



## Membership Procedures

### NEW MEMBERS

Upon joining us, we will require a membership form to be completed in full, Coaches are required to send out the membership form for new swimmers to the club, once the membership form has been completed it will need to be sent back electronically to the membership team at the following e mail address ([membership.bilstonsc@gmail.com](mailto:membership.bilstonsc@gmail.com)) No paper forms will be accepted.

Within 48 hours of new membership from being received by membership team, a link to go cardless will be sent to the parent/guardian of the swimmer, this link will need to be accepted as soon as possible. The parent/guardian will receive an e mail from the membership team informing them that the link to go cardless has been requested.

### PAYMENT OF FEES UPON JOINING

Go Cardless payments requested will be: -

ASA Fees: this is required upon joining, this ensures that your child is covered by Swim England's insurance to both train and compete, (appropriate to age and swimming category for the current year- annual fee)

Membership fees: This is to become a member of the club for the current year (annual fee)

Also monthly swim fees will be requested dependant on what squad the swimmer will be in, fees are due monthly and will be collected on the 1<sup>st</sup> of each month.

Until the link to go cardless has been accepted by the parent/Guardian, the swimmer WILL NOT be permitted to swim with Bilston Swimming club.

Once membership have received notification from Go cardless that they have signed up, we will then notify the coach, we will also confirm by e mail to the parent/guardian informing them, and welcome them to the club. (The coach will be copied into this e mail)

### MOVING SQUADS

If your child moves squad, your child's coach will notify us here at membership, you WILL NOT need to make any adjustments to your payment, it will be amended by membership via go cardless.



## EXISTING MEMBERS

Membership form is to be completed on an annual basis, this will be done electronically No paper forms will be accepted.

Go cardless payments requested will be:

ASA Fees this ensures that your child is covered by Swim England's insurance to both train and compete, (appropriate to age and swimming category for the current year- annual fee)

Membership fees for the current year (one off Annual fee)

## MOVING SQUADS

If your child moves squad, your child's coach will notify us here at membership, you WILL NOT need to make any adjustments to your payment, it will be amended by membership via go cardless.

## Non-Payment of Fees

Please note that if fees are not paid, your child will not be permitted to swim until such time that all payments are made.

The club is a non-profit making organisation so prompt payment of fees is essential to keep the club afloat.

Collecting fees can be difficult and time-consuming so please help by paying these amounts as soon as you receive a request to do so.

Remember that the person asking you is going to be an unpaid volunteer, giving up their own time for the benefit of the club.

If you have a query please contact the **Membership Team** via e mail

[membership.bilstonsc@gmail.com](mailto:membership.bilstonsc@gmail.com)



## **COACHES**

If the coach intends to move a swimmer to a different squad, you will need to e mail the membership team, informing them to which squad they will be going into, membership need to be notified at least 7 days prior to the last day of the month, so that the payment can be adjusted on go cardless in time for the following months payment.

Coaches will need to advise membership of poolside helpers, this is to make sure that they are registered with Swim England and have an ASA number assigned to them.

The e mail for the membership team is as follows:- [membership.bilstonsc@gmail.com](mailto:membership.bilstonsc@gmail.com)