

Fee Policy

1. Purpose of Policy

1.1. Leongatha Gymnastics Club recognises the importance of the setting, payment/collection and refund of fees to the membership, as well as to the financial viability of the club.

2. Definition of Coverage

2.1. This policy applies to all members of the club.

3. Terms and Holiday Training

3.1. Terms run with the school terms (Typically 10 weeks, though term lengths can vary significantly depending on the timing of Easter), and gym term dates will be made available on the website and in the Club newsletters well in advance.

3.4. Holiday training is offered from time to time at the club's discretion, and sometimes, where holidays fall in competition season, competitive programs may train both weeks of the holidays. Additional weeks will be charged separately at standard rates in advance.

a) It is the responsibility of the Head Coach to approve such training sessions, and to ensure that they are financially viable. If such a session is not financially viable, the head coach may elect to offer the session at a higher than normal hourly rate and then reassess viability.

4. Public Holidays

4.1. As a general rule, no classes will run on public holidays and long weekends which fall within the term. This will be accounted for in term fees.

5. Fee structure and payment

5.1. The fee structure will be reviewed at least annually at the 1st Committee Meeting of the year, and may also be reviewed at any other time the committee deems necessary. This fee structure will include a family discount.

a) Fees will be calculated by hours per week, multiplied by the total number of weeks in that term.

5.2. Fees will be collected in a timely manner. To this end:

a) Invoices will be provided to members by the 3rd week of each term or within 3 weeks of registration forms returned.

b) Payment of fees by members is expected within three weeks of the invoiced date.

c) Any member who does not pay by the due date will be charged an Administration Fee, which will be set by the Committee with the fee structure.

d) One week after the due date, members who have not paid their fees or made suitable arrangements with the club will be sent a reminder invoice.

e) Three weeks after the due date, any member who has not paid their fees or made suitable arrangements with the club will be denied access to their class, and may lose their position to another gymnast. The member (or their parent as appropriate) will be contacted personally at this time

Fee policy cont.

f) A member will be denied access to classes if a completed Registration form and payment of the Registration fee are not received within 2 weeks of joining.

5.3. In accordance with the transfer policies of Gymnastics Victoria and Gymnastics Australia, gymnasts transferring between clubs must pay all outstanding debts at their originating club before the transfer may be approved.

a) Gymnasts owing monies will not be permitted to transfer to another club until the debt is fully paid.

6. Partial Attendance

6.1. A term's fees serve to reserve a place for a gymnast in a given class, and apply regardless of attendance. As such:

a) No refund is available for classes not attended. A make-up class may be requested at no charge if a suitable class is available.

b) Members joining a class mid-way through a term are billed on a pro-rata basis.

c) A pro-rata credit will be applied to accounts in the case of classes missed due to cancellation by the club due to public holidays or operational requirements.

(i) No credit will be applied for cancellations or non-attendance due to weather. For more information, see the Extreme Temperature Policy.

d) Pro-rata credit may be applied for absences of two or more weeks, or three or more classes, due to injury or illness, where the absence is supported by a medical certificate.

e) In all other cases, credit will be applied only where approved by the Head Coach or Committee following a written request prior to the absence, e.g. family holiday.

7. Payment Methods

7.1. The club will provide as many means of payment as are practical and financially viable to assist members to make prompt payment. These may include: cash, cheque (in person, by post or in the fee box),) and direct deposit.

8. Annual Registration

8.1. Annual Registration fees will be set by the Committee with the Fee Structure. This is an annual fee including registration with Gymnastics Victoria and personal injury insurance.

8.2. The Annual Registration fee lasts from date paid until 31/12 of that year.

8.3. There is a reduced rate of the Registration fee in Term 4 only.

9. Other Fees and Charges

9.1. Competitions, uniform, additional training sessions, etc. are all offered from time to time by the Club to particular groups. Where applicable, such fees must be paid in advance, and they are generally non-refundable.

9.2. For more information, see the Competition Code of Conduct and Entry Policy, the letter about the particular item, or contact the office.

10. Alternative Arrangements

10.1. Any member may arrange a payment plan where they commit in writing to a number of smaller payments over a reasonable period of time. Such payment plan agreements may be made by the Head Coach or Treasurer.

Fee policy cont.

11. Requirements and Responsibilities

11.1. Members and parents:

a) Members are required to pay term fees or arrange a written payment plan by the due date (within three weeks of receiving invoice).

b) Members are responsible for prompt payment of fees for all competition entries, additional training sessions or other costs relating to gymnastic training. Failure to pay by the due date may result in the gymnast missing out on these items.

(i) These costs will be advised in writing before such fees are due to enable the member to opt-out of such costs. If a member does choose to opt out of these costs, they acknowledge that their gymnast will not require access to these services and may be disadvantaged as a result. In some programs, competitions and uniform are compulsory.

11.2. Coaches

a) Coaches are responsible for ensuring prompt delivery of any invoices, statements and receipts that may be distributed through them.

b) In the event of a gymnast being absent for 2 weeks, invoices or statements will be returned by Coaches to the administration to be posted.

c) Coaches are responsible for ensuring any monies handed to them are delivered immediately to the fees box.

11.3. Head Coach

a) The Head Coach is responsible for ensuring the treasure has sufficient advance notice of any additional fees (competition entries, etc) in order to allow time to notify members and obtain payment, or allow them to exercise their right to opt-out of such fees.

b) The Head Coach is responsible for ensuring this policy is adhered to; for issuing credits where necessary.

11.4. Treasure

a) The treasure is the club's primary representatives for processing accounts, handling monies, recording payments, issuing receipts and chasing up outstanding fees. They are also responsible for issuing invoices and statements when required to by the Head Coach and for ultimately ensuring all fees are collected in a timely manner.