



PLEASE SET UP STANDING ORDER & RETURN TO HSC

Dear Parents/Guardians

Your Swimmer's month trial has now passed and we are pleased to notify you that Roger is happy with their progress. Therefore we would love for your child to become an official member of HSC. The Joining fee plus the yearly membership fee are now due.

With regards to monthly fees our preferred method of payment is by standing order. Payment other than a standing order must be agreed in advance with Donna who can be contacted on dsdtdkjwhall@tiscali.co.uk. This month's fees can be paid by cheque/cash until you have set up your standing order mandate.

You will find attached to this letter a standing order mandate form which you are required to complete and return **to your bank for set up.....please could we have a duplicate copy for reference purposes.** Alternatively, this can be completed as part of your online banking system. Forms can be returned to Lucinda or posted into the HSC secure box.

For reference purposes we will require you to quote a personal reference. To create your references please use the following example Swimmer: **DANIEL HALL** born on **26** October 1998= **DANHAL26**. Please read the following payment terms which will become effective once processed.

1. An administration fee of £10.00 will be charged for any standing order that is cancelled without written notification. Written notification of this must be given to Donna or e-mailed to dsdtdkjwhall@tiscali.co.uk or posted in the HSC secure box next to the club noticeboard.
2. Any member that owes more than 2 months in fee payments will be charged a late payment fine of £10 each month until all outstanding fees are paid.
3. Any payment which is missed will become payable immediately in cash. If it becomes necessary to set up a new standing order than an administration fee may apply.
4. Any member wishing to resign membership of the club must give one month's notice in writing to the Club Secretary. A member's resignation shall only take effect when this rule is complied with. The ASA Membership Department shall be informed should a member resign when still owing money or goods to the club.
5. Swimmers that swim additional sessions (those that are not in their allocated squad times but have been agreed by Roger) will be charged an additional £5 per month. This along with gala fees and fees from Master swimmers will be administered separately at the end of the month.

Any further questions/queries can be e-mailed to Donna on dsdtdkjwhall@tiscali.co.uk

Thank you for your co operation in this matter.

HSC Committee