

Appendix B

COB Late Payment Policy (this policy can be amended by the COB Committee without amendment to the Constitution)

Payments (fees) are;

- ⤴ Monthly training fees payable by bank standing order.
- ⤴ Entry fees for Open Meets and other Competitions where the entry is made on behalf of the athlete by COB
- ⤴ Other payments made on behalf of the athlete by COB

Failure to pay within 30 days will result in:

After 30 days

- ⤴ An urgent request for payment will be issued in writing (or by email), asking for payment by return.
- ⤴ A phone call may also be made reminding of the Late Payment Policy and requesting payment will be made by return.
- ⤴ Requests for assistance / flexible payment terms should be made, in writing (or by email), to the COB Club Secretary before 30 days.

After 60 days

- ⤴ A final demand for payment will be issued in writing, asking for payment.
- ⤴ Failure to pay within a further 30 days will result in membership being suspended and the potential loss of membership of the Club with the vacant position being offered to another member
- ⤴ **Requests for assistance / flexible payment terms will not be considered after this point.**

After 90 days

- ⤴ Termination of membership will be formally agreed by the COB Committee and informed to the member in writing. No further appeal against termination will be available.

Persistent Late Payers

- ⤴ For persistent late payers, for example those who pay a month, miss month, pay a month. The 30 days stage of the process will not apply and the Club will move straight to the 60 days stage.

Genuine Cases of Hardship

- ⤴ City of Bristol Swimming Club (COB) has made financial provision for cases of hardship and the COB Committee considers each request for assistance / flexible terms with payments on its merits. Requests for assistance / flexible payment terms should be made, in writing (or by email), by the swimmer, parent or guardian, to the Club Secretary within 60 days of the payment becoming due.
- ⤴ Requests for assistance / flexible payment terms will not be considered after 60 days of the payment becoming due

Long Term Absence - For absences due to illness or injury, for periods exceeding one

calendar month, which would affect an athlete's ability to train, members are entitled to request a refund of fees paid. No refund for the first month. The COB Committee must be informed of the impending absence as soon as is possible. To be signed off by a Head Coach.