



Terms & Conditions of Membership with BGC

Part One

1. Class Enrolment

- 1.1. A Taster Class/Session is offered
- 1.2. Once the member has had a taster class/session they must confirm with reception that they would like to join. The reception team will ask for certain details and an email will be sent to the parents/guardians with the subject **ACCOUNT ACTIVATION**. Attached to this email will be the Club Rules, Terms & Conditions of Membership with BGC and a link to pay for their British Gymnastics insurance.
- 1.3. Parents/guardians will need to create a password for their account, and they do so by following this link sent through on the email. Parents/guardians **MUST** complete all personal details and once the account is activated, they must 'proceed to payment page'. Here you will be able to pre authorise your Direct Debit (please note – failure to activate your account, pre authorise your Direct Debit and purchase British Gymnastics insurance (where applicable) will mean that your child (member) will not be allowed to participate in the chosen class/session).
- 1.4. The parent/guardian must notify reception via email at info@basingstokegym.co.uk, stating 1) child's name & DOB, 2) the day and class their child had their taster session, 3) confirm they have pre authorised their Direct Debit and 4) have paid their BG insurance.
- 1.5. Reception will then add the gymnast to the correct class/session, set the Direct Debit for the 1st of following month, add any part (ad hoc) payment to LoveAdmin and, then email the parents/guardians to confirm the monthly amount, confirm the date their first direct debit will begin and confirm any part (ad hoc) payment.

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1.6. Please note - If a member attends classes and has not successfully completed setting up their Direct Debit pre-authorisation or purchased British Gymnastics insurance then all outstanding fees due will be processed by the club and the payment request stages below will commence.

- **Stage One** – The Club will contact members when a Direct Debit fails to be collected in the form of an email to advise payment has not been received.
- **Stage Two** - If payment is not received within 10 days a further email will be sent advising if payment is not made within 10 days then a £10.00 late payment charge will be added.
- **Stage Three** - If payment is still not received and there has been no contact from the parents/guardians within 10 days then the Club will call the member. If the member answers and has genuinely not received any previous correspondence from the club, then the Club will confirm the correct email address and issue the stage one email again. If there is no answer then a final email and a letter through the post will be sent stating that the outstanding fees and costs may be sought through a small claims court if no communication is made with the Club within 10 days.

Point Two

2. That first Direct Debit is for the upcoming month

2.1. For example if you join in August then September's payment covers September's classes, then a rolling monthly Direct Debit payment will be collected on the 1st of every month thereafter.

2.2. The Club will contact members when a Direct Debit fails to be collected in the form of an email to advise payment has not been received.

2.3. If payment is not received within 10 days a further email will be sent advising if payment is not made within 10 days then a £10.00 late payment charge will be added.

2.4. If payment is still not received and there has been no contact from parents/guardians within 10 days a final email from the Club will be sent stating that outstanding fees and costs may be sought through a small claims court if no communication is made with the Club within 10 days.

Point Three

3. Member's pay for classes over the following months

3.1. Pre-school members will pay Direct Debits over 11 months (no payment in August) and General Gymnastics members will pay over 12 months.

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Point Four

4. The Direct Debit payment amount is a set monthly figure

4.1. Meaning this monthly fee will not change until September every year (in line with our annual fee increase), but notice will be given to members (28 days in writing).

Point Five

5. Ad hoc Payments

5.1. Meaning any additional payments that need to be collected will be done so via ad hoc payment request.

5.2. Competition Entry Fees ad hoc payment process is as follows. Head of Departments will issue a competition list, which will include entry date and any entry fee associated.

5.3. Notice will be given by the Club's accounts department via in relation to any ad hoc payments being requested (minimum 28 days in writing).

Point Six

6. Membership Cancellation

6.1. Members will have the option to cancel their class/membership by giving a full calendar months' notice from next due date in writing to karen.rawson@basingstokegym.co.uk. (Example - if you cancel on 24th September your final months Direct Debit payment will be taken on the 1st October and your membership would then cease on 31st October).

6.2. Failure to pay for membership will result in immediate suspension of membership until payments are made up to date. Monthly payments will only be accepted by Debit Debit, no cash payments are permitted.

6.3. Any member who falls behind in payment for more than 30 days will forfeit their membership and will be required to pay the all monies due at the date of such forfeiture shall remain payable to re-join the Club.

6.4. All monies outstanding are required to be paid in full, prior to re-joining the Club

6.5. It is the responsibility of the member to cancel their Direct Debit with their bank on termination of their membership. The club cannot be held liable for any payments processed due to failure of a member to cancel a Direct Debit.

6.6. Members with outstanding fee payments on their accounts will incur a £10 late payment charge (added to every month outstanding).

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Point Seven

7. Limitation of Liability

7.1. The Club cannot be held responsible for any service or equipment not being available for whatever reason or for the club to close for circumstances out of their control, including the following:

7.2. The Club reserves the right to make alterations to the type of facilities provided, with notice and in its absolute discretion and the Club shall not be liable for any loss occasioned by such alterations except in so far as such loss is by law incapable of exclusion.

7.3. It is the members responsibility (If under 18 it is the responsibility of the parent/guardian) to ensure that he/she is capable of undergoing a routine of exercise provided by any class which he/she attends. Members accept the risk of injury and are advised to consult their doctor prior to beginning any class/session.

7.4. The Club accepts no liability for loss or damage to property of members or guests nor for injury to or illness of members or guests on the Club premises or in the car park except in so far as such loss, damage or injury is by law incapable of exclusion

7.5. The Club cannot accept any liability for any accident or injury that may happen on the Club's premises other than liability, which may arise from the Club's negligence. Any accident, injury or illness must be reported to the Head Coach of the class/session immediately following the accident or injury.

Point Eight

8. Personal effects, including jewellery & cultural / religious adornments

8.1. The below guidance, as with all procedures are only effective if applied consistently by all staff/coaches and parent/guardians at the commencement of every class/session.

8.2. All personal effects should be removed. Staff/Coaches should always give a verbal reminder to members/customers and, where necessary, visually monitor the group and/or individuals. Particular vigilance may be required when dealing with body jewellery.

8.3. If items cannot be removed, staff need to take action to make the item safe.

8.4. Earrings/Piercing: Members/Customers unable to remove earrings should be required to make them safe by taping, front and back, which may offer a measure of protection. The taping should be sufficient to prevent the stud post penetrating the bone behind the ear should an unintentional blow be received.

8.5. This taping may be done at home for children or prior to the session for adults. Staff are not required to remove or tape earrings for gymnasts.

8.6. Where taping is utilised, the coach of the group maintains the legal responsibility to ensure the taping is effective for purpose. Where coaches consider the taping to be unsatisfactory to permit safe participation, they will need to consider alternative involvement in the lesson for the gymnast.

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8.7. The use of retainers (flat studs that retain the piercing when earrings or studs are removed) is becoming more common as a form of acceptable substitution where total removal is not possible. Provided these are flat and cannot cause damage if a knock happens to the side of the head, the level of risk is clearly reduced.

8.8. Expander earrings maybe worn by some gymnasts. These are generally hollow circles used to stretch the piercing, making a large hole in the ear lobe. These are clearly not safe for physical activity, and should be taped as described above.

8.9. A new development is for gymnasts to have piercings through the ear cartilage. This is particularly problematic as the healing process for this is significantly longer, and there is a general belief that taking these piercings out for even a short period of time can result in them healing up. However, a coach cannot allow a gymnast to participate if they believe there is a risk of injury so the principle outlined above still remain. Knowing that this is a source of potential conflict, it is good practice to work with gymnasts and parent/guardians before the session. Coach's need to provide clarity that ears should not be pierced in this way, as it could result in gymnasts being unable to take part in sessions for a considerable period of time.

8.10. Education and communication are key to involving the gymnasts in safe practice. A pro-active approach by staff and coaches will ensure piercings form part of a readily available Club policy on personal effects, including jewellery and cultural or religious adornments. Clearly understood protocols will ensure gymnasts and parent/guardians are aware of Club expectations.

Point Nine

8. Membership – General

9.1. The club may, if a member so wishes under GDPR Law, communicate with the member by electronic, mail ('email') or telephone. By providing an email address and telephone number to the Club the member consents to receiving email communication from the Club, including notices pursuant to these Terms & Conditions.

9.2. The member must inform the Club when their contact details change. Having the correct email addresses and contact telephone numbers updated on a member's LoveGymnastics account is the sole responsibility of the member and therefore, the Club cannot be held liable for any losses or if a member does not receive communication regarding any membership changes due to these details being incorrect.

9.3. The Club may assign the benefit of the Membership Agreement and / or any monies due there under to third party at any time without notice to the member.

9.4. Annual British Gymnastics insurance – BG membership due in September or when you join (totally separate to the monthly Direct Debit payment). For a full years insurance please see below:

- **Bronze** will be £19 (non-competitive)
- **Silver** £43 (competitive gymnastics)
- **Preschool** £13