

Te Awamutu GymSports

Membership Policy



Background & Rationale

Membership of Te Awamutu GymSports as per the Club's Constitution is only complete upon full payment of membership fees **and** completion of the enrolment process.

To ensure fairness to all members and to allow the Club to meet its financial obligations term fees must be paid in a timely fashion.

To ensure the Club can meet its reporting obligations to its Affiliated Body membership must be completed via the Friendly Manager Database system.

Expectations

All members will register using the online registration process.

Late enrolments – if accepted – must complete the form and return to the Administrator BEFORE attending a gymnastics session.

All GFA (recreation class) fees will be received by Session One of each Term unless a **prior** arrangement has been made with the Administrator.

All Competitive class term fees will be received by the end of Week Two of each term unless a **prior** arrangement has been made with the Administrator.

Procedures

Invoicing for GFA and Artistic enrolments is automatic upon registration into the Friendly Manager Database.

Casuals must complete the casual attendance form to attach to their payment.

- An automated reminder invoice is automatically generated on the 1st day of each month.
- An overdue invoice is generated END OF WEEK ONE OF EACH TERM + the addition of a late payment fee of \$10.00 per membership.
- A phone call AND further invoice will be generated END OF WEEK TWO

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- A final phone call/contact to be made in WEEK THREE. Unpaid memberships at this time will be notified to Session Lead Coaches and to the Committee for enforcement of non-compliance as below.

Other Details

A 'No pay, No play' policy is clearly stated on the Website and on invoices. This will be enforced.

The invoice will carry information regarding a late fee and non-payment of fees – full disclosure of the Clubs intent.

No further enrolments from individual members will be received until any prior debt associated with that member is fully recovered

Non-Compliance

Failure to pay fees or arrange payment plan prior to Session Three will mean the child/ren affected will be asked to leave the gym floor, and parents /caregivers will be called to collect them. They can return once full payment of the Term Fee has been received.

If Artistic (competitive) fees are not paid by the end of Week Three the member is unable to attend further training until the fees are paid or an arrangement has been made.

No entry into any competition is possible if membership of the Club is not complete.

Debt Collection: Where the amount outstanding is \$75.00 or greater the Treasurer/Administrator has the right to forward the debt to a debt collection agency with all cost incurred the expense of the debtor.

No further enrolments from individual members will be received until any prior debt associated with that member is fully recovered

Policy/Procedure adopted by Committee 3rd May 2019

