



## Fee Payment – Recreational and Development Groups

Last and current version	Date last published /reviewed	Revisions made
3.0	09/05/2021	Branding and checking document
4.0	26/06/2023	Trial period and how the monthly fees will change from the 1 <sup>st</sup> of January 2024.
5.0	08/06/2024	Update to Annual Club Membership fee. -£17.25. Removal of Affiliation fee.

### **FEES**

#### **Recreational classes**

##### **Taster Session**

One week's taster session is offered at a cost of £8.50. If a gymnast wishes to continue with the session, the prospective members need to register on LoveAdmin as per below before their next session and the remaining monthly fee becomes immediately payable via their account.

#### **Becoming a Member of Berkhamsted Gymnastics Club**

All prospective members will be invited to join Berkhamsted Gymnastics Club (BGC) via an email from our LoveAdmin system. By setting up an account via LoveAdmin, you are agreeing to our terms and conditions. Payment will be requested at the end of each month for the following month's fees. You will be notified of this via an email. Payment will be automatically requested from your bank account on / around the 25<sup>th</sup> of each month via London & Zurich. Payment will continue to be taken monthly unless you give us one month's notice as set out below under the "Cancellation policy."

When accounts are set up via LoveAdmin you will also be agreeing to pay the annual membership fee for Berkhamsted Gymnastics Club. This is currently £17.25 per year payable annually in January or at a prorated rate if joining part way through the year.

#### **Monthly Payments & Overdue Payments:**

Fees for Recreational gymnasts attending one session is £8.50. This is currently multiplied by the number of sessions that run over the calendar year (around 38 / 39 as we do not run normal classes in the school holidays) and divided by 11 months. This allows you to pay a standard amount throughout the year within all calendar months apart from August when there are no normal classes.

Please note, for any bank holidays that fall within our normal scheduled classes, we will advise you of the additional training session that will be running within that term to ensure that your child does not miss any of their gymnastics classes.

As payment will be requested in advance at the end of each month, we should not normally encounter overdue payments, however, this may occasionally happen. We will be notified if a monthly payment cannot be taken, and contact will be made to discuss this. You are advised that if payment continues to be declined or the pre-authorisation is switched off, the member's space may be forfeited.

If, in the unlikely event, a member arrives and payment has not been received for the month, then the gymnast will not be able to join the class. They will be admitted if there is space, the child is insured with British Gymnastics and payment can be made immediately.

### **Unforeseen Closures**

If Berkhamsted Gymnastics Club must close due to unforeseen circumstances i.e. severe weather, we will initially look to re-arrange the missed session at the end of the half term / term. This will ensure that your child does not miss any training time and continue their gymnastics development.

Due to logistics and coach availability, if this is not possible, we will offer you one of the following options in relation to the cancelled session:

*Option 1 = we can offer you an electronic voucher to deduct the cancelled session fee off one of our holiday camp sessions. This voucher will last for 6 months.*

*Option 2 = you can donate the cancelled session fee to the club as we are a registered charity, and this can be used to support our members with fees or new equipment for our venue.*

The parent/carer will be emailed as soon as possible with the available options once we have had a chance to investigate when a session could / can take place and a response to this will need to be returned via email so that options can be collated. Unfortunately, we are not able to offer you a refund if your child is unable to attend the rescheduled session.

### **Development fees**

#### **Policy for parents / carers**

Parents / carers of development group members must activate their LoveAdmin account by following the instructions in the email which will be sent to you; all information and activation of your account must be completed before your child attends.

Joining the Development groups is by invitation only and agreement will be sought from the gymnast and parent / carer to the new sessions.

As a development gymnast you are agreeing to attend **all** the sessions that you have been allocated; failing to attend will result in falling behind and the possibility of moving out of the development groups.

Payment will be requested via London & Zurich on behalf of Berkhamsted Gymnastics Club at the on / around the 25<sup>th</sup> of each month. The hourly rate for the class is multiplied by the number of sessions that run over the calendar year (around 38 / 39 as we do not run normal classes in the school holidays) and divided by 11 months. This allows you to pay a standard amount throughout the year within all calendar months apart from August when there are no normal classes.

Please note, for any bank holidays that fall within our normal scheduled classes, we will advise you of the additional training session that will be running within that term to ensure that your child does not miss any of their gymnastics classes.

Any additional sessions that run during school holidays will be charged separately.

When you set up with LoveAdmin you are agreeing to payment being taken via pre-authorisation; there should be no reason that payment is overdue unless you have turned this option off. If this is the case, an email will be sent to the administration team and contact will be made. As payment will be requested in advance at the end of each month, we should not normally encounter overdue payments, however, this may occasionally happen. We will be notified if a monthly payment cannot be taken, and contact will be made to discuss this. You are advised that if payment continues to be declined or the pre-authorisation is switched off the member's space may be forfeited.

Families experiencing financial difficulties are advised to speak to the Club Manager and/or Treasurer as soon as you become aware of the situation to avoid overdue charges. The committee are happy to consider each case individually to come to some arrangement.

### **Cancellation Policy for all gymnasts:**

If the member wishes to leave the club, parents/carers must give one month's notice via email to [membership@berkhamstedgymnastics.co.uk](mailto:membership@berkhamstedgymnastics.co.uk). It is your responsibility to inform us via email **within the first week of the month** that you wish to give one month's notice for cancelling your child's gymnastics class; payment for the current month will still be due.

Once we have received your written confirmation (email is an acceptable form of notification but **not** Facebook, Messenger, or any other social media platform) we will deactivate the payment from the following month and your details will be removed from the LoveAdmin system.

If you turn off your payment authorisation for any reason, we will be informed by LoveAdmin and will contact you. You are reminded that your child's space may be cancelled if payment cannot be taken for whatever reason i.e. the space may be offered to another child.

**Please be reminded that payment is due for the one-month notice period even if your child does not attend. This is because we must secure coaching resources for a month in advance.**

### **Refund Policy for all gymnasts:**

BGC has a no refund policy. Coaches are allocated to classes depending upon numbers and so costs are committed at the beginning of each month.

BGC cannot under any circumstance refund any membership fees including, but not exclusively, British Gymnastics fees as we are unable to obtain refunds from these bodies.

An application for a partial/full refund may be made to the committee in the following exceptional circumstances and each case will be taken on its own merit:

- if a gymnast is unable to attend sessions due to an injury sustained at the club. We may require a doctor's note.
- If a gymnast moves class and does not settle into the new class by the end of the 2nd week of the start of the change. Application to the committee should be made before the end of the 3rd week and the gymnast must have attended the previous 2 sessions.