



City of **Southampton** Swimming Club

The Quays Swimming and Diving Complex, 27 Harbour Parade, Southampton, SO15 1BA

www.cossc.org

MEMBERSHIP FEE POLICY

The City of Southampton Swimming Club is a Charitable Incorporated Organisation. This membership fee policy shall be read in conjunction with the rules of the club.

1. Squad Training Fees

- Squad Training fees are calculated on a yearly basis and are averaged into 12 monthly instalments. The set monthly fees take into account all holiday periods and sessions cancelled due to planned meets or competitions. This includes the reduced training sessions during August and December.
- All squad fees will be paid by continuous monthly instalments. Payments must not be stopped during school, college, or university holidays.
- Fees are due on the 1st of the month and paid monthly in advance by GoCardless Direct Debit. Members are responsible for ensuring they pay the correct fee due for their squad. Members are responsible for informing the Treasurer when they leave the club giving one month's notice, in writing by email. The Treasurer will cancel the GoCardless mandate accordingly provided all due fees are up to date. Please also see section 4, "Resignation – Notice Period".
- When a swimmer moves squads as approved by the Head Coach / Squad Coach, the administration team and treasurer will be informed and will adjust the subscription via GoCardless. The fees for the new squad will be due from the 1st of the month following the move.
- Each member pays the full squad fee irrespective of the number of sessions attended. Places in our squads are limited and the club has to pay for salaries and pool space regardless of attendance.
- Any member whose Swim England Membership or squad fees is unpaid 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee until payment is made.
- If fees are in arrears of 2 months or more, without any prior notification to the club, you will have been deemed to have left the club.
- ALL arrears must be repaid in full. Note. The Swim England Handbook states in rule: 6.8 No person who is or has been at any time a member of an affiliated club and has outstanding financial obligations to that club may join, attempt to join, or remain a member of another affiliated club.
- Away University or Away Boarding school students may pay a squad place retainer fee. This will then permit those returning to swim in the appropriate squad during the published Hampshire School holidays. Maximum attendance on this rate would be 12 weeks per year.



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2. Annual Club Membership Fee

- Fees apply to all swimming members and Non swimming members as applicable.

Swimmer/s per family	Fee	Multiple family member discount
1	£35.00	
2	£56.00	20% Discount
3	£73.50	30% Discount
4	£84.00	40% Discount
5	£87.50	50 % Discount
Any additional swimmer	£35	
Non swimming member (With right to vote)	£35	Discounted to £0 for volunteers

- Fees collected in September via GoCardless.
- For members who leave and re-join the club within the same calendar year, an admin fee of £35 will be applied.
- New swimmers joining the Club between October 1st and June 30th will pay the full Annual Membership on joining. A reduced Annual Membership Fee of £15 will be charged if the swimmer joins between 1st July and 31st September.
- Non-swimming members volunteering for club duties will have their Swim England Membership Category 3 (Club Support) paid for by the Club. A minimum number of volunteering hours will be expected for this to apply.

3. Swim England Membership Fees

- All club members are required to have additional Swim England Membership, in the appropriate category detailed below.
 - Club Train (previously 'Category One') - Shall include all members of any age who are swimmers at any level of ability, who do not compete in open competitions. Members may compete in closed club events such as Club Championships, time trials or local league galas which do not include a national final. Masters also require this category if not intending to compete in open competitions.



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- Club Compete (previously Category Two) - Shall include all members of any age who compete in open competitions other than in category one. i.e. to compete in all other Swim England and British Swimming events, any division of a league which finishes with a National final, open meets, County, District/Regional events, and National events, This also applies to Masters wishing to compete in all other Swim England / British Swimming masters events, including open meets, regional and national events (This category also applies to special events determined by Swim England e.g. Level X racing Series)
 - Club Support (previously "Category Three") - Shall include all members of any age who are not 'Club Train' or "Club Compete" but not being limited to, a parent/guardian for a member with Club Train or Club Compete membership. This also permits parents/guardians the right to vote at the AGM or other special general meetings); administrators; associate members; volunteers/helpers; honorary members; life members; officers; presidents; qualified officials of any discipline; patrons; coaches and teachers.
- Expectation for Club Squad swimmers will be all those age 9 years and over by 31st December each year, will be Club Compete members, except non-competing Masters who will be Club Train.
 - Any squad swimmer age 8 and under by 31st December each year, will be Club Train members.
 - Fees are set by Swim England and include any fee due to Regional or County Swimming Associations.
 - For Dual Club Members Swim England fees will normally be payable at the Club with longest unbroken membership, unless otherwise notified.
 - Dual Club members must state if they require City of Southampton Swimming Club to be their ranked club.
 - Annually Swim England membership fees will be collected via GoCardless during January, ready for the annual Swim England Membership renewals process period which must be completed soon after.
 - The Club will make the Payment on the members behalf to Swim England provided the member has paid the fees due. Any member with who's fees are outstanding will not have their Swim England Membership renewed, and will not be permitted to swim with the club until the fees due have been settled and the Swim England membership process has been completed.



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- After the renewals, any upgrade in Category will incur the relevant increase in fees. Any Downgrade in Category or cancellation will not have any fees refunded.
- Upon leaving the club we will lapse your Swim England membership registered with City of Southampton SC after an appropriate cooling off period. If you wish to re-join the club and do not have a paid up Swim England membership for the current calendar year then the normal fees will apply.

4. Resignation – notice period

- All members must give the club a full calendar months notice when they wish to leave the club. (Example: a resignation received on or before 1st February will mean only February fees are due. A resignation received 2nd February onwards will mean March fees are still due in full).
- Members must resign in writing by sending an email to the Club Secretary and Treasurer (not to your coach). Emails must be sent to csscsecretary@gmail.com and copied to cssclubtreasurer@gmail.com
- Members are responsible for informing the Treasurer when they leave the club giving one month's notice. The Treasurer will cancel the GoCardless direct debit.
cssclubtreasurer@gmail.com

5. Re-joining the club

- Lapsed members must apply to re-join the club and fill in new membership forms in full.
- Swim England Membership fees will be applicable as per section 3, unless the member applying to re-join is already a Swim England paid up member for the current calendar year and has the correct category membership.
- There is a re-joining admin fee of £35 per member.
- The original place in the squad that the swimmer previously occupied may not be available at the time of recommencement. Approval of any swimmer returning to a squad is solely at the discretion of the Head Coach / Squad Coach and in consultation with the Committee.

6. Financial Concerns

- If you have financial issues and you need to discuss payment options or a payment plan, please contact us. You **MUST** talk to us before cancelling your payments to the club or your membership may be suspended and your swimmer could be refused entry to sessions. Please contact cssclubtreasurer@gmail.com
- Payment plans will only be considered for short-term financial issues. The club cannot normally offer any long-term fee subsidies for members.



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7. Outstanding debts

- Members are expected to pay monthly fees continuously and are personally responsible for ensuring their GoCardless direct debit is maintained, and the correct fees are being paid. The Club will update GoCardless payments with the current fees, when swimmers change squad.
- The Treasurer will periodically review fees received and will notify you of any outstanding debts owed to the club. If you do not ensure your payments to the club are the correct amount and debt is subsequently accrued then you will be expected to pay all arrears due to the club, the club will not take responsibility for 'late' notification of debts.
- Members who leave in debt to the club may be reported to a debt collection agency.
- Members who leave in debt will be reported to Swim England. Note. The Swim England Handbook states in rule: 6.8. No person who is or has been at any time a member of an affiliated club and has outstanding financial obligations to that club may join, attempt to join, or remain a member of another affiliated club.

8. Cancelled Sessions

- The set monthly squad fees already take into account that there are holiday periods and sessions cancelled throughout the year due to planned meets / competitions. This includes reduced training sessions in August and December.
- Members should also anticipate that due to unforeseen issues there may be a number of unplanned cancelled sessions during the year. Wherever possible, the club will minimise the number of cancelled sessions.
- Individual cancelled sessions due to unforeseen issues (eg closed due to contamination) will not be refunded.

9. Sickness & Injury

- The Club recognises that athletes may be unable to train or compete due to long term sickness due to injury or ill-health.

9.1 Notification to the club:

- **Injuries** : the club must be informed within 1 week of any injury occurring and details should be sent by email to your coach and copied to csscclubtreasurer@gmail.com
- **Short Term Sickness** : To reduce correspondence volume, short term sickness does not require reporting to your coach.



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- **Long term absence due to injury or sickness:** Long term absence means a period over 4 weeks. In these cases, members must inform the club in writing as soon as they know the injury or illness may become long term.
- **Notifiable Illness.** Where specific legislation is in place i.e. Covid19. This must be reported to the club and any current guidance followed.

9.2 Fee reduction due to long term sickness or injury:

- Fees are still payable during short term illness or injury absence.
- To qualify for a reduction of fees for long term absence your application must be supported by a doctors note from your General Practitioner or other relevant medical professional. A written request must be made to the club within 2 weeks of the illness or injury occurring by filling out an 'Application for Membership Variation' available from the Treasurer. Requests for fee reduction must be sent by email to cssclubtreasurer@gmail.com and copied to the club secretary. csscsecretary@gmail.com
- In some cases of injury reduced training is required. This needs to be discussed with the coach so that he / she is fully aware of how much training the swimmer can undertake. A refund will not be made in these cases as the place in the squad will be held for the swimmer.
- The committee will deal with such cases sympathetically and reserves the right to waive / refund all or part of squad fees depending on individual cases.

10. Discounts

- A sibling member discount of £5 per sibling is offered i.e. the first sibling pays the full Squad Training fees. The second and each subsequent sibling pays the full Squad Training Fee less £5.
- Sibling discounts will only apply when squad fees are being paid. They do not apply if a swimmer is on a membership only fee.
- The discount does not apply to Masters Memberships.

11. Learn to Swim

- Swimmers transferring to the competitive swimming club from Otters will be required to pay the fees by GoCardless.
- All transferring swimmers from Otters will be required to have Swim England membership as per section 3.



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11. Facility Closure or Enforced Shutdown.

- In the event of a prolonged period of pool closure or shutdown, the executive committee will determine if a squad fee reduction can be appropriately implemented.
- Throughout any facility closure or enforced shutdown the club will continue to be liable to its financial commitments and expenses, such as pool hire charges due or employment costs
- Should a reduction be implemented, the baseline maximum reduction would be no more than 50% of the monthly squad fee.
- Where possible, a land training program will be made available through either an online live link video or emailed training sets for all squads.

12. Squad Fee Increases

- The Executive committee will continue to monitor the financial position of the Club and make adjustments to fees necessary to maintain the sustainability of the Club.
- This will include a minimum increase of between 3% and 5% to match the pool providers contractual increase made for facilities hire. The Executive Committee reserves the right to waive this increase if the Clubs financial position can absorb the additional expenditure.

13. Event Administration Fee

- The fee will be set at an appropriate rate to cover additional event costs. Typically, the fee will be used to purchase poolside passes required for coaches and Team managers at open meets and competitions.
- The fee amount will be detailed on the specific entry information.



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