



Dear Parents and Swimmers

## **ARRANGEMENTS FOR PAYMENT OF ENTRY FEES FOR OPEN MEETS AND GALAS, 2016-17**

### **Background**

When entering swimmers for open meets Marlins have to pay the host club all entry fees in full usually within 3 days of the acceptance of our entries. Often this is many weeks ahead of the actual event. If we do not pay in the time frame stated our whole club entry is at risk of being rejected. If individual swimmers withdraw after their entry has been accepted most host Clubs will NOT refund the entry fees.

We have always trusted our parents and swimmers to pay when requested to do so and we regularly submit entries, with the appropriate payment, before we have collected all the relevant fees from individual swimmers. We understand that sometimes you might forget and need reminding, or that the wrong amount is paid and we are unable to reconcile the amount due to this or the lack of an event reference in a BACS transfer.

However, this does result in the club being out of pocket. We continue to experience delays in individual swimmers making payment, leaving significant sums outstanding and an ever increasing administrative burden falling on volunteers in chasing up payment. In the long term this is not sustainable. Moreover it is not acceptable for the Club and those members who always pay in full and on time to subsidise those who do not.

To tackle this issue the Board has in place arrangements to simplify the administration of open meet entry fees and to apply sanctions where, in the absence of a reasonable explanation, entry fees are not paid within the requested timescale. These rules are applied equally to all. It is regrettable that we feel compelled to take this action but we believe it is necessary in the interests of all members.

### **Fee Collection Procedures**

All fees for the Club Championships and time trials must be paid with the entry. Where fees are paid by BACS transfer you should provide the date of the payment and any reference number when your entry is submitted or by email to the open meet secretary or Treasurer.

All fees for other open meets must be paid within 3 days from our request to you for payment unless otherwise stated. You will be notified by email from the Open Meet Secretary when this is required. A confirmation email from you to the Open Meet Secretary that payment has been made stating the date of payment and quoting your payment reference will be required.

We add a £2 administrative charge to the entry fees payable by each individual competitor, irrespective of the number of events entered, for both Club competitions and open meets. The funds collected are used to pay for costs linked to organising events, for example the purchase of event passes for our coaches.

### **Bank Account for the Collection of Open Meet Fees**

**It is our very strong preference that we receive competition and open meet fees by BACS transfer.** All online payments for meets (including Club Champs and Time Trials) must be paid to our dedicated bank account for the collection of meet fees. This account must NOT be used for the payment of membership and swim fees. The details are:

Bank: Santander  
Account Name: Mid Sussex Marlins Swimming Club  
Sort Code: 09-01-28  
A/c Number: 64664531

All entry forms will show these details. PLEASE ensure you update your online payment details.

### **Action in the Event of Non-Payment**

Before a swimmer's entry is submitted for any meet we will check to see if there are any outstanding meet fees to be paid. If there are we will not enter the swimmer until all debts are settled.

Going forward, if the entry fees for a swimmer are not paid within the specified time and there has been no notification to the Open Meet secretary or Treasurer of a delay in payment the swimmer will have their entry for the meet removed.

The Board will implement these sanctions when necessary but wishes to emphasise that most difficulties can be overcome through clear and prompt communication with Club officials.

### **Financial Difficulty**

If the payment of open meet fees causes a family financial difficulty, applications for assistance from the Club's Swimmer Support Fund will be considered sympathetically according to circumstances. Please contact the Club Treasurer who will handle all application in complete confidence. E Mail - [treasurer@midsussexmarlins.org](mailto:treasurer@midsussexmarlins.org)

### **Effective Date**

The Club will implement these arrangements from 1 January 2016.

### **Contact**

Any questions about these arrangements should be directed to the Open Meet Secretary ( [msmopen-meet@midsussexmarlins.org](mailto:msmopen-meet@midsussexmarlins.org)) or the Treasurer ([treasurer@midsussexmarlins.org](mailto:treasurer@midsussexmarlins.org)) .

The Board  
Mid Sussex Marlins Swimming Club

1 October 2016