

BOISE YMCA SWIM TEAM POLICY FOR CONTROLLING DELINQUENT ACCOUNTS

REASON FOR THE POLICY. As a volunteer, not-for-profit organization, the Boise YMCA Swim Team depends on the cooperation of its members, especially in the matter of finances. Some members are chronically late, erratic, and even delinquent in meeting their obligations. In the past, we have had no established policy in this area and unpaid balances have become alarmingly large without having any way to control them. **Financial aid and special arrangements for hardship are supported by the Swim Team and the YMCA**, so seriously past-due accounts are unfair to everyone--those who owe them and those who subsidize them.

This policy is not intended to punish anyone. It is a necessary consequence of being a large team requiring business-like administration. Few members will be affected by it, but we all need to be reminded our responsibilities are real and not meeting them will have direct, tangible consequences the whole swim team supports.

The policy defines the club's expectation for payment of dues and fees and allows for exceptions in special cases. It then defines membership in good standing, how one can lose that status, and what the consequences of that loss are. It also provides for tracking and reinstatement.

1. **PAYMENT EXPECTATIONS.** Members are billed monthly for swimmer's fees, meet entry fees, and other items which members have agreed to charge to their accounts. Payment is due upon receipt, and will be considered past due fifteen days after the bill's mailing date. Bills are emailed to members after the 22nd of each month; therefore, an account becomes past due if balances owing are not received by the Team Administrative Assistant by the 10th of the following month.

2. **EXCEPTIONS.** Members with special financial situations will be accommodated if they make arrangements with the Team Admin. Such arrangements must include a written payment schedule, signed by the member, which brings the balance current within a reasonable time period. It is the responsibility of the member to bring the issue to the attention of the Team Admin, Treasurer, and the Head Coach.

3. **MEMBER IN GOOD STANDING.** A member in good standing is any member whose account is:
 - a. Current or
 - b. Less than 60 days past due and who has made special payment arrangements with the Team Admin as described in **Exceptions.**

4. **LOSS OF STATUS AS MEMBER IN GOOD STANDING.** A member who ceases to be a member in good standing loses membership privileges for themselves and their swimmers, including elective or appointive positions on the management council, appointive positions for team events, subsidy or reimbursements for meets, and eligibility for participation in workouts and meets.

5. **PROCEDURE.**

- a. This policy will be included in the registration packet for all new swimmers and will be posted on the team website.
- b. If a member's account becomes 60 days past due, the Team Admin will mail a copy of this policy along with the current month's bill, providing no other arrangements have been made.
- c. **If a member's account becomes 90 days past due, and no satisfactory arrangement has been made with the Team Admin to cure the past due balance, the member will be considered to have lost good standing status. At this point, the member's name will be turned over to the Treasure Valley YMCA and their membership account with the YMCA will be flagged and will remain so until a satisfactory arrangement has been made as described in Exceptions. Flagging an account may result in the swimmer not being allowed to proceed past the front desk of the YMCA.**

Leaves of Absence/Resignation Policies:

Members wishing to either resign from the team or temporarily take time off from the team to pursue other activities and interests, must complete the **Leave of Absence** form in a timely manner and submit this to the Team Admin for processing, in order to avoid being billed and held liable for fees and charges during the period of absence. The team Leave of Absence form can be downloaded from the team website: www.boiseyswimteam.org

Because of the size of our team (230 families), it has become more and more difficult to keep track of swimmers who take a leave of absence for a short period of time. In addition, it is extremely hard to prepare an annual budget which takes into consideration the income lost by swimmers who decide to take a leave of absence of any length. Therefore, we have developed a Leave of Absence policy. This policy is as follows: A reinstatement fee of ½ of your current monthly dues will be assessed upon the swimmer's return to the team after the leave. This reinstatement fee will be waived if the following two criteria are met: 1) Prior to the LOA, the swimmer had been an active member of the swim team for 9 continuous months and 2) the LOA is less than or equal to 3 months. LOA requests must be received no later than the 15th of the month preceding the leave.