

Membership Fee Payment Policy

Purpose

The purpose of this policy is to establish a clear and consistent approach to the collection of fees for Hamilton City Gymnastics (HCG) members. This policy ensures transparency, fairness, and accountability in the management of term fees, event fees, holiday programmes, and other related costs. It is designed to support both the financial sustainability of HCG and to provide members with a clear understanding of their financial commitments and expectations.

HCG is committed to offering quality gymnastics programmes that are accessible and well-structured, while ensuring that all financial matters are managed in a way that is equitable for all members.

Programme Duration and Fee Basis

Hamilton City Gymnastics (HCG) follows Gymnastics New Zealand (GNZ) guidelines regarding programme durations for competitive codes:

- Elementary Competitive: approximately 44 weeks per year
- Junior Competitive: approximately 48 weeks per year
- Senior Competitive: approximately 48 weeks per year

Fees for these competitive programmes are structured to cover the full competitive year, based on these durations.

For Gymnastics for All (GFA) programmes, term fees are calculated based on the number of weeks available in each term for the respective classes.

GFA (Gymnastics for All) Codes

1. Term Fees – Pay Before You Play

All GFA members must pay their term fees in full before participating in the programme.

- 1.1. All term fees are due before the first session of each term. Any outstanding fees will be managed in accordance with financial policy.

Approved by:

A handwritten signature in blue ink, appearing to read 'Wayne Gemmell'.

Version Number: #2

Date: 23/06/2025

Date for Review: 14 June 2027

Uploaded to HCG Website **Yes**

Membership Fee Payment Policy

- 1.2. Late or Failed Payments will result in the member not being able to participate until payment is resolved.
- 1.3. Members with outstanding fees from a prior term will not be eligible for re-enrolment until balances are cleared.
- 1.4. Once fees are paid in full, participation may resume.
- 1.5. Mid-Term Entry: If a member joins the programme mid-term, their term fees will be calculated on a pro-rata basis from the first session they attend until the end of the term. This ensures that the fees reflect the number of sessions remaining for that term.
- 1.6. Exceptional Circumstances: Payment plans may be considered on a case-by-case basis for exceptional situations and will require an upfront deposit to secure the plan.

2. GFA Events

Event fees apply to GFA members participating in recreational competitions, workshops, or festivals.

- 2.1. Event fees must be paid at time of registration or due date of invoice.
- 2.2. GFA event fees may be refundable in accordance with the specific event entry terms and conditions (eg. with a medical certificate within a stated time frame).

3. Holiday Programme

HCG runs a holiday programme during school breaks

- 3.1. Fees are set per session on offer
- 3.2. All fee payments must be paid in full prior to or on the day of the programme.
- 3.3. No Pay, No Play: Participants who have not paid will not be permitted to join the programme.
- 3.4. Members with unpaid term fees will not be eligible to participate in the holiday programme until fees are paid in full.
- 3.5. WINZ & Other Subsidy Payments will be accepted in accordance with HCG's Financial Policy. Members must provide confirmation of approval or documentation of application prior to the programme start date.

Approved by:

A handwritten signature in blue ink, appearing to read "Wayne Gemmell".

Version Number: #2

Date: 23/06/2025

Date for Review: 14 June 2027

Uploaded to HCG Website Yes

Membership Fee Payment Policy

4. Competitive Codes

Applies to gymnasts competing in HCG Competitive Codes (Artistic, Trampoline, Tumbling, Aerobics). This does not apply to GFA gymnasts.

4.1. GNZ Affiliation Fee

- 4.1.1. Termly fees will be invoiced directly to members based on GNZ's affiliation structure.
- 4.1.2. Payment is to be made within the due date of invoice.

4.2. Annual Competition Team Levy

Annual Competition Team Levy supports competitive programme expenses, including HCG administration, travel, accommodation, and event operations.

- 4.2.1. The Annual Competition Team Levy will be invoiced within the first 3 months of the year.
- 4.2.2. The Competition Team Levy is invoiced to all athletes who are in our competitive teams & programmes.
- 4.2.3. Those athletes in competitive groups, who are not competing all season due to medical or exceptional reasons, will be invoiced the admin component of this levy.
- 4.2.4. If payment is not received by the due date, gymnasts may be excluded from competing in events.
- 4.2.5. Exclusions: This levy does not cover the cost of events held in the South Island. Any associated travel or participation expenses for South Island events will be charged directly to the athletes attending.

4.3. Term Fees

- 4.3.1. The fee structure is based on the number of training hours per week, calculated for each term/quarter.
- 4.3.2. Invoices are issued at the beginning of each term.

Approved by:

A handwritten signature in blue ink, appearing to read 'Wayne Gemmell'.

Version Number: #2

Date: 23/06/2025

Date for Review: 14 June 2027

Uploaded to HCG Website **Yes**

Membership Fee Payment Policy

- 4.3.3. Payment is due by the invoice due date, or payment plan must be arranged. Full payment or plan completion must be made prior to Week 6 of term.
- 4.3.4. If payment is not received prior to Week 6, the member will be suspended from participation effective immediately and enrolment may be cancelled unless a formal arrangement is made.

4.4. Event Entry Fees

- 4.4.1. Payment is due by the invoice due date.
- 4.4.2. Event fees may be refundable in accordance with the specific event entry terms and conditions (eg. with a medical certificate within a stated time frame).

4.5. Payment Plans

- 4.5.1. Payment plans are available for term fees and annual levy only.
- 4.5.2. Payment plans are not available for competition fees, uniforms, or merchandise.
- 4.5.3. Approval must be requested and approved before the due date.
- 4.5.4. An upfront payment (deposit) is required to secure the plan.
- 4.5.5. Payment must be complete prior to Week 6 of the term.
- 4.5.6. Late payments will result in the member being suspended from participation effective immediately, and enrolment may be cancelled unless a formal arrangement is made.

5. Refunds

5.1. GFA Term Fee Refunds

- 5.1.1. Withdrawals within the first 2 weeks may be eligible for a refund, less two weeks and a \$20 processing fee.
- 5.1.2. A full refund will be issued in circumstances where Hamilton City Gymnastics (HCG) cancels a session or an entire term of classes.
- 5.1.3. If a gymnast experiences an injury or illness, whether occurring at Hamilton City Gymnastics or elsewhere, that results in two or more consecutive weeks of missed training, they may apply for a partial refund of term fees. Refunds will be

Approved by:

A handwritten signature in blue ink, appearing to read 'Wayne Gemmell'.

Version Number: #2

Date: 23/06/2025

Date for Review: 14 June 2027

Uploaded to HCG Website **Yes**

Membership Fee Payment Policy

considered on a case-by-case basis, and a medical certificate may be required to support the application.

- 5.1.4. Refunds are not provided for holidays or general unavailability.
- 5.1.5. Refunds are not provided on the basis of dissatisfaction with coaching, programming, or service. Concerns should be raised through HCG's formal complaints process, where they will be reviewed in line with club policies.

5.2. Competitive Code Refunds

- 5.2.1. Term Fee Refunds: If a gymnast experiences an injury or illness, whether occurring at Hamilton City Gymnastics or elsewhere, that results in two or more consecutive weeks of missed training, they may apply for a partial refund of term fees. Refunds will be considered on a case-by-case basis, and a medical certificate may be required to support the application.
- 5.2.2. Competition Team Levy Refunds: In the case of Medical Retirement by a gymnast, refunds of comp team levy will be considered on a case-by-case basis. A medical certificate may be required to support the application.
- 5.2.3. Refunds are not provided for holidays or general unavailability.
- 5.2.4. The administration component of the Comp Team Levy, is non refundable.
- 5.2.5. GNZ Affiliation fees are non refundable.
- 5.2.6. If a full refund of term fees is approved, a \$20 processing fee will apply.

5.3. Holiday Programme Refunds

- 5.3.1. A full refund will be issued in circumstances where HCG have cancelled.
- 5.3.2. Where a withdrawal has been made with more than 24 hours notice, a full refund may be issued.
- 5.3.3. Withdrawals made within less than 24 hours notice, no refund will be issued.

6. Credits

- 6.1. If any of the reasons listed under Refunds apply, a credit can be issued instead of a refund upon request.

Approved by:



Version Number: #2

Date: 23/06/2025

Date for Review: 14 June 2027

Uploaded to HCG Website Yes

Membership Fee Payment Policy

- 6.2. Credits will not be given for public holidays for competitive members.
- 6.3. Credits are not available for staff development sessions or for member absences, including staff illness related to competitive codes.
- 6.4. Requests to refund or transfer credits must be submitted within 12 months of the credit being issued.
- 6.5. Credits may be:
 - 6.5.1. Refunded to the original payer, or
 - 6.5.2. Transferred to another family member's account, with written consent from the parent or caregiver.
- 6.6. Any new charges applied to an account will automatically use any existing credits on that account to reduce the outstanding balance.
- 6.7. If a member changes programmes or suspends participation temporarily, credits remain valid unless the 13-month expiry applies (see below).
- 6.8. At the end of each financial year, credits remaining on accounts will be cleared and become ineligible for refund if all of the following apply:
 - 6.8.1. The credit is older than 13 months
 - 6.8.2. The member has not participated in any activity, programme, or class for 13 months, and
 - 6.8.3. No existing member account can be identified that meets either criterion.
- 6.9. Members are responsible for monitoring their own credit balances and expiry.
- 6.10. In exceptional circumstances (e.g., injury, illness, or club cancellations), requests for credit exceptions may be considered on a case-by-case basis, consistent with the approach to refunds described in the Refunds section.

7. General Notes

- 7.1. Fees are reviewed annually and adjusted in accordance with the HCG Constitution and by decision of the Committee. Fees are outlined in the Schedule of Fees document which is signed by the Committee on an annual basis or when changes occur. Members will be provided with at least 30 days notice prior to any implementation of any changes.
- 7.2. For transparency, fee breakdowns and invoices are available via the HCG Member

Approved by:



Version Number: #2

Date: 23/06/2025

Date for Review: 14 June 2027

Uploaded to HCG Website Yes

Membership Fee Payment Policy

Portal.

- 7.3. Non-payment of fees may result in loss of access to training and events.
- 7.4. All personal information provided for billing or communication purposes will be handled in accordance with HCG's Privacy Policy.
- 7.5. By enrolling in any programme or activity at HCG, members agree to the terms outlined in this Fee Policy.
- 7.6. Any circumstances that may be deemed outside of this policy, may be reviewed on a case-by-case basis with the Centre Manager.
- 7.7. HCG reserves the right to amend this policy at any time.

8. Payment Methods

- Credit Card
- Eftpos
- Cash
- Bank Transfer
- Online Portal

Approved by:

A handwritten signature in blue ink, appearing to read 'Wayne Gemmell'.

Version Number: #2

Date: 23/06/2025

Date for Review: 14 June 2027

Uploaded to HCG Website Yes