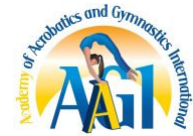




ACADEMY of ACROBATICS and GYMNASTICS INTERNATIONAL FEES POLICY



POLICY NAME: Academy of Acrobatics and Gymnastics International Fees Policy

DATE OF ISSUE: January 2011

DATE OF REVIEW: January 2012

CONTROLLING BODY: Academy of Acrobatics and Gymnastics International - President

1. STATEMENT OF COMMITMENT

AAGI is committed to providing an up-to-date facility with the highest quality equipment and services. To achieve these objectives, the club must implement fees and charges for its services and facilities.

2. POLICY APPLICATION

This policy applies to the AAGI President, staff, volunteers and all users of the clubs facilities and classes.

3. POLICY COVERAGE

This policy serves to cover all fee development, invoicing, collection and receipting for AAGI.

4. ROLES AND RESPONSIBILITIES

President / Club Head Coach

- Determine the fees for each calendar year.
- Determine the procedures for invoicing, collecting and receipting of the fees.
- Determine the procedures for collecting overdue fees.
- Ensure all staff is following the correct procedures.
- Handle any disagreements, arguments and complaints associated with fees, payments and refunds.
- Approve all refunds.

Staff & Volunteers

- Write and send invoices.
- 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 AAGI as per the rules outlined in this policy.

5. POLICY RULES, BREACHES AND CONSEQUENCES

DETERMINING THE FEES

President / Club Head Coach will undertake a review of all fees charged by the club when determining the annual financial budget for the year ahead. Factors that must be considered are:

- Viability of classes offered.
- Range of activities available to the public.
- Insurances and affiliation.
- Employment and wages.
- Operational costs.
- Maintenance and upgrades to current facilities.

The fees for the forthcoming year will be distributed to the members each November.

ACCOUNTS

Invoicing is determined according to

- *Members:*

All members must pay the Gymnastics New South Wales Affiliation Fee relevant to their type of membership.

- *General Community*

This covers all other community groups, sporting bodies and gymnastics clubs wishing to hire the clubs facilities and/or coaches.

INVOICING

All invoicing will be completed by the clubs administrators. Invoices will be given to each member. Invoices to members will be issued by the class coach.

- *Term Accounts*
 - Invoicing will be completed prior to the commencement of the 1st week of each school term for all continuing participants and by the 2nd week of participation for all new members.
 - A full term is charged when the member commences within the 1st 4 weeks of the term. A pro rata fee is charged thereafter.
 - Participation in a school holiday program will incur a separate fee.
- *Gymnastics New South Wales Affiliation Fee*
 - This fee will appear on the 1st invoice a member receives each year.
- *General Community Accounts*
 - Invoices will be issued upon completion of the event/contract, unless otherwise determined by the President / Club Head Coach

PAYMENT

- Payment of fees may be by cash, cheque. Receipts will be issued immediately following payment.
- Term fees are to be paid within 14 days of receiving the invoice.
- General Community accounts are to be paid within 14 days of the date of the invoice.
- If a cheque is dishonoured, all bank charges will be added to the members' account and the total must be paid in cash.
- If cheques are dishonoured 3 times, fee payments will be accepted in cash only.

LATE / OVERDUE FEES

- All overdue fees will incur a 10% surcharge.
- A reminder notice will be issued to all members with overdue fees.
- If payment is not forthcoming after the issue of this notice, a phone call from the clubs President / Club Head Coach will be made. Any further participation in classes at the club will cease until fees are paid in full.
- Any fees outstanding for 40 days will result in the cancellation of membership and the employment of a collection agency.
- No gymnast will be allowed to participate in training or competition whilst fees are outstanding, unless a payment plan has been negotiated.
- The clubs President / Club Head Coach can be contacted to discuss payment plans if required.

REFUNDS

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

- *Make up lessons*
We can arrange one make up lesson/child in every term, providing there is space.
- *Cancellation*
 - If a class is cancelled by the club, a make-up class will be offered. If the make-up class cannot be held, a pro rata adjusted credit of term fees will be made to your account.
- *Illness*
 - Credit or refund may be applied for in writing to the President / Club Head Coach if illness extends 2 or more weeks. Any such claim must be accompanied by a medical certificate.
- *Injury*
 - Credit or refund may be applied for in writing to the President / Club Head Coach if injury extends 2 or more weeks. Any such claim must be accompanied by a medical certificate. The athlete will 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 pro rata adjusted credit or refund for the balance of fees.
- *Voluntary Withdrawal*
 - Should the member decide not to continue to the end of term, the member will incur a 2 week cancellation period from the date of notifying the club administration. Gymnastics New South Wales Affiliation is non-refundable.
- *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. However, exchanges may be made within a 14 day period if goods are damaged or are the incorrect size.

6. CONFIDENTIALITY AND REPORTING

The AAGI 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 Gymnastics NSW, 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 President/Head Coach for review.