



BLUEFIN PAYMENT AND GALA POLICIES

2019-2020 Explanation of Fees for Bluefin Swimming Club

Easy Payments Plus

You can pay term fees online via Easy Payments Plus with a credit or debit card and choose to make a full payment or pay over monthly instalments.

Term Fee Payment Terms

Term fees will be due by the specified date via emails to parents and on our website. If term fees are not paid by that date, the swimmer will not be allowed to return to training after that date until fees are paid. Payments made after the due date will be required to pay a €20 late fee. Term fees that past due will subject the swimmer to suspension from practices in addition to jeopardising entry into swim galas. The Treasurer will notify members when term fees are in arrears.

Requests from members to continue practices while in the arrears must be presented to the Committee.

Swim Ireland Registration

All swimmers must be registered with Swim Ireland. Membership provides insurance for your swimmer and the club. The Swim Ireland registration fee is included in Term 1 fees. Therefore, all term one fees must be paid no later than September 30th in order for your swimmer to be insured. For new swimmers joining the club in the second or third terms, the registration fee will be added to the term fees in the term you join.

Adjusted Fees

1. For families with more than one swimmer, we offer multi-swimmer discounts of €30 per additional swimmer per term. You must pay for all swimmers at once on Easy Payments Plus to avail of the discount.
2. If your swimmer switches squads, you will pay the amount of Term Fees for that new squad. Swimmers will only change squads at the change of term, never mid-term.
3. 50% of funds raised during the year through organised fundraising activities will go to off-set the next term's fees. All swimmers will benefit from the fundraising money, however, only families who participate in fundraising activities will have their fees offset.

Refund Policy

Within the First Three Weeks of Practice Season

Any requests for refunds made within the first three weeks of the squad's practice season will be reviewed by the Committee on a case-by-case basis.

The request should be made to the Treasurer and Chairperson, and the following general guidelines have been established:



Club Registration Fees

If a swimmer is injured or determines that he/she does not want to continue within three (3) weeks after the commencement of the squad's practice season, the Committee will consider a refund of the Club registration fees. However, Swim Ireland Registration fees cannot be refunded.

After the First Three Weeks of Practice Season

The Bluefin Swim Club has a NO REFUND POLICY concerning annual swimming dues and registration fees for swimmers who have registered with our club and have requested a refund after the first three (3) weeks of their squad's practice season. Our financial commitments involve annual contracts based on swimmer registrations. Bluefin Swim Club is obligated to fulfil these contracts regardless of the number of swimmers we have in the water at any time. We understand many of our swimmers will experience, at some time during the season, illness, injury, over-commitment, decreased interest or problems that may take them out of the water. While we regret these problems, NO REFUND OF REGISTRATION FEE AND/OR FEES can be made for swimmers who are out of the water.

Gala Entries and Fees

The Head Coach will identify meets/galas in which the team participates. Amounts for galas typically range from €5-€10 per event per swimmer. Once gala entries are determined between the Head Coach and swimmer, the parent will be notified via email by the Gala Secretary with a link to Galaman which has their swimmers' entries. It is required that all parents are registered on Galaman to be able to view the entries. All gala entries MUST be confirmed by the parent by return email as indicated. For any swimmer whose parent who does NOT confirm their swimmer by the date requested will not be able to participate. If a swimmer is not able to participate in the upcoming gala, the parent must notify the Head Coach and Gala Secretary via email.

All gala fees can be paid on Easy Payments Plus. For Development Galas, if gala fees are not paid by the due date via Easy Payments Plus, your swimmer will be scratched and they will not be allowed to participate. For Regional and advanced galas, the Gala Secretary will confirm when payments will be due as sometimes entries are changed by the gala organisers themselves. Once gala fees are paid, no refunds can be made. The Club has a responsibility to pay gala fees to the host club on a timely basis.

In the unfortunate event of a bereavement or illness, please contact the Secretary and Chairperson.

If enrolled in a gala/meet and plans change after the Gala Entry Deadline, the fee cannot be refunded and you will still be charged (the gala entry fees have already been sent to the host).

Furthermore, if fees are not paid by the date specified, the swimmer will not be allowed to swim in any future competition until those fees are paid.

Volunteering/Rotas

Creating a positive environment where excellence can be achieved is only possible if all Bluefin families dedicate time to help the club.



Fundraising

Bluefin Swim Club is a non-profit organisation. Parent support and involvement is vital to the success of our team.

Participation by all families in fundraising is necessary to keep dues down and swimming affordable. All families are required to participate in fundraising. Information on fundraisers will be made available through e-mail and on the website.

All fundraising events or activities need prior approval by the Committee. Those wishing to conduct a fundraising activity or event must first obtain approval by emailing the Club Secretary.

All collected funds at the conclusion of the activity or event must be turned over to the Treasurer.

Parent In Attendance (PIA)

All families are put on a rota to serve as Parent in Attendance (PIA). These lists are distributed via email and available on our website at the beginning of each month. Please take note of your slot and if you are unable to serve that time slot, please swap with another parent or contact the Club Secretary to find someone to cover. It is the parent's responsibility to ensure their slot is covered in the event they cannot attend. **If a Parent In Attendance (PIA) does not show up, the assigned parent will be fined €20.** This is strictly to help maintain compliance and instil some sense of recourse if necessary. As has been explained previously, we would much rather have your time, than your money.

Gala Timers/Turn Judges/Officials/Team Managers

An email will be sent out to allow families the opportunity to sign up for a time IN THEIR SWIMMERS SESSION which works best for them. Those families with swimmers in both sessions will be asked only to sign up for either the AM/PM session for that gala. All slots not filled, will be assigned by Bluefin to the remaining families in attendance of the meet on a rotational basis. You will receive an e-mail or text message prior to the gala notifying you of your assignment(s). If you are not able to work it is your responsibility to find someone to work for you.

Parents who have completed the Team Manager course will be asked if they have a preference of sessions during the course of a gala. If your child has received an 'A' time in a Development Gala, you will be asked to take the Team Manager and Safeguarding courses. If your child has received a Division time, you will be asked to take an Officials course and Safeguarding course if not already completed.

Noted: Board members are not exempt from this requirement.

Committee and other Parent Voluntary Roles

Chairperson - Chair all meetings, liaise with the coaches, parents and committee. Help others understand their roles and responsibilities within the club.



Secretary – Record minutes of all meetings, receive and answer all correspondence. Record all members’ names, addresses, D.O.B., known allergies, GP contact information, etc. in the Masterfile

Treasurer - Record and bank all income, pay all wages, organise online payments for members, record and pay all accounts and prepare a budget estimate for the ensuing season.

CCO – Ensure young people have opportunity to express opinions and views. Ensure safeguarding policies and procedures are implemented and effective in all areas of the club. Act as advisor for and report concerns of abuse to the appropriate authorities.

Gala Secretary - Liaise with the coaching team regarding swimmers entry details for meets/galas. Liaise with the Treasurer for swimmer and host club fees due for gala entries.

PRO – To promote and publicise, in a positive way all aspects of the club. Establish working relations with local media.

Registration Officer – Submit Swim Ireland Membership applications to Swim Ireland before the annual renewal date in October for each member, coach and committee member. Manages Garda Vetting submission for Committee, Coaches and Volunteers. Organise officials/chaperones for galas. Organise coach passes for meets/galas.

Education Officer - Provide information for courses dates/venues available for any qualification required to the Club Secretary for club-wide distribution, or distribution to certain members. Maintain a spreadsheet Garda vetting dates, Child Protection, Team Manager or Official course completion and expiry dates. Notify Committee members, volunteers or coaches one month before the expiry of a qualification that they are up for renewal.

Parent Squad Representatives - Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee. Liaise with parents within their squad to bring forth any ideas or concerns to the Committee.

It is mandatory that one parent/guardian please sign and return the bottom of this form to the PIA folder no later than Monday, January 13th.

I _____ (*print name*) have fully read, understand and accept all points and conditions of this policy regarding fees, payments, gala requirements and parent/guardian responsibilities.

Print name(s) of child(ren) swimming:

Signed: _____

Date: _____