



Dunedin Swim Coaching Board, Moana Pool, 60 Littlebourne Road, Roslyn, Dunedin, 9010 // www.swimdunedin.co.nz // info@swimdunedin.co.nz

## **Membership Policy Agreement**

**Fees:** Coaching fees are annual fees invoiced monthly in advance. Each squad has a set fee based on the number of sessions offered within each individual program over the year. There is no provision for casual rates nor credit for missed practices.

Membership covers running costs such as coach salaries, administrative costs and lane charges, and in fairness to all members, fees must be paid on time. Those whose fees fall overdue will be unable to train until all fees are paid. Please avoid this embarrassment for your athlete.

**Terms of Payment:** Fees are invoiced monthly in advance, with invoices emailed out in the last week of the month. All invoices must be paid within 14 days from the date of the invoice.

**Leaving Squad:** Should you decide to leave DSCB, one month's advanced notice in writing to our administrator is required and it is requested all fees due are paid in full before leaving. During this time the athlete is able to train as normal. This benefits all members by allowing time to ensure squad numbers are stable and correctly balanced.

**Temporary Leave:** Breaks from training for less than a month do not incur a fee reduction. If an athlete wishes to take a 'break from training' for a period greater than one month, one month's notice is requested in writing to the administrator and fees must be paid in full. This is subject to the discretion of the DSCB.

There is no guarantee an athlete will have access to the same squad they vacated as the DSCB will continue to intake new members. If an athlete wishes to maintain their place within the squad they may choose to continue to pay fees as usual. In this instance their place in the squad will be held for them.

*Injury and Illness*: When an injury or illness prevents an athlete from training for an extended period of time, the administrator needs to be advised as soon as possible. The presentation of a medical certificate will ensure you will not be required to pay for this missed period. Otherwise fees are due as normal.





