

Policy Statement

The purpose of this policy is to ensure Scarborough Beach Swimming Club (SBSC) Membership and Coaching Fees are fair and reasonable and the financial needs of the club are met.

Principles

- SBSC fees are competitive and reviewed on an annual basis.
- SBSC fees are sufficient to cover the costs of coaching and swimming lane hire.
- Refunds of fees will only be given in certain circumstances.
- Fees will be collected regularly to ensure the club can pay their debts when due.

Implementation

New Squad Swimmers

New Squad swimmers must be assessed by the Head Coach prior to commencing at SBSC. The Head Coach will assign the swimmer to a squad.

Squad Training season

Participation in the squad system is considered to be an annual involvement; therefore, the total fees for the year are averaged out to produce the monthly amount, with the same monthly fee being payable for all 12 months of the year.

The training season runs all year round with a scheduled break over the Christmas / New Year period and another short end of season break in April and September / October. Other short breaks may be taken from time to time throughout the year and are accounted for in the fees.

Fees will be charged regardless of a swimmer's attendance, with the exception of prolonged absences of **more than 4 weeks** through injury, illness or family commitments (see below). Cancellation of lessons due to bad weather or unforeseen circumstances will not be refunded.

A non-refundable Annual Club Fee will be charged on 1st October each year. The Annual fee is discounted if joining between 1st March and 30th September.

For Fitness Squads, training fees are billed on a monthly basis via Payrix direct debits on the 17th of every month and are due on the 28th of the month **in advance**. The first month will be charged pro rata according to the date of the 1st session.

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For all other squads, members are invoiced bi-annually: Summer (Oct-Mar) and Winter (Apr-Sept). These members may opt to pay the season up front and receive a 5% discount, or annually up front and receive a 10% discount. In order to receive the discount, Summer and Annual invoices must be paid in full before 14th October, and Winter invoices in full before 14th April. Failure to pay in full by this date will result in the discount being forfeited. Note, discounted fees are unavailable when joining mid-season.

Members who do not pay in full up front can elect to pay monthly, fortnightly or weekly as a minimum and must sign up for direct debit via the [Payrix system](#) within 30 days of joining. It is the members responsibility to ensure that their details with Payrix system are up to date for the duration of their membership with SBSC. The Payrix Set up fee and transaction fees are added to the coaching fee.

Dishonoured Payments will be re-run within 3 - 7 days and will incur a \$10 admin fee.

Any person wishing to swim with the club must join by paying the appropriate Annual Club Membership fee. Members who have not paid their annual membership fee for the current year are not covered by the club's insurance and will not be allowed to swim. For Fitness squads, the membership fee is billed with the monthly training fee.

Any member wishing to compete in Swimming WA or Swimming Australia accredited meets must join Swimming WA by paying the appropriate SWA annual membership fee via Swim Central.

Termination of Membership

28 days (4 weeks) notice is required for the termination of a membership. Cancellations must be submitted in writing to email admin@sbsc.au. **SBSC is unable to accept verbal notice of cancellation or cancellation communicated to coaching staff.** The member is responsible for any fees incurred through failure to follow this process.

For Fitness members, from the point of notifying the club, one further monthly training fees payment will be collected such that the member is charged one month's squad fees from the date of notification.

For all other members: fees for the remainder of the season are forfeit and must be paid in full by the due date. Refunds will be approved in exceptional circumstances only. Members may apply to the club executive for a refund; however, refunds are not guaranteed and are subject to the support of the majority of the club executive. Members who have paid coaching fees annually in advance and cancel during the summer season are entitled to a refund of the winter season fees only.

Club membership fees cannot be refunded under any circumstance.

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Non-payment of Fees

The Club is run by volunteers, who are committed to making the most effective use of all resources on behalf of the members. Non-payment (through cards being declined or for other reasons) causes additional burden for the volunteers to resolve.

In the first instance of non-payment, an email will automatically be generated notifying of any card processing failures or other direct debit failure. More often than not, this simply tends to be due to card issuers implementing additional security checks but may be due to other reasons.

Where direct debit defaults on two consecutive occasions, the members will be asked to pay the missed payments plus any remaining fee for the season in advance.

Where there has been no explanation and fees remain unpaid for more than 21 days, the club will take the following steps:

- You will be unable to declare attendance or register for Meets.
- Your swimmer will be unable to take part in training sessions.
- You will be prevented from any other expenditure on your account.
- You will be unable to transfer to another SWA club until the outstanding amount has been paid.

Amounts outstanding for more than 60 days without explanation may be referred to debt collection.

Adjustments to Squad Accounts

If a swimmer suffers any serious injuries or illnesses which necessitate a prolonged absence from training of more than 4 weeks, consideration may be given to adjusting the account in the following month.

If you wish to apply for a squad account adjustment, please complete the [Squad Adjustment Fee Form](#) and email it to the Admin Team (admin@sbsc.au).

In general, all charges will stand, and any corrections will be made in the following month for fitness squads, or at the end of the season for other squads.

Forced Government Restrictions

When training sessions are not able to run, the Club still incurs ongoing costs including, but not limited to, coaching salaries, affiliation costs, software subscriptions, website and domain maintenance.

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Under modified COVID-19 consumer law, when the Club is forced to cease training due to government restrictions, such as COVID-19 community shutdowns and pool closures, the Club is entitled to deduct any ongoing costs from refunds/credits due. Refunds or credits for lost training under these circumstances is not guaranteed.

The following policy applies to any credit or refund entitlement due to forced government restrictions:

- If training ceases for 2 weeks or less, then no refund or credit will be applied.
- If training ceases for more than 2 weeks, the Club will calculate if any credit is due after removing reasonable costs and admin overheads, then a reduction in fees will be applied in the form of a credit to member accounts to be applied to current or future invoices.
- If training will cease for more than 2 weeks, the Club will consider offering alternative training activities allowable under government restrictions, such as ocean sessions, land training or online training.
- A separate fee will be applied for any replacement training activity offered to offset continuing expenses incurred by the Club during the restricted period.
- The Club has the right to restrict the participants in alternative training sessions according to the current and immediate needs of each squad at the time, such as upcoming State and Nationals meets.

Holidays

Squad fee credits can also be requested in the event of an extended holiday (a period of six weeks or longer). Holiday plans will need to be discussed with the Head Coach at least a fortnight before the extended break for the squad swimmer to be entitled to any credits on squad fees.

Part payments will be required during extended holidays when squads are at capacity or there are already waiting lists for that particular squad.

To apply for holiday credits, please complete the [Squad Adjustment Fee Form](#) and email it to the Admin Team (admin@sbsc.au).

Memberships on Hold

Members who put their membership on hold will be added to the squad waitlist and upon wanting to return, will need to wait for a spot in their particular squad unless the hold is due to illness or injury.

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Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Contact

Further Information regarding this policy

CONTACT: The Treasurer

POSITION: Scarborough Beach Swimming Club Treasurer

EMAIL: treasurer@sbsc.au

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