



INTRODUCTORY PROGRAM DUES, PAYMENT & FINANCIAL POLICIES

Monthly Fees For Classes

Monthly dues are based on the year-round costs of operating the club. Dues are to be received by the 1st of the month and are considered delinquent after the 10th, at which time a late fee will be assessed. All delinquent accounts are subject to the club's Late Payment Policy. Bills are issued once per month via email as a courtesy reminder. Our class fees are:

- ***Introductory Program (effective September 1, 2018)***
 - \$60 One-time Woodside Vaulters Membership Fee
 - Introductory Tiny Tots (ages 4-6)
 - \$145 per month for one day per week
 - Introductory Beginning Trot (ages 6 and older)
 - \$159 per month for one day per week
 - \$318 per month for two days per week

The Tiny Tots classes are 45 minutes each, and the Beginning Trot classes are 60 minutes each. Woodside Vaulters is a non-profit sports team. By joining Woodside Vaulters, you are becoming a member of the non-profit. Our membership is year-round. Dues are payable each month in full regardless of the number of classes held or attended in that month. Though most classes will include time on a horse, some classes may be "barrel" classes in which skills and exercises are practiced on the ground and barrel only.

These fees do not include costs associated with purchasing Woodside Vaulters clothing or participation in special Introductory Program events.

Payment of Fees

Fees are due throughout our 12-month season from September through August, regardless of a given month's practice, competition or vacation schedule. Fees are due by the 1st of the month for that month. If fees are not received by the 11th, we assess a late fee pursuant to the Late Payment Policy. All delinquent accounts are subject to the club's Late Payment Policy. Invoices are sent out once per month via email as a courtesy reminder.

- ***Payment by Check***
 - Payments may be made by check payable to "Woodside Vaulters" and sent to our mailing address:

Woodside Vaulters
P.O. Box 620862
Woodside, CA 94062

Do not give payment to any staff. Please note that we do not have mail service at The Horse Park. There is a locked box in the storage room at the barn at The Horse Park (across from the tack room) where payment can be made through the mail slot on the top of the box.

- ***Online Payment by Bank Transfer***

Payment can also be made by bank transfer using the feature found in your courtesy invoice email. If you cannot find your courtesy email, please contact dues@woodsidevaulters.org to have the email and corresponding courtesy invoice re-sent.

Send an email to dues@woodsidevaulters.org if you have any questions.

Late Payment Policy

Payments are due at the first of the month. All payments must be submitted to the Accounts Receivable Representative designated by Woodside Vaulters. The current Accounts Receivables Representative is Tasha Sampsell.

You may mail a check to the Woodside Vaulters, P.O. Box 620862, Woodside, CA 94062, leave a check in the locked box in the storage room at the barn at The Horse Park, or you may pay online using the link provided in your courtesy invoice email. Do not give payments to coaches or other staff.

Woodside Vaulters collects monthly dues all year-round to cover annual expenses. Dues are collected for all months, including those months when the club is closed and no vaulting occurs. Unless a specific agreement with the Accounts Receivable Representative has been made, all dues are to be paid by check, online, or by money order.

If Woodside Vaulters does not receive payment for a member's dues by the 10th of the month for which the dues are charged, a late fee of \$25 is added to the member's balance.

If Woodside Vaulters does not receive full payment for dues before the first day of the following month, Woodside Vaulters will send a written warning by email or by mail stating that if payment is not received by the 10th of the month following the month for which dues are past due, an additional \$25 late fee will be added, and the vaulter will not be allowed to participate in any classes. This absence will be considered an unapproved absence and vaulting dues will continue to accrue at the full rate. The coach of the vaulter and the Finance Committee of the Board of Woodside Vaulters will be notified at this time.

If assistance is needed in making payment, a family can apply to the Board for financial relief. Information on making an appeal to the Board is detailed below. If you appeal for assistance, the vaulter will be allowed to participate in class as long as the family continues to work in good faith with the Board to reach an agreement regarding payment of the balance due. If satisfactory agreement cannot be reached between the family and the Board regarding the payment of the account, then the vaulter will not be allowed to participate in class until the account is paid in full. This absence will be considered an unapproved absence, and vaulting dues will continue to accrue at the full rate.

The Board reserves the right to modify this Late Payment Policy for any member who fails to make their payments in a timely manner.

Please contact Tasha Sampsell at dues@woodsidevaulters.org if you have any questions regarding Late Payment Policy.

Appeal for Financial Assistance

If a family needs assistance paying the vaulting bill, the family can apply to the Board for relief. Depending on the situation, the family could apply for any of these types of relief:

- Leave of absence at 50% dues
- Reducing participation in practice schedule to fewer days per week if more than one day at time of appeal
- A payment plan to spread out past due payments
- Financial Assistance to cover some portion of fees for one or more months

To apply for financial assistance, please contact Tasha Sampsell at dues@woodsidevaulters.org

Membership Hold

Vaulters enrolled in Introductory Program classes may place their membership on Membership Hold while they take a leave. Two weeks' notice must be provided to request a Membership Hold. Woodside Vaulters will not charge the vaulter dues while the vaulter is on Membership Hold. This Membership Hold can be for one month only or up to three months. During this time, Woodside Vaulters reserves the right to modify or cancel classes and offer open spaces in classes to other vaulters. Your vaulter's space in his or her current class will not be held. Woodside Vaulters will make every effort to place your vaulter in an appropriate class upon return. However, an immediate place may not be available. If you are offered a new class upon your vaulter's return, the class may be held on a different day and/or at a different time. If your leave extends longer than three months, the Membership Hold will lapse, and you will need to rejoin by paying the New Member Fee in addition to dues.

Membership Holds are only available to vaulters enrolled in Introductory Program classes. Vaulters enrolled in the Development and High Performance Team Programs are enrolled in a 12-month program based on full participation in dues payment for all 12 months.

To request a Membership Hold, please contact the Accounts Receivables Representative at dues@woodsidevaulters.org and indicate the start date for your leave and your anticipated return date.