



NIDDRIE GYMNASTICS FEES POLICY

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CONTROLLING BODY: NIDDRIE GYMNASTICS Committee

1. STATEMENT OF COMMITMENT

NIDDRIE GYMNASTICS is committed to providing an up-to-date facility with the highest quality equipment and services. To achieve these objectives, the club must implement fees and charges for its services and facilities.

2. POLICY APPLICATION

This policy applies to the NIDDRIE GYMNASTICS Committee, staff, volunteers, members and all users of the club's facilities and classes.

3. POLICY COVERAGE

This policy serves to cover all fee development, invoicing, collection and receipting for NIDDRIE GYMNASTICS.

4. ROLES AND RESPONSIBILITIES

Committee

- Approve the fees for each calendar year.
- Approve the procedures for invoicing, collecting and receipting of the fees.
- Approve the procedures for collecting overdue fees.
- Advise the fees for each calendar year.
- Advise the procedures for invoicing, collecting and receipting of the fees.
- Advise the procedures for collecting overdue fees.
- Ensure all staff are following the correct procedures.
- Handle any disagreements, arguments and complaints associated with fees, payments and refunds.

Administrative staff

- Produce and distribute invoices.
- Collect and receipt fees.
- Provide up-to-date records of received and outstanding fees and payments.

Members

- Responsible for payment of all fees owed to NIDDRIE GYMNASTICS as per the rules outlined in this policy.
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5. POLICY RULES, BREACHES AND CONSEQUENCES

DETERMINING THE FEES

The Committee will undertake a review of all fees charged by the club when approving the annual financial budget for the year ahead. Factors that must be considered are:

- Viability of classes offered.
 - Insurances and affiliation.
 - Employment and wages.
 - Operational costs.
 - Maintenance and upgrades to current facilities.
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FAMILY DISCOUNTS

A family discount of 10% is applied to all fees for families with 3 or more gymnasts attending classes.

MEMBER ACCOUNTS

- All invoicing is completed by the Club's administration staff.
 - Invoices are issued for Term training fees, Squad Holiday training and competition, uniform, Annual re-enrolment or club functions (eg: display days and awards days).
 - An email address is required from all members for invoices.
 - Invoicing will be completed prior to the commencement of each Term for all participants.
 - A full Term is charged when the member commences within the 1st week of the Term. A pro-rata fee is charged thereafter.
 - Term Fees are based on the number of weeks in the Term and are calculated on the number of hours of training per week.
 - Classes are not held on Public Holidays unless advised by the coach due to impending competitions.
 - All payments are **NON-REFUNDABLE**
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ENQUIRIES

Please refer any queries to the Club office. Escalation of fee queries is to the committee **via the Treasurer**, not coaches.

PAYMENTS

- All payments can be made by the means specified by the club. Currently, fees are able to be made by Direct debit, Internet Banking direct credit, credit card, eftpos in the office or any other means as advised by the club.
- We do not take cash payments.
- Term fees are to be paid as follows:
 1. **Recreational Gymnasts** – to be paid in FULL before the commencement of each term.
 2. **New Recreational Gymnasts commencing mid-term or trials** – The cost of the first class (trial) is payable on the day of the class. If the gymnast decides to continue, the amount paid is deducted from the term fees. Once invoiced, payment is required within 14 days.
 3. **Squad Gymnasts** – Niddrie Gymnastics has two options for Squad families.
 - a. **Direct Debit:** Payments will be processed at fortnightly intervals, providing a seamless way to manage your child's enrollment. Each squad will be given a tailored amount depending on hours per week. The direct debit payment will be ongoing throughout the year. Credits from the payments will be used to pay Term invoices.
 - b. **Early Payment Discount Option:** For families who prefer to pay the entire year's fees in one upfront payment, we are pleased to offer a **5% discount** if the full amount is paid at the beginning of the year.
 4. **Squad Comp Fees** – to be invoiced separately during the year.
 5. **Squad Holiday training Fees** – to be invoiced separately and only if your squad gymnast attends.

If paying by **INTERNET BANKING**:

- Bank account details are printed on all Invoices and Statements
- Please use your child's surname and Invoice number as the Payment Reference

If paying via **Credit Card or Direct debit**:

- Authority forms are completed via the Parent Portal.

Bank Fees:

When paying via Direct Bank deposit, there are no fees.

We use EziDebit as our payment gateway, their fees are:

When paying via the credit card link on the invoice: Amex, Visa, Mastercard: 1.99% + 30c per transaction.

Paying by Direct debit, paying with Bank Account: 99c per transaction, paying with Amex, Visa, Mastercard: 1.99% + 30c per transaction.

When paying via eftpos in the office the fees are 1.4% per transaction.

If paying with Cash we encourage you to please deposit directly into our Bendigo Bank account.

RE-ENROLMENT

For Terms 2, 3 and 4 it is assumed that all Recreational Gymnasts will continue each Term and their class will roll over each term. Parents are requested to notify the Club prior to the commencement of the new Term if a gymnast will not be returning.

Re-enrolment is required to secure a position in Term 1 for the following Calendar year and is contingent upon a Registration Fee being paid during the re-enrolment period, usually late in Term 4 (Nov or Dec). Refer to the 'ENROLMENT/REGISTRATION FEE' section in this policy for further information about re-enrolment conditions.

LATE/OVERDUE FEES

NIDDRIE GYMNASTICS is a **NON-PROFIT ORGANISATION**, managed by an Honorary Committee and we rely upon the **timely payment of fees in order to function, including paying our coaches, paying rent of the gym and upkeeping equipment**. Fees are due as per the Payments section of this policy and the Club reserves the right to withdraw its services if payments are not made in accordance with these terms.

If payments have not been made in accordance with the Payments Section above the following course of action will be taken:

1. Our office staff will phone or email members requesting payment if they are not made by the due date.
2. Unpaid invoices will be escalated to the Treasurer for follow-up with the member.
3. Children in the squad program **will not be able to train or participate in Competitions until all fees are paid**.
4. If after the above follow-up, the amounts outstanding have still not been paid in full, the **account will be placed in the hands of a debt collection agency**.

REFUNDS

Non-attendance **does not qualify for a refund or credit**.

- **Cancellation**

If a class is cancelled by the club, a make-up class will be offered. If the make-up class cannot be held, a pro-rata adjusted credit of Term fees will be made to your account.

- **Illness or Injury**

Application for a credit to be submitted via email to our office along with a Certificate from a Registered Medical Practitioner. In the case of Injury, the athlete must obtain clearance from their medical practitioner to return to training.

- **Family Holidays**

Recreation Classes - Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time. There are children on the waiting list for recreation classes. If parents would like to reserve the child's place in the recreation class, then the full fees must be paid for the term.

Squad Classes - Remission of fees is available when children are on leave for a minimum of 4 weeks not including school holidays. Parents should provide 4 weeks' notice to coaches if possible.

- **Ceasing at our Request**

If the club discontinues a program, withdraws a position or requests a member be removed from a program, the member's account will be given a pro-rata adjusted credit or refund for the balance of fees.

- **Voluntary Withdrawal**

No refunds apply to Enrolment/Registration or Training Fees.

- **Suspension**

Absence due to suspension as a disciplinary measure will not entitle the member to any refund or credit as a position in the class is being held for that person whilst on suspension. Should the member withdraw from the program during a period of suspension, the usual Voluntary Withdrawal Policy will apply (see above).

- **Clothing and Merchandise**

No refunds or credit will be given for merchandise or clothing purchased in the club that has been worn.

6. ENROLMENT/REGISTRATION FEE

An annual registration will be invoiced and is to be paid prior to your child commencing gymnastics.

This fee covers:

- administration costs
- Registration and Insurance with Gymnastics Victoria and Gymnastics Australia for the calendar year.
- \$20 Fundraising Levy
- On the appointment of a new major sponsor (usually every 2 years), a Tshirt will be included.

This is **not included** in the Term Fee structure and is **NON-REFUNDABLE**.

7. VOLUNTEER LEVY

Niddrie Gymnastics is replacing our Maintenance Levy with a new Volunteer Levy in 2024. This levy will be credited to your next Term fees once attendance is noted.

Parents of competitive squad gymnasts will be expected to commit to 2 'shifts' **plus** pack up and set up per year, at our events.

A family levy of \$150 will be invoiced with Term 1 fees for all Gymstar Level 4 – 10 and ALP Level 3 - 10 squads.

Please see the [Volunteer Levy Policy](#) for a full description.

8. CONFIDENTIALITY AND REPORTING

NIDDRIE GYMNASTICS Committee is responsible for implementing this policy and will keep confidential the names and details of all members and their payments unless disclosure is necessary for entry to competitions, insurance purposes, by Gymnastics Victoria, or as part of the disciplinary or corrective process in the event of a breach of policy.

A report of all received and outstanding fees is completed by the Club Administration staff at the end of each month and provided to the Club Treasurer for review.
