



# Accounts Payments Policy

Reviewed January 2016

## **1. Policy Statement**

Castle Hill RSL Gymnastics Club is committed to providing a fair and supported environment to ensure accountability of Term Tuition Fees and Affiliations for Program involvement to ensure long term sustainability of the programs and service to members.

## **2. Policy Application**

This policy applies to all members of gymnastics programs that are of a specific term or ongoing quarterly nature. This is inclusive of Recreation Term Programs, Rebound Therapy/Special Needs and Competitive Squad Programs.

## **3. Policy Coverage**

This policy is in place to ensure fair and equitable provision of programs to all Gymnastics athlete members.

## **Affiliation Fees**

Participants of Gymnastics Programs aged 4 to 18yrs are required to affiliate with the Castle Hill RSL Club as Junior Sports Club Members when they are enrolled in a structured program with Castle Hill RSL (Junior Sports Club) Gymnastics. Or if 18 years or older, a member of the Castle Hill RSL Club Ltd.

Affiliation is not required to the Junior Sports Club and Gymnastics NSW for Kindergym /Teens and Adults Casual Attendance, Schools Programs, Holiday Clinics and all other Casual Attendances as gazetted in the Gym NSW membership Policy.

The Annual NSW Gymnastics Affiliation & RSL Junior Sports Membership fees are due in their entirety regardless of how long a gymnast stays at the club and are not refundable. These fees are payable on membership to the club and fall due respectively. In order for an athlete to be insured and to compete in GNSW competitions, affiliation is compulsory.

Affiliation requirements with Gymnastics NSW and Gymnastics Australia is updated at the commencement of each year through the administration office for these programs.

## **Term Tuition Fees**

### **Current Member on Line Web Bookings:**

Credit Card Payment is due at time of booking and the process will prompt this action to secure class position.

### **New Members:**

On joining as a new member to a program (not including casual programs) an athlete is afforded a 2 week money back guarantee. Affiliations and Tuition payments are **due prior to** Term Program commencement.

All Application and Registration Forms are due prior to entering the first class.

### **Makeup Classes:**

One (1) Makeup class is provided only due to absences from the Beginners Recreation Program, and must be actioned within the program term of that absence, preferably not in week 7 assessment week. There will be no credits for non-attendances except for Illness/Injury/ Leave Special Circumstances.

### **Competitive Program Returning Members:**

Payment of an account is due by **the first class of week 1 of the Term Program commencement**. Alternately the fees can be paid monthly by lodging a direct debit request prior to commencement. Direct debits can be deducted from either bank accounts or credit cards and are taken on the first of each month and can only be lodged **before** commencement of the term.

**Exceptions to this Payment Process:**

**Injury / Illness / Leave Special Circumstance**

Credit on an account will occur only when an athlete becomes injured or sick for a period of more than 2 full weeks or when a family has given **2 weeks prior** notice of absence for periods of 2 or more weeks (not including School Holiday Periods). Presentation of a Doctors Certificate or a Letter to Administration for notice of leave is required to action this. All credits can only be reviewed and approved by Management.

**TRANSFERS into PROGRAMS:** When an athlete is identified into another program from their current position (whether internal or external transfer), a probationary period of 2 weeks is established to ensure both coach and athlete is confirmed that the new program is appropriate. The balance of tuition for the new program will be placed on account for payment at the commencement of week 1 of this new program and the previous class cancelled or former Club transfer actioned.

**CLUB TRANSFERS, LEAVING THE CLUB, REFUNDS :** When gymnasts leave the club or transfer to another club, **no refund in fees for the remainder of the term will occur.** It is recommended that if you decide to leave or transfer that this be done at the end of a term. When accounts are paid, you are making a commitment to the term cycle of the Program.

**Merchandise Sales:**

Merchandise orders are the responsibility of the athlete/family to order directly from the supplier. Links are provided on the gymnastics website. Any club merchandise should be paid for at the time of order/purchase at reception.

**Competition Entries**

All Competition Entries are the responsibility of the athletes families and are to be paid at reception 2 weeks prior to the competition where possible. Where attendance is prevented due to illness. A medical certificate should be supplied for forwarding to the event organized. An administration charge will be deducted prior to the refund being given.

**Events Expenses:**

Athletes may be required to or invited to participate in events that present added costs to an athlete. Some of these events may be subsidised by the Junior Sports Club Grants Program, but residual costs will need to be paid prior to attending the event.

When Junior Sports Club Grants assistance is provided to members of the programs, it will be processed within a **timely manner** and only to those who have met requirement of the Accounts Payment Policy.

**No Payment of Fees Policy:**

**Recreation Gymnastics Program returning athlete:**

If you have not arranged payment prior to completion of Week 1 – your child will be suspended from the program.

**New Member:**

Payment of the Tuition and Affiliation is due prior to commencement of the program or your child will be cancelled from the program.

**Competitive Program Athlete:**

At week 2, your child will be sat out of programs if fees are not paid in full.