

WINCHESTER CITY



PENGUINS

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| Policy name: | WCPSC Squad Fees Policy Dec18 Replacing WCPSC Club Financial Policy |
| Policy agreed | December 2018 |
| Policy effective from | December 2018 |
| Frequency of review | Annual |
| Renewal date | December 2019 |
| Profile | External document |
| Associated documentation | Reviewed with reference to; WCPSC Constitution (External document) WCPSC Financial and Reserves Policy (Internal document) |

Squad Fees

Squad fees are based upon a number of variables;

- the fixed costs of hire and coaching provision
- the total training hours provided to the squad
- the expected or average number of swims for that squad

It should be noted that fees are not based on the amount a swimmer chooses to train or is able to train. The Charity subsidises squad swimming; the more a swimmer / squad swims, the higher the level of subsidy. Fees are calculated on an annual basis taking into account the costs of pool hire, coaches, and overheads which the club is liable to pay regardless of the number of swimmers in a session. Bank holidays, holidays and pool closures have already been taken into consideration when calculating swimming fees.

All squad fees are taken by Go Cardless payment at the start of the month. Squad fees are calculated on an annual basis and paid in 12 equal monthly installments via Go Cardless. Upon joining the club you will need to sign up to your Go Cardless payment plan in advance of your swimmer entering the water. You will receive a notification from Go Cardless before any fees are taken.

Any member whose fees are unpaid by the date falling 30 days after the due date for payment may be suspended from some or all activities. The club reserves the right to levy an administrative charge where fees are continually paid late and/or where a club official has to pursue fees when payment has not been made.

Any returned unpaid cheques will also attract a fee, as this will have been charged to the Club by its Bankers.

If paying any fees by internet banking please ensure your swimmer(s) name(s) are clearly referenced e.g. Blogs J Meet Fee; so that your payment can be recognised on the bank statements.

A swimmer will have been deemed to have left the club if two successive month squad fees have not been received without communication from the member.

Three or more swimmers in a family

For families who have three or more swimmers at the club in Learn to Swim, Club squads or Masters, a discount is provided for the 3rd and 4th family members on their monthly squad fees. The third family member is discounted 33% of fees and the 4th family member is discounted 66% of fees. Discounts are applied in price order, from high to low, ie will affect the least expensive memberships. Please ensure you make your application for discounts clear on your membership forms. There will be no retrospective discounts applied.

Discretion of Management Team

The Management Team have the right to review individual cases and total Club situations, and make necessary adjustments and changes to the squad fees and commitments. If you are unable to meet your financial obligations due to extenuating circumstances contact the Head of Finance by email on vickyh@wcpssc.org.uk and cases will be reviewed upon an individual and confidential basis.

If your swimmer changes squad

Once your swimmer is moved to a new squad, your swimmer will be considered to have made that change and their squad fee will be adjusted via Go Cardless. You will need to ensure all additional fees are paid in full.

If you join after the swim year has started please note the following:

ASA/ Club membership – must be paid before a swimmer enters the water (a trial session is permitted) is payable in full annually irrespective of when you join.

Squad Fees – payable with immediate effect before a swimmer enters the water by Go Cardless.

University Swimmers

All swimmers who go away to university but who wish to continue to swim with the club when back home during holiday periods will be provided a discounted membership package. The expectation is that such swimmers will make themselves available to swim for the club if selected. Swimmers must inform the Head Coach and Head of Finance they are a University Student and of the institution they attend.

Injury, illness, or health-related absence

Prolonged absence due to injury, illness or general health-related issues should be notified to the swimmer's Lead Coach and the Head Coach as soon as possible. For members experiencing an absence on these grounds for any extended period, eg more than one calendar month, a squad fee reduction may be considered.

A reduction in fees to a maximum of 70% of the squad fee may take effect for the next affected full calendar month and will occur for a maximum of three consecutive months. Squad fees already paid will not be reimbursed. Swimmers will need to outline their restrictions and present a valid medical sign off certificate to be eligible. Approval of this will be at the complete discretion of the Management Team and the swimmers squad place will be retained for this period.

After three months the swimmer's squad fees will either be reinstated or the charity will cancel the swimmer's training fees, retire their space in the squad and offer it to another swimmer. When the swimmer is ready to return to training, they will be required to perform a trial week back in their original squad, subject to availability. If their original squad is full, the swimmer will trial in the next most suitable squad to their current ability. Training fees will then need to be reinstated once the trial week has been successfully completed and a squad placing can be confirmed.

Holidays

Fees are still payable if swimmers cannot swim because they are going on holiday or because of other commitments. Please note that the Club still has to pay for the pool and coaches/ teachers' fees. If a swimmer decides to take a break for a couple of months and then come back they need to get agreement from the Head Coach who will notify the Head of Finance.

ASA fees will still be payable to ensure a squad place is kept open.

Bank holidays and summer closure have already been taken into consideration when calculating swimming fees.

Leaving the club

A member wishing to resign their membership must give 30 days written notice of his/her resignation. . All correspondence should be addressed to the Membership Secretary at memberships@wcpssc.org.uk and Head Coach.

On leaving the club any fees owed must be settled and resigning members are not entitled to have any part of the annual membership fee or any other fees returned

Entry Fees

Entry fees for Meets, Galas and Club Competitions will be taken via Go Cardless payment.

When submitting an entry form for a gala, club competition or open meet, payment should be made by Go Cardless upon receipt from the club before the Meet. Swimmers with outstanding fees will not be entered into the competition until they are cleared. There will be no exceptions.

Refunds

There will be no refunds, credit or alternative sessions required of the Club when squad training is cancelled due to adverse weather conditions or where the pools are closed due to contamination, pool temperature or any other circumstances beyond the control of the Club, which may affect the health and safety of club members.

An refund may be provided if there is an extended period of consistent disruption to the training programme or sessions have been cancelled for reasons within the Club's control and alternative options have not been available. The appropriateness, and level, of a refund are entirely at the discretion of the Management Team.

Refunds for galas, club competitions or open meets will not be given if your swimmer leaves the club, is unwell on the day of the event or has alternative plans on the event day, etc.

No open meet refunds will be paid unless your child has been "rejected" from a swimming meet. In such circumstances refunds will only be issued once the club has received a refund from the host club. This can sometimes be a protracted process so please be patient. Refunds will be made via a credit to the member's / parents account, and will be deducted from your next Go Cardless payment.