

HORNCASTLE OTTERS SWIMMING CLUB

FEE POLICY

- 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 Club Secretary are tasked with the collection and administration of club fees and club finance. Contact details can be found on the Membership card or alternatively on the Club Noticeboard at the pool.

How the fees are used

The club fees cover the day to day running costs of the club, the bulk of which are the pool hire fees. Other areas where fees are used are to ensure teachers training is kept as up to date as possible, to purchase new swimming aids and to enable us to hold events during the year such as the Summer Gala and Presentation night. Once the Committee receive confirmation from the pool regarding the hire fees for the year ahead the Committee then meet and discuss how fees can be kept as low as possible. 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 is calculated annually and divided over 12 equal payments. This may appear to be unfair as we do not swim over the holiday period however this decision was made following a recent survey whereby 81% of those who voted said they did not want lessons during August. Fees remain to be spread over the 12 months to keep monthly fees as low as possible.

Membership Fees for 2024

The club has decided to keep monthly fees at the same amounts as in 2023.

Monthly fee by standing order for single member = £16.50

Monthly fee by standing order for 2nd sibling = £15.50

Monthly fee by standing order for one member attending 2 sessions per week = £26.50

Swim England membership fee £19.35 to be paid by bank Transfer by 31st January 2024 or on joining the club if part way through the year.

Monthly club fees should be paid by Standing Order. Standing Order forms are available from the Club Secretary or can be downloaded from the club Facebook page. 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. members attend more than one session per week or a fee

increase). Standing Orders should be set up for payment on the 1st of each month. Members can also pay for the whole year by cash or cheque.

NOTE: When joining the club part way through the year, the first month fee must be paid by bank transfer in advance, a Standing Order should then be set up to start on the 1st of the next month

Swim England Membership Fee (includes Insurance)

Swim England membership fee is due annually and set by swim England. This membership fee is collected in January and swimmers are registered with Swim England at the end of February by the Treasurer and Club Secretary. Swimmers joining the club during the year also pay the applicable membership fee on joining.

All club swimmers, teachers, coaches and helpers must be a member of Swim England which is the governing body of swimming in England. The club pays the membership fees of teachers, coaches, and helpers. The membership provides individual insurance whilst swimming with the club.

More information about what this fee covers is available on the Swim England website.

<http://www.swimming.org/members/club-membership/>

Accounts in Arrears Procedure

Horncastle Otters 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. 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.

- If a Standing Order has not been received for 1 month a verbal and/or email requests will be made in the first instance to the parents.
- If payments are still not received for 2 consecutive months, then notice of termination and a final request for payment will be given and the Committee notified.
- If there is no attempt to clear arrears or make contact with the Treasurer or Secretary the swimmers membership will be terminated.

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 Club Secretary before the arrears procedure is instigated.

Please note: The Club Secretary must be notified, in writing, if any swimmer is leaving the club giving one months' notice.

Example: 19 Sept - Club Secretary notified that member wishes to stop swimming. Club fees are still due on 1st October and swimming can continue up until 19 October

Fee reduction policy for multiple family members

Horncastle Otters Swimming Club – Fee reduction policy for multiple family members

This policy is applicable to families who have two or more members registered with SE to swim with Horncastle Otters Swimming Club.

The club has introduced a fee reduction for families who have two or more immediate family members swimming at the club. . (1st member pays £16.50 per month and all other siblings pay £15.50 per month for one session each per week).

This policy reflects the club's concern at the high level of monthly fees paid by families who fall into this category. Horncastle Otters is a non-profit making club run by parents and volunteers and our aim is to make swimming accessible to all family members.

Signing the Membership form and Code of Conduct form on registration to the club confirms that you have read, understand and accept the rules of this policy.

Non-attendance policy

A member who fails to attend scheduled sessions for a period exceeding 28 days without notifying the Club of a valid reason, regardless of having paid all fees due, shall, in the Club's sole discretion, be deemed to have resigned from the Club and their membership terminated. Where membership has been terminated in this way the member shall be informed in writing either via post to the last known address or by electronic means.

Any fees paid for the non-attending period will not be refundable.