entire amount can be prepaid at a 10% discount if it is done so by November 1, 2011.**

Families are encouraged to raise more than the minimum while fundraising as additional funds help GPAC to provide swimmers with a better experience. To meet this obligation GPAC families have several options as listed below:

### Fundraising Descriptions:

*Heat Sheet Advertising:* A heat sheet is a packet at meets that is used to show the events, swimmers and lanes for the competition. Most parents use heat sheets and it is therefore a very visible form of advertising. Ads can be full page, half page or quarter page in length. The heat sheet advertising sheet is available on the GPAC website.

*Matching Donations:* Some companies offer matching donations to nonprofit organizations like GPAC, please check with your employer.

*Volunteer Hour Donations:* Some companies offer donations to nonprofit organizations like GPAC to employees who volunteer time with those organizations, please check with your employer.

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## Meet Entry Fees:

Each family is responsible for reimbursing GPAC for meet entry fees that were paid in advance and on behalf of their child by GPAC prior to the meet. If a swimmer does not participate in a meet that they were entered in, the family is still responsible for this payment/reimbursement to GPAC as hosting clubs do not offer refunds. GPAC adds a **\$1.00** surcharge for each event for Non-GPAC hosted meet entries.

## Hospitality Fee:

GPAC hosts four (4) to eight (8) meets per fiscal year. Entry fees collected from these meets contribute greatly to our budget by helping offset expenses such as facility costs, insurance, swim equipment, etc. Every swim family benefits from the funds that are raised from these meets. Therefore each family, regardless of whether the swimmer is competing, is required to pay a fee of **\$5.00** per meet. This fee goes to help cover the costs associated with providing meals to our visiting team coaches and our volunteers.

## Travel Fees:

Travel fees are incurred by every swimmer entered into an away meet. An away meet is defined as any meet that is hosted or takes place outside of Pensacola. Three types of away meet fees have been identified for travel fee purposes:

- a. **\$5.00** travel fee per swimmer – Meets within a 75 mile radius
- b. **\$10.00** travel fee per swimmer – Meets between a 76 mile to 150 mile radius
- c. **\$15.00** travel fee per swimmer – Meets outside a 151 mile radius

For away meets (non-championship and national qualifying) that are outside of the 75 mile radius GPAC requires at least ten (10) swimmers to attend or the meet will be removed from our schedule.

## Special Assessment or Fee:

In order to protect the financial integrity of the organization and provide for continued operations, the GPAC Board may at any time determine that changes in the organization's fee structure are necessary. Such changes will be applied on a prospective basis and may be made through a variety of mechanisms, including but not limited to temporary or permanent changes in the monthly training fees, one time or periodic special assessments, etc

## Payments:

Payments may be made by personal check, certified check or money order. **No cash will be accepted.** The preferred method of delivery is via the US Mail, as pre addressed envelopes are included in your monthly statements. Except for first-time registrants, all payments must be mailed or dropped off at the GPAC Office. Coaches are not permitted to accept payments.

## Past Due Fee:

GPAC monthly billing invoices are to be paid in full and received by GPAC by the first of each month. Payments received after the 10<sup>th</sup> of each month will be considered late and assessed a **\$15.00** late fee. Payments not received by the 20<sup>th</sup> of the month are considered delinquent and the respective swimmer(s) may have their swimming privileges [swim meet entries, training (daily practice, functions, etc)] suspended.

## Returned Check Fee:

If a payment is received by personal check and it is returned for insufficient funds then GPAC will assess a **\$25.00** fee for each occurrence.

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## Prepay Discount:

GPAC families have the opportunity to prepay their training fees either 6 or 12 months in advance. Families paying 6 months in advance will receive a 5% discount and families paying 12 months in advance will receive a 10% discount. The fees paid in advance are for training only and do not include the family's responsibility for paying other billed expenses including annual registration, meet entry fees, hospitality fees, travel expenses, etc. **Note:** Any fees paid in advance are non-refundable and adjustments will be made for swimmers who change training groups during the pre-paid period. Adjustments will also be made to pre-paid amounts when the Board of Directors changes the fee structure.

If you wish to participate in the pre-paid program please detach the form below the dotted line. **This form must be completed and a check in the proper amount must be attached in order to participate.**

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# Greater Pensacola Aquatic Club

## Pre-pay Training Fee Program

Training fees were put into effect on 9/1/09.

<u>Training Group</u>	<u>Monthly Fees</u>	<u>6 Month Advance (5% Discount)</u>	<u>12 Month Advance (10% Discount)</u>
White	\$81.00	\$461.70	\$874.80
Blue	\$86.00	\$490.20	\$928.80
Green	\$92.00	\$524.40	\$993.60
Junior	\$104.00	\$592.80	\$1123.20
Senior Blue	\$92.00	\$524.40	\$993.60
Senior Green	\$104.00	\$592.80	\$1123.20
Senior	\$127.00	\$723.90	\$1371.60

<u>Swimmer's Name(s)</u>	<u>Group(s)</u>	<u>Advance Payment</u>
_____	_____	_____
_____	_____	_____

## Pre-pay Fundraising Program

The entire amount can be prepaid at a 10% discount if it is done so by November 1, 2011.

	<u>Amount</u>	<u>Discount (10%)</u>
New White, Blue & Senior Blue	\$105.00	\$94.50
Returning White, Blue & Senior Blue	\$150.00	\$135.00
All Green, Junior & Senior Green	\$210.00	\$189.00
All Senior Training Group	\$255.00	\$229.50

**Total Payment:** \_\_\_\_\_

If you would like to participate in either of these programs please complete this form and mail it along with your payment to: **Greater Pensacola Aquatic Club ~ P.O. Box 30318 ~ Pensacola, FL 32503**