



MYC Gymnastics  
Mornington Youth Club Inc.  
ABN 97 816 625 229  
350 Dunns Road  
Mornington VIC 3931  
1973 Frankston Flinders Road  
Hastings VIC 3915  
Phone (03) 5975 3155  
Email [admin@mycgymnastics.org.au](mailto:admin@mycgymnastics.org.au)  
[www.mycgymnastics.org.au](http://www.mycgymnastics.org.au)

# ***Fees Policy***

# ***2022***

## FEES POLICY

This policy applies to all services provided by MYC Gymnastics as part of its daily business operations, undertaken by The President, Committee, Administrators and/or employees in their dealings with customers and suppliers.

Adoption of this policy will ensure MYC Gymnastics can continue to conduct their business with integrity and in accordance with community and business ethical standards of behavior.

### POLICY COVERAGE

All activities undertaken by MYC Gymnastics as part of its day to day operations, including conduct of competitions/events, daily gymnastics lessons and other related member services are incorporated.

Fee structure is given to parents at the end of each year or at the time of registration of a new gymnast.

Fees policy is also available on the MYC Gymnastics website.

#### **Annual enrolment fees (non-refundable) include (refer Attachment 1 & 2):**

- MYC Membership
- Gymnastics Victoria Fees
- Equipment Levy
- Administration Fees

#### **Other Fees invoiced as appropriate may include, but not limited to:**

- Competitions
- Special Events
- Camps
- Uniform
- Online Sessions and Other Programs

#### **Class Fees:**

- **MAG/WAG Programs (Division 1 & 2) – Refer Attachment 1:**

Fees are calculated on a yearly basis, based on the number of hours per week and number of weeks per year of training for the group a gymnast is in. Classes will run for 43-48 weeks in 2022.

The annual cost of the class training fees will be divided into **12 equal monthly payments**. An estimate of fees will be available in January.

An adjustment will be made for Public Holidays for gymnasts who attend **one session only** per week and will be applied to the monthly invoice.

Attendance at all sessions is required to maintain a place in squad programs including training during regular term breaks. Refer to squad contract.

Session times may be cancelled or adjusted in the interest of the gymnast/group/squad at the discretion of the Program Manager.

Other internal and external services regularly included to support particular squads or classes may be invoiced with class fees, such as Physiotherapy, these will be advised in advance.

Fees will be invoiced monthly and are payable by direct debit (scheduled 17<sup>th</sup> of the month), in person or via a third-party company, electronic transfer, cash or as per arrangement. Please note a payment fee may be charged when a third party is collecting payments.

A family discount of 10% applies for siblings. The child with the most hours will pay full fees, 2<sup>nd</sup> and subsequent siblings will attract the 10% discount. The discount does not apply if the sibling is doing KinderGym.

- **Pre-Level, Beginner Boys, Free G and Kinder Gym (Mornington Venue) – Refer Attachment 1:**

Enrolment into these programs are considered an annual enrolment and classes will rollover from term to term. Classes will run for 43 weeks in 2022.

Fees will be invoiced quarterly and charged on a term by term basis based on the number of weeks in the Term, this will vary from 10-12 weeks. Refer to Term Dates in Attachment 3.

An adjustment will be made for Public Holidays in any given term and applied to the Term invoice.

Fees are payable by direct debit, in person or via a third-party company, electronic transfer, cash or as arrangement. Please note a payment fee may be charged when a third party is collecting payments.

A Gymnastics family discount of 10% applies for siblings. The child with the most hours will pay full fees, 2<sup>nd</sup> and subsequent siblings will attract the 10% discount. KinderGym (KG) sibling discount is given when 2 or more siblings are attending KinderGym. The discount does not apply if one child is doing school age gymnastics and another is doing KinderGym.

Those enrolled in Kinder Gym, ie. one weekly session of *1 hour or less*, may apply for no more than 4 make up sessions in a calendar year subject to availability.

- **Gym 4 All, Fit 4 All, Gym 4 Me, Ninja Free G & Kinder Gym (Western Port Venue) – Refer Attachment 2:**

Enrolment into these programs are considered an annual enrolment and classes will rollover from Term to Term. Classes will run for 43 weeks in 2022.

Fees will be invoiced quarterly and charged on a term by term basis, based on the number of weeks in the Term, this will vary from 10-12 weeks. Refer to Term Dates in Attachment 3.

An adjustment will be made for Public Holidays in any given term and applied to the Term invoice.

Fees are payable by direct debit, in person or via a third-party company, electronic transfer, cash or as arrangement. Please note a payment fee may be charged when a third party is collecting payments.

For those enrolled in a one weekly session for *1 hour or less*, they may apply for no more than 4 make up sessions in a calendar year subject to availability.

**\*\* Western Port Class Fees may increase on 1 July, 2022 following advice from Mornington Peninsula Shire Council and Belgravia Leisure – these will be notified to Western Port families at least 30 days prior to the increase.**

- **Open Gym (Mornington Venue) – Class Availability TBC for 2022:**

Open Gym Packages will be available in 5 week blocks.

Online enrolment is required to attend Open Gym, participants will pay \$60 upon enrolment for a 2 week trial package.

Following the trial, an invoice will be issued for \$30 per week for the remaining weeks of the current block, plus Annual fees. Refer Attachment 1.

Participants can attend up to two classes per week excluding weeks with Public Holidays (once per week only).

Classes will run for up to 48 weeks in 2022.

### **Finish Early – Arrive Late – Late Pick Up**

If a gymnast needs to finish early or arrive late this does not entitle them to a discount in fees.

If a gymnast is going to be picked up late the office or the coach must be advised as soon as possible. If the club is not notified and the gymnast is not picked up with 10 minutes of the end of their session a fee of \$20.00 per 10 minutes late, will be charged to cover the cost of coaches having to wait with the gymnast. The first offence will receive a warning letter and subsequent offences will incur the fee.

### **Absence**

If a gymnast is sick or injured the Club must be notified either in person, via Customer Portal, Email or phone call before the class commences. This is a courtesy call and does not mean a credit will be given for the session missed.

A credit will apply to the next invoice only if the club is notified of the absence and only when a **medical certificate is presented**.

### **Retirement – Withdrawal from MYC**

Gymnasts leaving the Club are required to give notice of their intention to leave.

Competitive gymnasts are required to give 4 weeks' notice.

All other programs must give a minimum of 2 weeks' notice.

Refunds for session fees due to a gymnast leaving the sport will be calculated at the time the club is notified of withdrawal. The refund, if any, will comprise the balance of any session fees less the non-refundable annual fees.

If there is an outstanding balance this will be deducted when the next direct debit instalment is due or payment must be made by electronic transfer or cash payment.

### **Competition Fees**

Competition fees will be invoiced separately and must be paid in advance for your child to attend.

A \$25 administration fee will be applied to all competition entry fees for events entered at Level 5 and above.

A \$15 administration fee will be applied to all competition entry fees for events entered up to Level 4.

The administration fee covers the cost of office administration in processing entries as well as costs associated with supplying judges and coaches for events.

Payments can be made by direct debit, in person or via a third-party company, electronic transfer, or cash as arrangement. Please note a payment fee may be charged when a third party is collecting payments.

Refunds for competitions are issued for illness and injury only, will require a medical certificate and will be dependent on the refund policy of the relevant competition.

Gymnasts leaving the Club or sport will not be refunded for competitions entered.

### **Uniform Orders**

All uniforms must be paid for at the time of ordering, whether ordered through MYC Gymnastics or our Supplier.

You will be notified when your order comes in for collection.

Uniforms will be invoiced separately to Term & Monthly Class Fees.

### **Online Sessions and Other Programs**

Sessions may be invoiced from time to time as required due to Shutdown (lockdowns/gym closure for repairs, etc.)

The cost and frequency would be advised by the Management Team at the time.

Gymnasts training 1.5 hours or less per week may have the option to "Opt In" to scheduled programs.

### **DEBT RECOVERY**

All arrears, refunds or part payments of fees can be negotiated with the President and/or Office Manager. All matters are treated as confidential between the Office Manager and the Executive Committee and the said party.

Outstanding invoices to be resent with the message – Friendly Reminder or This Account is Now Overdue.

Invoices outstanding for 30 days or more will result in a phone call.

In the event a payment arrangement has not been agreed the gymnast(s) will be unable to participate in classes.

If the debt is not paid within 60 days and a payment agreement has not been implemented or honoured it will be referred to a debt collection agency and Gymnastics Victoria will be advised.

### **HARDSHIP**

Families experiencing hardship are encouraged to make contact with the Office Manager and/or Executive Committee of Management to discuss possible payment arrangements. All matters are treated confidentially.

## **REFUNDS**

MYC Gymnastics refund policy is characterised by the reliance on a number of principles, adherence to these principles will ensure open and honest communication about our services with our customers and suppliers.

The principles include:

Communicating in plain language to ensure information on our services is clear, accurate and easily understood.

Ensuring our commitment to providing quality services is implemented by all staff.

Responding promptly to any concerns with respect to non-delivery of agreed services.

Providing an efficient, fair and consistent handling process.

Actively encouraging and responding to feedback from our customers and suppliers.

Refund refers to the transfer, exchange or reimbursement of monies paid for agreed Club services.

### **Refund rules**

The following rules will apply:

Non-attendance at general training sessions does not automatically qualify a gymnast for a refund, transfer, credit or exchange against fees paid.

Training fees do not include level upgrades or any uniform items. The fees are applied for the coaching/tuition provided and use of the Club's gymnastics related equipment.

Claims for refunds, transfer, credit or exchange will not be considered unless accounts are paid up to date or in credit.

Refunds for session fees due to extended illness or injury must be accompanied by a medical certificate and will be applied as a credit to the following month's invoice.

Other refunds or unusual circumstances must be submitted to the committee for approval.

### **ROLES AND RESPONSIBILITIES**

The President and Committee:

Ensure that appropriate administrative procedures are in place for the reporting and handling of refunds and complaints.

Actively promote the Club's refund policy to all staff, customers and suppliers via the Club's refund policy statement.

Ensure that appropriate training is provided to all staff so that services are delivered to the standards promoted and or complaints can be directed to the appropriate people.

Respond promptly to any concerns with respect to the non-delivery of agreed services in line with the Club's refund policy.

Devise and implement strategies to address any on-going issues that result in the non-delivery of agreed services.

Staff:

Deliver all services to the Club's required standard and in line with assigned duty statements and employment agreements.

**ADDITIONS AND CHANGES TO POLICY**

Recommended changes to this policy may be submitted to MYC Gymnastics President and Committee for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant members.

MYC Gymnastics is committed to ensuring all policies are up-to-date and reflects current times, therefore reviews are undertaken annually.

**POLICY UPDATED OCTOBER 2021  
DUE FOR REVIEW OCTOBER 2022**

## 2022 Fees – Venue Mornington

### Annual Fees

MYC Membership	\$30.00
Gym Vic Registration – Competitive*	\$70.00
Gym Vic Registration – Recreational* (Pre-Level, Beginner Boys, Free G, Baby & Open)	\$45.00
Gym Vic Registration – Kinder Gym Only *	\$35.00
Equipment Levy – Competitive	\$50.00
Equipment Levy – Recreational (Pre-Level, Beginner Boys, Free G & Open)	\$25.00

\*Subject to change for 2022 - awaiting confirmation from Gymnastics Victoria.

Registration with Gymnastics Victoria is very important as it ultimately insures your child.

These annual fees are payable on enrolment or will be invoiced following the completion of 2 consecutive trial classes.

### Class Fees Based On Training Hours Per Week

Class Time	Rate
30 mins	\$11.90
45 mins	\$17.85

Training Hours per week	Rate per Hour
1	\$23.80
1.5	\$20.00
2	\$19.95
3	\$16.60
4	\$14.55
5	\$13.15
6	\$12.75
7	\$11.85
8	\$11.15
9	\$10.50
10	\$10.30
11	\$10.10
12	\$ 9.60
13	\$ 9.25
14	\$ 9.00
14.5	\$ 8.70
14.5+	\$ 8.40

Open Gym	Rate
5 week block	\$150.00



## **2022 Fees – Venue Western Port**

### **Annual Fees**

MYC Membership	\$30.00
Gym Vic Registration – Recreational* (Gym 4 All, Fit 4 All & Ninja)	\$45.00
Gym Vic Registration – Kinder Gym Only*	\$35.00

\*Subject to change for 2022 - awaiting confirmation from Gymnastics Victoria.

Registration with Gymnastics Victoria is very important as it ultimately insures your child.

These annual fees are payable on enrolment or will be invoiced following the completion of 2 consecutive trial classes.

### **Class Fees Per Week**

<b>Class Time</b>	<b>Rate</b>
45 mins	\$12.90
60 mins	\$17.20

**\*\* Western Port Class Fees may increase on 1 July, 2022 following advice from Mornington Peninsula Shire Council and Belgravia Leisure – these will be notified to Western Port families at least 30 days prior to the increase.**

**Attachment 3**

**2022 Term Dates:**

**43 weeks**

<b>Term</b>	<b>Dates</b>	<b>No. Weeks</b>	<b>Public Holidays</b>
Term 1	Friday 28 January – Thursday 14 April	11	Labour Day Monday 14 March, 2022
Term 2	Tuesday 26 April – Monday 4 July	10	Queen's Birthday Monday 13 June, 2022
Term 3	Monday 11 July – Saturday 24 September	11	
Term 4	Monday 3 October – Saturday 17 December	11	Cup Day Tuesday 1 November, 2022

**MYC Gymnastics is a non-profit Organisation governed by a Voluntary Committee of Management.**