



## PRAHRAN RHYTHMIC GYMNASTICS FEE POLICY

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| <b>POLICY NAME</b>      | Fee Policy                                    |
| <b>DATE OF ISSUE</b>    | 05/01/2023                                    |
| <b>POLICY COVERAGE</b>  | All Enrolled Members (Squad and Recreational) |
| <b>TIME OF REVIEW</b>   | Biannual review date : January 2025           |
| <b>CONTROLLING BODY</b> | PRG Committee                                 |

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### **1. RATIONALE & PURPOSE**

PRG is committed to providing an open and transparent process for the application and collection of fees for services provided by PRG. This policy outlines procedures for Prahran Rhythmic Gymnastics (PRG) with regards the charging of fees for services received at PRG

### **2. COVERAGE**

This policy applies to all current and future members of PRG and their family members or other person(s) responsible for payments relating to the membership

### **3. SCOPE**

This policy relates to all services billable by PRG including:

- a. Term Fees
- b. Competition Fees
- c. GA/GV Registration Fees
- d. Administration Fees
- e. School Holiday Program
- f. Extra Lessons
- g. Private Lessons



h. Ballet Lessons

i. Pilates classes

j. Late pick up Fee

## 4. POLICY GUIDELINES/ PROCEDURES

### 4.1 Billing cycle

The Club will endeavour to send out all invoices at least 1 week before the term commences.

Invoices must be paid in full by the due date (usually 2 weeks from invoice date).

If the invoice isn't paid after the second reminder, the gymnast will not be able to continue training until the invoice has been paid or an agreement is reached with the Club Treasurer.

The Club reserves the right to charge a **10% surcharge for late fees** to cover administrative costs related to chasing debt.

Competition fees, GA/GV registration fees, admin fees, school holiday program, specialist lessons (ballet, Pilates etc.), extra lessons undertaken beyond the regular hours, and private lessons are billed as separate items on top of the Term fee.

Gymnasts training 16 hours or more per week are billed quarterly, for 12 week terms and includes training during the school holidays, as there is an expectation that holiday training is mandatory for these gymnasts.

- Billing cycle begins with the first week of training offered in January and thereafter, on a 12 week cycle.
- If a gymnast attends more than their usual hours during the quarter, the additional hours will be billed in addition to their next terms fees.

Gymnasts training 15 hours or less per week are billed according to public school term dates. Additional training hours during school holidays will be invoiced separately.

Note the following fees that are additional to Term fees:

- An Annual Admin fee for training hours 8 hours and under is paid in 4 instalments (per term)



- An Annual Admin fee for training hours of 9 hours or more is paid in 4 instalments (per term or quarterly)
- Ballet lessons incur a fee for 1 hour per week for gymnasts in Development / Sub Junior squads & Levels 6-10
- Ballet lessons for Pre Junior/Junior/Seniors incur a fee for 2 hours (\$12) per week
- Pilates classes for Development squad and High performance stream will be fully subsidised by the Club in 2023.  
This will be reviewed on an annual basis and depending on Club finances, and may or may not be subsidised in future years.
- Private lessons are billed separately and in accordance with our Private Lessons Procedure Guide available on the Website.
- Specialist classes /opportunities that arise throughout the year will incur separate fees which will be communicated and agreed to between the Club and gymnast (parent)

#### 4.2 Hourly Rates and Training hours

Usually in late October/November, Gymnasts are offered a position in a squad or class for the following year. To confirm and hold the gymnast's place in a squad class for the following year, the Offer must be accepted in writing via completing a re-enrolment form.

Generally there are a specified number of hours recommended for each level and it is presumed that by re-enrolling, the gymnast is committing to be billed for those hours. Any variations to the expected training times must be discussed and agreed to with your Coach and specified in the re-enrolment form.

Any changes during the term resulting in decreased training hours will not be refunded.

PRG does not offer discounts for extra hours undertaken occasionally, but rather fix the rate as per the regular commitment to number of weekly hours undertaken on regular basis by the gymnast.

For those gymnasts who are billed for holiday training, the hourly rate will be calculated according to the rate used during the preceding Term.



As a general rule, there are no classes held on public holidays.

In the event that a gymnast is attending a competition and therefore misses her scheduled training, the gymnast will be deemed to have attended the session as she will be receiving warm up and competition support from a Coach.

### 4.3 Payments Terms

Term payments must be received in full no later than due date.

- Payments can be made through direct deposit and details are stated on the invoices.
- A Credit card option is available but will incur a surcharge on top of fees. To use the Credit Card option please email the PRG treasurer at [prahranrgtreasurer@gmail.com](mailto:prahranrgtreasurer@gmail.com)
- Sometime in 2023, we hope to provide the ability to pay the invoice electronically via MYOB directly upon receipt of invoice. Please be aware that MYOB will charge a 1.8% surcharge that is passed on directly to the customer.

Parents/guardians who are experiencing difficulty in meeting the payments deadlines must contact the club's Treasurer to obtain approval for payment plan arrangement. Please email [prahranrgtreasurer@gmail.com](mailto:prahranrgtreasurer@gmail.com)

The option of organising to pay fees on a payment plan on a monthly basis is available under certain conditions – there needs to be a written agreement between the Club and payee regarding monthly payment amount, a direct debit arrangement must be organised by the payee with their bank and at the end of each term, any outstanding fee amount for that term must be paid in full. Please email the Club treasurer to set up a payment plan.

Payment for competitions and workshops are paid by credit card via a Trybooking payments link as the Club is merely an intermediary service between the competing gymnast and competition organiser.

### 4.4 Overdue fees

If Term Fees remain unpaid after 2 reminders have been issued, the gymnast will not be allowed to train, travel, have private lessons or compete until the fees have been paid.

Late/overdue payment of Term Fees without contacting the Club treasurer to arrange a payment plan will result in restrictions on training, competition entry, individual/team travel and private lesson availability.



If Competition Fees remain unpaid after the day of the relevant competition or invoice due date, restrictions on training, competition entry, individual/team travel and private lesson availability will occur. This includes but is not restricted to Individual competitions, State team trials, AIS camps, National Clubs Carnival, club's national and overseas trips.

If gymnasts are part of group routine at competition, and have unpaid fees, approval to compete must be obtained from Executive Committee in consultation with the head coach and may result in the removal of the gymnast from the Group.

Gymnasts can only resume training once their parents/guardians have made arrangements to start paying overdue fees to the club.

For those who have outstanding invoices, an arrangement can be made to pay the amount off in instalments. However, if the gymnast is continuing to train, current fees and competition payments must be paid in full by the due date. This is to ensure that people do not continue to accrue debt.

The club committee will not sign off transfer applications for PRG gymnasts wishing to transfer to another club until all overdue fees have been paid.

In the event the club is unable to recover payments fully, all fees owed to the club will be passed to a debt collector. This may result in negative credit ratings and additional recovery costs being incurred.

#### 4.5 Missed Training

No refund or discount are given on fees for gymnasts away on gymnastics trips by personal choice, on school camps, holidays etc. or due to a short term illnesses (less than 2 weeks).

However, if training places/times are available, gymnasts can attend make up lessons during the term where possible.

#### 4.6 Injuries

Level 4-10, Stages, Sub Junior, Pre Junior, Junior and Senior:

An injured gymnast may be eligible for a discount of 50% on fees when they are unable to attend training at all.

An application for injury discount must be made in writing to the Executive Committee with an attached medical certificate (indicating the duration of injury).



If approved, 50% of the fees charged during the weeks the gymnast was injured and absent from training, will be credited to the next term.

Injury discounts will only occur where the gymnast is not able to train at all; it does NOT apply where they are training with a modified program.

Beginners, Level 1-3 and Adult Gymnastics:

If a gymnast is injured, and he/she/they, wishes to continue to attend class even in a limited capacity, normal tuition fees apply.

If injured gymnast is unable to attend training, he/she/they, may elect to be removed from the class in which case fees would no longer be charged.

When the gymnast is able to recommence we will check availability and return to the relevant class.

#### 4.7 Late pick up

Parents/guardians are expected to be on time for picking up their gymnast from the PRG training venue.

For children under 10 years, a coach will remain with the child until the parent/guardian arrives and a late pick up fee of \$1.00 per minute will apply.

A late pick up fee of \$1 per minute after the end of gymnast's training session will be charged. So, if the gymnast was not picked up after 10 minutes, a late pick up fee of \$10 will be applied and billed to the gymnast.

Gymnasts from 10 years and older, will only be supervised during their scheduled class time and will not be supervised before or after the class they are attending

#### 4.8 Make-up Classes

In general no make-up classes are offered, unless the club's coach cancels the class.

Any class cancelled will be made up during school holidays or an alternative class offered if available.

There will be no refund if the gymnast is unable to attend the offered make-up class.

Note: A private lesson is not equivalent to a make-up class.



#### 4.9 Family Discount

The child who trains the most hours will be billed according to normal rates.

Additional children will receive a 10% discount on their training fees only.

Other fees such as Ballet/ Pilates/ Admin Fees etc. will be charged at the standard rate and no discount is offered

#### 4.10 Notice of Changes to Training times, & Termination

Any decrease to training times during a Term requires 4 weeks notice in writing to the Club email – [prahranrg@outlook.com](mailto:prahranrg@outlook.com). This notice period is required because it impacts on coaching allocation and floor space allocations which are organised at the beginning of the Term.

Increase to training times during a Term can only occur with the permission of the Head Coach and must be in writing and sent to the Club email.

A minimum of 4 weeks termination notice is required in writing and sent to the Club email. Otherwise, you will be charged for 4 weeks from the date the notice is given.

If the termination notice is provided during the term and the fees are already paid, a refund of current term fees is not granted.

Special note: If a club transfer is required, parents/guardians should note that all routines and music remain the property of Prahran Rhythmic Gymnastics specialist Centre and cannot be used at any future training or competition with the new club.

Where music is found and cut by the gymnast, they may retain the music.

#### 4.11 Travel Expenses

Club's overseas or interstate trips – Please see PRG Travel Policy for more comprehensive details :

- coaches & judge expenses (Travel / Accommodation/ meals): to be split equally between all attending gymnasts

PRG Coach accompanying PRG gymnasts to GV/AIS camps



- coaches & judge expenses (Travel / Accommodation/ meals): to be split equally between all attending gymnasts

PRG gymnasts taking part in GV/GA: State/National/International events WITH PRG coach

- coaches & judge expenses (Travel / Accommodation/ meals): to be split equally between all attending gymnasts.

If gymnasts from other Clubs/States are also travelling as part of the team then arrangements for splitting the costs between all travelling gymnasts (not just the PRG gymnasts) need to be discussed with the non PRG gymnasts, and confirmed in writing prior to the purchase of the coach's airfare or accommodation. This will be facilitated by the PRG Head coach and agreed in writing with all parties involved.

PRG gymnasts taking part in GV/GA: State/National/International events WITHOUT PRG coach or judge are responsible for covering coaches & judge expenses (Travel / Accommodation/ meals) and is to be split equally between all attending gymnasts as required. PRG Head coach will seek agreement from the outside club regarding the equal splitting of the costs of Travel and accommodation, and this is to be agreed in writing by all parties prior to the purchase of the airfare and accommodation for the non PRG travelling coach and judge.

Expenses that will NOT be covered by PRG gymnasts in relation to Coaching & judge costs, include (but not exclusively):

- Change of mind to return earlier and charges incurred to changed travel arrangements as a result
- Insurance claims
- Overweight luggage

## **5. REGULAR REVIEW**

This policy will be reviewed by the Committee every two years and following significant incidents if they occur.