



DURHAM CITY

Amateur Swimming & Water Polo Club



Fees Policy

Scope

This policy sets out the Club rules regarding the payment of the various fees payable to the club. It provides guidance on the process for dealing with those members whose payments are in arrears, as well as conditions for reduction in, or temporary reimbursement of, fees. It provides more information than contained within the Club Constitution, but adheres to its principles.

The Club has other financial policies which can be accessed on the Club's website (www.dcasc.org.uk). This includes:

- Student Holiday Membership Policy which should be noted by students who wish to train when on University/School holiday in the area.
- Hardship Policy for procedures when looking for a period of suspension of fees due to unforeseen circumstances.

Any appeals against decisions made under this policy should be addressed via the Club Disputes Policy.

All fees are set by committee as part of the annual budgeting process and are presented to membership at the Annual General Meeting. Fees can be varied at any point by a simple majority of decision of the Committee. The Club Treasurer is responsible for proposing all fees, after assessing the impact on the agreed budget position

Squad Fees

1. The Squad Fee must be paid by a single Standing Order on the 1st of each month unless a suitable alternative is proposed and accepted by the Treasurer (monthly cheque/cash payments are not suitable).
2. If within a family more than one squad fee is due then each fee must be paid individually. Under no circumstances should multiple squad fees be amalgamated into a single payment.
3. In order to avoid undue burden on the volunteer treasurer it is expected that when notification is sent of changes in fees the standing order is amended as soon as practically possible and in any event within 1 month of the initial notification.
4. Where a Club volunteer wishes to join a swimming or water polo squad, all membership, joining and squad fees are still required to be paid in full. An exception will be considered where the volunteer is a qualified at ASA level 2, volunteers with a squad on a regular basis (at least twice per week) and the request is supported by the Head Coach. In this event the volunteer may apply to the Committee, via the Head Coach, for their squad fee to be waived. If agreed the squad fee will be waived however the membership and joining fees are still required to be paid.

Membership Fees

1. Membership Fees are split into two classes:
 - a. Standard Membership – This will be the case for the majority of members as it encompasses all those not classed as Dual Members (see below)
 - b. Dual Members – Individuals who are members of more than one ASA affiliated club where Durham is not noted on their ASA record as the primary (fee paying) club. It is the responsibility of the member to inform the Club Treasurer and Membership Secretary each year of their primary Club in this scenario.
2. Membership Fees are payable immediately upon joining the club and for each subsequent calendar year (see note 5. below). Payment can be made by cheque or online bank payment.

For the avoidance of doubt, the payment made when joining only covers a member for the period from joining until the following 31st December. A further membership fee will become due on the next 1st January.

3. Upon receipt of payment of a Membership Fee the club will organise registration of the member with the ASA and subsequently pay any affiliation fees due to the national, regional and county associations.
4. Each calendar year the club is required to prepare an ASA annual return noting all current members. This return must be filed and any association fees paid by 31st March.

In order to ensure sufficient time for the Membership Secretary to prepare this return the Club Constitution requires membership fees to be paid within 30 days of 15th January. This date will be included in all correspondence sent to members notifying them of the fee for the forthcoming year. Any payments received after this date (other than by new members) will carry an additional £5 admin charge. Any member whose payment remains outstanding at the end of February will be subject to possible suspension from some or all Club activities until such time as the payment is received and the Membership Secretary has confirmed registration with the ASA.

5. Whilst the membership fee covers membership through to 31st December there will be no refund should the member decide to leave after the fee has been paid.

Joining/Promotion Fee

1. The Joining/Promotion Fee is payable when a member first joins (or is promoted to) any of the non-Academy squads. This fee is a one-off non-refundable fee, payable immediately, and its payment is a condition of joining that squad.
2. The Joining/Promotion Fee can be paid by cheque or online bank payment.
3. Swimmers joining an Academy squad will not be required to pay the Joining/Promotion Fee until they join one of the non-Academy squads.
4. The Joining / Promotion Fee shall be waived where a member rejoins the Club providing the following conditions are applicable:
 - a. It is less than 1 month since the individual was previously a fully paid up member of the club (thus covering those who have a change of heart and wish to continue) and
 - b. the Joining / Promotion Fee (or its historical equivalent) was paid during the previous membership period.

Loan of Fins

Upon payment of £5.00 a swimmer may loan a pair of Club fins for training purposes while they continue to be a member of the Club. These can be exchanged over time (speak to your squad coordinator to organise this) however the fins must be returned when the member leaves the Club. The £5.00 fee is non refundable.

The member is responsible for the safekeeping of the fins during the period they are in their possession and should they be lost or damaged the member should advise their squad co-ordinator accordingly and a further payment will be required to loan another pair.

Process for Dealing With Arrears of Squad Fees

While understanding that human error can lead to standing orders not being changed or that banks can cause disruption to payments, the principle is that it is the member's (or their parent / guardian's) responsibility to ensure that all fees are paid in full and on-time, and it is not the Club officials role to "chase" payment.

The Club Constitution includes provision for the suspension of a member who has squad fees outstanding (in part or in full) for one month however, the current arrears procedure is as follows:

1. If a member's account goes into arrears, the Treasurer will notify the member in writing (usually via email). Arrears accrue where squad fees are not received on the first working day of each calendar month.
2. If the account remains in arrears for a second month, a second attempt for collection of arrears will be made by the Treasurer. Following this, should no information be provided by the member within 72 hours of the time the message is sent, the Treasurer will notify the Club Secretary who will then formally write to the member advising a final deadline for full settlement of arrears, and that failure to do so will lead to suspension of the swimmer.

3. If payment is still not received, the Secretary will then advise the Head Coach and the member's Squad coach that they have been suspended and should not be allowed to participate in any sessions until further notice.
4. The Secretary will then take the matter forward for a decision regarding termination of the swimmers membership. The authority to make this decision is delegated by the Club Committee to any three of the elected officers, and while each case should be seen on its merits, it would be expected that the decision would be to terminate membership. Following the decision, the Secretary will write to the member.
5. If there are instances of "repeat offenders" with regard to arrears, the above process will be followed twice only. On the third occasion the parent / guardian will be expected to demonstrate that they have made a permanent correction to their standing order. Failure to do so will lead to immediate termination of membership.
6. At the Treasurer's discretion any refund due to the member may be withheld until the member is able to demonstrate a permanent change to their standing order has been made. This may include but is not limited to, refunds for gala rejections, swim camps and reimbursement of fees under the illness/injury policy.

Overpayment of Squad Fees

It is expected that on occasion an overpayment of squad fees may be received where there has been a change in squad or the fee structure. In this event the Treasurer will notify the member in writing (usually by email) requesting the standing order be updated from the following month and for the required details to process a refund if they are not held on file. The processing of a refund may be delayed until receipt of the corrected standing order amount.

Where the standing order continues to be received for the higher amount, the Treasurer will notify the member on one further occasion only. Should the standing order remain unchanged or the refund details not be received, the overpayment amount will be set against Club funds.

Temporary Reimbursement of Fees due to injury / illness

The club is aware that on occasions members will be injured and unable to train. Whilst we are sympathetic to this our budgets are prepared on the basis that full fees will be received throughout the budget period. However, as a concession the following policy has been agreed as an appropriate compromise.

1. Only requests relating to an injury or illness that prevents the swimmer from being in the water or able to undertake any sporting activity for over 1 calendar month will be considered. This will include but is not limited to, attendance at training, galas, fun sessions.
2. All requests should be made in writing to the Club Secretary stating the nature of the illness / injury and the expected length of time out of the water. Each case should be seen on its merits, however it is likely that only those for broken limbs, periods of recovery from operations or significant illness will be approved (as the Club still has to cover its costs on a monthly basis).
3. The authority to make a decision on the suspension of fees is delegated by the Club Committee to three of the elected officials at least one of whom must be the Treasurer (or other Exec member in the case where the request is from the Treasurer).
4. The member should continue to pay their squad fee in full via their normal standing order throughout the reimbursement period. Should the squad fees change during the reimbursement period the member is still required to amend their standing order accordingly and reimbursement may be withheld until that amendment has taken place.
5. Once a request has been approved the Club Secretary will inform the member. To claim reimbursement, the member should email the Treasurer at treasurer@dcasc.org.uk noting it is a request for reimbursement of squad fee for that month. Once confirmation is obtained that the member has been absent for the full calendar month the Treasurer will then reimburse 50% of the squad fee.

Reimbursement relates to the Squad Fee payable only. No reimbursement will be made for any Membership or Joining/Promotion Fee due to any period of illness or injury. If the member is ill during the Membership renewal period then the full Membership Fee will be due in line with the details noted above.

Fees Policy: Frequently Asked Questions

1. We're going on holiday for a month and want to cancel the standing order while we are away.

Answer – The Club's Annual Budget spreads the costs over twelve months equally, regardless of holidays and therefore cancellation of fees is not possible.

2. Are there any reductions for multiple family members?

Answer – The Club's Annual Budget spreads the costs over the expected number of members, however there is a reduction where a family has 3 or more members in non-Academy squads. There are NO reductions in membership or joining/promotion fees.

3. Are there reductions if we only attend some of the squad sessions?

Answer – The Club's Annual Budget spreads the costs over the expected number of members regardless of the number of times they swim. We do not operate a "Pay as you Swim" policy.

4. The fees are very high in comparison to other activities that my children take part in – why can they not be lower?

Answer – The Club has to cover its costs, of which the main elements are the hire of the swimming pools (which is unavoidable) and the employment of professional coaches (which is for the long-term benefit of the Club and the safety of the swimmers). The Budget is approved each year by committee and presented at the Annual General Meeting, which is open to all members to attend.

5. I was previously a member of the club but left. I'm now re-joining so is the Joining / Promotion Fee still payable as I have been a member of a non-Academy squad previously?

Answer – Your membership for your earlier period ceased when you left the Club. Unless you return to the Club in the month following cessation of your membership the Joining / Promotion Fee will be payable when you rejoin or are subsequently promoted to one of the non-academy squads.

Approved: - February 2017