

## Terre Haute Torpedoes Swim Club

### New Guidelines for Account Credits Effective September 2010

At the board meeting in July 2010, a vote was passed to set the guidelines for credits/reimbursements that are given during the short and long course swim seasons. Bookkeeping for the Treasurer and the management of the Club finances are virtually impossible when there are credits requested for missed weeks or when families do not notify the Club of their departure from the Club.

The following guidelines are effective immediately for all families/swimmers that are requesting credits/reimbursements on their accounts. Credits/reimbursements will only be given when one of the following applies:

- A written medical absence from a physician for 1 month or more of practice is presented to one of the Coaches and then approved by the Board.
- All other credit/reimbursement requests (i.e.: resignations, moving out of town, etc.) are to be presented in writing to the Board and will be voted on at the next board meeting.  
\*\* Please see the Guidelines on Reinstatements after Resignations

All other billing questions may still be submitted via email through the THT website or addressed directly with the treasurer or a coach.

Thank you in advance for your cooperation and support!

The Terre Haute Torpedoes Board