

Idsall Gymnastics.

| Version | Summary of Changes | Date |
|---------|---|-----------|
| 1 | Agreed by coaching staff and welfare officers | 15 Apr 18 |
| 2 | Table added to document to highlight changes and published to web site. | 15 Apr 18 |
| 3 | New process of payment | 28 Dec 19 |
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Fees, BG Registration and Club Membership.

Introduction.

At Idsall gymnastics we have decided to train for 48 weeks a year, having a 2 week break in the summer and at Christmas, and for the Easter Weekend (Good Friday to Easter Monday). This means that all our classes will run unless parents and gymnasts are informed otherwise. Where the club cancels a session we do not offer any reimbursement but we do offer alternative sessions. There is a time limit of 1 month to obtain the 'make-up' session by booking it with the Head Coach.

Fees.

To ease payments, the club have decided to base all our payments on 12 standard monthly amounts, depending on the class or hours that the gymnasts train. The rate of fees are assessed periodically to ensure they are able to cover the Club's operating costs.

Fees are set and must be paid even if sessions are missed. If gymnasts cannot attend all sessions set for their particular group or session, the Head coach can look for and may be able to offer a more suitable session.

If a gymnast is ill or injured and is unable to attend gymnastics for a continuous period of longer than 1 month, their fees will be reduced by 50% for each additional whole month after the injury has been reported. This will ensure their place remains available. Alternatively, the place can be returned and the gymnast will return to a waiting list.

NOTE: Where the gymnast is injured they can be still attend and continue with a specific training program that takes their injury into account and any medical advice that is given.

Payment of Fees.

To facilitate the ease of payment, **all parents/carers must pay via online banking** as this enables easier verification and security of payments for both parties. At the first session, payment details, including monthly amount, relevant club bank account details and additional information are given to parents. These can be provided, on request at any other time, by the coach in charge of the session or by contacting the Head coach. There is the facility to pay via other means, but this needs to be discussed with the Head coach. *This will be done 'In Confidence'*.

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Steps for Collection of Fees.

Due to previous problems with obtaining fees, the club has decided to operate collection of fees in this manner:

1. The club will issue a monthly invoice via email as a reminder. *Please send in your email address.*
2. All payments will need to be paid by the 10th day of every month.
3. Parents/carers will have their own reference e.g. **Asmi-Sat-Fee** that will need to be used. This makes it easier to identify payments.
4. All payments will need to be made electronically (Direct Debit or Standing Order) via your bank. The club account details are: *account no. 02767878, sort code 30-18-55*
5. Late fees over 1 month will incur a £5 charge. Unless other arrangements are made by prior agreement.
6. The club will stop gymnasts training if fees are unpaid for more than 3 months.

Unpaid or Late Fees.

The club will endeavour to check payments against its records on a monthly basis. Any missing payments will cause a reminder to be sent via text or other means to verify payment and remind parents of their responsibilities.

All late fees will incur a £5 charge to be levied unless other arrangements are agreed with the Head Coach

N.B. If fees are not paid for three consecutive months, the Head coach can suspend training until at least half the unpaid total is paid. At the discretion of the Head coach a payment plan may be arranged to assist in full payment of the debt.

It should be noted that failure to pay on time may result in the place being given to someone else.

Reduction in fees.

The club does operate a reduced fees scheme, which can support parents if they are struggling or unable to pay their child's fees. The reductions can be granted by up to 50% of the total fees and come under 3 categories: severe hardship, head coaches discretionary and long term injury/illness. To apply for reduced fees, a letter or email must be sent to the Head Coach. This will be held '**In Confidence**'. Details may be sought to explain the reasons for application along with evidence (e.g. benefits received etc, change in circumstance, medical records). The reduced fees scheme is reviewed regularly and a time period for claiming reduced fees does exist.

The club operate a sibling policy to assist parents with more than one child where one may be in a development or squad group. This involves a 10% reduction for the second child and a 10% for any subsequent children.

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Several scholarship places are provided by the club to ensure that the sport of gymnastics is available to those that may find the fees and corresponding training and competitive requirements difficult. These places are limited and decided on by the Head coaches.

Note:

If you have any questions, concerns or problems with paying fees please contact our Head coach Katie or Dave at the soonest opportunity.

Refund of Fees.

As we have based our fees on a monthly basis, there is **no refund option available**. This includes situations where children are ill and miss sessions or where the club is unable to provide sufficient coaching to ensure the session is covered inline with BG guidelines. To assist parents in this respect the club will attempt to offer the option of an alternative session. This has to be arranged with the coach to ensure the club complies with BG guidelines on coaching ratios.

British Gymnastics Membership and Insurance.

As part of the requirement to undertake gymnastics, the club requires each participant to take British Gymnastics Membership which includes insurance, annually. This is done via an online registration system <https://www.british-gymnastics.org/> It is the responsibility of the individual gymnast via their parents to ensure this is completed. If this is not done this will invalidate the gymnasts ability to attend the club. If membership is assigned to another club, British Gymnastics require that personal details are updated by the parents to reflect a change in circumstance.

Club Membership.

It is expected that the gymnasts and parents conduct themselves inline with their Codes of Conduct and all club and BG Policies and Guidelines. These can be found on the club website.

Squad and Development Places.

All squad and development places are at a premium. The main session for all squad/development gymnasts is at Idsall. It is this session that must be maintained to ensure a place. Additional sessions may be offered at Idsall or the National Sport Centre, Lilleshall. This is dependant on availability and discussion between coaches about the suitability of the gymnast towards a higher level of training. This will include mental aptitude, approach to training and skill level of the individual. It is expected that all squad gymnasts compete at least once a year to maintain their place.

Where possible if gymnasts cannot attend parents should let the Head coaches know. When in a squad/development training group, attendance, performance and effort will be monitored.

Throughout the year, gymnasts will need to show they can perform at the level required for their

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group. This means their performance will be watched, and, if necessary an alternative group may be offered to better suit their needs.

Recreational Places.

All recreational places are offered from a waiting list for each session. Additional sessions can be offered if there is sufficient space, but a request must be made to the Head Coaches. As the club have long waiting lists, attendance will be monitored to ensure best use is made of the place. This will ensure that places that are not being used effectively can be withdrawn and offered to those on the waiting list.

Where possible if gymnasts cannot attend parents should let the Head coaches know. Throughout the year, a gymnast's performance and approach to training will be monitored, and, if necessary an alternative group may be offered to better suit their needs. This could include an additional recreational session, or a place in development or squad sessions.

Communication.

Any parental concerns must be voiced through the correct channels. Parents should contact the Head Coaches who will endeavour to solve any issues. Should you have any concerns regarding child welfare, please contact our Welfare Officers confidentially.

Review.

This statement will be reviewed annually and checked for any amendments to current regulations and BG policy. Additional guidance may be sought from Agility UK (Training and Consultancy) Ltd, the organisation engaged by British Gymnastics to provide health and safety management advice to gymnastics clubs

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| Signature: | <i>K Hulme</i> . Original signed | Date: | 15 Apr 18 | Review date. |
| Name: | Katie Hulme | Position: | Head Coach | |