



# REGISTRATION & PAYMENT POLICY

## APRIL 2023 – MARCH 2024

*This Policy represents payments and transactions in accordance with both  
South Durham Gymnastics & South Durham Gymnastics Club.*

## RECREATIONAL MEMBERS

### **Classes & Waiting Lists**

South Durham Gymnastics operate from a waiting list for each of their recreational classes. Parents/guardians are required to enrol their child online ([www.southdurhamgym.co.uk/register](http://www.southdurhamgym.co.uk/register)) and select the classes they may wish to attend.

When a space becomes available in the appropriate class, an email invitation will be sent. To guarantee the space in the class, the invite must be accepted, and invoice paid (see further details below) before the invite expires; failure to complete this process fully will result in the space being offered to the next person on the waiting list.

### **Invoices/Payment**

Recreational sessions run in 6 – 12 week blocks, and full payment (amount displayed on the invoice) must be by the prescribed deadline to secure the space.

Sessions continue to run throughout half terms and the Easter school holidays but break at Christmas (2 weeks) and Summer (4 weeks\*). Block fees will take account any sessions that won't run, and session dates, alongside exact payment deadline dates will be communicated in the invite emails.

If a gymnast joins part-way through a block, the amount due for the rest of that block is adjusted to take account of the missed weeks.

Payment can be made online (following the instructions in the invite email), over the phone (01388 811877) or in person (via cash/card) at the Gymnastics Centre Office.

The 2023/24 cost per session are as follows:

- Gymnastics: £7.70
- Pre-School: £7.70
- Trampolining: Not currently running

For total block cost, you need to multiply the session cost by the number of weeks in a block.

### **Re-Registration**

Halfway through the block, all existing recreational members are invited to sign up to the next block of sessions.

Failure to accept the invite and pay for the invoice within the prescribed timeframe will result in the space being offered to someone on the waiting list. After this, SDG cannot guarantee the child a space in any class, and the child may need to go back onto the waiting list for that class.

### **Cancellations/Refunds**

SDG is under no obligation to refund or transfer your money if you are unable to attend part of or the entire course, however, we will do our best to accommodate refunds, should your child not wish to return to their sessions.

Full Refunds: Will be issued to those who cancel their child's space before the new block of classes begin, with no cancellation fee.

Part Refunds: Will be issued for the number of remaining sessions, minus a 25% balance cancellation fee, should your child not wish to return part way through a block.

- *E.g. If you wish to cancel your child's gymnastics space having attended the first 4/8 sessions; you will be refunded  $(4 \times £7.70) \times 0.75 = £23.10$*

Should your child suffer an injury which means that cannot attend the remainder of their gymnastics/trampolining sessions (e.g. broken ankle), SDG will hold the space and provide you with an appropriate discount code for the next block of classes.

In each of the above instances, you must contact/speak to the Office Manager: 01388 811877 / [gym@southdurhamgym.co.uk](mailto:gym@southdurhamgym.co.uk)

We regret that we are unable to offer an alternative for missed lessons. Unfortunately, what seems like one simple request is an impractically huge administrative task when spread across hundreds of SDG members.

## 'DROP IN' SESSIONS

All drop-in sessions (bar Adult Disability) are available to book online in advance. Drop in spaces are available at reception on the day, pending availability. All bookings are non-refundable and non-transferrable.

### **Baby & Toddler Gym; Family Play**

Baby & Toddler Gym as well as Family Play sessions can be booked online in advance and have a maximum capacity of 60 children. Drop in spaces may be available on the day – but are not guaranteed.

- [www.southdurhamgym.co.uk/product/baby-toddler-gym/](http://www.southdurhamgym.co.uk/product/baby-toddler-gym/)
- [www.southdurhamgym.co.uk/product/family-play-sessions/](http://www.southdurhamgym.co.uk/product/family-play-sessions/)

The cost of the session is £6 per child with children under 6 months being able to attend for free. Sibling discount of £2 in place.

### **Sportsability**

Sportsability sessions, running within school holidays, can be booked online in advance, or paid for at reception on the day (drop in).

- [www.southdurhamgym.co.uk/product/sportsability/](http://www.southdurhamgym.co.uk/product/sportsability/)

The cost of the session is £6 per child. Sibling discount of £2 in place.

### **Adult Gym**

Adult Gym sessions can be booked online in advance or paid for at reception on the day (drop in).

- [www.southdurhamgym.co.uk/product/adult-gym/](http://www.southdurhamgym.co.uk/product/adult-gym/)

The cost of the session is £6.75 per adult. Group booking discounts are available;

- 6-10 people (save 10% per person)
- 11-15 people (save 15% per person)
- 16-20 people (save 20% per person)
- 21+ people (save 25% per person)

### **Adult Disability**

Adult Disability sessions do not require advanced online booking. Sessions can be paid for on the day at reception at a cost of £6.75 per person.

## SCHOOL HOLIDAY SESSIONS

### **Private Lessons**

Private lessons are offered throughout the school holidays and are bookable via the South Durham Gym website; the fee is paid online at the time of booking.

Should you wish to cancel your private lesson, you will be refunded the £60, less a 25% cancellation fee (£15). We do not offer refunds/an alternative lesson should you miss the session.

### **Holiday Camps**

South Durham Gymnastics offer a range of holiday camps throughout the Easter and Summer holidays for members and non-members. The camps vary in discipline and in duration, therefore the cost of each camp is different.

Spaces for all camps must be booked and paid for online, via the South Durham Gym website. SDG do not offer refunds for Holiday Camps.

### **Star Achievement Days**

South Durham Gymnastics offer Star Achievement Days to its existing members. Star Achievements Days are bookable and payable online, on a first come first serve basis. SDG do not offer refunds for Star Achievement Days.

## PARTIES

Information on the SDG parties, alongside the pricing structure can be found online:  
[www.southdurhamgym.co.uk/product/party-booking/](http://www.southdurhamgym.co.uk/product/party-booking/)

A £75.00 deposit will be taken in person at the time of booking to secure the party slot. If the booking is made over the phone, a text link will be sent to pay the deposit. The deposit must be paid to secure the party date and time; failure to pay the deposit in a timely manner will result in the slot being made available for others to book.

The remainder of the balance is to be paid by cash to the diner staff on the day of the party. This will be confirmed by a member of the SDG team when final numbers are confirmed.

Party Cancellation: Should you wish to cancel a party, you will be charged no additional fee; however, you will lose your deposit.

Change of Date: Should you wish to change the date of your party; we will take an additional deposit to secure the new date. When/if we manage to fill the other party space, you will be refunded your initial deposit (usually we take this off the final balance payable on the day of the party).

## EXTERNAL HIRE

South Durham Gymnastics offers hire of the Gymnastics Hall to external providers. Hire is subject to hall and personnel availability.

Once a time & date is agreed, an invoice will be generated for the session based on duration and coach/staff requirements as outlined below. The invoice must be paid in advance of the hire date to secure the hire slot. In the event of a cancellation, a minimum of 2 weeks' notice must be provided to secure a refund.

PROVISION	PRICE
Hourly Rate – Without Coach	£82.50
Hourly Rate – With 1 Coach	£110.00
Additional Coach – Cost per Hour	£27.50

## SOUTH DURHAM GYMNASTICS CLUB: SQUAD MEMBERS

### **Squads**

Gymnasts attend squad sessions through invite only.  
There may be an additional fee for squad trials.

### **Monthly Fees**

Monthly fees are applicable for all squads and are invoiced via your gymnasts' account. The fee for each squad is different and is confirmed via letter upon joining the squad. Any changes to squad fees will be communicated via email in advance.

On the 15th of each month, you will be sent an invoice for the upcoming months fees. You will have until the 1st of the following month to pay the invoice in full. Any invoices not paid by the 1st of the month will incur a £5 administration charge.

Our fees are calculated over a 12-month period and are not a reflection of the number of sessions trained per month. Event hosting, staff shortages or other form of training cancellations do not entitle its members to a refund or alternative training days.

South Durham Gymnastics do provide support and payment options to those who need it. If you know that you are going to struggle to pay an invoice (for monthly fees or otherwise), please email [parents@southurhamgym.co.uk](mailto:parents@southurhamgym.co.uk) so a payment plan can be put in place.

### **Sibling Discount**

Siblings within SDG Squads will be offered a 50% discount on the lesser monthly fee.

### **Annual Club Membership Fee**

Invoiced annually on April 1<sup>st</sup>, Club Membership fees go towards the costs associated with planning and programming, as well as coach / judge CPD required to allow us to develop our gymnasts and enter competitions. For the Performance Squads, this fee also goes towards bringing in specialised technical / strength and conditioning coaches, and subsidising physio costs.

### *Mini/Junior/Senior Prep, Mini Squad, Foundation, Preparation, Development, Advanced*

An annual £27.50 Club Membership fee is payable to SDG (by invoice) on April 1<sup>st</sup>. If a gymnast joins a squad after April 1<sup>st</sup>, the Club Membership fee is tailored accordingly:

- 1<sup>st</sup> April – 30<sup>th</sup> June: £27.50
- 1<sup>st</sup> July – 30<sup>th</sup> September: £20.65
- 1<sup>st</sup> October – 31<sup>st</sup> December: £13.75
- 1<sup>st</sup> January – 31<sup>st</sup> March: £6.90

### *Performance*

An annual £44.00 Club Membership fee is payable to SDG (by invoice) on April 1<sup>st</sup>. If a gymnast joins the Performance Squad after April 1<sup>st</sup>, the Club Membership fee is tailored accordingly:

- 1<sup>st</sup> April – 30<sup>th</sup> June: £44.00
- 1<sup>st</sup> July – 30<sup>th</sup> September: £33.00
- 1<sup>st</sup> October – 31<sup>st</sup> December: £22.00
- 1<sup>st</sup> January – 31<sup>st</sup> March: £11.00

Members who do not pay their Club Membership Fee within the prescribed timeframe will not be allowed to train until it is paid.



## Competition Entry Fees & Kit

Invoices will be generated for competition entry fees, as well as leotards, tracksuits, fitness equipment (e.g. skipping ropes) and items such as chalk/tape.

Invoices must be paid as quickly as possible; invoices still outstanding after 3 months will be doubled.

South Durham Gymnastics Club do provide support and payment options to those who need it. If you know that you are going to struggle to pay an invoice (for monthly fees or otherwise), please email [parents@southurhamgym.co.uk](mailto:parents@southurhamgym.co.uk) so a payment plan can be put in place.

## British Gymnastics Membership

Annually, on/around October 1<sup>st</sup>, each squad member must re-register with British Gymnastics (BG) and have the correct level of membership to suit their needs (as detailed below).

- Performance - Competitive Insurance- £44
- Advanced - Competitive Insurance- £44
- Development - Competitive Insurance- £44
- Preparation Squad - Competitive Insurance- £44
- Foundation Squad – Gymnast Insurance- £20
- Junior Prep & Senior Prep - Gymnast Insurance- £20
- Mini Squad & Mini Prep Squad - *either* Gymnast insurance (£20) *or* Preschool Insurance (£14) depending on the age of your gymnast

*Please note that these fees are correct at the time of the Policy review and may be changed by British Gymnastics thereafter. SDGC have no availability to influence BG's membership fees; SDGC members are required to pay the full amount as stipulated by British Gymnastics.*

Members and/or parents/carers must register gymnasts themselves for BG Membership in line with the GDPR regulations (we, SDGC, are no longer able to do it on gymnast's behalf) by visiting <https://register.british-gymnastics.org/gymnet/register/registerstart> or calling British Gymnastics on: 0345 1297129.

BG membership must be completed by October 31<sup>st</sup>; anyone who does not complete their membership within this timeframe will be charged a £20 administration fee by SDGC, and training will not be permitted until the gymnast is appropriately covered by British Gymnastics. SDGC will check that gymnasts have current membership and gymnasts will be refused entry to classes if they can't provide proof.

New squad members are required to take out British Gymnastics Membership upon commencement in a squad and have 1 week after their first squad session to complete this. As above, anyone who does not complete their membership within this timeframe will be charged a £20 administration fee by SDGC, and training will not be permitted until the gymnast is appropriately covered by British Gymnastics. SDGC will check that gymnasts have current membership and gymnasts will be refused entry to classes if they can't provide proof.

## Prize Money

South Durham Gymnastics Club is entitled to 50% of any prize money won by its gymnasts when representing the club.

## Notice

Any squad gymnast who leaves SDGC is required to give a one-month notice period. If a gymnast leaves prior to the end of the notice period, the one month's fees will still be payable.

SDGC will not refund any payments made beyond a child leaving the club.