

LATE PAYMENT POLICY



This policy ensures that membership and training fees are paid on time so the Club can meet its financial obligations — including payments to venues and coaches. As a not-for-profit organisation, we rely on timely contributions from members to sustain our activities and provide a consistent, high-quality experience for everyone. This policy will be reviewed annually – the next review date is September 2025.

1. Payment Deadlines

All fees must be paid by the due date specified on the invoice or registration form. Payment schedules (monthly, termly, or seasonal) will be communicated clearly at the start of each period.

2. Grace Period

A grace period of **7 calendar days** will be granted after the due date. During this time, members may settle outstanding fees without penalty.

3. Late Fees Penalty

- If payment is not received within the grace period, a **late fee of £15** will be applied to each session attended post the **grace period** date.
- Continued non-payment beyond **14 days** from the end of the grace period may result in suspension from training and matches until the balance is cleared.

4. Communication

Members will receive one reminder email after the due date and another after the grace period. If no response is received, the club reserves the right to pause participation until payment is resolved.

5. Hardship Consideration

We understand that financial difficulties can arise. Members facing hardship are encouraged to contact the Club Treasurer or Welfare Officer in confidence to discuss alternative arrangements.

5. Dispute Resolution

Any disputes regarding fees or payments should be submitted in writing to the Club Committee. The committee will review and respond within **10 working days**.