

**Policy Title: Fees Policy**

Date of Issue: January 2007

Policy Coverage: All Members, Staff & Volunteers

Date of Review: January 2007

Controlling Body: Directors

## STATEMENT OF COMMITMENT

Jollettes Gymnastics is committed to keeping fees at a competitive price. Paying on a weekly basis enables parents and members a degree of flexibility in a busy lifestyle.

## POLICY APPLICATION

This policy applies to all members. Core activities include:

- General class training
- Conduct of competitions/events
- Holiday and school clinics

## POLICY DEFINITION

### *Fees*

- Fees are reviewed annually and a schedule of fees for regular classes and sessions is published as an insert in all brochures. The current Schedule of Fees is also available from the Administration Office, on the Jollettes website and from the Front Desk Administrator at each venue.
- Fees for competitions and events will be advertised prior to the event by way of information sheets, enrolment/application forms, term calendars, Jollettes website etc, allowing reasonable time for payment.
- Prices for merchandise are reviewed annually and are published in the same insert as the schedule of fees. They are also available from the Administration Office, on the Jollettes website and from the Front Desk Administrator at each venue.

### *GWA Insurance and Registration*

- Gymnastics Western Australia Insurance and Registration fee is a compulsory fee for all participants.
- Membership benefits include Personal Accident Insurance Coverage through Jardine Lloyd Thompson Pty Ltd. For full details on what is covered, how to make a claim etc, please go to the Jardine Lloyd Thompson website at [www.jltsport.com.au/gymnastics/](http://www.jltsport.com.au/gymnastics/)
- *General Gymnastics & Development Squad Participants* - the weekly class fee includes a portion of the Insurance and Registration fee, eliminating the need for a lump sum payment. The amount of the class fee relating to Insurance and Registration can be obtained from the Financial manager upon request.

- *Cheerleading* - the Insurance and Registration fee must be paid in full at the beginning of each year (or on commencement of participation if starting during the year). New participants are given a two week trial period before this payment is due. Parents are presented with a reminder note three weeks after the date the participant commenced (or the start of the year for those returning) The fee relating to Insurance and Registration is detailed in the Schedule of Fees available from the Administration Office, on the Jollettes website and from the Front Desk Administrator at each venue.

If parents have any problems with paying the Insurance and Registration fee, they are to contact the Financial Manager to discuss alternative payments. The Financial Manager will communicate with the Front Desk Administrator and the Head Coach regarding the payment.

### ***Payments***

- Payments can be made by cash or cheque only, however payment cards can be purchased in advance. Payment cards entitle the holder to 10 classes at a discounted rate (usually 10%). The payment card
- Session fees or payment cards are to be paid in full prior to the member participating in a gymnastics session.
- Session payments can be made in advance for future sessions.
- No student will be allowed to pay next week unless they have a track record with Jollettes Gymnastics e.g. have attended Jollettes Gymnastics sessions on a regular basis over 4 months.
- Uniforms and other merchandise are to be ordered. Payment can be made on ordering or on delivery of the uniform or merchandise. No uniforms or merchandise will be distributed until payment is made.
- All events have specified fees (refer to payment schedule).
- Jollettes Gymnastics event fees are to be paid prior to the commencement of the event.
- State event payments are to be paid in full one month prior to the event.
- National even payments are to be paid in full two months prior to the event or as stated in the event bulletin.

### ***Refunds***

- Insurance and Registration Fees are non-refundable
- Session fees will only be refunded to new members if there was no participation in the session by the new member.
- Existing members can forward session payments to a future week if there was no participation in the session.
- Payment cards are non-refundable
- No refund on uniforms will be given after a purchase has been made. Faulty uniforms will only be replaced if the uniform has not been worn.
- Jollettes Gymnastics events are non-refundable once the participant has commenced the event.
- State and National event payments will only be refunded if a doctor's certificate is presented stating the participant will not be able to attend at the time of the event.
- Free pass vouchers are to be used by new members to Jollettes Gymnastics only. Presentation by existing members will not be accepted.

## **REQUIREMENTS & RESPONSIBILITIES**

This section specifies the roles and responsibilities of all parties involved in club activities.

### **Directors**

- Ensure that the Jollettes Gymnastics Fees Policy is documented and available to management, staff, members and volunteers

### **Administration Manager**

- Ensure that all roles and responsibilities within the club are documented and available to management, staff, members and volunteers
- Ensure that the Jollettes Gymnastics Fees Policy is documented and available to management, staff, members and volunteers

### **Financial Manager**

- Liaise with parents and members to arrange alternative payment arrangements for Insurance and Registration fees.
- Communicate the outcome of these arrangements to the respective Head Coach and Front Desk Administrator

### **Head Coach**

- Assist parents and members with the process of making alternative payment arrangements for Insurance and Registration fees.
- Monitor and control the fulfillment of these arrangements.
- Monitor and implement this policy.
- Advise parents and members on the application of this policy.
- Ensure that the Jollettes Gymnastics Fees Policy is available to management, staff, members and volunteers

### **Front Desk Administrator**

- Assist parents and members with the process of making alternative payment arrangements for Insurance and Registration fees.
- Monitor and control the fulfillment of these arrangements.
- Monitor and implement this policy.
- Advise parents and members on the application of this policy.

### **Members**

- Abide by Jollettes Gymnastics Fees Policy

## **POLICY BREACHES AND CONSEQUENCES**

- Initial breaches of this policy by an individual will incur verbal warnings.
- Subsequent breaches of this policy by an individual will incur a written warning.
- If an individual refuses to adhere to this policy after a written warning has been issued, the individual will be permanently excluded from further participation in any Jollettes Gymnastics activities. If the individual is a member of staff, this will include immediate termination of their employment contract.

## CONFIDENTIALITY & REPORTING

All records and reports relating to this policy and any breaches thereof will be forwarded to the Health and Safety Officer, who will ensure they are stored safely and securely. Names of individuals permanently excluded from participating in Jollettes Gymnastics activities will be forwarded to all Head Coaches. Any other information relating to any breaches of this policy, or action taken, will only be released when required by law or requested by the governing body (Gymnastics Australia).

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### Disclaimer

Please note that this information is not intended to constitute legal advice, and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material, and its relevance to your individual circumstances.