

Hamilton City Gymnastics

Membership Fees Policy



1. What is this policy for?

This policy sets out how enrolment and membership fees for classes and programmes at Hamilton City Gymnastics are managed.

2. Who does this policy apply to?

This policy applies to any classes, sessions, programmes, or any other activity undertaken by Hamilton City Gymnastics for which members or participants are enrolled and charged a fee.

3. Definitions

Member is any person who is registered or enrolled in any class or programme directly with Hamilton City Gymnastics. Member is extended to and includes any person who for whom personal information is provided as part of membership i.e., parents/caregivers and emergency contacts.

Participant is any person whether teacher, volunteer, parent, student, or class member who takes part in bookings or casual programmes who is not registered through Hamilton City Gymnastics member database.

The Committee is the Management Committee of the Club.

Manager refers to Centre Manager or their delegated authority.

Schedule of Fees is a document produced which sets of fees for all classes and is approved by the committee treasurer.

Non-Competitive – Programmes other than competitive streams. Such as GFA Pathway (Open) and all recreational classes.

HCG - Hamilton City Gymnastics

GNZ - Gymnastics New Zealand

4. Our Policy

4.1. Member Enrolment


All members are required to register and provide details as set out in our HCG online enrolment platform. Compulsory information is required to ensure the health and safety of our members.

4.2. All Fees Due to Hamilton City Gymnastics

All fees due for all membership classes, participation classes and programmes, events, bookings or

Approval Date: 01-04-2023

Review Date:
2 years from Approval Date

Authorised by: 

Signed: 

Title: PRESIDENT

Hamilton City Gymnastics

Membership Fees Policy



any other activity at HCG or managed/organised by HCG, will be set by the Committee in consultation with HCG Management. A Schedule of Fees along with payment dates will be updated when any changes are made and is available at the HCG office.

4.3. Membership Fees

4.3.1. Membership fees are charged for all membership programmes at HCG.

4.3.2. Membership fees include affiliation to GNZ as set out by GNZ each year and are non-refundable.

4.3.3. Membership fees include a set fee, as per our HCG Schedule of Fees, for each of the membership programmes. Generally, these will be set and decided at the beginning of each financial year and comes into effect at the beginning of Term Two every year, but the Committee reserves the right to review and set fees twice yearly if deemed necessary.

4.3.4. Invoices for membership fees are created automatically when a gymnast is enrolled in a class or programme and emailed to the address recorded in our membership database programme, alternatively they can be paid online during enrolment.

4.3.5. Membership fees must be paid by the due date each term in full unless a payment plan has been agreed and signed with the Manager. Failure to do so may incur a non-refundable late fee.

4.3.6. Any member who does not pay their membership fees by the due date or set up a payment plan by the due date will not be able to continue in class.

4.3.7. Any member who has any overdue fees on their account for any class, programme or activity, will not be able to re-enrol until these fees are paid in full.

4.3.8. Term Fee Discounts are outlined in our Schedule of Fees and are subject to change at anytime.

4.4. Participation Fees

4.4.1. Participation fees are fees due per session for a class or activity.

4.4.2. Participation fees must be paid on invoice for: Schools, Kindergartens, Pre-schools and other group bookings.

4.4.3. Participation fees for the following activities and programmes must be paid before or on the day of the activity. Invoices for the below programmes will be created when a booking is made.

- Holiday Programme, Birthday Parties (non refundable booking), Casual Classes
- Private Lessons (see Private Lesson Policy),

Approval Date:

Review Date:

2 years from Approval Date

Authorised by:

Signed:

Title:

Hamilton City Gymnastics

Membership Fees Policy



4.4.4. Participation fees are set at the rate prescribed at the start of each year and are detailed on the Schedule of Fees.

4.5. One off Fees (Competition, Uniform, Merchandise)

4.5.1. Competition Fees must be paid in full by the due date and should not be part of payment plans unless through prior arrangement with the Manager.

4.5.2. Uniform or any form of merchandise must be paid in full prior to being issued.

4.5.3. In the case of any merchandise ordered where names are printed onto the item. Payment must be made prior to the item being ordered.

4.6. Credits

4.6.1. Hamilton City Gymnastics guarantees the following minimum weeks per year for competitive membership programme:

- Elementary competitive (as defined by Gymnastics NZ) – 44 weeks
- Junior competitive (as defined by Gymnastics NZ) – 48 weeks
- Senior competitive (as defined by Gymnastics NZ) – 48 weeks

4.6.2. Gym For All (as defined by Gymnastics NZ) are charged for the number of weeks in any given term. The number of weeks for any given day/term are determined at the beginning of the calendar year.

4.6.3. Where the above guaranteed weeks cannot be provided by HCG due to events or unforeseen circumstances, a credit for the session/week will be provided. Note that no credit is given for public holidays for competitive membership programme.

4.6.4. Credits are calculated by taking term fees less affiliation fee divided by the number of guaranteed weeks/hours depending on the programme.

4.6.5. Any member who has a credit on their account may at any time request a refund for that credit or have it transferred to another member.

4.6.6. When a credit is applied to an account the account holder will be notified in writing that the credit is applied.

4.6.7. At the end of financial year, any credits still in the system will be cleared and the account will no longer be eligible for refund should all of the following apply:


- Older than 13 months, and,
- The member has not participated in any activity, programme, or class for 13 months, and

Approval Date:

Review Date:

2 years from Approval Date

Authorised by:

Signed: 

Title:

Hamilton City Gymnastics

Membership Fees Policy



- We cannot find an existing family member account that meets either of the above criteria

4.7. Refunds

4.7.1. If a fully paid non-competitive member (in their first term of membership for a new code) withdraws from a class prior to the end of the second week of term, and notifies the office in writing of the intended withdrawal, they will be eligible for a refund for the term fees less the first two weeks of term plus any applicable affiliation fee.

4.7.2. If the gymnast is on a payment plan, this will be voided once the amounts described in 4.6.1 have been paid for.

4.7.3. Refunds for withdrawals following the second week of term will be at the discretion of the programme manager and reviewed on a case-by-case basis.

4.7.4. Where a gymnast in any programme suffers an injury or illness, whether at Hamilton City Gymnastics or elsewhere, that will mean they miss more than two consecutive weeks of term, they may apply for a refund which will be considered on a case-by-case basis. A medical certificate may be requested.

4.7.5. For refunds to be processed, the parent/guardian must supply within one (1) week of request: Gymnast name, bank account name and number.

4.8. Payment Plans

4.8.1. Payment Plans are to be requested before a term starts and the payments plan form completed. Completed payment plans will be assessed to ensure the plan is adequate to cover all fees by week 6 of the term. Payment plans are for Term Fees only and exclude provisions for Uniform, Merchandise and Competition Fees.

4.8.2. All payment plans must be filled out on the form provided by Hamilton City Gymnastics and include all of the information requested including:

Name of gymnast(s)

Parents/Guardian names (this person/s will be liable for the payment plan)

Frequency of payment

Number of payments OR ongoing payment and proposed amount per payment.

First Payment Date

Last Payment Date OR Continuous Ongoing (includes payment through the holidays)

Approval Date:

Review Date:

2 years from Approval Date

Authorised by:

Signed: 

Title:

Hamilton City Gymnastics

Membership Fees Policy



4.8.3. If the proposed plan is not acceptable, we will contact the family to arrange a new plan. If we cannot agree on a plan, then fees will need to be paid on or before the due date for the child to start classes for the enrolled term.

4.8.4. If the proposed plan is accepted, we will respond to the family to confirm and give them details to set up their Automatic Payment.

4.8.5. If a Member is suffering hardship and contact a senior member of staff they will endeavor to assist as best they can.

4.9. Failure to Pay Fees Due

4.9.1. For the first instance where fees are not paid as agreed or a payment is missed the Manager or their delegate will contact the family concerned to resolve at the earliest opportunity.

4.9.2. If the agreed payment date passes without payment, the gymnast(s) will not be able to continue attending classes until fees are paid in full. In the case of payment plans, the payment plan will be cancelled, and the remaining full fee will be due.

4.9.3. If the Manager has requested payment for overdue fees and taken reasonable efforts to recover these within a 90-day period to no avail, the Manager or their delegate will engage a debt recovery agency to collect outstanding fees and any costs associated with the recovery.

5. Concerns or Complaints

For any concerns or complaints about Hamilton City Gymnastics' Fees Policy please see the HCG Complaints Procedure.

6. Related Documents

Schedule of Fees

Complaints Policy and Procedures

Private Lesson Policy

7. Other Information

This policy supersedes the following Policies:

Enrolment Policy March 2016

Term Fee Discount Policy June 2013

Membership Fee Payment Policy (all previous versions)

Approval Date:

Review Date:

2 years from Approval Date

Authorised by:

Signed: 

Title: