



Fees Policy

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Purpose

This policy defines what fees are payable to Bentleigh Calisthenics College (BCC), what is included in these fees and payment options available to members.

Fees Payable

Each member of the club is required to pay the following fees to the club in a timely manner:

- Calisthenics Victoria Registration Fee
- Family Administration Levy
- Volunteer Levy
- Section Fees (includes tuition, competition entry and costumes)
- Camp Fee (Sub-Juniors, Juniors & Intermediates only)

Each student (or family) receives an invoice for any fees payable to the club, when making payments please use your invoice number as the reference.

After registering if you have not received your invoice, please log into RevSPORT with your username and password to view your invoices. See separate RevSPORT instructions.

You will not be allowed to participate in class as a returning member if your registration is not completed by 1st March. Costumes will not be issued until the first fee payment is made.

The invoice will be addressed to the selected parent to arrange payment. No split bills. The invoice however can be emailed to both parents if both email addresses are provided.

Please note: For students to be able to receive their medals and trophies at the end of the calisthenics year all fees must be paid in full prior to the concert presentation.

Calisthenics Victoria (CV) Registration

All students need to be registered and insured with Calisthenics Victoria (CV). The cost to register is \$90 per performer (including GST). This provides each student with 12 months membership benefits and insurance with CV.

All students (other than soloists) need to register by 1st March. All students attending class must be registered with the club. Coaches can ask students to sit out if they are not registered as there is no insurance cover until registration is done. If you are trialling a class (new member), then you must register for our 'come n try classes' before you attend. Registration needs to be completed and paid after your two (2) week trial ends before you can continue.

Soloists

Students competing in solo competitions need to be registered with Calisthenics Victoria (CV) to compete. Therefore, all soloists must have completed Club Registration (including payment of CV registration) before **16 February 2024** to be eligible to compete.

Family Administration Levy

Each family pays a \$90.00 levy to assist the club in covering the administration costs associated with running the club. This fee is included at the time of registration completed via Rev Sport and is a once off payment per family. Due to the registration system set up in Rev Sport, payment for family administration levy is required for all member registrations. Reimbursement of the levy for other members of a family will be provided in the 2nd invoice instalment against the section fee.

Exemption from Family Administration Levy

The following members qualify to be exempt from paying the Family Administration Levy in the year that they serve in their official position:

- President
- Vice-President
- Secretary
- Assistant-Secretary
- Treasurer
- Assistant -Treasurer
- Coach Representative
- General Committee members
- SE Solo Comp Convenor(s)
- Section Coaches (as appointed by Committee)
- Assistant Coaches (as appointed by Committee)
- Costume Representatives (as appointed by the Section Coach and approved by the Committee)
- Class Representatives (as appointed by Section Coach and approved by Committee)
- Sub-Committee members (as appointed by the Committee)

The exemption to the Family Administration Levy will be credited to the second instalment section fee invoice following the Annual General Meeting (AGM).

Volunteer Levy

Each family pays \$60.00 on registration at the start of each year. Our club is a community club run by volunteers and it is the expectation that everyone volunteers to assist in our major

fundraiser or maintaining our studios. Once your family has fulfilled the following expectations you will be reimbursed your \$60.

1. Add your name to **one (1)** of the following volunteer opportunities:
 - a. South Eastern Solo Competition volunteer roster
 - b. Studio working bee
 - c. Studio monthly cleaning roster
 - d. Any other volunteer roster as specified by the committee
2. Complete your volunteer duties as per the roster.

Fee Instalments

All fees are due in two (2) instalments by the following dates and it would be appreciated if all instalment payments are paid promptly.

Please note: students are unable to start solo classes until all fees are up to date.

Instalment	Due Date	Other Information
1st	1 March	No costumes will be given to a student until the first instalment is paid.
2nd	31 July	A student must have paid all fees in full to receive any trophies (usually at the end of November).

Two (2) instalments – due March and July (or as stated on invoice). All fees must be paid in a timely manner. Statements will be generated automatically when invoices are due in one (1) day, seven (7) days, fourteen (14) days and 30 days overdue. Any money owing after this will be included on a monthly statement and will be raised with the Committee where further action may be taken to collect fees

Overdue Payment of Fees

If fees are not paid by the due date the following consequences will be activated by the committee:

- Soloists are unable to begin solo classes until full payment of all due fees have been made.
- Soloists cannot have any outstanding solo invoices to be assigned a Bentleigh solo coach.
- A late fee of \$20 will be applied for any outstanding fees 14 days past due.
- A late fee of \$30 will be applied for any outstanding fees 30 days past due.
- A late fee of \$60 will be applied for any outstanding fees 60 days past due.
- A late fee of \$100 will be applied for any outstanding fees 90+ days past due.

- Coaches with outstanding fees will have 50% of their monthly coach reimbursement deducted towards their fees until their outstanding fee debt has been cleared.
- Transfer forms to another club will not be signed off until all monies owing to Bentleigh Calisthenics are paid in full.

One Yearly Payment Option

If you pay the yearly fee in full by the 1st March then you receive a 5% discount. Any payment received after this date means you will not be eligible for the 5% discount.

Fees by Section

Section	Total Yearly Fee (inc GST)	5% discount (if paid by 1 Mar)	2 instalments amount
Tinies	\$810.00	\$769.50	\$405.00
Wednesday Sub-Juniors	\$995.00	\$945.25	\$497.50
Saturday Sub-Juniors	\$995.00	\$945.25	\$497.50
Thursday Sub-Juniors	\$1,240.00	\$1,178.00	\$620.00
Monday Juniors	\$1,290.00	\$1,225.50	\$645.00
Tuesday Juniors	\$1,050.00	\$997.50	\$525.00
Inters	\$1,350.00	\$1,283.50	\$675.00
Seniors	\$1,350.00	\$1,283.5	\$675.00
Masters	\$1,190.00	\$1,130.50	\$595.00

Fee increases are kept to a minimum by the Committee and it should be noted that fees are inclusive of coaching, studio hire, costumes, performer competition entry, dress rehearsal and day camps.

Fundraising

Our main fundraising activity is the South Eastern Solo Competition. All members are expected to volunteer at this event in support of the Club – the more successful this event, the lower we can keep the fees. Funds raised from this event go towards all students' trophies presented to students at the end of the calisthenics year (late November) and the balance is allocated to the club to support club activities including costume budgets

Exceptions to Fees

Fees for Seniors/Masters Not Competing in ALL Items

In certain circumstances Senior and Masters' students may not be able to compete in all items. If the student has gained agreement from their section coach, then their yearly fees can be adjusted accordingly. The Section Coach must advise the Treasurer and the Secretary via email of any students not competing in all items for the adjustment to occur.

All students are expected to participate in all items, however where exceptional circumstances apply, a submission may be made to the Committee for students in other sections (other than Seniors and Masters) to be allowed to withdraw from an item. This is unlikely to result in an adjustment of fees.

Fees for Coaches Competing in the Section they are Coaching

If a coach (this applies only to Seniors and Masters) is both competing and coaching in a section, this applies to both Section Coach and Assistant Coach (if there are 2 or more teams), then the coach is responsible for the payment of the following:

- CV registration
- Section fees minus the coaching component of the fee.

Coaches section fees will consist of the following components that the club needs to pay for each student:

- Studio hire
- Competition entry
- Hire of clubs/rods (if required)
- Hire of costumes and headpieces
- Dress rehearsal venue hire.

Fees for Performers Filling in at a Competition

Occasionally a performer may be required to fill in for another performer due to a performer not been available for a competition for one of the following reasons:

- Performer is unwell
- Performer is on holidays
- Performer has left the team without enough time to make changes to the choreography.

If another performer is approached to "fill in" they are responsible for the following:

- CV registration fee (not including Family Levy or Volunteer Levy)

This only applies for one competition, if they continue in the section they will be invoiced for a pro-rata section fee, that includes the following:

- Coaching
- Hall/studio hire
- Hire of clubs/rod
- Hire of costume/headpieces
- Competition entry

Fees for Under 3 Year Olds Participating in Tinies

In certain circumstances children under three (3) can join in with the class – usually if they have a sibling in the Tinies section already. Permission needs to be obtained from the Tinies Section Coach for this to take place. The minimum age for student registration in the Tinies section is three (3) years, however a student can be registered during the year they turn three (3), as long as their parent/guardian is in attendance at all their classes and competitions until they turn three (3) years of age. All students who are turning three (3) in that year should pay to be registered.

Students Competing in Two Sections

In certain circumstances students can compete in the section above their own, only in items that they don't already compete in EXCEPT Calisthenic Revue where a maximum of six (6) competitors are permitted to work up into an older age group on the proviso that the Intermediates working up into Senior Calisthenic Revue meet the Senior age requirement of 16 years. A student will be invited by the Section Coach to work up a section either to assist with numbers in an item or if the student's sibling already participates in the older section and the family is already attending the class and competition. Parents can request for students to work and compete in two sections but permission must be gained from both Section Coaches and it must be understood that their original section takes priority if competitions clash. If this is the case the student must pay for all coaching, hall hire, club hire, costume hire and competition entry. The formula is:

Formula For the Second Section

Total Annual Class Fee + Item Fee Divided by 6 items = per item fee

Multiply per item fee by the number of items the student is participating in.

Tinies Competing as Sub-Juniors (“Tubbies”)

Each year there is the opportunity for last year Tinies students (age on the 31st of December is seven years old) to also participate in Sub-Juniors. A student will be invited by the Section Coach to work up a section either to assist with numbers in an item or if the student's sibling already participates in the older section and the family is already attending the class and competition. Please note that this is quite an extra workload on the child and parent (routines,

costumes, classes and competitions), so their needs as well as the additional costs should be considered carefully in taking up this option. The opportunity to participate in the following Sub-Junior items.

- March
- Clubs
- Song & Dance

There are five (5) Sub-Juniors competitions per year, one of them in Ballarat. This is in addition to all four standard Tinies items (4 competitions per year).

Additional expenses to consider include, Ballarat accommodation and camp.

Discounts

Family and Full Fee Discounts

- There is a 10% discount on the tuition component for the lowest paying member of the same family. For example, if a family has a Sub-Junior and Junior student the 10% discount is applied to the Sub-Junior student's fees. A family is defined as sibling or parent and child.
- There is a 5% discount if you pay the Full Year fees before 1st March. The 5% discount can be applied to the yearly fee after a family discount has been applied.
- Members eligible for the Family Levy rebate will see this as a rebate against fees on the first invoice after the AGM.
- Members eligible for the Volunteer Levy rebate will be rebated against their current fee invoice.

Refer a Friend Program

If a current member refers a new member (a student who has never been a member of Bentleigh Calisthenics) then they are eligible for a \$50 discount on their final fee instalment.

- The new member includes the current member's name in their registration form.
- The current member receives the discount once the new member has paid their final instalment and the committee has approved the discount.
- Only 2 referral discounts available for reimbursement per year.

What is Included in Fees by Section

Item	Tinies	Subbies	Juniors	Inters	Seniors	Masters
Coaching	Y	Y	Y	Y	Y	Y
Hall hire	Y	Y	Y	Y	Y	Y
Rod	Y	Y	Y	Y	Y	Y
Clubs	N	Y	Y	Y	Y	Y
Comp entry local comps	Y	Y	Y	Y	Y	Y
Comp entry Ballarat	N	Y	Y	Y	Y	N
Pan Pacs Masters Games entry and expenses	N/A	N/A	N/A	N/A	N/A	N
Extra classes	Y	Y	Y	Y	Y	Y
Clubs hire	N	Y	Y	Y	Y	Y
Rods hire	Y	Y	Y	Y	Y	Y
Costume hire	Y	Y	Y	Y	Y	Y
Character Shoe Hire	Y	Y	Y	Y	Y	N
Fancy item one off costume hire	Y	Y	Y	Y	N	N
Comp makeup	N	N	N	N	N	N
Wig hire	Y	Y	N	N	N	N
Practice skirt	N	N	N	N	N	N
Hair pins, nets and hairspray	N	N	N	N	N	N
Replacement of broken clubs/rods	N	N	N	N	N	N
Bodysuit/dance underwear	N	N	N	N	N	N
Camp	N/A	N	N	N	N	N

Note: if requested by the coach you may need to purchase your own shoes and wigs and fancy one off costume.

Equipment Hire

All students receive the required clubs and rods suitable for their size through the club at the beginning of the year. These clubs and rods are owned by the club and are not the property of an individual. All clubs and rods are handed back after the concert. Students participating in Pupil Skill classes will be reassigned clubs and rods at those classes.

There is a replacement fee of \$30 if clubs or rods are damaged or broken. Class representatives and coaches notify either the Treasurer using the form in the Members Area of the Website regarding any broken clubs or rods so that the Treasurer can invoice the student for the replacement.

Additional Items Not Included in Fees

Competition Makeup

The committee sources makeup for purchase from the club at a discounted price. This is a service provided by the club; however, members do not need to purchase through the club and are welcome to source their own makeup. Competition makeup is available to purchase through the RevSport shop. Please speak to your class rep for more information.

Club Uniform

The following items must be purchased by each student:

- Club competition tracksuit jacket & club competition leggings.
- Rod covers - purchased through Rev Sport shop
- Black shoes, black socks, black or club t-shirt
- Leotard and tights for class - black (tinies can have any colour leotard)
- Body stocking/dance underwear

Second hand uniform is advertised for sale on the club Buy, Swap and Sell Facebook Group <https://www.facebook.com/groups/bentleighcalibuyswapsell>

Other Things

- Accommodation, venue and meals at Juniors and Inters overnight camp
- Venue and meals at Subbies Day camp. These fees are billed separately.
- Hair pins, hair nets, and hairspray – each student is required to supply their own for competitions.
- Leg tan - required for Subbies, Juniors, Inters, Seniors and Masters
- Aesthetic practice skirts – each student needs to purchase these
- One off fancy item costume – some sections only.
- Audience tickets to competitions

- Accommodation and meals at Ballarat competition. This is the sole responsibility of the parents/competitor.
- For Masters – during a PanPacs year, Pan Pacific Games entry fees, flights and accommodation if competing (fundraising by Masters can be used to partly subsidise entry fees for those that participate in fundraising efforts)
- Pupil Skills tuition and exams – optional and invoiced separately.
- Solo fees, if participating in solos. This is invoiced separately. Refer to the *Solo Coaching Policy* for more information.
- Concert tickets and concert digital recording (Solo and Team).

Financial Difficulty

Please contact the Treasurer or Assistant Treasurer via email on treasurerbentleighcalisthenics@gmail.com regarding a payment plan option, if you are experiencing financial difficulty.

If you request and are approved for a payment plan you are still required to have completed the first and second instalments by the due date. You are also required to make regular instalment payments (eg. weekly, fortnightly or monthly).

All matters regarding fee payments are private and only discussed with the Treasurer (President and Secretary if required). It really helps the Treasurer to be notified before fees become overdue that you require extra time to pay.

Refunding Fees

Refund of fees is only available to families who have paid the total yearly fee and then decide to remove their child from classes. A refund is only available for extenuating circumstances. To request a refund the parent needs to contact the committee in writing. The Treasurer will then gain approval from the committee for a refund. All requests will be considered but not guaranteed.

Family administration levy and annual Item fees will not be refunded (unless costumes have not yet been issued). Any refund agreed by the Committee will only apply to the Annual Class fees portion of your fees.

The refund is calculated on a pro rata basis as follows:

How many weeks of classes are left in the year. The refund will be for the cost per class x number of classes left in the year. For example, \$10 per class x 5 classes remaining = \$50.

Solo & Privates Fees

Solo and private fees are determined at the end of each prior to the solo season starting. A separate solo coaching policy outlines the services provided for these fees.

Type of Coaching	Coach Qualification	Coaching Cost ph	Hall Hire Cost ph
Solo Coaching - Competitive	CV Level 1 or 2	\$25.00	\$22.00
Solo Coaching – Recreational	CV Level 1 or 2	\$25.00	\$22.00
Solo Coaching – Recreational	CV Recreational	\$20.00	\$22.00
Private lesson	CV Level 1 or 2	\$25.00	\$42.00
Private lesson	CV Recreational	\$20.00	\$42.00
Small group (min 4 students)	CV Level 1 or 2	\$15.00	\$18.00

Note: Solo Coaching Hall Hire is subsidised by the Club – the actual cost per hour is \$42.00

Payment Options for fees

Invoices for fees are generated by the club through the RevSPORT system. These invoices are to be paid via RevSport. Transaction fees apply to payments. Please note only MasterCard and Visa cards are accepted.

We also use Trybooking and RevSPORT for club events to streamline payments.

Internet Banking – Direct Deposit (ONLY IF APPROVED BY TREASURER)

Queries

Please don't hesitate to contact the Treasurers via email on treasurerbentleighcalisthenics@gmail.com if you have any queries about invoices, payments or fees.