

MEMBERSHIP TERMS & CONDITIONS AGREEMENT

Terms and Conditions	YES	NO
I give permission for my child to be photographed/videoed while participating in any club activities. I consent for the photos/video to be used for publicity if required.		
I give permission for my child to be photographed at any Gymnastics WA events/ State Association events, understanding that a NO will result in a 'Closed session' affecting all athletes competing.		
I give my permission for my child to receive medical/ambulance assistance in case of emergency and agree to pay such costs incurred.		
I understand that I may access my child's personal information withheld by the club upon request.		
I understand a formal registration policy is recorded and is available upon request.		
The information provided on this form is complete and correct to the best of my knowledge and I undertake to advise the Club promptly of any changes that may occur.		
I have read and understood the financial policy of the club and agree to abide by the policy.		
I have read and understand this enrolment application, the club rules and codes of conduct and agree to the terms and conditions stated therein.		
We disclose personal information to other organizations that we believe is necessary to assist in providing our services. The organizations to which we disclose information include: Gymnastics Western Australia, Gymnastics Australia, our professional advisors(including Insurers, Solicitors and auditors).		

Waiver:

Participation in gymnastics activities carries with it a reasonable assumption of risk.

In consideration for being permitted to participate in any gym sport activities, I the undersigned, understand, acknowledge and accept that: Gym sports are a dangerous recreational activity and there is risk of **SERIOUS INJURY** or **DEATH** that may result from gym sport activities. I knowingly and freely assume all such risks, both known and unknown, and I voluntarily **PARTICIPATE** at my **OWN RISK** and assume sole responsibility for any injury, death or property damage I may suffer that arises from my participation in gym sport activities. I agree to follow the directions of any club staff, coaches, officials or volunteers and that any misconduct or refusal by me to follow any direction of any club staff, coaches, officials or volunteers can result in the **CANCELLATION** of my participation in the activities and my immediate removal **NO MATTER** where that may occur. I understand that any such non-compliance may result in injury or death and / or permanent disability as a result of my failure to comply. I have had sufficient opportunity to read this assumption of risk agreement, fully understand its terms and sign it freely and voluntarily. I also understand that every endeavour will be made to contact my emergency contacts prior to any medical attention being given. Where it is not practical to contact me, I hereby authorise the First Aid Officer/Team manager or designated Spirit Gym Sports representative, to seek any medical intervention (including treatment, emergency transport, hospitalisation, anaesthesia and medication) in the event of any accident, mishap or illness during either my own or my child's participation in the program. I understand that these services will be sought at my expense and as deemed necessary and /or appropriate by the Spirit Gym sports staff. By signing this I agree that all information supplied is true and correct at date of signing. **I will agree that all fees will be paid within the first week of term or within 14 days of receiving an invoice. In the event of non-payment, I understand I am responsible for any overdue accounts and that my child may be withdrawn from a class without prior notice.**

Signature of Applicant (over 18) _____ Date ___/___/___

Signature of Parent (if under 18) _____ Date ___/___/___

This is to verify that I, as a parent / guardian with legal responsibility for this participant, acknowledge, understand and accept ALL OF THE ABOVE and consent and agree to my minor child's involvement or participation in gym sport activities.

Can you help us?

We are always looking for keen and enthusiastic people. If you are interested in doing any of the following please email egymnastics@iinet.au

- Coaching
- Admin help
- Event Volunteer
- Judging
- Repairs/Maintenance/Carpentry/Metal Work
- Promotions/Sponsorship/Fundraising

Email: egymnastics@iinet.net.au

ABN: 85 603 463 976

www.spiritgymsports.com.au

Office Use Only: Invoiced _____

IMIS _____

GymBiz _____

Fee structure

All fees are based on an average 10-week term. Our terms are based on the school term dates for Western Australia.

Membership Fees

(this is an annual payment and is based upon initial time of enrolment in any given calendar year)

<u>Class Type/Term</u>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>
Competitive	\$225	\$200	\$175	\$150
Elite (NCE)	\$110	N/A	N/A	N/A
Recreational	\$120	\$95	\$80	\$65
Under 5's (Kindergym & Wrigglers ONLY)	\$90	\$73	\$60	\$36
2nd Club (recreational)	\$70	\$60	\$48	\$36
2nd Club (competitive)	\$112.50	\$100	\$87.50	\$75

Term Fees

<u>Hours/Week</u>	<u>Term Fee</u>	<u>Hours/Week</u>	<u>Term Fee</u>
Kindy Kard	\$110 (10 sessions)	7	\$599
0.75	\$145	7.5	\$629
1	\$162	8	\$656
1.5	\$226	8.5	\$682
2	\$289	9	\$707
2.5	\$347	9.5	\$730
3	\$399	10	\$751
3.5	\$445	10.5	\$771
4	\$462	11	\$788
4.5	\$494	11.5	\$804
5	\$520	12	\$818
5.5	\$540	12.5	\$830
6	\$554	13	\$841
6.5	\$563	14	\$857

If your child does not fit any of these hours, please see reception or email egymnastics@iinet.au.au

Casual Classes

(casual class fees only apply in special circumstances)

Kindy	1 Hr / week	2 Hr / week	3hrs / week
\$15	\$22	\$36	\$48

Ways to save money on Term Fees (only one discount can be applied):

- Staff Members receive 15% discount on term fees
- More children enrolled = more savings (excludes membership; discount on lowest term fee)
 - Third Child- 10% discount (youngest family member)
 - Fourth child- 20% discount (youngest family member)
 - Fifth Child- 30% discount (youngest family member)

Please make payments to Spirit via the following methods:

- In person at Belmont/Subiaco reception with cash/cheque payable to Spirit Gym Sports
 - P O Box 1351, MORLEY, WA 6943
 - EFTPOS available at Belmont venue

Email: egymnastics@iinet.net.au

ABN: 85 603 463 976

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Finance & Refund Policy

Policy Name:	Finance & Refund Policy
Date of Issue:	November 2018
Date of Review:	December 2020
Controlling Body:	Spirit Gym Sports Board

1. Statement of Commitment

This finance and refund policy outlined below covers procedures and guidelines all for volunteers, participants and staff involved in Spirit Gym Sports (the Club) activities.

2. Policy application

This policy applies to all activities that club members undertake. A parent /guardian/athlete must agree to abide by this policy, so their child may continue training with the Club. The offer of a place in the club program will be withdrawn if this policy is not followed correctly.

This policy applies to all expenses due to and invoiced by the Club, including, but not limited to annual membership fees, term coaching fees, uniforms, event entries and travel related expenses. All accounts must be paid in full before an athlete will be permitted to enter competitions, badge tests, clinics, displays or other events. Continual non-payment will result in suspension of the athlete from training.

3. Policy coverage

This policy covers the following activities in any and all of the Club's venues:

- Artistic gymnastics (MAG & WAG)
- Aerobics Gymnastics
- Acrobatic gymnastics
- Rhythmic Gymnastics
- Recreational Gymnastics
- Team Gym
- Cheerleading
- Birthday parties
- Holiday and other unspecified activities
- Schools programs both on and off site

4. Principles

This policy is characterised by reliance upon a number of guiding principles. Adherence to these principles will ensure a fair standard within our club and maintain our reputation as a viable and friendly gymnastics club. They include:

- Effective communication through simple concise material;
- Training all staff members in the policy;
- Ensure all procedures within the policy are known, applied and adhered to by all staff members and club members.

5. Invoicing of Fees

The person responsible for paying fees is nominated on the membership form. No separate or split invoicing will occur unless previous arrangements have been made and management approval sought.

The Annual club membership fee is due on the first day of training following re-enrolment with the Club. Club membership fees that have not been paid in full by the commencement of term will result in the suspension of training. For full details see section 7; Late payment of invoices.

Term fees are for participation in the program each term. The exception to this is any participant who has an alternative agreement with the club. Term fees are calculated based on the number of hours of training per week. Term fees are invoiced prior to the start of each term and are due **BEFORE** the first day of every new term. No allowances will be made for participant absences (this includes, holiday or suspension from training by order of the Club). Term fees for new participants will be adjusted to reflect the number of weeks remaining in the term, after week 4.

Additional fees to be charged may include a music fee, dance / choreography classes or a hand chalk fee. These are to be itemized on the invoice and will be charged as and when they arise. The Club reserves the right to adjust the fees of all participants at its discretion.

No rebate will be given for missed sessions or early withdrawal from training. If a participant voluntarily withdraws from the club program, notice both verbal and written, is requested one month in advance. Term fees will be charged up to and including the one month's notice. If notice is not received, term fees will be charged up to and including the athlete's last training date. There will be no concessions relating to the reasons why a participant withdraws from training. Fees will be charged whether the participant trains during the notice period or not.

Holiday fees

Holiday fees are charged in session blocks and invoiced to families separately to term fees. Athletes received information on holiday training including dates, times and venues. Athletes are requested to nominate for sessions and invoices are sent out according to nominated sessions. All holiday fee invoices are sent out at least 1 week prior to the start of the holidays and **MUST** be paid prior to attending holiday training. **No refunds will be given for non-attendance at holiday sessions unless there are extenuating circumstances.**

Event entry fees

All athletes will receive and invoice at least 2-3 weeks before the event entry is due to be submitted to Gymnastics WA.

All Gymnastics WA entry fees incur a \$25 administration fee for Spirit Gym Sports.

Full payment for entry into events must be received by the deadline date provided by Spirit Gym Sports. If payment is not received by the requested date the athlete's event entry will not be submitted to Gymnastics WA.

Gymnastics WA does accept late entries. If an athlete wishes to submit a late entry to an event, Spirit Gym Sports will facilitate this where possible but all late entry fees incurred must be paid to Spirit Gym Sports in full prior to submission of the late entry.

Please see Section 7 under 'Withdrawal and refunds for Gymnastics WA events', for more information about event entry withdrawals.

6. Payment Methods

The Club has a variety of payment methods available to members. Where possible please provide a copy of the invoice with the payment when submitted. The following are acceptable methods of payment for all invoices issued by the Club;

- Cheque made payable to Spirit Gym Sports.
- Cash in an envelope labelled with participants name, contact details and class and MUST only be handed to reception staff NOT the coaching staff.
- Direct deposit into BSB 086 131 Account 73 200 1973. Please use invoice number as the reference, print a copy of the receipt and return to the club as evidence of the deposit.
- Credit card at reception or over the phone. The Club accepts Visa or MasterCard payments.
- EFTPOS. This payment method is only available at reception.

EziDebits

The Club offers the option to pay via EziDebits for participant's term fees only. The EziDebit option is to be set up at the beginning of the year, or at the beginning of each term if the participant so chooses. After the participant's initial signage of the EziDebit payment plan, The Club will set up the EziDebit payment plan for the participant but takes no responsibility for payments withdrawn from their chosen account or card after the account is set up. It is the participants responsibility to ensure that adequate monies are available in their chosen account, as The Club will not be liable for any additional fees which are charged to the participant for non-payment. If the participant or member decides to withdraw from The Club, and has an EziDebit payment plan, written confirmation 2 weeks prior to finishing is required by the participant. It is The Club's responsibility to cancel the EziDebit payment plan, but The Club takes no responsibility for any additional unwanted payments taken out of the participants chosen account after payment plan has been cancelled.

7. Late Payment of Invoices

All accounts are payable within 7 days of the receiving the invoice. Steps outlining the payment process are below and need to be initialled indicating your understanding of the process.

1. **Term invoices will be sent out prior to term starting, as early as possible, giving the parent / guardian / athlete adequate notification to pay the invoice. Payment of term invoices MUST be paid prior to term commencing.**
2. **Event invoices WILL have a due date allocated to them and this MUST be paid by that date in order for your child to be entered into the competition.**
3. **If you have any difficulties in meeting any of these requirements you MUST contact Val at the accounts department on egymaccs@gmail.com or 9271 8435, to prevent your child from being suspended from classes or competitions.**

Initials: _____

Refund Policy

The Club does not generally offer a refund on term fees. Special circumstances can be discussed with Directors on written request. Refunds are not given for Club membership and insurance to Gymnastics Western Australia.

Refunds will be considered on an individual basis. The request for a refund must be submitted to the club via email (egymnastics@iinet.net.au) with any medical certificates and other relevant reports. Term fees can be "suspended" until the individual is fit enough to return to class. Return to class MUST be accompanied by written medical clearance from a medical practitioner, physio.

Term fees will be fully refunded if an individual withdraws from the class due to relocation to another state or country, with a deduction of 20% administration costs.

Makeup Classes

If classes are cancelled by the Club, alternative make-up classes will be offered by the Club, if available. These make up classes must be taken within the same term that the class was cancelled, or during the school holiday program, immediately following the term. Make up classes will not be allowed the following term. Refunds are not given if an individual miss a class for any reason.

If an individual wishes to hold a place in a class a \$100 bond can be paid to keep a training spot open. The bond is refunded only if the individual takes up the booking the following term.

Withdrawal and Refunds for Gymnastics WA events

Gymnastics Western Australia permit refunds on even entries up to **two** weeks after an event. Gymnastics WA only provide a refund to athletes if the reason is illness or injury and requests must be accompanied by medical certificates and relevant injury reports to support the claim.

Spirit therefore requests the withdrawing athlete to provide a medical certificate to Spirit Gym Sports within **TEN** days of the event occurring. Other extenuating circumstances are considered on an individual basis. This process is outlined in the Gymnastics WA event entry policy:

http://www.gymnasticswa.asn.au/WA/Inside_GWA/Policies_Regulations_By_Laws/WA/Inside_GWA/Policies_Regulations_By_Laws.aspx?hkey=ba96e2fc-3be9-4a7a-9f50-f2aa6f2f78ec

Refunds on event entries have a 20% administration fee (min \$10) to be applied to all injury / illness

petition refunds. All refund requests and payments are processed through the club. Refunds received are added as credits to the athlete's account.

Failure to qualify for events results in a full refund of fees without the 20% administration fee being deducted.

In some circumstances an athlete withdrawing from an event affects a team (Acro pair or trio, Aero group, RG group, MG & WG team events). In situations where an entire team is withdrawn Spirit Gym Sports submits a refund request to Gymnastics WA on behalf of all athletes in the team. The injured / ill athlete must provide a medical certificate within 10 days of the event occurring. If the injured / ill athlete does not provide a medical certificate within 10 days of the event occurring and a refund cannot be obtained through Gymnastics WA for the team. The withdrawing athlete will be invoiced the event entry fee for their team mates and asked to cover the costs of their refund.

8. Discounts

Staff Discount

A discount of 15% is given to eGymnastics / Spirit Gym Sports staff participating in training sessions and classes. This is applicable to term fees only.

Family Discount

Families with 3 children registered in the classes at the club receive 10% discount off the child with the lowest class fees.

Families with 4 children registered in the classes at the club receive 20% discount off the child with the lowest class fees.

Families with 5 children registered in the classes at the club receive 30% off the child with the lowest class fees.

This discount is only applicable to the term fees and only **ONE** discount can be applied to fees choosing either the child discount or staff discount; not both.

9. Roles and Responsibilities

Club Directors and Management

- To produce and review the Finance & Refund Policy.
- Inform and educate all staff in the procedures and details of the policy.
- Ensure the procedures documented are being adhered to and followed by all members of staff.
- Provide appropriate courses or information to ensure all requirements are met.
- Follow up any breaches to the policy either identified by the owners or reported by any individual. Ensure all of the appropriate actions and paperwork have been completed.

Staff, Members and Volunteers

- Attend all clinics or courses concerning day to day club operations offered by the club or related bodies.
- Ensure individuals are familiar with the club policy.
- Ensure all aspects of the policy are followed at all times.

10. Review and Implementation

Regular monitoring and review of this policy is an integral part of the club's business and is the responsibility of the Board of Management. In addition, the Club Manager/Administrator will also provide regular updates to the Board of Management based on activities undertaken and the success of this policy.

11. Policy Breaches and Consequences

The Club undertakes to deal with any complaints of a breach of this policy promptly, seriously and sensitively and confidentially. At any stage, it is the prerogative of the Complainant to proceed with or dissolve a complaint.

The following procedure is to be followed should a breach of this policy become evident:

Procedural steps:

1. The breach should be formally reported to Club management for attention.
2. Club management will address the breach specifically with the individual reported to have breached the policy.
3. In the instance that the policy has been breached by an individual Club management will address the matter directly.
4. If no resolution is achieved, an appropriate course of action will be determined by Club management.

12. Additions and Changes to this Policy

Recommended changes to this policy may be submitted to the Club's Board of Management for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

The Club is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken annually. The next review date is detailed at the beginning of each policy.

By signing this agreement indicates your understanding and agreement to all the conditions outlined above.

Signed: _____

Name: _____

Date: _____