**Definitions**

Parent refers to parents, carers or guardians,

Club refers to Dynamite Gymnastics Club, and

Board refers to the directors who run the club.

**Sections**

|  |  |  |
| --- | --- | --- |
| Section 1 | covers fees | 2 |
|  |  |  |
| Section 2 | covers trip/costume payments and admission to events | 5 |
|  |  |  |
| Section 3 | covers fundraising | 6 |
|  |  |  |
| Section 4 | covers what parents can expect and what the club can expect | 7 |
|  |  |  |
| Section 5 | Covers the club’s responsibilities | 8 |

**Section 1 – Fees**

Please note that the word fees refers to session fees, club registration fees and Scottish Gymnastics membership fees.

Fees are needed not only to keep the facility running, pay the coaches and pay the rent for our facility but also to develop and sustain the club. When a gymnast starts with the club, the basis on which fees are paid will be made clear to you as the parent of the new gymnast. Should this not happen, please email dynamitefinance@gmail.com and this will be explained. What you can expect is as follows:

* The amount you will be expected to pay per session
* The amount of registration fees
* The amount of Scottish Gymnastics membership fees
* How often fees will be collected
* When and how they will be collected
* Retainer fees due in the case of your gymnast’s absence from the club due to injury or sickness

**Payment of Fees**

All fees should be paid one month in advance within the first week of the month. The preferred method of payment is by using our payment system PaySubs. However, bank transfers, cash and cheques are also acceptable. Cheques should be made payable to Dynamite Gymnastics Club.

On payment by cash or cheque, a receipt will be issued, that details what is being paid, the amount paid and the period covered. This payment will be marked off as paid on the Paysubs system at the same time. Copies of receipts will be kept by the club and bank statements will be considered a receipt for those paying by bank transfer or standing order. When paying directly into our bank account the reference should clearly state your child’s name and what is being paid (if not monthly fees).

It is the responsibility of the parent to obtain a receipt as with such a large/diverse club it is the only proof of payment you have.

When there are 3 or more gymnasts from one family, living under the same rood, the child attending the least number of training sessions will receive a reduction of 50% for their fees, club registration and holiday camp attendance. This, however, can’t be extended to costs of trips or Scottish Gymnastics membership.

In agreement with the finance director(s), a volunteer money collector will be present at training sessions to collect fees and other payments along with issuing receipts.

At the present time, the bank doesn’t charge for returning a cheque however should this policy be changed in any way, any amount charged to our account will be added to outstanding fees due.

**Retainer Fees**

The club has utility bills, rent, repairs needing covered along with the rent for hall hire of the other venues that we use and coaches requiring to be paid each month regardless if a gymnast attends the club. If a gymnast has a place in a training session the fees require to be paid in full.

Upon discussion with the finance director(s) a retainer fee can be arranged when a gymnast is off due to sickness. This amount will be dependent on the number of training sessions attended but there is an expectation this will be half fees.

Should a gymnast be absent from training session(s) due to injury or illness needing hospital attention, a fee waiver can be put in place after a discussion with the finance director.

**Training Session Cancellation**

Fees are due in advance and no refunds will be given for training sessions not attended by a gymnast. We will endeavor to give advance notice of changes in session times. Training sessions should only be cancelled due to health and safety reasons or adverse weather.

**Duration**

Classes for all disciplines will run regularly from the beginning of August to the end of June/beginning of July each year, closing for the Christmas holidays. Training sessions continue through all other public/school holidays. Fees will be expected to be paid throughout these times.

**Registration Fees/Scottish Gymnastics Membership**

Members shall pay an annual registration fee and Scottish Gymnastics membership, due on registration day or the first training session of the new session, at the same time as completing the registration form. New gymnasts will require to pay these and complete the registration form on their 2nd training session. Failure to pay these will result in exclusion from training until it’s paid. Scottish Gymnastics membership provides each gymnast with insurance and all gymnasts present in a training session must be covered or all the insurance of all the gymnasts’ present is invalid.

For new members joining the club throughout the year a registration fee of £20 to December and from January to July £10 will be charged.

Scottish Gymnastics don’t announce the membership costs till September each year. Should there be a difference in cost this will be communicated to parents and this will be expected to be paid along with the next monthly fees due. Each year we will collect the amount as previously indicated by Scottish Gymnastics until updated costs are known.

**Non-payment of fees**

Parents are expected to contact the finance director(s) if they are having difficulty in paying their fees.

If there is a problem with non-payment of fees, for whatever reason, the situation should be discussed within one to two weeks confidentially with the finance director(s) and the parent concerned to try and reach an acceptable solution. The sooner the matter is addressed, the smaller the debt will be. One such solution could be changing the frequency of the payment from monthly to weekly payments.

If the problem persists, more formal written contact with follow. A communication from the club to the parent detailing the amount owed and setting a time limit for payment will be sent. If this doesn’t solve the problem, the board will consider its next course of action. This may result in a legal letter. The board may be forced to exclude the gymnast from training sessions.

If fees aren’t paid at the agreed time communications requesting payment outlining the amount of payment overdue will be sent out. After 3 months of non payment an administration fee of £5 will be added to the fees owed for each month that is outstanding. The ultimate sanction will be withdrawal of membership.

**Recovery of Debt**

If fees aren’t paid after discussion with the finance director(s), the alternative for recovery could include the debt being passed to a debt collection agency or the small claims court. The costs of these processes will be added to the outstanding debt. The board will decide the best way forward with each individual debt.

**Section 2 – Trip/Costume Payments & Admission to Events**

The club offers a wide range of activities covering a variety of age ranges and abilities. These activities include recreational classes at beginner, intermediate and advanced levels along with development and competitive classes in acro, tumbling, trampolining, DMT and we have 5 display teams. On progression through the skills programme gymnasts’ can be given the opportunity to join one of the competitive disciples or display teams, who travel to locations ranging across the UK and sometimes abroad.

Each year a list of planned trips will be distributed, and parental agreement sought for attending these. Notice of money due will be given as early as possible, but generally deposits secure places and payment of these deposits forms a contract for attendance. Deposits are considered non-refundable but special dispensation may be given by the board upon a written request from a parent. Should deposits not be paid by the requested due date, without notice to the finance director(s), this will result in no provision being made for your gymnast to attend the trip.

Whilst the club endeavors to reduce the cost to parents of these by taking the bus and sleeping in cheaper accommodation such as, halls, youth hostels, for these events it must be understood that the club requires to pay these costs upfront and once committed to an activity it’s the parent’s responsibility to pay full costs whether their gymnast still attends the club or is absent through illness. The board will decide on amounts due in such cases.

As stated in the costumes policy, costumes are the club’s property until the end of the display year. At the end of the display year, costumes will be given to gymnasts to keep.

**Payment**

Payment for trips, costumes and admission to events should be paid at the beginning of the month they are due. A receipt will be issued upon payment (for payments made by cash/cheque) and will be marked off on the PaySubs system.

**Non-payment**

Non payment of monies will be dealt with as in non-payment of fees found in Section 1.

**Section 3 – Fundraising**

The facility has a number of running costs that need to be covered each month along with maintenance and repairs needing done. To help keep the fees at a manageable level fundraising is an essential part of our calendar with a variety of activities going on throughout the year. Please check newsletters, noticeboards and our webpage to keep up-to-date with this and identify areas where you can assist.

Every gymnast in the club benefits from the fundraising so your co-operation, attendance and time donated for these activities is appreciated and very much relied on for success.

It is recognized that bag packing is a very good fundraising event only asking for time and no financial commitment from parents, so when a bag pack is organized your gymnast is expected to attend for a two hour slot on the day. Please note that gymnasts under 12 require an adult in attendance for the majority of these.

**Section 4 – Expectations**

What should parents expect?

* To be given information on money due
* To be given notice of changes in fees, trips or costumes
* To be given information relating to cost of trips in advance
* To be treated with respect, consistency and confidentiality

What should the club expect?

* Parents to pay fees due on time one month in advance
* Parents to pay other money due on time
* For volunteers to be treated with respect

**Section 5 – Club’s Responsibilities**

It’s the responsibility of the board to ensure this policy is adhered to consistently and confidentiality.

**Fees Review**

The board will set the fee level. All fees paid are solely for the use of the club and will be used for coaching costs, running the facility, cover hall lets, equipment costs and sustain the club.

The club will inform parents of any proposed changes to fees at registration day. Generally, if there is an increase in fees, the increase will come into effect from the new session.

**Payment Dates/Method**

The board has discussed and instructed the finance director(s) on the system of fees as outlined in Section 1. Parents of gymnasts attending the club will be made aware of the system when joining to ensure that payment is made on time.

The procedure for collecting of fees and banking the money will be recorded to allow another board member to take over this duty in the absence of the finance director.

The performance and development director won’t issue a release letter to allow an existing member to join another club should there be any issues on fee arrears.

**Additional Information**

As a young, diverse and growing gymnastics club we recognize that not all clauses of this policy relates to all members, specifically those gymnasts who attend the recreational classes, however in the interest of fairness and equality we would ask all members to accept this policy in its entirety.

**Money Advice**

The finance director(s) can assist individuals by identifying other local support agencies for support with financial matters i.e. local money advice centre, citizens advice centre etc.

Dynamite Gymnastics Club’s commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. We can make this document available in alternative formats on request. If you this we can improve the fairness of this policy, please email dynamitefinance@gmail.com and your comments will be discussed at the next board meeting.