



# **TUNA Swim Club Fee and Payment Policy**

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## Summary

This document outlines the TUNA Swim Club's (the club) Fee Policy. The goal of this document is to cover the most common questions for club fees. Questions can always be forwarded to the club [President](#) or our club [Billing and Administration Assistant](#).

The goal of the club's Board of Directors (the board) is to ensure that every member has the opportunity to receive the expected value from the fees paid. The board needs to ensure that the fees are sufficient to cover the cost of running the club while also providing a rewarding experience for each club swimmer. The board balances the viability of the club while keeping fees as affordable as possible.

## Definitions

- Hosting Swim Club: The club that is responsible for the hosting of the swim meet.
- Member: The person responsible for the payment of fees.
- MRC: Minnesota Regional Championships
- MSI: Minnesota Swimming Inc.
- Session: There are four (4) sessions in the club's fiscal year. They correspond to the seasons, Fall, Winter, Spring, and Summer.
- TeamUnify: The club's website and registration platform. All fees to the club are paid through this platform.

## Membership

A swimmer registered with the club for the current session is counted as a full session swimmer. The Member is responsible to ensure that their swimmer(s) is registered in the club's TeamUnify system before the first night of the session. This includes returning high school swimmers who do not participate in club practices at the start of the session. This process allows the club to plan appropriately for all practice and club activities.

Any swimmer that wishes to begin swimming with the club after the start of the session must have a Member contact the club's head coach to inquire how to register for the current session.

Swimmers and their families have numerous activities throughout the year that may conflict with club practices and activities. The club encourages swimmers and their families to appropriately balance these activities with swimming. Due to limited practice space, The Club is not able to offer make up practices for practices missed by the swimmer.

Members are responsible for all session fees regardless of the swimmer's attendance to club practices, meets, and activities.

## Fees

There are four fee categories Members will encounter while their swimmers participate and progress through a club session. These fee categories are:

1. Session Fees
2. Meet Fees
3. USA Swimming and MSI Membership Fees
4. Other fees

### Session Fees

The session fee is the fee that is charged to the Member for **EACH** swimmer that participates in the upcoming session. This fee is due at the time of registration, and is a one-time charge for each session. The session fees are **not refundable**, as these fees cover pool, coaching, and other club administrative costs. No additional session fees are required for the additional practices for swimmers that qualify for championship swim meets. Session fees are determined by the board prior to each session, and the board has sole authority for decisions regarding session fees. Upcoming session fee schedules are posted on the club's website prior to the beginning of each session.

### Meet Fees

Meet fees are the **SUM** of all the fees charged for a swimmer's participation in a particular swim meet. The fee amounts are independently determined by the meet's Hosting Swim Club. The club must pay all meet fees to the Hosting Swim Club on the Member's behalf prior to the start of the meet. All meet fees will be applied to the members account and are **not refundable** once the meet registration deadline passes, regardless of the swimmer's participation in the meet. Meet fees are charged to a Member's account as soon as practical, though delays during championship meets are typical. All meet fees are due in full upon receipt of the monthly invoice. In general meet fees consist of the following fees.

### Splash Fees

A splash fee is the fee paid by a Member for each time a swimmer participates in an event (splash). This fee is determined by the Hosting Swim Club. It applies for both individual and relay events. For example, if the Hosting Swim Club charges a \$6.00 splash fee and a swimmer participates in three events, the total splash fee for the swimmer for the meet is \$18.00.

### **MSI Splash Fees**

The MSI splash fee is paid by a Member for each time a swimmer participates in an event (splash). This fee is \$2.10 per event for standard and MSI championship meets and is adjusted by MSI for quad and novice meets. It applies for both individual and relay events. For example, if a swimmer participates in three events the total MSI splash fee is \$6.30.

### **MSI Championship Fee**

The MSI Championship Fee is paid once by a Member for each championship level meet a swimmer attends. This flat fee is \$5 for MRCs and \$10 for state championships.

### **Hosting Swim Club Fees**

These are additional fees the Hosting Swim Club charges each swimmer for participating in their swim meet. These are generally flat fees and are commonly listed as “facility, entry, program or event fees”.

### **Club Coach Meet Fee**

The club coach meet fee applies for all swim meets to help cover additional coaching expenses that are incurred. These fees are listed under the cost section on each meet page. The fee will appear on your invoice as a single line for each meet. The fee breaks down as follows:

- \$11 per swimmer registered for all one or two day swim meets that do not require an overnight stay for any club coaches.
- \$16 per swimmer registered for all three day swim meets that do not require an overnight stay for any club coaches.
- \$21 per swimmer registered for all three day swim meets that require an overnight stay for any club coaches.
- \$26 per swimmer registered for all four or more day swim meets that require an overnight stay for any club coaches.

### **USA and MSI Swimming Membership Fees**

The club is a Club Member and affiliated with USA Swimming and MSI. All registered swimmers are required to be registered with USA Swimming and MSI each year. Every Member shall pay an annual fee consisting of a national club fee established by USA Swimming and a local club fee established by MSI, together with any other charges, fees, etc. as may be established by MSI for **EACH** club swimmer. The 2024-2025 USA Swimming fee is \$70 and the MSI annual fee is \$8.

Current club swimmers will have their USA Swimming memberships automatically renewed by the club. This fee will be automatically added to your account in September of each year or at the time your athlete is registered with the club. For swimmers new to

USA Swimming or swimmers that have an expired membership, the Member will use a club specific registration link that is provided by the [club billing and administrative assistant](#) to complete the registration. All USA Swimming and MSI membership fees are non-refundable.

## **Other Fees**

### **Late Pick Up Fee**

Members are responsible for picking their swimmers up from practice no later than **15 minutes** after the scheduled practice end time. If a swimmer is not picked up within this timeframe, a late fee of **\$50** will be charged to the swimmer's main account to offset costs related to additional coaching, building supervisor, and facility rental fees.

### **Misc. Fees**

As part of the Member's participation in the club, other fees, charges, dues, purchases, etc. may be added to the Members account. These expenses will be added to the Member's account balance and must be paid in full on the next month's billing. No additional amounts will be added to a member's balance due without the Member being notified by the club. The board has sole authority for decisions regarding fees.

## **Discounts & Credits**

The club does not offer discounts beyond those listed in this section. The club and board understand that families will encounter scheduling conflicts between various family, community, religious, and other activities and swimming practices, meets, and events. The board encourages each family to prioritize these conflicts as they see fit. Due to fixed pool usage, coaching, and administrative costs the club cannot offer discounts for missed swimming practices, meets, and events, nor makeup practices or sessions.

### **Multiple Siblings**

The club offers a 5% sibling discount on total session dues when a Member registers two or more swimmers. Any swimmer who is enrolled in any post-secondary institution is not eligible for this discount. This discount does not apply to any other fees.

### **Partial Session Injury Absence**

In the event that a swimmer is absent from practice for four or more consecutive weeks during a session due to a major illness or injury, the club will apply a credit to the Member's account for the next session equal to the time missed. A doctor's note is

required and must be provided to the head coach, billing and administrative assistant, and club President

## **Athlete Outreach MSI Membership & Club Fees**

As a club member of MSI, the club participates in the MSI outreach program that offers swimming memberships for economically disadvantaged youth. As part of this program, MSI offers qualified athletes a reduced MSI membership fee of \$5 and the club offers qualified athletes a 50% discount on current session registration fees. This is a program for swimmers whose families qualified for this program under the current MSI guidelines. Members must submit to the club Registrar a request to register under this program and provide proof of qualification per MSI guidelines. The club will complete a fee waiver on the Member's behalf once qualifying proof has been received and submit it to MSI with the swimmer's membership application. Members with swimmers participating in this program must re-qualify and re-submit proof of qualification each calendar year. Participation in this program does not cover any other fees associated with the club, meets, or activities.

## **Payment of Fees and Payment Methods**

All fees will show up on your monthly invoice with the exception of session fees, which are paid at registration. All fees are non-refundable. Monthly invoices are available with the Member's TeamUnify account. Invoice and payment information is found online under My Account, My Invoice, Payment menu section within TeamUnify.

Any outstanding balance within a Member's account must be paid in full prior to the swimmer(s) participating in the next session. Swimmers will not be allowed to participate in practice or attend meets until all outstanding fees are paid in full.

To ensure payment, the club requires that all Members sign up for auto payments using either a credit card or ACH within TeamUnify. By signing up for auto payments the club can operate efficiently. Member accounts will be charged on the first day of each month for any outstanding balance.

If any billing or payment issues arise, contact our [club billing and administrative assistant\(billing@nhcpswimclub.org\)](mailto:club_billing_and_administrative_assistant@nhcpswimclub.org).