

## SLRC Payment

### 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.

### Supersedes

SLRC Policy 4.5 SLRC Payment Policy dated June 13, 2018.

Revised to define junior rowing seasons to allow for junior program full year membership and refund policy if a rower is released during an official try-out period. Also removed family discount as this was phased out in FY20.

### 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. Monthly Members will be charged in the month they participate not exceeding three months. Parent Members/Junior rowers are charged dues for each rowing program season; Spring /Fall.

Membership dues will be invoiced at least 10 days before the program start date and are expected to be **paid in full** on or before the program start date.. Alternative payment arrangements will be considered upon receipt of written request for extenuating circumstances. An installment plan can be arranged with a the term 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 or additional training

## SLRC 4.5

Revision Letter: Rev 2

Date: August 8, 2019



(e.g. summer programs, sculling clinics, etc.). Junior Program Regatta fees are outlined in SLRC Policy 4.6 Regatta Expenses and Payment.

### 3. Assessments

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 the current 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 the current 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.

<b>Season</b>	<b>Returning Rower (<u>Varsity and *Novice</u>)</b>	<b>New Novice</b>
<b>Spring</b>	Feb – Jul	Mar – Jul
<b>Fall</b>	Aug – Jan	Oct – Jan

- Novice rowers are invoiced upon successful completion of tryouts.
- Junior Learn-To-Row is a 2-week, 10 session camp.. Winter sessions may also be offered.

### 5. Pro-Ration of Dues

New SLRC Adult 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). Junior dues are paid per season and not pro-rated.

## SLRC 4.5

Revision Letter: Rev 2

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### 6. Financial Assistance

- Financial Assistance may be available for Juniors who qualify for assistance.
- 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.
- Refer to the Financial Assistance application form and criteria for requirements and due dates of applications.

### 7. 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.
- Checks may be mailed to:  
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 may be added for excessive check payments.

### 8. 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.

### 9. Refund Policy

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

Regular Memberships:

- Rowers who withdraw from rowing program prior to the season/semester start date, may

## SLRC 4.5

Revision Letter: Rev 2

Date: August 8, 2019



receive a refund less a \$25 processing fee.

- Junior rowers who submit on-time payment at the beginning of the season and are subsequently cut from the program during an official try-out period will receive a full refund.
- If a rower chooses to 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 approval by the Board of Directors.*

Learn to Row:

- Rowers who withdraw from LTR 10 days before the start date, may receive a credit for another program or a refund less a \$25 processing fee.
- Rowers who withdraw from LTR less than 10 days before the start date, 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**

**Signatures on File**

**SLRC President**