



SOUTH DURHAM  
GYMNASTICS

# Registration & Payment Policy

An annual copy of this policy can be requested from the SDG Office, or by emailing [gym@southdurhamgym.co.uk](mailto:gym@southdurhamgym.co.uk)

# 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 (<https://members.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 (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.

*\*To be confirmed*

## 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 Club 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 before the new block of classes begin, with no cancellation fee

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

Should your child suffer an injury which means they cannot attend the remainder of their

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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

Baby & Toddler Gym sessions are no longer drop in due to the implementation of new COVID safety measures. Spaces are limited and must be booked in advance via the Office (01388 811877) or online: [www.southdurhamgym.co.uk/product/baby-toddler-gym/](http://www.southdurhamgym.co.uk/product/baby-toddler-gym/). All bookings are non-refundable and non-transferrable.

Other Club drop-in sessions (Adult Gym & Disability Gymnastics) are currently paused due to COVID-19. It is likely that when these sessions resume, pre-booking will be required via the Club website.

## PRIVATE LESSONS

Private lessons are offered throughout the Easter, Summer & Christmas 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 cost of the lesson, less a cancellation fee. 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 Achievement 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 deposit will be taken over the phone/in person at the time of booking to secure the party slot. The remainder of the balance is to be paid by cash to the diner staff on the day of the party.

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).

**Please note that all Parties are currently paused due to COVID-19.**

# SDG 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.

## Annual Club Membership Fee

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

- 1<sup>st</sup> April – 20<sup>th</sup> June: 100% of fee
- 1<sup>st</sup> July – 30<sup>th</sup> September: 75% of fee
- 1<sup>st</sup> October – 31<sup>st</sup> December: 50% of fee
- 1<sup>st</sup> January – 31<sup>st</sup> March: 75% of fee

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 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 1st, each squad member must re-register with British Gymnastics (BG) and have the correct level of membership to suit their needs (as detailed below).

- Elite - Competitive Insurance
- Advanced - Competitive Insurance
- Intermediate - Competitive Insurance
- General Squad - Competitive Insurance
- Mini Squad & Mini Development Squad - *either* Gymnast insurance or Preschool Insurance depending on the age of your gymnast

Members and/or parents/carers must register gymnasts themselves for BG Membership on line with the GDPR regulations (we, SDG, 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 31st; anyone who does not complete their membership within this timeframe will be charged an administration fee by SDG, and training will not be permitted until the gymnast is appropriately covered by British Gymnastics. SDG 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 an administration fee by SDG, and training will not be permitted until the gymnast is appropriately covered by British Gymnastics. SDG 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 is entitled to 50% of any prize money won by its gymnasts when representing the club.

### **Notice**

Any squad gymnast who leaves SDG 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.

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

# COVID - 19

## **Recreational / Squad Sessions**

Weekly sessions will not be refunded or transferred if a participant is required to self-isolate and therefore miss sessions.

In the instance where:

- a) The Gymnastics Centre must close, due to COVID restrictions / local lockdown measures
- b) A full group / class are required to self-isolate due to a confirmed COVID case within the Gym

Online sessions (via Zoom) will be arranged. Where online sessions are offered and delivered, no refunds will be issued.

## **Baby & Toddler Gym / Workshops / Holiday Sessions**

Sessions will not be refunded or transferred if a participant is required to self-isolate and therefore miss a pre-booked session.

In the instance where the Gymnastics Centre must close / cancel a session, a full refund will be processed for the session(s).