

Portland Aquatic Club

Account Invoice and Payment Policy

Version	Date Adopted/Revised	File Name
1.0	January 12, 2008	Bookkeeping Policy 1.0
1.1	April 8, 2010	Bookkeeping Policy 1.1 <i>Added document control/formatting/no content revision</i>
1.2	September 1, 2010	Bookkeeping Policy 1.2 <i>Revised content to reflect new payment due dates and to match formatting in other docs</i>
1.3	October 1, 2011	Bookkeeping Policy 1.3 <i>Revised content to reflect nine month billing and online payment option</i>
1.4	February 16, 2015	Account Invoice and Payment Policy 1.4 <i>Renamed. Revised content to reflect 8 month billing, \$0 balance to register in fall, Remove merchandise clause, update notice, 30, 60, 90 day past due updates, removed 30 day notice of leaving club</i>
2.0	February 8, 2016 (update \$ Oct 2016) Created Separate proration doc Oct 13 th 2017 for administrative annual \$ update.	Account Invoice and Payment Policy 2.0 <i>Added multi swimmer registration and dues discount. Added Prorating schedule for dues (weighted), service hours and fundraising (quarterly). Shifted meet sign up restrictions to accounts 30 days past due.</i>
3.0	June 10, 2023	Account Invoice and Payment Policy 3.0 <i>Updated to match current practices. Documented additional details from annual fee agreement. Added fee for ACH payments, equal to cost incurred.</i>

Purpose

This procedure documents rules for registration, billing, and payments. It includes the full scope of financial requirements for membership. The following text can be used as a template for the annual fee agreement, or as a guide to administrative processes.

Fee Agreement Consent

By registering with **Portland Aquatic Club**, I agree to pay the following following fees and meet the following commitments:

PAC Registration Fees (Due Now)

Registration fees are non-refundable and depend on the start date as shown below.

- [Insert registration fees by start date, or see the [Fees & Commitments](#) webpage.]

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- Families with multiple swimmers have a maximum lump sum registration fee of **\$225**.
- Any open account balance from prior seasons must be paid in full at registration. This includes charges for unfulfilled service hours and fundraising requirements from prior year.
- PAC cannot accept ACH payments for registration fees. The team prefers credit card payment for registration, noting that this transaction will include a processing fee.
- If the credit card processing fee at registration creates an undue burden, PAC will accept payment by check. Checks must be received within seven days of online registration or the swimmer will not be eligible to practice. PAC administrators may grant exceptions for members who have applied for registration fee assistance through the Ellertson Family Scholarship Fund.

USA Swimming Registration Fees

PAC requires each athlete to register separately with USA Swimming before attending practice. This involves an additional fee, payable directly to USA Swimming. Returning swimmers must renew their membership before the annual expiration date. New swimmers must create a USA Swimming membership account. Pay USA Swimming membership fees directly through the new platform. Use this [link to complete your USA Swimming Registration](#)

Dues

Dues are payable in monthly installments that vary by training group as shown below. PAC provides an Annual Dues Discount for families with two or more swimmers on the same account. The highest level swimmer pays full dues, the second swimmer receives a 10% dues discount, the third swimmer receives a 20% dues discount, and the fourth and subsequent swimmers receive a 50% dues discount. PAC prorates dues for members who register after October 31st, according to a proration schedule.

- [Insert dues by training group or refer to the [Fees & Commitments](#) webpage.]

Fundraising Commitment

Families are required to raise funds in support of our team. Fundraising commitments vary by training group as shown below. The commitment does not exceed **\$450/family**. PAC prorates fundraising requirements for members who register after October 31st, according to a proration schedule.

- [Insert fundraising commitments by training group or refer to the [Fees & Commitments](#) webpage.]

Members are welcome to raise funds through PAC's organized fundraising activities or by direct donation. Members are responsible for ensuring that funds raised are correctly reflected in their account. Unfulfilled fundraising commitments are billed the following September 1st or upon departure from the team, whichever comes first.

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Service Hour Commitment

Families are required to volunteer in service of our team. Service hour commitment varies by training group as shown below. The commitment does not exceed 30 hours per family. PAC prorates service hour requirements for members who register after October 31st, according to a proration schedule.

- [Insert service hour commitments by training group or refer to the [Fees & Commitments](#) webpage.]

Members have many options for completing hours. PAC asks that all families make an effort to commit to at least 10 hours of timing/officiating at swim meets throughout the year if possible. Members are responsible for ensuring all service hours are correctly reflected in account.

Unfulfilled service hours are billed at an hourly rate on the following September 1st or upon departure from the team, whichever comes first.

- [Insert unmet service hour billing rate or refer to the [Fees & Commitments](#) webpage.]

Excess service hours (greater than the requirement) will be credited towards fundraising requirements at an hourly rate. Scholarship families are eligible for a higher hourly rate.

- [Insert excess service hour credit rate by scholarship status or refer to the [Fees & Commitments](#) webpage.]

Meet Fees

- Families are responsible for covering all meet-related fees for meets entered, including event fees, facility surcharge, PAC surcharge etc. Meet fees depend on the type and level of meet, and the number events entered. A PAC meet entry surcharge is assessed for each meet to aid in covering costs of coaching staff attending the meet.
 - [Insert PAC surcharges by meet type or refer to [Fees & Commitments](#) webpage.]
- Once a meet entry deadline has passed and entries are submitted to the Host Team, the fees cannot be refunded to PAC or to members. Families are responsible for committing swimmers to meets, noting registration deadlines, and checking meet entry drafts for accuracy.

PAC Team Uniform Requirements

- PAC provides all swimmers with a team cap and shirt after registration.
- All swimmers are required to purchase an ARENA BRAND suit to wear at swim meets.
- Performance Group swimmers are required to purchase a team warm-up jacket, specified by the team.

Invoices

- PAC generates invoices on the first day of the month, with payment due on the 15th of the month.

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- Automated credit card charges post on the first of the month.
- Automated ACH withdrawals post on the second day of the month. If the second day of the month falls on a weekend or holiday, the withdrawal posts on the next business day.
- Monthly invoices include the following charges:
 - o dues paid in arrears for prior month
 - o fees for any swim meets in the prior month as described in the relevant Meet Information document
 - o charges for any merchandise purchases
 - o fees for any extra training (private or semi-private lessons, weights, doubles, long course practices, etc)
 - o late fee for prior month's invoice, if applicable

Payments

- PAC accepts payment for monthly invoices via credit card, ACH, or check.
- After registration, members may set up automatic payment using a credit card or ACH authorization.
- Credit card payment incur a processing fee of **2.95% plus \$0.30** per transaction, which is added to the total payment.
- ACH payment incurs a processing fee of **\$1.25** per transaction, which is added to the total payment.

Late Payments

- Late payments incur a **\$25** fee assessed at the end of the month.
- Accounts over 30 days past due are restricted from meet sign up. Accounts over 60 days past due may be restricted from practice unless an acceptable payment plan can be defined.

Closures and Cancellations

PAC does not waive dues for unforeseen circumstances, including facility closure or unexpected practice cancellation. Instead, PAC will make every effort to work with Portland Parks and Recreation and the community to find alternative options when necessary.

Leaves of Absence

Leaves of absence are only granted for medical reasons or disruptive life events. Families facing hardship may apply for financial assistance from the Ellertson Family Scholarship Fund.

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Withdrawal Prior to 8/31

Swimmers may withdraw from the program by informing their coach. Account holders are responsible for paying the final balance which will include the following charges:

- a full monthly dues payment, paid in arrears for prior month
- any unmet fundraising and service hour commitments, prorated on a monthly basis*
- any outstanding meet fees, merchandise fees, late fees and extra training

Returning after Withdrawal

PAC will not hold space for swimmers who withdraw from the team. If the athlete chooses to rejoin at a future date, even within the same season, the registration fee and all other applicable charges will apply.