



Finance Policy

(March 2025)

For parents and carers

Payments: Monthly fees are paid by Direct Debit from the Class for Kids system. Once you have logged in to your account and filled in all the required fields and agreed to the Codes of Conduct and the Terms and Conditions, you will be able to set up payments.

You can see all your payments and set up, or cancel, Direct Debits to pay your monthly and annual fees and other club bills. These payments appear as Class for Kids in emails and bank statements.

Monthly Fees: The monthly fees are worked out over a year, based on 50 weeks of classes, and divided equally over the 12 months. Monthly fees are due in advance and are paid by Direct Debit set up on your Class for kids account. Fees are due monthly in advance and are non-refundable regardless of attendance. If you are leaving the club, please email info@elevateacro.co.uk so that your direct debits can be cancelled, or cancel your direct debits yourself from the Class for Kids system or from your bank. If you do not tell us you are leaving the club, and you do not cancel your direct debits, your fees will continue to be taken and are not refundable.

Non-payment of fees- if you don't pay, after a reminder, your membership of the club will be at risk of being cancelled and your gymnasts may be refused entry to class. Please come and speak to us as soon as possible if you are going a miss payment date, so we work together on a solution.

Holiday camps/display, one off activity classes or events: If the club offers holiday camps, display and display practice, one off activities or classes, in most cases an additional charge will be made for attendance. This will cover the cost of the coaches, equipment and facilities. The timing of these classes will vary during holidays and depend on coaches holiday commitments and will be available as sign up /optional activities and bookable through Class for Kids.

Club Annual Membership: The annual membership for Elevate Acro Gymnastics Club is set by the trustees. Currently this is £20 for adult and child members and runs for 12 months. We will also issue gift aid forms with membership, so that we can claim gift aid back on the membership fee to generate much needed income for the club.

Annual Membership fees help pay for administrative costs of the club, courses for the coaches, and other club costs. It is not refundable for parts of the year not attended. We

will bill you directly using Class for Kids each year.

Scottish Gymnastics Annual Membership: Elevate Acro are affiliated to Scottish Gymnastics - it is our governing body. **It is compulsory** for all gymnasts to have membership of Scottish Gymnastics as this provides the insurance for the club, the coaches and the gymnasts.

If you are just joining Elevate Acro, you are covered for the first 2 sessions but thereafter you need to have a current Scottish Gymnastics membership.

You need to register and pay Scottish Gymnastics online, on the Scottish Gymnastics web site. Scottish Gymnastics Annual Membership is not refundable, is not pro-rata and is due on 1st September each year and at the time of initial application.

To buy the membership:

Go to the main Scottish Gymnastics web site;

<https://www.scottishgymnastics.org/>

Click Members – purple button at the very top of the page

Fill in your details (ie the parent's details not the gymnast)

Next fill in the details for your gymnast

Our club is called Elevate Acro Gymnastics Club

Go to the pay page.

· You need to buy one of the following memberships:

- o Bronze £24 (Those aged under 5 the following 31 August, Scottish Gymnastics will give a £6 young gymnast discount)
- o Silver £50 - for competitive gymnasts entering local, regional and national competitions

Competition Fees: These are paid by the club in advance before the competitions' closing date. They are then re-charged to the gymnasts by direct debit. Unfortunately, no refund of competition fees or coach's expenses (where required) can be given, this includes being ill, no show, deciding not to compete, the coaches deciding that the gymnast shouldn't compete. Coaches' Expenses are agreed by the Head Coach in line with our staff expenses policy, for all competitions attended outside of the club, and are divided by the number of gymnasts entered for the competition. Fundraising is an important part of our club to help towards the costs of attending competitions.

Non payment of fees: Parents are expected to contact the club if they are having difficulty paying their fees. If there is a problem with non-payment of fees, for whatever reason, the situation should be discussed within 1-2 weeks, with the member of the charity trustee board and parent concerned and try to reach a reasonable solution. The quicker the matter is addressed, the smaller the debt will be.

If the problem persists, more formal written contact will follow. A communication from Club Management/Charity Trustees to the parent detailing the amount owed and setting a time limit for payment will be sent. If this does not solve the problem the club will consider the next course of action. This may result in a legal letter and may be forced to remove that gymnast's membership of from the club.

If fees are not paid at the agreed time a £10 late fee payment will be added to the fees owed. If fees are not paid by the end of that month, membership will be withdrawn and the gymnast will not be allowed to train or attend events.

Any bank charges regarding returned cheques etc. will be recovered from the parent.

We hope in time, to have a fund available to help all gymnasts take part in sport, where they may be facing financial difficulties.

Recovery of debt

If fees are not paid after discussion with Club Management/Charity Trustee nominated representative, the alternative for recovery could include the debt being passed to a debt collection agency or small claims court. The cost of these processes will be added to the outstanding debt. The Club Management /Charity Trustees will decide the best way forward with each individual debt.