



Gold Coast Gymnastics
Club

Fees Policy (Recreational Groups)

Policy purpose: This policy sets out the basis for the charging of fees associated with participation in club programs at Gold Coast Gymnastics Club Inc.

Scope: This policy applies to all current and future members of the Gold Coast Gymnastics Club Inc.

Requirements:

1. Club Membership and Registration: The Club Membership package includes Club Membership, Gymnastics Queensland Registration, Sports Insurance, Club T-shirt and some value added benefits. This is non-refundable. The QGAI registration and Sports insurance is transferable between clubs but not from one gymnast to another. The Club membership and QGAI registration is valid from the date of payment until the 31st of December of that year. A family discount of 10% applies for the 2nd and subsequent family members. Membership & registration fees are renewable from 1st January and must be paid prior to your child's second class, this includes new registrations. Memberships for one term only and for remote members (those training at HPC's) are available for \$50 but do not include all benefits.

2. Fee payments: Class fees pay for your child's position in a class. Non-attendance does not qualify you for a refund or credit except under special circumstances, where an application must be made to the Administration Manager. All accounts for term fees are due in their entirety when re-booking, except where a successful application has been made in writing to the Administration Manager for payment installments, and that agreement is currently being honored.

3. Priority Re-booking System: Re-booking allows us to be best prepared for the following term's classes, maintaining our low gymnast to coach ratios and staffing with the best available and most suitable coaches.

Rebooking notes will be handed out towards the end of term stating whether your child is staying in the same type of class or graduating to a new class for the following term. Rebooking can be done over the phone using your credit card, or at reception during opening hours. By filling in an Automatic Rebooking Form which you can obtain from the office, you can opt to be automatically rebooked each term via your credit card.

Our priority re-booking system affords first priority to those who are already in a class when rebooking for the new term. After the priority rebooking week however, positions are open for

anybody to book into any suitable class where a vacancy exists. It is important therefore, that if you wish to retain your place in the class for the new term, you should rebook during the priority rebooking week.

Sometimes classes are moved or cancelled from one term to the next due to changing demand or coach availability. If your class has been moved or rescheduled you will only be able to rebook after the priority deadline, unless a new replacement class has been scheduled for your class.

If for some reason you cancel your booking you will forfeit 2 weeks of fees. The Administration Manager may consider special circumstances. Re-booking is not compulsory, however if you don't you may lose your child's position in that class. Re-booking fees will not be accepted until any prior outstanding debts to our club or any other club have been finalised.

4. Hours of training: If gymnasts leave early or arrive late this does not entitle a discount on fees as all the club's costs are the same regardless of gymnast leaving early/starting late or missing a session.

5. Term length: Fees are calculated on a term basis, with typically 9-11 weeks in each term and approximately 40 weeks per year, generally aligned with the public school terms. New gymnasts starting part way through the term are charged on a pro rata basis.

6. Ceasing at your request: If you decide not to continue, 2 weeks notice or 2 weeks fees in lieu will apply.

7. Overdue accounts: If for some reason you are unable to pay your account on time, please apply to the Administration manager to arrange a payment schedule. This application must be made before the fees due date and installments must be made by the 1st of each month. A penalty fee of \$25 will be issued if installments are not made by the agreed dates. Please be aware that if your fees are not kept up to date, and no arrangement has been made with the Management Committee, your child's position in that class may be forfeited. If this occurs no refunds or credits will apply for the Membership package.

8. Trips or tours: No refund or discount on fees is given for gymnasts away on gymnastics trips & tours.

9. Make-up classes: Your tuition fees pay for a position in a class, regardless of attendance, however, as a courtesy, we offer make-up classes when notification of your child's absence has been received by reception prior to the missed class. Make ups are limited to 2 per term and are conditional upon a suitable vacancy being available. All make ups must be taken in the current term. All make up credit expires at the end of each term. To request a make-up for a morning class, please contact reception on the afternoon prior to the day you want the make-up. To request a make-up for an afternoon class, please contact reception on the day you want the make-up.

If a child is unable to attend for two or more weeks due to illness or injury, a refund for missed classes can be obtained by presenting the administrator with an appropriate medical certificate for the period.

9. Public Holidays, rest days, extra training: There are no recreational classes on public holidays. This does not entitle parents to a refund for a missed lesson as the account has already been adjusted accordingly when booking in.

10. Other activities: Competitions, private lessons, extra training sessions, day camps, sleepovers, TGIF's etc are to be paid for at the time of booking, however club fees must be completely up to date in order to book for one of these activities.

11. Events Entry Fees

11.1 Late Entry Policy*: In order to organise an event, including the sessions, groups, rotations, coaches, judges and support staff, the event manager needs to begin with the number of competitors in each level and division.

Any late entry applications will be considered by the event manager on a case by case basis. If the event manager is willing to accept the late entry, a late fee of \$20.00 will apply in addition to the entry fee.

11.2 Refund policy*: Refunds will be given at the discretion of the Event Manager and will require a valid and relevant medical certificate. Refunds will be calculated to exclude any expenses incurred by the club on your behalf, which cannot be recovered.

* State or Nationally Sanctioned Events including those hosted by GCGC, or events organised by other clubs, will have closing dates and refund policies as set by those organisations.

Policy Breaches: Breaches of this policy could incur a \$20 administration fee or result in the termination of your membership.

Confidentiality and reporting: All reports and personal information will be handled in accordance with Gold Coast Gymnastics Club Inc.'s privacy policy.