



Kiwi West Aquatics Inc.

Policy # 1.1 Reimbursement of Club Registration Fees

Rationale

Kiwi West Aquatics is a not-for-profit organisation and is funded from an annual registration fee payable by Club members. From time to time, members will decide to leave the Club and in some instances a request will be made for the registration fee paid, to be reimbursed to the Club member on leaving.

Purpose

This policy is designed to ensure that the income for the Club is protected and that the Club is not financially disadvantaged throughout the year by requests for reimbursement of registration fees as members leave. The Club is still required to maintain its infrastructure no matter how many members it has.

Guidelines

The following guidelines will be applied when a request for reimbursement of registration fees is received:

- Any request must be made in writing addressed to the Club President,
- There will be no reimbursement of registration fees after 6 months into the registration year, i.e., from 1st December onwards,
- There will be no reimbursement of registration fees for Novice Competitors,
- There will be no reimbursement of registration fees if a Club member is expelled from the Club,
- If the Club Committee decides to make a partial reimbursement of registration fees, the levies payable to Swim New Zealand and the Manawatu Swimming Centre, and the levy proportioned to each Club swimmer for the registration of Club Officials, will be deducted from the registration fee before any reimbursement is considered,
- Any outstanding monies owed to the Club will be deducted from any reimbursement considered, and
- The Club Committee will decide if any reimbursement is to be made and their decision will be final and no correspondence will be entered into once their decision is made.

Conclusion

The Club will consider requests for reimbursement of registration fees within the context mentioned above, however club members should not regard this as a right.

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Date policy approved:	10 th December 2002
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