



# REGISTRATION & PAYMENT POLICY

## MARCH 2024 – FEBRUARY 2025

*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 paid 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 (usually 4 or 5 weeks).

If a gymnast joins part-way through a block, the amount due for the rest of that block is adjusted accordingly on a pro-rata basis.

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

The 2024/25 cost per session are as follows:

- Gymnastics: £7.70
- Pre-School: £7.70

### **Re-Registration**

Prior to the new block of sessions, all existing recreational members are invited by email to sign up to the next block of sessions. Notices will also be displayed in the gymnastics centre as a reminder that re-registration is open.

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.

### **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 at least 48 hours 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. Notification of cancellation must be given at least 48 hours prior to the session for refund to be issued.

Should your child suffer an injury which means that they cannot attend the remainder of their gymnastics sessions please refer to the refund policy above.

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.

## 'DROP IN' SESSIONS

All drop-in sessions 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. 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 £7.00 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)

### **Home Education**

Home Educations sessions can be booked online in advance. Drop in spaces may be available on the day – but are not guaranteed.

- [www.southdurhamgym.co.uk/department/home-education-gymnastics/](http://www.southdurhamgym.co.uk/department/home-education-gymnastics/)

The cost of the session is £7.70 per child.

## 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. All bookings are non-refundable.

### **Holiday Camps/Sessions**

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.

## 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 £100.00 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 amount 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.

## SOUTH DURHAM GYMNASTICS CLUB: SQUAD MEMBERS

### **Squads**

Gymnasts attend squad sessions through invite only.

### **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 £10.00 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 [nic@southdurhamgym.co.uk](mailto:nic@southdurhamgym.co.uk) so a payment plan can be put in place.

### **Sibling Discount**

Siblings within SDG Squads will be offered a 25% discount on the lesser monthly fee.

### **Annual Club Membership Fee**

Invoiced annually and payable prior to 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 during the membership year, the fee is tailored accordingly:

- 1<sup>st</sup> April – 30<sup>th</sup> September: £27.50
- 1<sup>st</sup> October – 31<sup>st</sup> March: £13.75

### ***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 during the membership year, the fee is tailored accordingly:

- 1<sup>st</sup> April – 30<sup>th</sup> September: £44.00
- 1<sup>st</sup> October – 31<sup>st</sup> March: £22.00

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 unpaid will be subject to an admin fee.

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 [nic@southurhamgym.co.uk](mailto:nic@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.

*Please note - 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 (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 not be permitted to train, until the gymnast is appropriately covered by British Gymnastics.

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.