**FEES POLICY**

**Statement of Commitment**

Broxburn Gymnastics Club is committed to providing recreational classes with the highest quality equipment and services. To achieve these objectives, the club must implement fees and charges for its services and facilities.

**Policy Application**

This policy applies to the Broxburn Gymnastics Club Committee, staff, volunteers, members and all users of the club’s facilities and classes.

**Policy Coverage**

This policy serves to cover all fee development, invoicing, collection and receipting for Broxburn Gymnastics Club.

**Roles & Responsibilities**

**Committee**

* Approve and advise of the fees for each term giving as much advanced notice as possible.
* Approve and advise the procedures for invoicing, collecting and receipting of the fees.
* Approve and advise the procedures for collecting overdue fees.
* Advise the procedures for invoicing, collecting and receipting of the fees.
* Advise the procedures for collecting overdue fees.
* Ensure all staff are following the correct procedures.
* Handle any disagreements, arguments and complaints associated with fees, payments and refunds.
* Approve all refunds.

**Treasurer / Secretary**

* Produce and distribute Term dates and fees via letter, Facebook and e-mail.
* Produce and distribute invoices for overdue payments
* Collect and receipt fees.
* Provide up-to-date records of received and outstanding fees and payments.

**Members**

* Responsible for payment of all fees owed to Broxburn Gymnastics Club as per the rules outlined in this policy.

**Policy Rules and Breaches Consequences**

**Determining the Fees**

The Committee will undertake a review of all fees charged by the club when approving the annual financial budget for the year ahead. Factors that must be considered are:

* Viability of classes offered
* Insurances and affiliation
* Employment and wages.
* Operational costs.
* Maintenance and upgrades to current facilities including equipment.

**Enrolment/Registration Fee**

An annual registration is to be paid on their first paid class following their free trial week. This fee is a Registration and Insurance with Scottish Gymnastics and British Gymnastics and covers a year from 1st September – 30th September the following year e.g. 1st September 2014 – 30th September 2015. This is not included in the Class Fees and is NON-REFUNDABLE.

**Member Accounts**

* All invoicing will be completed by the club’s Treasurer or Secretary
* Invoices are can be issued on request for the following
  + Class Term fees and Holiday Camps
  + Club Kit
  + Annual re-enrolment.
* A full Term is charged when the member commences within the 1st week of the Term. A pro rata fee is charged thereafter.
* Term Fees are based on the number of weeks in the Term and are calculated dependent upon School Terms
* Classes are not held on Public Holidays but may be held on public holiday weekends.

**Enquiries**

Please refer any queries to the club’s Treasurer. Escalation of fee queries is to the committee via the Treasurer, not coaches.

**Payments**

* All payments can be made by cash, cheque or Internet Banking Transfer.
  + Please note direct debits are not accepted as class fees are not set on a monthly basis but by the school terms.
* Bank account details are available on request.
* Please use your child's surname and/or Invoice number as the Payment Reference
* Receipts will be issued for all payments
* Term fees are to be paid upon commencement of the term and within 2 weeks of the start of the term.
* Cheques are to be made payable to: BROXBURN GYMNASTICS CLUB

**Late/Overdue Fees**

Broxburn Gymnastics Club is a Non-Profit Organisation, managed by a Committee of volunteers. We rely upon the timely payment of fees in order to function. Fees are due within the first 2 weeks of each Term and the Club reserves the right to withdraw its services thereafter.

* Term fees are to be paid upon commencement of the term.
* Fees must be paid in full unless arrangements have been made with the treasurer for a payment plan. If paying via payment plan, the weekly/fortnightly payment must cover the scheduled weekly/fortnightly fees in advance.
* For habitual slow payers, if no payments have been made within the 14 days, the following course of action will be taken:

1. Tresurer / Head Coach will speak to the parent discretely at the class or make a phone call asking for payment in full (Week 3)
2. If payment has not been received during Week 3, a "Pending Suspension of Gymnast" letter will be issued (Signed by Treasurer) with the terms being 7 days.
3. If payment has not been received by the end of Week 4, the suspension will be enforced by the Treasurer / Head Coach (phone call to parent)
4. Any requests for payment plans at this stage, must include back-payment of weeks elapsed eg. If week 5 and amount owing is £3.50 per week, parent must make a payment of £17.50 allowed to resume training.

**Refunds**

Non-attendance does not qualify for a refund or credit.

**Cancellation**

If a class is cancelled by the club, a credit / refund will be given against each child

**Illness or Injury**

Application for a credit or refund of class fees may be submitted in writing to the Treasurer if illness or injury extends 2 or more weeks. In the case of injury, the athlete may need to pass a fitness test by their coach, prior to returning to training.

**Family Holidays**

Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time.

**Ceasing at our Request**

If the club discontinues a program, withdraws a position or requests a member be removed from a program, the members’ account will be given a refund for the balance of fees.

**Voluntary Withdrawal**

No refunds apply to Scottish Gymnastics / British Gymnastics Registration Fee or Training Fees.

**Suspension**

Absence due to suspension as a disciplinary measure will not entitle the member to any refund or credit as a position in the class is being held for that person whilst on suspension. Should the member withdraw from the program during a period of suspension, the usual Voluntary Withdrawal Policy will apply (see above).

**Clothing and Merchandise**

No refunds or credit will be given for merchandise or clothing purchased in the club.

**Confidentiality and Reporting**

The Broxburn Gymnastics Club Committee of Management and administration responsible for implementing this policy will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, by Scottish Gymnastics / British Gymnastics or as part of the disciplinary or corrective process in the event of a breach of policy. A report of all received and outstanding fees will be completed by the club administrators at the end of each Term/month and provided to the Club Treasurer and Committee for review.