



## Policy Aims

- *The club aims to keep fees as low as possible.*
- *The club aims to be fair and consistent to all members.*
- *The policy lists the fees the club collects and how they are used.*
- *The policy details how these payments are collected.*
- *The policy aims to simplify and clarify the fee collection process.*
- *The policy details how any account in arrears will be administered*

## Club Finance Administration

The club is run by a committee of unpaid volunteers. The Treasurer and Assistant Treasurer are tasked with the collection and administration of club fees and club finance. A list of the post holder contact details is on the club notice board and also published in the club newsletter.

**There is a desk set up in the foyer of Bathgate pool every second Friday night between 6.15pm and 8.00pm.**

This desk is staffed by the Treasurer or Assistant Treasurer and is the principal contact point for all cash/ cheque payments (please make cheques payable to **Bathgate Amateur Swimming Club**). The payment lists are updated weekly. A receipt should be given for any payment made. The desk can also be used for general admin enquiries.

Although Friday night is the main night for the payment of fees, payment can also be given to Treasurer or Assistant Treasurer at the pool when they are available. If this method is used please put payment in envelope and mark with swimmers name and payment details.

## Monthly Club Fees

	Tadpoles	Development	Top Development	Junior Club	Masters/Senior Club
<b>Fees</b>	<b>£13.00</b>	<b>£20.00</b>	<b>£33.00</b>	<b>£18.00</b>	<b>£10.00</b>

The club fees cover the day to day running costs of the club, the bulk of which are the pool fees. The monthly fee level is set to cover these on-going costs; it is essential all fees are paid in a timely manner.

- Club fees are due monthly (**12 months a year**). The fee required for each squad is calculated annually and divided over 12 equal payments. This may appear to be unfair to Tadpole squad swimmers who do not swim over the holiday period. It was found in the past to be very administratively cumbersome, both to the club and parents/ carers, to increase the Tadpole fee for payment over 10 months and ask parents/ carers to stop and start their standing orders over the holiday period. The decision was therefore made, a few years ago, to split the club fees into 12 monthly payments.
- **Monthly club fees should be paid by Standing Order.** Standing Order forms are available at the club or can be downloaded from the club website. Unlike Direct Debits, Standing Orders are controlled by the payee therefore it is your responsibility to set up the order and to increase fees when necessary (e.g. after squad moves or a fee increase). Standing Orders should be set up for payment on the 15<sup>th</sup> of each month. In exceptional circumstances and by prior agreement with the club Treasurer, payment by cash/ cheque strictly in advance may be permitted.

**NOTE: When joining the club the first month fee must be paid by cash in advance, a Standing Order should then be set up to start on the 15<sup>th</sup> of the next month**

(Example: join any time in October pay one month fee by cash/cheque and set up a Standing Order to start 15<sup>th</sup> November).



## Gala Fees

- The club pay the entries for relay teams and league meets e.g. Forth Valley Junior League from the general account. At all other galas the gala organiser charge an entry fee normally for each individual event entered.
- Gala fees in principle must be paid when entering the Gala.** The gala fees should be paid by cash or cheque to the Treasurer, Assistant Treasurer or Gala Secretary. The club is required to pay the gala fees in advance, to the event organiser, when sending in the gala entry. The club collects the applicable fees from each swimmer.

A flyer is issued to all swimmers selected for the gala with details of events, fees payable and closing date for entries. The swimmer then selects events and returns the tear off slip together with payment strictly before the closing date.

Once entry is closed the event organisers allocate and confirm the accepted swims normally at least two weeks prior to the event. If the event is over-subscribed cuts are made to the entry and clubs notified. A refund or credit will be given for all oversubscribed swims.

**Note no refunds will be given for any accepted swims if the swimmer can no longer attend the gala or withdraws from any event at the gala.** The only exception is swimmers who have been allocated a reserve slot in a particular event. Reserve swimmers not allocated a swim on the day, will be refunded that event fee provided the swimmer marshals for that event.

## Annual Membership Fee

	Annual Membership 1 Swimmer	Annual Membership 2 or more Swimmers
Registering Mar- Aug(inc)	£30.00	£60.00
Registering Sep - Dec (inc)	£15.00	£30.00
Registering Dec - Feb	£10.00	£20.00

- A club membership fee is due annually and set at the club AGM normally in November. This fee covers SASA registration and East District registration fees. The remainder of the annual membership fee is used in the general running of the club such as the Annual Club Gala costs. This membership fee is normally collected in February and swimmers are registered with SASA March - Feb. The membership fee must be paid by cash or cheque to Treasurer or Assistant Treasurer. Swimmers joining the club during the year pay the applicable membership fee indicated in the box above.
- Note: SASA regulations state when joining a club that new swimmers have 28 days to register with the club. Accordingly if the applicable registration fee is not paid within 28 days of joining Bathgate ASC, the swimmer will be excluded from training until registered.
- All club swimmers, coaches, officials and helpers must be a member of SASA which is the governing body of swimming in Scotland. The club pays the membership fees for coaches, officials and helpers. The SASA membership provides individual insurance whilst training and competing for the club. **The club cannot allow anyone who is not SASA registered to train or compete.**



## Accounts in Arrears Procedure

- Bathgate Amateur Swimming Club like any other club relies on the regular timely payment of all club fees. The club cannot afford to cover the costs of any member defaulting on payments and it would be unfair to pass the burden to the rest of the club by unfairly increasing fees. The club operate a waiting list and therefore will not hold places indefinitely for non paying members. It is also very time consuming and unnecessary for the committee to have to chase fees. The committee therefore have introduced a formal arrears procedure.

### Month 1

All members' accounts will be audited every month. Any account in arrears will be marked as such.

### Month 2

If the account is still in arrears after a further month, a letter will be sent and committee notified.

### Month 3

**If no attempt to clear arrears by end of a further month, the swimmer's membership will be terminated and the place allocated to the waiting list.**

- The club is required by SASA to declare that any swimmer transferring clubs has cleared all outstanding fees.
- Any outstanding fees will remain on record and no family member will be accepted into the club until the outstanding amount is cleared.
- The club recognises that there may be occasions, for various reasons, that fee payment may be difficult. We urge that early contact in this event is made either with the Treasurer or President before the arrears procedure is instigated.
- **Please note: The club Treasurer or Membership Secretary must be notified if any swimmer is leaving the club. Fees will continue to be charged until notification is received or the membership is terminated following the arrears procedure.**

### Example:

**30 Sept:** *Mr Smith pays club fees by cash monthly for his son John. October fee is due by September 30<sup>th</sup> but no payment received.*

**7 Oct:** *Month 1 - All accounts checked after monthly bank statement received. John Smith's account marked as being in arrears.*

**7 Nov:** *Month 2 - All accounts checked. No payments for John Smith. Letter sent/ or handed to Mr. Smith informing him that the account is in arrears for both the September and October payments. Committee informed.*

**7 Dec:** *Month 3 - All accounts checked. Still no payment or contact from Mr Smith. Letter sent to Mr Smith informing him that John's membership has been terminated and his place allocated to waiting list.*



## Bathgate Amateur Swimming Club – Fee reduction policy for multiple family members

This policy is applicable to families who have three or more members registered with SASA to train and swim with Bathgate Amateur Swimming Club. Please note the exceptions regarding families with three or more members in the West Lothian Performance or Performance Development squads.

From 1<sup>st</sup> November 2008 the club has decided to introduce a fee reduction for families who have three or more immediate family members swimming at the club. This policy reflects the club's concern at the high level of monthly fees paid by families who fall into this category. Bathgate ASC is a non-profit making club run by parents and volunteers and our aim is to make swimming accessible to all family members.

- Fee Reduction

Third Family Member - 50% discount on monthly fee.

Fourth & any subsequent Family Members - No monthly fee.

Where family members swim in different squads where differing fees apply; discounts will apply to the family member(s) swimming in the squads which attract the lowest monthly fee (see example).

### Example

Mr & Mrs Spitz have four children registered with BASC.

Child 1 swims in the PD squad – monthly fee £42

Child 2 swims in Dev 1 squad – monthly fee £33

Child 3 swims in Dev 3 squad – monthly fee £20 – **50% discount = fee due £10**

Child 4 swims in Tadpoles – monthly fee £13 – **no fee due**

Total monthly fees due £85 represents a saving of £23.

- Multiple SWL squad family members

Swim West Lothian operate a different policy for multiple family members who train either in the WL Performance Squad or in a Performance Development (PD) cluster. SWL only apply a discount if more than three direct family members swim in these squads. The discount only applies to the fourth family member who will receive a 50% discount. This discount must be applied across the county hence in the rare circumstances where three family members swim in a SWL squad no discount will apply to the third swimmer.

- Annual SASA & BASC Club Membership Fee

The club will also continue with the existing policy of capping the annual SASA & Club membership fee collected for families with two or more family members.