

Policy For Unpaid Invoices

Objectives of the policy:

To clarify the treatment of outstanding invoices for both members who have left the club and those who are still swimming with the club.

Existing Members:

Where Invoices are outstanding and unpaid for more than two months, the TBAS Treasurer will adhere to the following process:

Step 1

Email the member asking for all outstanding fees to be paid immediately. Ask the member to respond if they have any specific personal circumstances that make it difficult for them to pay or if they believe the Treasurer's view to be incorrect.

Step 2

If still unpaid after one month (i.e. outstanding for three months), email the member again, expressing the importance of fees being paid for the club's financial position. Again, ask the recipient if they have specific personal circumstances that make it difficult to settle or believe the Treasurer's view needs to be corrected.

Step 3

If still unpaid after a further month (i.e. outstanding for four months), email the contact and ask for a meeting with Welfare and the Treasurer to discuss the swimmer's future at the club.

Former Members

Step 1

If unpaid at the end of the notice period, email the contact email address and ask for the outstanding balance to be paid as soon as possible. If the due balance isn't paid within a month, the club will contact Swim England and let them know that the swimmer has left the club with an outstanding balance. This will likely mean the swimmer cannot swim for another club.

Step 2

If unpaid for three weeks, email the contact email address to re-iterate the points in step 1.

Step 3

If still unpaid after three weeks, notify Swim England.