



Finance Policies

Keeping track

The Administrator and Treasurer maintain accurate records of your family's fees and commitments.

Monthly squad fees

All squad payments are calculated on the number of hours offered for training. Squad fees are calculated on an annual basis but for convenience may be paid in 12 equal monthly instalments. Payments are due on the first of each month in advance of training undertaken and should be paid by standing order mandate. It is the parent's responsibility to ensure that all fees are paid on time. Failure to pay these fees may result in your child being withdrawn from squad training.

The club will consider your child to have left the club if no fees are forthcoming over a consecutive two-month period.

The club reserve the right to levy an administrative charge where fees are continually paid late and/or where a club official has to chase for fees when payment has not been made.

Discretion of the Treasurer and Chair

The Chair and Treasurer are authorised by the Club's Committee to review individual cases and total Club situations, and make necessary adjustments and changes to the above fees and commitments. These are reported back to the Committee for ratification. If you are unable to meet your financial obligations due to extenuating circumstances contact the Treasurer by email on hwsc@harrowswim.org.

If your swimmer squad level changes

Once your swimmer is training at a new squad level, your swimmer will be considered to have made that change. It is your responsibility to change the fees.

If Your Swimmer joins part way through the swim year

If you join after the swim year has started:

ASA/Club Membership Fee: is payable for the full swim year irrespective of when you join.

Squad Fees: are payable with immediate effect.

Fee Waiver

Under the following criteria, fees could be waived.

Broken limbs, surgery etc – Please inform the Club Administrator following hospital confirmation of fracture or admission. Failure to do so will mean that squad fees are payable and no refund or credit will be issued for fees already paid. No refund or credit will be issued retrospectively. There is no need to pay fees until swimmers are fit to swim again.



Learn-to-swim - Credit may be offered against the following term's fees for those in the learn-to-swim section of the club who have already paid for the term in advance of the lessons. This credit will equate to the number of sessions missed which will commence from the date of being informed of a child's absence for medical reasons, such as those cited above. A medical certificate must be produced from your GP/hospital.

No refund or credit will be given for everyday illnesses like cold, flu & tummy upset etc.

Holidays - Fees are still payable if swimmers cannot swim because they are going on holiday or because of other commitments. We still have to pay for the pool and teachers' fees. If a swimmer who decides to take a break for a couple of months and then come back they need to get agreement from their coach / teacher (who then informs either the Treasurer or one of the pool coordinators), the swimmer will have to pay for the whole period even if they have swum or not.

Bank holidays - Bank holidays have already been taken into consideration when working out swimming fees

Club Galas

We offer a range of incentives to encourage ASA registered officials and volunteers to run our licensed galas.

Volunteers - If you are a Club member (parent) and volunteer to help at Club Galas (other than Club Championships) the following benefits are afforded to you: Lunch, dinner and refreshments provided.

Officials - If you are an ASA registered official who participates in our licensed galas the following benefits are afforded to you:

- Reimbursement of travel expenses and parking fees.
- Lunch, dinner and refreshments provided.
- Children of officials who swim at the gala are granted free entry to events in the session(s) in which the official actively works.

Club Funded Gala Entry

In the following circumstances the Club will fund the swimmers entry fees;

- ASA National BAGCAT and Youth Championships.
- Relay entry for County and London (BAGCAT & Youth) Regional Championships.
- Children of officials who swim at the gala are granted free entry to events in the session(s) in which the official actively works.
- Children of volunteers who swim at the gala are granted free entry to events in the session(s) in which the parent actively works.

Financial Structure

Membership Fees

The annual membership fee is per swimmer and is outlined in the following table for 2009. Annual membership fees must be paid in full in January or at time of registration and is non-refundable. They are renewable in January every year and should these fees not be paid by 31st January, then your club and ASA membership will be rescinded and you will no longer be a member of the club. Should you wish to re-join, an administrative fee of £10.00 will be payable.



MEMBERSHIP FEES		
CATEGORY	FOR	COST (UK pounds)
2	Competitive Swimmers	£30.00
1	Learn-to-Swim Non-competitive swimmers	£12.50
3	Parents\carers Coaches HWSC staff	£7.50

Your membership fee includes:

- Membership of Harrow and Wealdstone Swimming Club
- Registration with Amateur Swimming Association
- Registration with London Region ASA
- Registration with Middlesex County ASA

IF YOUR FAMILY HAS AN OUTSTANDING AMOUNT OWING TO THE CLUB FROM A PREVIOUS YEAR, REGISTRATION WILL NOT BE ACCEPTED UNTIL THE OUTSTANDING AMOUNT IS PAID IN FULL.

Squad/Learn-to-Swim Fees

Membership fees are based on the level at which your swimmer trains. The more hours of training per week, the higher the squad fee.

TRAINING FEES	
CATEGORY	Monthly fees (UK pounds)
Performance squad	£56.00
Development squad	£51.00
Intermediate squad	£48.00
Junior Level 4	£42.00
Junior Level 3	£38.00
Junior Level 2	£33.00
Junior Level 1	£27.00
Junior Competitive	£40.00
Senior Competitive	£30.00
Learn-to-Swim	£60.00-£66.00 per term (fees depend on ability, duration of session and term)

If You Have Three or More Swimmers under the Age of 16 In Competitive Squads

For families with more than two children under the age of 16 in competitive squads the club offers a 10% discount on your total monthly squad fees.

Thinking of Leaving the Club?

We require at least a month's notice in writing of your intention to leave the Club. All correspondence should be addressed to the Club Administrator c/o 4 Hillview Close, Hatch End, Pinner, Middlesex HA5 4PD or by email at admin@harrowswim.org. By notifying the Club Administrator, it does not prevent you from writing



or emailing the squad coach to explain further or to thank them. The club reserves the right to charge one month's squad fees in lieu of notice.

Refunds

The club are unable to issue refunds on your monthly standing order mandates and it is your responsibility to contact your own bank or financial institution to cease the monthly payments once notice of resignation has been given to the Club Administrator.

Refunds for galas will not be given if your child leaves the club or is unwell or has alternative plans on the day etc.

In short, no gala refunds will be paid unless your child has been 'rejected' from a swimming meet. Refunds will then be issued once the club has received a refund cheque from the host club. Please be patient as it has been known to take up to three months to receive these!

Once you have submitted a gala form with appropriate gala fees, it is deemed that you have 'entered' the meet.