

## CSBOP FEES AND CANCELLATION POLICY

CSBOP is a busy club these days with many events for many paddlers. This means we need to commit resources (financial, equipment, facilities and personnel) in advance of any event and administer the many variables. While we recognise that circumstances can change, CSBOP is not able to carry the cost (time and \$) of last-minute changes of mind once an event's numbers are confirmed. This is particularly relevant to Camps and River Rescue course where numbers dictate coach allocations and accommodation plans that must be arranged well in advance.

The general principle is that you can register online anytime for an event. Then please make payment by the registration closure date to secure your place - or cancel your registration by emailing the event organiser if you are no longer able to attend. If your name is still registered for the event after the registration closure date you will be charged for attendance.

Please take the time to familiarise yourself with these policies so you can plan accordingly. In all cases, extenuating circumstances can be considered on a case by case basis. In the first instance please discuss any issues with your coach or the event organiser.

### **Term Training Sessions including Van bookings and Fitness sessions.**

Before each school term a draft timetable (including paddle sessions, gym sessions and van bookings) will be published by each CSBOP coach. Families will then have the opportunity to request changes if required. After this, the final version will be collated and sent out. After this publication you will have 5 days to notify the coach of any further changes.

Following this time, the training timetable will be taken as a final version and all participants will be invoiced in full for the Term.

Kaituna training sessions are automatically relocated to Kawerau if the Kaituna is unusable. These are still considered normal training sessions so there are no credits or catch -ups for nonattendance. **Please note:** the club may only get notification of Kaituna river levels late on Friday afternoon so please allow for last minute changes. Unfortunately, this is not something that CSBOP has any control over.

Should the club need to cancel a session due to unforeseen circumstances the paddler's account will be credited for that session.

### **Term fees**

Term and other fees are required by the notified date. At the discretion of the Committee, a member who does not pay any fee by the set date, may be deemed a non-financial member. In such circumstances access to canoe slalom training and any CSBOP events will cease until all the arrears are paid.

National Squads - NPS/ Development Squad Paddlers will not be charged for training sessions that are missed due to official CSNZ Camps or Overseas Competitions.

### **Casual Rates**

As we employ coaches on a fixed contract and are liable for their salary irrespective of the number of paddlers in a session, we operate a charging structure based upon term long bookings. The timetable is designed to try and fill each session to utilise coaching time as efficiently as possible. Therefore, casual spots may not often be available. But in the following circumstances, assuming room is available, an application for casual sessions may be made:

#### **Commitment conflicts**

Paddlers who know in advance that they will be unable to attend 50% or more of sessions a term within a particular time slot may be able to apply for casual sessions. Allowance will not be given for Non-NPS/DS Camp Wero training as it is expected that these will be fitted around Club Sessions.

#### **Adult Paddlers**

Paddlers who are currently enrolled in tertiary education out of the district, or in Full-Time Employment may apply for casual sessions if they are unable to attend a specific and regular program due to commitments beyond their control.

#### **Extra Sessions**

A paddler who has committed to a term training program and wishes to attend an occasional extra session may apply to do this on a casual basis e.g. an extra Kaituna session/ flat water sessions.

If you wish to make an application to seek an exception, please e-mail your coach. Following this the executive committee will consider applications on a case by case basis. Please be aware that the casual rate will not be considered simply to allow flexibility, if an alternate session arrangement can be made this solution will be preferred. In all cases, access to a session on a casual basis will be dependent on there being room in the session requested and therefore cannot be guaranteed.

#### **Rolling Sessions**

Rolling Sessions, unlike the term training sessions, are on a session by session invoicing structure due to the nature of the lessons.

Each week the participant will receive a weekly e-mail outlining the rolling sessions and within the e-mail a deadline will be sent for the participant to inform the coach if they do not wish to continue rolling sessions.

If the coach is not notified before this deadline the rolling session will be charged irrespective of attendance.

### **Camps**

CSBOP run a number of camps throughout the year. Registration for these camps is only complete following online registration and full payment of the camp fees by the due date. Any cancellation after the closure date specified means the camp fees will be charged irrespective of attendance.

### **Races**

CSBOP run a number of races throughout the year. Registration is only complete following online registration and full payment of the race fees. Non-attendance must be notified within 24hrs of the publication of provisional start list – usually a few days before the race. Other wise you will be charged for the race whether you attend or not.

### **Courses**

CSBOP run a number of courses throughout the year which include River Rescue 1 + 2, Foundation Coach Award and many others.

Registration for these courses will be done through the CSBOP website. Participation is on a first come first served basis and subject to a fully completed online registration form and payment by the due date. Failure to complete this process on time may result in your spot being given to the next in line. Any cancellation after the closure date specified means the course fees will be charged irrespective of attendance, unless you are able to find a suitable replacement.

### **Overnight training weekends**

From time to time the club will run a two-day training and/or race event in Kawerau with the option to stay overnight at Firmin Lodge. Registration to these is only complete following online registration and full payment of the fees. Any cancellation after the closure date specified means the accommodation and any other relevant fees will be charged irrespective of attendance.

### **Wero**

Trips to Wero, which often will include transport, will need to be booked via online registration form. Any cancellation after the closure date specified means any training, transport or other relevant fees will be charged irrespective of attendance.

## **Catch Up Sessions**

### **School Camps**

If your Son/ Daughter is going to be involved in a school camp, please inform your coach at the earliest convenience as they will be eligible for catch-up sessions. These sessions can only occur during that term and cannot be carried forward. Your coach will advise of appropriate sessions for your Son/ Daughter to join for the catch-ups.

### **Injuries and/ or Sickness**

For periods of sickness and/ or injury that last two weeks or less then you will be eligible for catch up sessions which can be arranged with your coach.

For period of sickness and/or injury that lasts over two weeks, a GP/ Physical Therapist's note is required and any lessons that have been missed will be credited.

### **NCEA Exams**

If your Son/ Daughter's NCEA Exams clash with a training session, they will be eligible for a credit. For example – an afternoon exam and an afternoon training session or a morning exam and a morning training session fees will not be charged. In the case of a morning session and an afternoon exam, the charge will remain as it is not a direct clash.

All NCEA clashes must be communicated to the Coach within the 5 working day period following the publication of the finalised Term Timetable for this credit to be applied.

### **Other Missed sessions**

Generally speaking, any training sessions that are missed for reasons not listed above are not able to be caught up at a later date. Extenuating circumstances may be considered on a case by case basis. Please speak to your coach.