

## Fee Collection Policy

### Aims of 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 has the responsibility of collecting and managing the club finances.

The Treasurer maintains accurate records of your family's fees and commitments.

The Membership Coordinator has the responsibility of registering new members, renewing memberships with Swim England on an annual basis and lapsing membership of club leavers.

The cost of pool hire, coaching staff, administration, cups and medals, Swim England membership and so on are met from the income of the Club. Largely this is derived from squad and membership fees. The finances of the club are run on a non-profit basis, but the club nonetheless has a high turnover. To keep pace with ever increasing costs it is necessary from time to time increase squad fees to make sure that income matches expenditure. In periods when expenditure exceeds income the Club reserves the right to introduce an annual administration charge to balance the books.

### Monthly Squad Fees – 1<sup>st</sup> January 2025

	A Squad	B Squad	C Squad	D Squad	Boarders	University
<b>FEES</b>	<b>£121</b>	<b>£92</b>	<b>£80</b>	<b>£72</b>	<b>50% of current Squad Fees</b>	<b>40% of current Squad fees</b>

The monthly squad fees cover the day-to-day running costs of the club, the bulk of which are the pool hire fees, so it is essential that all fees are paid in a timely manner, preferably on the 1<sup>st</sup> of each month.

Club fees are due monthly (**12 months a year**). The fee required for each squad is calculated annually and divided over 12 equal payments. When calculating the new fees, we have already taken into account summer (2 weeks) shutdown, a reduced timetable during Christmas, Easter and part of the summer. We try our best not to cancel any sessions, as these cannot be easily replaced, and we do not offer any refunds for session cancellation. Should there be a need for any session cancellation, we will notify everyone affected via text messages or phone calls. So please ensure we are informed if you change your mobile number.

**Monthly club fees should be paid by BACs (standing order) using the club account details and swimmer initials and SE number as reference.** 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 1<sup>st</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.

Fees cannot be deducted for personal holidays, religious holidays, and personal commitments. (E.g. exams) as well as minor ailments (e.g. cold, flu, stomach upset). A freeze in fees payments will only be considered for long term medical reasons, and / or accidents / broken limbs. The Treasurer, Membership coordinator and the Head Coach should be informed immediately, and a supporting medical certificate is required.

### Leaving the club

Members wishing to terminate their membership with the club should do so by email to [membership.rtsc@hotmail.com](mailto:membership.rtsc@hotmail.com), confirmation of resignation will be acknowledged. **One full month's notice is required** from the date of notification, for example if you submit your notice on the 12<sup>th</sup> of the month, your leaving date will be the 12<sup>th</sup> of the following month, and squad fees would still be required for the leaving month.

i.e. Notice received on the 12/12, leaving date would be 12/1 and you would still be required to pay the January squad fees.

Should you wish to re-join the club at any point in the same calendar year, you will be asked to pay the Annual Membership Fees again.

On ceasing to be a member of the club it is the swimmer/parent **responsibility to cancel their squad fee Standing Order**.

### Squad Movement

If a swimmer moves squads, it is the responsibility of the swimmer, parent/carer to amend their standing order to the new squad fee to take effect from the 1<sup>st</sup> day of the following month. i.e. if you are told mid-month you will be moving squads you should ensure that the change is set up to take effect from the 1<sup>st</sup> day of the following month.

### Gala Fees

The club pays the entries for the following types of galas from the general account:

- Swim England National BAGCAT and Youth Championship
- Relay entry for County and London (BAGCAT & Youth) championship.
- League meets e.g. Mini league, Essex League.

At all other galas the gala organiser normally charges an entry fee for each individual event entered and this is usually detailed on the RTSC forms. Please note that we charge an administration fee of £4 for each gala which is not refundable if your entry is rejected.

**Gala fees must be paid when entering the Gala**. The gala fees should be paid via BACs (the reference should match that on the entry form) to the gala coordinator. 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.

### Swim England Annual Membership Fee

Swim England membership runs from 1st January to 31st December. The Swim England fees are set by Swim England on an annual basis. The fees are made up of the following:

- Swim England registration
- Essex County
- London region

The table below details the applicable fees for each category for 2025 as determined by the Swim England

membership team.

	<b>Club Train (Cat 1)</b>	<b>Club Compete (Cat 2)</b>	<b>Club Support (Cat 3)</b>
Fees	£21.75	£45.95	£9.20

In order for the Membership Coordinator to have enough time to process the club's renewals (taking into consideration this is a busy period for all, i.e. last chance Galas for Essex Champs, Christmas, New Year and renewals are due by 28<sup>th</sup> February) we would ask each member to renew their subscription by no later than **31<sup>st</sup> January** each year.

The membership fee must be paid by BACs using the reference **MEM25 AB1234567** (This refers to the child's first initial, second initial, SE number and MEM25)

## **IF WE DO NOT RECEIVE YOUR MEMBERSHIP RENEWAL FEE WE CANNOT RENEW YOUR SWIM ENGLAND MEMBERSHIP.**

### **Annual Membership Fee**

A club membership fee is a non-refundable fee which is due annually and set at **£50**. Any changes to the club membership will be set at the club AGM which is taking place in February. The annual membership fee is used in the general running of the club. This membership fee is normally collected whilst undertaking the batch renewals with Swim England. The membership fee must be paid by BACs or cheque.

Swimmers joining the club during the year must pay the RTSC membership fee as well as the Swim England registration fees.

Please be aware that Swim England 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 Romford Town Swimming Club, the swimmer will be excluded from training until registered.

All club swimmers, coaches, officials, and helpers must be members of Swim England which is the governing body of swimming in England. The club pays the membership fees for coaches, officials, and helpers. The Swim England membership provides individual insurance whilst training and competing for the club. The club cannot allow anyone who is not Swim England registered to train or compete.

### **Parent/Carer Members**

In line with our constitution, parents/carers are required to be members of the club. This will be at a cost of **£15** per year and it includes the cost of Club Support Swim England registration. Parent Membership provides you with Swim England Insurance around the pool, entitlement to vote at club's AGM and ability to stand for election to the Committee, which comprises volunteer members.

### **Accounts in Arrears Procedure**

Romford Town 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 has introduced a formal arrears procedure to take effect from 5<sup>th</sup> November 2018.

- **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 there is no attempt to clear arrears by end of a further month, the club will have to suspend or terminate the swimmer's membership until the arrears are cleared and the place will be allocated to the waiting list.

The club is required by Swim England 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 The Executive Committee before the arrear's procedure is instigated.

**Please note: The Treasurer, Membership Coordinator and Head Coach 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 arrear's procedure, and you will be liable for the accrued arrears.**