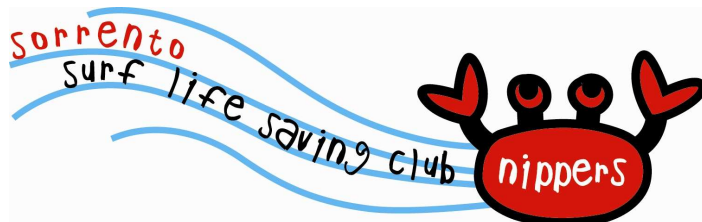


Registration and Fees Policy

Effective Date: 15 August 2011



Related Documents: 2011 Registration form

Purpose:

The purpose of this policy is to establish the structure and process for the annual registration of nippers and the setting of fees for the nippers program, competition entry and uniforms.

The objective is to ensure an affordable and equitable fee structure that is simple to administer and the collection of monies is streamlined.

Background:

The annual registration process and the collection of fees and charges for membership, carnivals and uniforms can be a time consuming process for a voluntary committee and cumbersome for parents when multiple payments are required throughout the season.

The aim of the following procedure is to:

1. document how the registration process will operate
2. streamline the process and to minimise the number of times that payments are required.

In relation to item 2, the previous practice of having separate small payments for individual carnivals is to be discontinued and replaced with a one off competition fee.

In addition, a discount is provided for purchasing uniforms at the same time as registration.

Procedures:

Registration

- Registration paperwork will go out early September to all current members.
- Registration paperwork will go out mid August to a number of those on the waiting list to complement expected current membership returns and to more on the waiting list as spare places available become apparent.
- Existing members get priority for the coming season, followed by the siblings of any current members and then children on the waiting list in the order that they joined that list.
- Current nippers need to be fully paid up and correct paperwork in place including medicals by October 30 to maintain their priority place or they will be competing with

those on the waiting list for the remaining positions. Registration forms and payment to be sent to the club and names forwarded to the Nippers Registrations Officer.

- Numbers will be finalized for the program on November 15. Any late entries will only be accepted at the discretion of the nipper coordinator after this date.
- There will be no cap on the total number of children enrolled although there can be no more than 30 per age group for safety reasons; supervision, water safety and first aid.
- Nippers can be refused a place in the program through the agreement of three members on the nipper committee and the club president. This could be due to a history of being a disruptive member of the club in the past or a non-financial member.

Fees

- As part of the registration process, families and individuals join LSV and nominate Sorrento SLSC as their club of affiliation. The fee payable for club membership is set by the club for individual and family memberships.
- To join the nippers program there is a program fee of \$65 and a competition and bay swim fee of \$45 which includes entry fees for the nominated external nipper carnivals, the internal nipper carnival, and the Sorrento Bay Swim. This has been subsidised by the club to the value of \$15 per nipper leaving a total of \$95/nipper to be paid.
- The club membership and nipper fee must be paid to secure a nippers position.
- The cost of the mandatory club uniform including club cap, bathers, broad brimmed hat, and rash vest will be cost plus 10% if paid for at registration. A fee of cost plus 30% is applicable if purchased at all other times of the season.
- Payment by cheque or money order must be returned with the registration forms or via direct club account payment.
- Under exceptional circumstances where a family is experiencing financial difficulty, the nipper coordinators may enter into a financial arrangement with that family to pay the nippers fees before February.

Responsibilities:

Activity	Responsible Person	Deadline
Send registration reminders to existing members	Nipper Registrar	Early September
Send registration requests to those on waiting list	Nipper Registrar	Mid August
Processing of registrations	Nipper Registrar & Secretary	25 October
Finalisation of numbers in each age group	Nipper Coordinators	Mid November
Requests for late entry or payment plan	Nipper Coordinators	As received

Date for Review:

This procedure is to be reviewed annually in August by the Nipper Coordinators and Nipper Secretary following the election of club positions and ratified by the Nipper Committee in September.

Nipper Coordinator Name:

Signature:

Club President:

Signature: