



Gladstone Gymnastic Club Inc

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DEBTORS POLICY

Related Documents	
Policy Date	December 2018
Date of Next Review	December 2020
Authorised by	President
Approved by	Adopted at Gladstone Gymnastic Club Committee Meeting Dated 8 th January 2019
Version	1.0
Responsible Officer	Treasurer

* The Gladstone Gymnastics Club Inc. will from here on in be referred to as GGC or 'The Club'.

1.0 PURPOSE:

GGC encourages an environment to allow all gymnasts to partake in structured paid coaching. GGC is a not for profit organisation and as such does not have the resources to support continued non-payment of fees. This policy sets out the financial rules by which gymnasts will be able to attend training and competitions to ensure that GGC is able to meet its financial obligations when they fall due.

2.0 AIM OF POLICY:

To provide clear guidance to administrative staff, gymnasts and their guardians regarding obligations for ensuring that they are financial.

3.0 TERM FEES AND ANNUAL MEMBERSHIP FEE

Term fees are payable by the due date on the invoice in order to access the relevant discount. Failure to pay by this date will exclude the gymnast from accessing the discount.

Payment plans are required to be entered into by the third week of the term (refer section 6.0).

4.0 COMPETITION FEES

All competition fees must be paid prior to the entry date. Failure to pay these fees will result in the gymnast not being entered for the competition.

5.0 ALL OTHER FEES OR CHARGES

All other fees or charges (such as uniforms, training camp fees etc.), must be paid prior to any items being ordered or by the due date for entry or the items will not be ordered or an entry submitted.

6.0 PAYMENT PLANS

GGC will not reasonably refuse a request to enter a payment plan, except where the applicant has a history of late payment. Payment plans must be agreed by the end of week three of each term or the account will attract late payment fees.

All payment plans will be by direct debit and organised through the main reception.

Payment plans must not extend beyond the period to which the original invoice relate. For example, if the invoice is for term 2 the payment plan must be complete prior to the start of term 3.

Payment plans will attract an administration charge of \$10 to cover GGC's costs in their establishment.

Where an account defaults on an agreed payment plan late payment fees will commence until such time as a new plan is agreed.

7.0 LATE PAYMENT FEES

Where a payment plan is entered into by the required date no late payment fees will be charged.

Where no payment plan is entered into by the required date a late payment charge of \$10/month will be added to the client account to cover the costs of pursuing the outstanding debt. This is in lieu of an interest charge.

8.0 SUSPENSION FROM TRAINING

Where the fees exceed 2 terms the gymnast will be excluded from training until the outstanding fees are paid.

For a period of 2 years following such a suspension the gymnast must ensure that fees are paid by the due date or that a payment plan is entered into by the due date. Failure to do so will result in the suspension recommencing with immediate effect.

9.0 DEBT RECOVERY

Where no payment plan is entered into and two or more terms of fees are outstanding GGC will engage a debt collection agency to recover the debt. All fees and charges applicable to the debt collection are payable by the account holder.

10.0 COMPLAINTS

All complaints are to be dealt with in accordance with GGC's complaints policy.