Dear Parent /Carer

**IASC - MEMBERSHIP APPLICATION**

I would like, as President of the Club, to extend a very warm welcome to both your family and the child on whose behalf you have applied for membership.

It can be appreciated that joining a Swimming Club is a very important step that you, as parents have taken in support of your child’s development within an aquatic setting.

In recognition of this fact and with your support, the Club strives to ensure that all skill acquisition and development is delivered in a progressive, encouraging and friendly environment.

All membership documentation required by Inverclyde ASC should already be completed **online** via our Team Unify Management System. We now require you to register your swimmer with Scottish Swimming, our governing body. Our Membership secretary, Sarah Jones, will have already provided details on how to register with Scottish Swimming, please make sure this is done as soon as possible.

The Annual club membership fee will shortly be deducted from the card registered against your Team Unify club. Monthly training fees will be deducted from your registered card on the 1st day of every month, information regarding Club Fees is attached.

I have also linked our Data protection and Wellbeing and protection policies for your information, please take the time to read over these.

* [Wellbeing and protection Policy](https://uk.teamunify.com/iasc/UserFiles/File/club-policy-statement-wellbeing-and-protection_082122.docx)
* [GDPR policy](https://uk.teamunify.com/team/iasc/page/about/inverclyde-asc-privacy-notice@@@design)

Our website contains a lot of useful information for new members and in particular we advise you look at the ‘Guide for new swimmers and parents’ found on the Information for Parents page. We also have a closed Facebook group (Inverclyde Amateur Swimming Club) which parents/guardians and swimmers over the age of 13 can join and a Twitter page (@inverclydeASC). We use both for Club communications. We also recommend you download the OnDeck app which links to your Team Unify account.

Any further information maybe be obtained from your squad rep (you will have been be advised on joining who this is and an email address) via any of the IASC committee members whom are generally on duty at the pool side within the Waterfront Leisure Complex during the Club Sessions on a Sunday evening from 6.00pm until 8.30pm or by emailing our membership secretary: membershipsec.inverclydeasc@gmail.com We also have information displayed on IASC Notice Boards at the Waterfront Leisure Complex (situated in the back corridor to the training pool) or at Port Glasgow Swimming Pool.

In conclusion I hope that your family will enjoy being associated with our Club and look forward to your continued involvement.

Yours sincerely  
**Claire McArthur**   
**President**

**CLUB FEES 2022-2023**

Members can check account charges and history at any time within their Team Unify profile (see [Video Guide](https://fast.wistia.net/embed/playlists/cbbb5a5a7f?media_0_0%5BautoPlay%5D=false&media_0_0%5BcontrolsVisibleOnLoad%5D=true&theme=tab&version=v1&videoOptions%5BautoPlay%5D=true&videoOptions%5BplayerColor%5D=ac162c&videoOptions%5BvideoHeight%5D=360&videoOptions%5BvideoWidth%5D=640&videoOptions%5BvolumeControl%5D=true) - select Your Invoice from the Playlist).

Transactions for all items are now processed through team unify. Although the recurring charges will remain the same (monthly training fees), the non-recurring charges (such as meet fees, caps, onesies, etc.) will change throughout the month. We will send a billing summary report to each account 7 days before payment is due to be taken to advise what will be charged on the 1st of the month. If you have any questions about the amount you were charged, please email the [Club treasurer](mailto:treasurerinverclydeasc@gmail.com)

We have provided a summary below about expected fees and charges that you will incur during the course of your membership:

**ANNUAL MEMBERSHIP FEES**

The annual membership fee is payable on joining the Club and then yearly at annual renewal. Membership of the Club runs from 01 April to 31 March.

Members of the Club must be members of the Scottish Amateur Swimming Association (SASA), the national governing body for swimming and are affiliated to the Scottish Swimming West District.

[See Scottish Swimming Benefits of Membership.](https://www.scottishswimming.com/membership/benefits-of-membership.aspx)

Each swimmer must have a SASA Registration number to compete in competitions and have meet results displayed on the TU system.  Each non-swimmer volunteer must have a SASA Registration to help as a Technical Official, committee member or Coach.

Registration means that the individual is covered by the Association's insurance policy.

**Swimmer Membership**

The annual Club membership fee is **£75**and collected 1st March every year as part of our annual renewal process.

The Club pays the SASA registration fee (£45) and West District affiliation fee (£1.50).

New members joining the club during the year will pay membership as follows:

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| --- | --- | --- |
| **Apr-Aug** | 100% of annual fee | £75.00 |
| **Sep-Dec** | 60% of Scottish swimming registration fee & 100% Club fee | £57 |
| **Jan-Mar** | 25% of Scottish swimming registration fee & 50% Club fee | £26.25 |

**Non-Swimmer Membership**

The Club will pay the SASA registration fee (£10) and West District affiliation fees (£1.50) on behalf of all Non-Swimmers who register to help & represent Inverclyde ASC on a regular basis.

At the request of parent volunteers we now give the option for non-swimmer members to pay the £10 SASA registration fee themselves thus helping reduce the costs to the Club. This is entirely optional and at the discretion of each individual volunteer.

**MONTHLY TRAINING FEES**

Monthly training fees are collected automatically, on the 1st day of each month, via the debit or credit card added by members to their Team Unify Account profile at Registration (see [Payment Set-Up Guide](https://support.teamunify.com/en/articles/117-billing-non-admin-updatechange-credit-card))

Fees are dependant on the swim squad that you train with. You will have access to all of the sessions for that squad.

Squad fees apply independent of whether swimmers can routinely attend all sessions.

|  |  |
| --- | --- |
| **Introduction** | £32 |
| **Swim Skills** | £36 |
| **Fast Track** | £40 |
| **Development** | £46 |
| **Junior Potential** | £59 |
| **Youth Performance** | £68 |

Please note that if a swimmer is concluded to full membership between 1st - 15th of the month then a full month’s fee is due. If concluded 16th - month end then 50% of the monthly fee is due, this will be added as an invoice to your account for payment.

These fees cover pool hire and coaching costs.

Training fees are calculated to cover the annualised pool hire costs which includes for some unforeseen closures. Refunds to members will only be considered when pool closures are for extended periods and alternate sessions are not made available. Please note training fees can be increased during the year if required to do so by the Club, 4 weeks notice will be given prior to any fee increase.

**2nd CLAIM SEASONAL TRAINING FEES**

A flat rate of £5 per session for 2nd Claim swimmers who are approved to train during school holiday periods with the club by our Head coach.  These must be paid no less than 24 hours before the session.

**MEET FEES**

Fees for Meets varies and are set by the organising Host club but are typically in the range of £5-£10 per individual event, National Meets may be more.

From 1 Jan 2022 the Club will apply a team surcharge of £2 per swimmer to contribute to team poolside pass charges and coaching expenses associated with meets.

Your monthly invoice will detail charges, such as "West District time trials (4I)."  This means your swimmer has been charged for 4 Individual events, plus the team surcharge £2.

**CLUB CHAMPIONSHIP FEES**

Entry fees for the Club Championship Sprints event, Age Group event and Open event are £10 per swimmer for each part, this is regardless of how many events entered.

This helps towards the cost of pool, equipment hire and coaching costs.

**OTHER COSTS**

Costs that the Club needs to budget & which are not fully covered by fees above include:

* Meet Competition Team Relay charges
* Meet Competition Coach/Manager expenses
* Medals, trophies and awards
* Coach and volunteer education courses
* General expenses e.g. printing, paper, postage etc
* Insurance for Equipment e.g. electronic timing
* Software expenses e.g. Team Unify, Meet Manager
* Bank charges & card processing fees
* Poolside equipment
* Coaches Kit

**TERMINATION OF MEMBERSHIP**

We require 30 days’ notice for the termination of your membership.  To cancel, please email our [membership secretary](mailto:membershipsec.inverclydeasc@gmail.com).

We will not provide refunds for training fees paid if you have not notified us you have left the Club.

Annual membership fees cannot be refunded.

**NON-PAYMENT OF FEES**

The Club is run by volunteers, who are committed to making the most effective use of all resources on behalf of the members.  Non-payment through cards being declined for processing causes additional burden for them to resolve.

In the first instance an email will automatically be generated notifying of any card processing failures.  More often than not this simply tends to be due to card issuers implementing additional security checks, but may also be due to other reasons.

Where there has been no explanation and Fees remain unpaid for more than 28 days, the club will take the following steps:

* You will be unable to declare attendance or register for Meets via Team Unify
* Your swimmer *may* be unable to take part in training sessions
* You will be prevented from any other expenditure on your account

Every circumstance will be treated individually and should you wish to speak in confidence about your account please contact the Treasurer.