

SLRC Procedure 4.5

Revision Letter: Rev 0

Date: June 13, 2018



SLRC Payment Policy

Summary

This policy outlines the payment terms and conditions for membership dues, regatta fees and other fees. Timely payment of all invoices is essential to the continued success and viability of the Club.

Definitions

1. None

Requirements

1. Dues

The Club sustains itself through membership dues paid by Club Members. Membership dues paid to the club pay for costs of programming including scheduled rows, coaching service, use of rowing equipment, and Club overhead including equipment and liability insurance coverage. Timely payment of all dues is essential to the continued success of programming activities and the financial viability of the Club. Dues for Adult and Associate Members are charged annually for a one- year term. Summer Members will be charged in the month they participate not exceeding three months. Half-year dues are charged to Adult Learn-to-Row participants. Parent Members/Junior rowers are charged dues for each rowing program season; Spring/Summer/Fall.

Membership dues will be invoiced at least 10 days before the program start date and are expected to be paid on or before the program start date. Payment of dues are expected to be **paid in full** by all rowers. Alternative payment arrangements will be considered upon receipt of written request for extenuating circumstances. An installment plan can be arranged but the term must be limited to 3 months and will include an additional charge of \$10 per month. This option is only granted on exception basis and must be approved by at least two members of the SLRC Board of Directors.

2. Fees and Other

Fees include Regatta and Other. Other fees may include fees for events. Junior Program Regatta fees can be charged to Parent Member/Rowers as estimate for each regatta or flat fee for each Junior rowing program season. The methodology will be determined by the SLRC Board of Directors before each Junior Rowing season. The Junior Program Regatta fees must be paid in advance of travel to the regatta. Regatta fees cover the rower/boat transportation, coaching, lodging, food and regatta entry fee costs. Adult Member regatta fees may be charged to the rower as actual costs for boat transportation and coaching are determined.

3. Assessments

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Under special circumstances, assessments may be proposed by the Board of Directors for vote at any Annual or Special Meeting of Members.

4. Term

Adult rower term:

- Memberships are on an annual basis for a regular active adult membership. (Members are considered active and will be rebilled for the next membership term unless provided with notification of cancellation in writing to a Member of the SLRC Board.)
- Adult February Learn-to-Row membership ends June 30 of that year and will be billed for, full membership, next fiscal year beginning July 1.
- Adult Summer Learn-to-Row dues are covered until December 31 of that year. The Member will be billed in December for the remaining fiscal year ending June 30 to continue membership. Then normal active member full-year billing will apply.

Junior rower (Varsity/Novice) terms:

- Regular seasons for Junior Rowers.

Season	Returning Rower (Varsity and Novice)	New Novice
Spring	Jan – May/June (Nationals)	Mar – May
Summer	June – July (after Chicago Sprints)	NA
Fall	Sep – Dec	Oct – Dec

- Junior Learn-To-Row is a 2-week, 10 session camp. Usually 3 camps are offered starting in June and ending in August.

5. Pro-Ration of Dues

New SLRC members may have their dues pro-rated. It is expected that new members will pay dues of the 'quarter' in which they join SLRC and the subsequent quarters in the calendar year (e.g., adult member joins SLRC in April, they will pay 75% or $\frac{3}{4}$ of that calendar year's dues).

6. Family Discount

Family Discount is being phased out and will not be offered to new Junior or Adult members. Existing Junior Rowers will continue to receive the family discount until they leave the program. The Family discount for adult members will be eliminated in FY20.

The current Family Discount consists of immediate family members only (e.g., parent, child, sibling). The discount consists of:

- 25% off each additional family member, taken off the lower-priced membership.

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- The discount does not apply to Learn-to-Row programs.
- The discount currently is available to Adult and Junior Members.

7. Financial Assistance

- Financial Assistance may be available for Juniors who qualify for assistance in the Fall and Spring rowing semesters.
- Refer to the Financial Assistance application form and criteria for requirements and due dates of applications.
- Requires Finance Committee approval and is subject to SLRC's budget.
- Funds include restricted and unrestricted financial assistance funds.
- Supporting dues is the priority of Financial Assistance and rowers are generally responsible for all regatta expenses. Should additional funding be available the Financial Committee may, at their discretion, broaden support to include regatta related costs.

8. Payment methods

- Electronic payments are preferred. Intuit/Pay Pal/Stripe or other methods approved by the Treasurer may be used as credit card processing methods.
- Mail check to SLRC:
St. Louis Rowing Club
PO Box 411094
St. Louis, MO 63141, or drop off at the Boathouse, in the Head Coach's office, in black mailbox.
 - Specify the rower and rowing program to which payment is to be applied.
 - Include email address and phone number in the event that the club needs to contact you.
 - A manual processing fee will be added for check payments.

9. Past Due Accounts

- Accounts will be considered past due 10 days after the invoice due date.
- A \$15 late will be added to membership dues and regatta fees which are more than 10 days past due, unless special arrangements are made (i.e. payment plans).
- Rowing privileges will be suspended until in good standing.
- Membership may be cancelled by the Board if payment is not received in 30 days of due date, per the By-Laws.

10. Refund Policy

Refunds must be requested in writing to the Board and are subject to approval.

Regular Memberships:

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- If you withdraw from rowing program prior to the season/semester start date, you may receive a refund less a \$25 processing fee.
- If you withdraw from rowing after the start of a season/semester, **NO REFUNDS WILL BE GIVEN****.

*** Requests for extenuating circumstances (e.g., injury, relocation) must be submitted in writing for Board approval.*

Learn to Row:

- If you withdraw from LTR 10 days before the start date, you may receive a credit for another program or a refund less a \$25 processing fee.
- If you withdraw from LTR less than 10 days before the start date, you may only receive a credit for another program. No refunds will be given.
- **NO REFUNDS WILL BE GIVEN ON OR AFTER THE START DATE OF THE PROGRAM.**

References

Authority References

- SLRC By-Laws, dated February 2018, Section 5.9, "Policies and Procedures Committee"
- SLRC Policy 2.4; Membership Dues and Obligations

Maintained By

SLRC Treasurer

Approved By

Signature on File

SLRC Treasurer

Signature on File

SLRC President