



NCSA Member Payment Management Policy

For questions related to this document or any NCSA policy please email: office@ncsaswim.ca

The Nose Creek Swim Association (NCSA) has listed these procedures to set clear expectations for member families around the payment of fees and dues for swimming, training camps and meets, as well as the eligibility for fee discounts. This document also explains the withdrawal procedures as they relate to fees paid to the club.

GENERAL

The annual NCSA swim fee is comprised of four (4) parts:

1. Team Gear Fee
2. Registration Fee
3. Membership Dues
4. Swim Canada Registration Fee

A1. REGISTRATION FEE

The registration fee is charged to each NCSA swimmer at the time of registration and includes the cost of custom team gear. For this reason, this fee is non-refundable.

A2. MEMBERSHIP FEE

The membership fee is charged to each NCSA swimmer at the beginning of the swimmer's season and includes web charges and administration fees.

A3. MEMBERSHIP DUES

The membership dues are charged to each NCSA swimmer in accordance with the swimmer's group placement.

Items not covered by the Membership Dues include but are not limited to:

Individual swimmer equipment (i.e. goggles, fins, etc.)
Individual swimmer meet entry fees
The cost of travel meets
The cost of training camps
The cost of special training sessions that may be offered from time to time

A4. SWIM CANADA REGISTRATION FEE

Charged at the beginning of the swimmer's season and includes all set charges from both Swim Alberta and Swimming Canada. This fee is charged in full regardless of when the swimmer joins the program

unless they are transferring from another club and have already paid this fee earlier in the season with another program.

B. PAYMENT OF MEMBERSHIP DUES

Payment is accepted at www.NCSASWIM.ca

There are two options for payment.

One lump sum payment via etransfer to ncsa.payments@ncsaswim.ca

Credit cards are also accepted for one lump sum, however there is a charge to the club for this service that we would like to avoid if possible.

OR

Ten (10) monthly installments.

As per the ***NCSA Member Payment Management Policy NCSA-012-06.17.2020***, each family is required to provide the club with a valid credit card which will be automatically billed through our website at exactly **12:00 AM** of the 1st of each month.

NCSA complies with all Swimming Canada and Swim Alberta privacy requirements.

The membership fee may be paid in ten (10) installments as per the membership fee dues schedule published on NCSA's website.

Both membership fees and any account charges (i.e. equipment, meet entries, travel meet fees) will be due on the 1st of the following month

There will be a \$35 charge for declined credit card transactions.

Should the member's fees be in arrears past 15 days, the member will no longer be considered a member in good standing. Corrective action may include the removal of the swimmer(s) from the water **[Member Payment Management Policy – NCSA-012-06.17.2020](#)**

C. VIEWING YOUR ACCOUNT

Members may sign in to the NCSA website at any time and view their account. Any discrepancies noted should be sent to ncsa.books@ncsaswim.ca

The website does allow for easy modification to the billing information and, where required, the processing of refunds directly to the credit card on file.

D. MULTI- SWIMMER MEMBERSHIP DUES DISCOUNT

A multi-swimmer membership dues discount is offered to each family with more than one swimmer in NCSA.

A discount of 5% is offered on the second swimmer's membership dues and a 10% discount on the third swimmer and any subsequent swimmer. The discount(s) are applied to the lowest roster groups first, with the highest roster swimmer paying full price.

E. PRORATED FEES FOR MIDSEASON REGISTRATION

At all times, the Swimming Canada fee is paid in full. Membership dues are prorated to the 1st of the full month of swimming.

F. FEE ADJUSTMENT FOR SWIMMERS MOVING UP

On the recommendation of the Head Coach or respective program supervisor and with family consent a swimmer may move up to another group during the course of the competitive season. In that case, the Membership due will be adjusted according to the NCSA dues schedule.

NCSA Withdrawal Policy

If a member chooses to leave the club before the end of the season, the following policies apply:

Notice of Withdrawal

- The swimmer's coach must be informed first
- Written notice to office@ncsaswim.ca
- Notice must be given 30 days in advance of the intended withdrawal
- The official withdrawal date is the end of the 30-day notice period
- If no written notice is received, the swimmer will be considered an active member and all fees and obligations will apply.

Fee Obligations

- Withdrawal on or before September 30, 2025:
 - Future fee obligations are waived
 - September fees remain payable
 - Registration fee is non-refundable.
- Withdrawal on or before December 31, 2025:
 - Long Course season fees (February–June) are waived.
 - Fees for September to January are still payable.
- Withdrawal after January 1, 2026:
 - Full fees for January to June are required.

Fundraising Obligations

- Fundraising commitments from September 1 to December 31 are mandatory. All associated bond payments are required, even if the swimmer withdraws
- If withdrawal occurs after January 1, all seasonal fundraising and bond commitments apply.

Financial Clearance

- Members will not be released/transferred from the club until all fees and obligations are paid in full.

Other Fees

NCSA will front the expenses for swimmer's activities such as; swim meets and travel for out of town meets. Each month, any equipment purchased or events participated in will be billed to your swimmer's individual account. All members have access to their accounts to view all charged transactions.

In accordance with the [Member Payment Management Policy- NCSA-012-06.17.2020](#) members must voluntarily clear their account balance on the FIRST of each month. Credit card payments will be automatically processed through Team Unify.

If the balance remains un-cleared by the 1st of the month, the rules of nonpayment in the Member Payment Management Policy apply.

NCSA FEES – per swimmer & non refundable

FEE*	INCLUDES	June	July	August	September
Registration	Admin/Web	\$100.00	\$100.00	\$100.00	\$150.00
Team Gear Fee	2 caps**/team shirt	\$55.00	\$55.00	\$55.00	\$55.00
Swim Canada	Insurance Database	\$216.50	\$216.50	\$216.50	\$216.50

**Caps are personalized with last names.

NCSA Membership Dues

SQUAD	ANNUAL	MONTHLY INSTALLMENTS (10)
Gold	\$4000.00	\$400.00
Silver	\$3600.00	\$360.00
Bronze	\$3300.00	\$330.00
Black	\$2900.00	\$290.00
Purple	\$2570.00	\$257.00
Orange - formerly Development	\$2290.00	\$229.00