

# Competitive Fees Policy

CAPITAL GYMNASTICS

VERSION 1.0

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## Contents

Purpose.....	3
Background.....	3
Fees and invoicing .....	3
Monthly Fee composition .....	3
Annual fee wash-up .....	4
Invoice timing .....	4
Training hours policy at Capital Gymnastics.....	4
Squad assignments.....	4
Set coaching fee.....	4
Coaching fee adjustment for a reduction in training hours .....	5
Planned holiday .....	5
Holiday training .....	5
Cancellation of sessions .....	5
Injury or illness .....	6
Payment of fees .....	6
Family discount – applied on request.....	6
Leaving the competitive programme or changing competitive codes .....	7

## Purpose

To provide clarity and transparency in the process of setting and applying all fees for the competitive programme.

## Background

Capital Gymnastics is a not-for-profit organisation.

It's important to note that the fee paid by competitive team athletes doesn't cover all of the costs associated with coaching and administration. Therefore, we rely on other sources of income such as recreational memberships, event revenues, and fundraising to supplement our income and cover expenses such as lease, utilities, power, insurance, maintenance, software licenses, cleaning, compliance costs, wages and salaries, and equipment.

At Capital Gymnastics, we strive to keep training fees as low as possible, but due to the large number of training hours required, gymnastics remains an expensive sport. Our fees are calculated on a sliding scale, meaning that the more hours an athlete trains, the lower the hourly rate becomes.

## Fees and invoicing

Fees are determined annually by the Capital Gymnastics Committee and Management.

Competitive Members must commit to a minimum of 12 months, and their membership will renew automatically until cancelled.

## Monthly Fee composition

Items	Description
Coaching fee	The hourly rate is calculated based on the number of training hours completed by the squad.
Gymnastics New Zealand affiliation fee	All affiliated clubs in New Zealand are charged an affiliation fee.  The cost of affiliation is passed onto all members (competitive and recreational).  Affiliation covers the cost of Gymnastics NZ as our governing body. It covers the cost of administration and development of the gymnastics programmes, coach, and judge education, and provides clubs with information and tools to help promote and grow the sport of gymnastics.
Competition fees	The amount you need to pay for your participation in competitions is calculated based on the competitions your athlete commits to for the year. This amount is made up of the following:

	<ul style="list-style-type: none"> <li>- Competition entry fee.</li> <li>- Coach and judge travel costs, such as petrol, meal allowance, accommodation, and travel.</li> <li>- Coaches levy to provide cover for coaches or judges attending competitions.</li> </ul>
Uniform	<p>Rental of the club leotard.</p> <p>Tracksuits, shorts, backpack and other merchandise are purchased separately by the athlete.</p>
Competitive programme fee	A small contribution of \$5 per month towards the facility upkeep costs

The monthly fee covers only the specific items mentioned above. Any other costs, such as Nationals, trials, clinics, MAG 360, extra training hours or sessions or international competitions, will be charged separately.

At the start of each year, athletes will receive an annual invoice that clearly outlines the fee details. The invoice will also provide information about the monthly payment schedule.

### **Annual fee wash-up**

Capital Gymnastics will keep track of all expenses related to competitions for each athlete during the season. In November, there will be a reconciliation process to review the expenses, and the December invoice will be adjusted for any outstanding or overpayment of fees.

No reconciliation will be completed earlier unless the athlete is leaving the programme.

### **Invoice timing**

The fees are spread equally across 12 months and are invoiced on a monthly basis.

## **Training hours policy at Capital Gymnastics**

### **Squad assignments**

Athletes will be assigned to training squads by the Head Coach based on their individual skills and requirements.

### **Set coaching fee**

The Head Coach determines the number of training hours required for each athlete per week. Athletes are charged the coaching fee based on these hours and are guaranteed 44 weeks of training for an annual fee.

### **Coaching fee adjustment for a reduction in training hours**

A reduction in the coaching fee for reduced training hours must be approved by the Centre Manager, and will only affect the invoicing of fees under the following circumstances:

If an athlete has medical reasons that are supported by a medical certificate, they will be charged a reduced fee based on the actual hours trained.

When an athlete moves up to a new squad, they may require a transition period with fewer training hours than what is expected of the new squad. During this period, they will gradually work their way up to the expected training hours. The details of this transition period will be confirmed before the athlete moves to the new squad, and the fees will only be charged for the hours the athlete trains during this transition period.

A reduction in the coaching fee for other reasons such as the inability to attend all squad hours is unlikely to be approved.

### **Planned holiday**

All athletes and coaches are entitled to a break during the holiday period. The duration of the break will depend on the schedule of events and competitions. Typically, squads and coaches will have either

- three weeks plus statutory holidays off over the December/January holiday period and a week off after NZ Nationals, or
- two weeks plus statutory holidays off over the December/January holiday period and two weeks off after NZ Nationals.

In the event that there is any change to this schedule, squads will be notified well in advance.

We value the well-being of our squads and coaches and believe that taking a break during the holiday period is essential for their health and safety. We encourage all athletes and coaches to make the most of their time off and return to training refreshed and ready to tackle the upcoming session.

### **Holiday training**

Coaches aim to maintain the same training schedule during school holidays as during term time. Any changes to the schedule will be communicated to the squads in advance.

### **Cancellation of sessions**

**Public Holidays:** Classes will not be held on Public Holidays. If a training session falls on a Public Holiday, there will be no makeup sessions.

**Competitions:** In case an athlete misses a weekend training session or is given a rest day due to a specific competition, there won't be any makeup sessions since the athletes are still being coached by their coaches at these competitions. It's also important to note

that there won't be any makeup sessions for athletes who do not attend mandatory competitions.

**Cancellation:** If Capital Gymnastics cancels a session for any other reason, the gym will try its best to arrange a makeup session at a later time.

**Missed training:** Capital Gymnastics does not provide makeup sessions for any training sessions missed by the athletes.

## **Injury or illness**

If an athlete suffers a serious injury or illness and needs to take more than two weeks off from training, they must provide a medical certificate and can request an adjustment of the coaching fee from the Centre Manager. However, if they take time off from training for any reason other than illness or injury, or if the time off is less than two weeks, they will not be eligible for a credit of fees.

Typically, the maximum reduction in fees is 50%.

## **Payment of fees**

All fees are required to be paid by the due date.

Outstanding fees that are over 30-days will incur an additional 10% charge. This charge will be applied at the end of each month overdue.

All fees that are outstanding after 90 days will be handed over to the Administration Manager or debt collectors to secure payment. These athletes will be unable to attend classes.

If you are having trouble keeping up with your payments, please contact the Centre Manager. We are happy to discuss payment plans.

## **Family discount – applied on request**

If you have two or more family members enrolled with Capital Gymnastics and would like to request a discount on coaching fees, kindly speak to the Centre Manager. Please note that this discount will only be applied if all outstanding fees are paid by the due date, and it is not applicable to family members attending casual classes.

If your request is approved, the discount will be given as follows: The family member with the highest coaching fee will be charged at the full price, the family member with the next highest coaching fee will receive a 5% discount, and any subsequent family members will receive a 10% discount on their coaching fee.

## **Leaving the competitive programme or changing competitive codes**

Capital Gymnastics understands that athletes may decide to leave the competitive programme or change competitive codes partway through the year due to various reasons.

If an athlete wishes to leave the competitive programme or change competitive codes, they must provide the Head coach and Centre Manager with a written notice at least one month before they intend to stop. The fees owed by the athlete will be reconciled to ensure that all the costs incurred by the athlete are covered. The final month's invoice will be adjusted wherever possible to account for any, outstanding or overpayment of fees. If it is not possible to do so, the athlete will be invoiced for any outstanding fees due. In cases of overpayment, a refund or credit will be applied to their account.