

Gateshead & Whickham ASC

Fees & Refund Policy

(Amended October 2015)

Introduction



This document includes:

- The fee structure of Gateshead & Whickham ASC.
- What the fees entitle the members to.
- The refund policy of the club.
- The sickness absence policy of the club.
- The late/non payment policy of the club.

It is important to note that the club is a non-profit making organisation.

Any surplus funds are re-invested back into the club.

The Club Committee has strict controls in place around how money is spent.

Fee Structure



The following fees are paid by members:

- Club joining fee
- Club Annual Membership fee
- ASA Annual Membership fee
- Monthly squad fees
- Gala Entry fees
- If you are having issues making payments then please contact the Club Treasurer to see what help can be offered.
- Collecting fees can be very time consuming so please help by paying these amounts as soon as you receive a request to do so. Remember the person asking you is an unpaid volunteer, who gives up their own time for the benefit of the club.
- Any returned/refer to payer cheques will see the payee responsible for a payment of £10.
- If 2 cheques are returned in any 12 month period, all future payments will need to be made by cash.

Please note that failure to pay the appropriate fees on time may mean your child is not allowed to train or compete.

Fee Structure



The following fees are paid by members:

- **Club joining/administration fee (non refundable)**
 - One off £10 fee payable on joining the club entitles the swimmer to a GAW cap (Applies to new members from 1st November 2015).
- **Club Annual Membership fee (non refundable and inc. N&D/NER affiliation fees)**
 - From July 2015, this payment will be included in the monthly squad fees.
 - Fees are used to help pay the clubs annual fixed costs such as Insurance premiums, equipment, web hosting and staff costs.
 - Fees enable members to belong to a professionally run, Swim21 accredited amateur swimming club which provides trained and competent coaches, welfare officer and volunteers.
 - Fees ensure that members are covered by relevant ASA and club insurance.

Fee Structure



The following fees are paid by members:

- **ASA Annual Membership fee (non refundable)**
 - This is paid annually in February every year.
 - This enables members to be insured and compete in ASA governed events.
- **Gala Entry fees**
 - These are payable on receipt of the gala entry form.
 - No gala entries will be accepted if the entry form is not accompanied by a payment.
 - Gala fees are specific to each gala, and the entry information will be posted on the club website in advance.
 - If a gala is cancelled or an entry is rejected then a refund will be made.
 - If a swimmer withdraws from an event there is no refund.

Fee Structure



The following fees are paid by members:

- **Monthly Squad Fees**
 - These fees provide members with:
 - Coached sessions (pool and land).
 - Guidance and advice from coaches
 - Support at competitions entered by the club.
 - Guidance, support and training to any young swimmers who want to pursue coaching or officiating within swimming.
 - Provision of administrative support, e.g.
 - Management of membership
 - Financial management
 - Local council liaison
 - Competition entry
 - Web site management
 - Activities related to Swim21 accreditation
 - Attending NDSA meetings to ensure GAW has a voice in the region

For convenience – fees are payable monthly, however they are calculated as part of an annual budget.

Squad fees are payable by standing order. If you wish to pay cash/cheque, this must be in advance, and on a quarterly basis.

Squad Fees

(from 1st July 2015)



SQUAD	MONTHLY FEE (£)
A	83
Canterhall Performance	78
Canterhall Potential	70
Canterhall	66
C2B	48
C+	43
C	37
Learners	20

Squad Moves



- All squad moves will be carried out from 1st of the month following the announcement about the change.
- Standing orders must be amended for that month – even if the coach offers a trial period that is relating to the swimmer getting used to the new squad. New sessions must be paid for.
- If the swimmer moves back down to their original squad then the standing order can be amended back to the old fees to start the following month.

Refund Policy



- If a member leaves the club, there will be no refund of any squad fees paid for the calendar month in which they leave.
- Any squad fees paid in advance will be refunded.
- All other fees are non refundable.
- The club recognises that from time to time swimmers may be unable to train or compete due to long term injury or illness. (Long term is considered to be over 8 weeks). When this is the case, the member should inform the coach, Membership Secretary, Club Treasurer and Squad rep as soon as they know the injury or illness may become long term. This should be supported by a medical practitioner. On receipt of this, membership fees will be reduced by 50%. This will be reviewed by the committee after 6 months to agree if the member is likely to return.

Late Payment Policy



- Payment overdue 31-60 days
 - Member will not be allowed to train or compete.
 - An urgent request for payment will be issued in writing, requesting payment within 7 days.
 - After 7 days has elapsed, a telephone call advising of Late payment policy will take place, requesting payment within 7 days
- Payment overdue 61 days +
 - A final demand for payment will be issued in writing asking for payment within 7 days.
 - Failure to pay within that timescale will result in membership being suspended and the vacant position being offered to another child
 - Membership will be terminated once payment has been overdue for 90 days and the member informed in writing. There will be no right of appeal against this.

If at any point you are experiencing financial difficulties which makes paying fees difficult please make contact with the treasurer or your squad rep as soon as you can. Under certain circumstances, the committee may agree to reduced or waived fees for a short time.