



**Authorisation & approval form- SAC Payment by Visa/ MasterCard/ Cheque**

**Terms and Conditions:**

1. Fees will be deducted on the first week of each calendar month.
2. Only VISA or MasterCard's are accepted.
3. Members MUST make sure that there are at least 2 years of Validity of the card
4. Any changes or cancellation in fees can be arranged by written notice or email to the Club.
5. Fee structure based on various group as follow:

| Group    | Coach               | Fee   |
|----------|---------------------|-------|
| 1        | David Lim/ Gary Tan | \$150 |
| 2 /3 / 4 | Zhai/ Li/ Meng Seng | \$130 |
| 5        | Wei Yu              | \$120 |

**Personal Details**

Name of Swimmer

Coach:

(1) \_\_\_\_\_  
 (2) \_\_\_\_\_  
 (3) \_\_\_\_\_  
 (4) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Contact Number: (H) \_\_\_\_\_ (HP) \_\_\_\_\_

Email: (primary) \_\_\_\_\_ (secondary) \_\_\_\_\_

**Credit Card Details:** MasterCard / VISA/ Cheque

Credit Card No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CCV No: \_\_\_\_\_ Bank: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Card Holder's Signature

In approval of the monthly deduction of fees by Swimfast Aquatic Group Pte Ltd

**For Official Use Only:**

Date Joined: \_\_\_/\_\_\_/\_\_\_ Date resigned: \_\_\_/\_\_\_/\_\_\_

**\*Grand Total: Deposit: 100 \* \_\_\_ + Fee: \_\_\_\_\_ + Subscription: ( 20 + 20 : admin fee) + Ord. mem:200 + Family: 100 + \$5 (bank service charge)**

| Year | Jan | Feb | Mar | Apr | May | June | July | Aug | Sep | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-----|
| 2011 |     |     |     |     |     |      |      |     |     |     |     |     |
| 2012 |     |     |     |     |     |      |      |     |     |     |     |     |
| 2013 |     |     |     |     |     |      |      |     |     |     |     |     |

*\*For all credit card/ Master card payments there will be an extra fee of \$5 for every transaction to cover bank service charge costs*

# Swimfast Aquatic Club (SAC)

## Information Kit for New Members

Thank you very much for your interest in our competitive swimming program. Here are some useful information on our membership structure, fees and training schedule.

### Membership

**Ordinary Member (OM)** - One parent must join the club as an OM unless the swimmer is over 21 years of age.

**Family member (FM)** - All swimmers under 21 years of age must sign up for this category of membership under the OM.

|   |                      |
|---|----------------------|
| <b>Fee Structure</b> Ordinary Member Joining Fee* | \$200                |
| Family Member Joining Fee*                        | \$100                |
| FM Monthly Subscription Fee**                     | \$20                 |
| FM Monthly Training Fee**                         | \$100 - \$130        |
| Admin Fee   | \$20                 |
| Deposit (per FM)***                               | \$100                |
| <b>Total payment for 1 OM with 1 FM</b>           | <b>\$540 - \$560</b> |
| <b>Total payment for 1 OM with 2 FM</b>           | <b>\$880 - \$920</b> |

\* Joining Fees are payable one-time upon application.

\*\* Payment by cheques MUST be made at the beginning of each quarter. Therefore, payment is due on the 1<sup>st</sup> of January, April, July and October of each calendar year. If you go on our credit card payment scheme, we will debit your monthly dues to your credit card on the 1<sup>st</sup> week of each month.

\*\*\* Refundable upon resignation of membership with one month's written notice.

Monthly fees are expected to be paid regardless of the swimmer(s) actively training or not. Those members who are delinquent in the monthly payments for consecutively two calendar months, SAC reserve the right to forfeit their membership without the possibility of having the deposit refunded.

All cheques should be crossed and made out to "**Swimfast Aquatic Group Pte Ltd.**"

All fees paid are **NOT REFUNDABLE** except for the deposit.

\*For all credit card/ Master card payments there will be an extra fee of \$5 for every transaction to cover bank service charge costs

### Trial Period

The Club will allow all interested swimmers a trial period of one week to train with its coaches. Subsequently, you will be required to submit this application and payment before continuing.

### Training

**Venue:** The Shaw Pool, ACS Barker Road, 60 Barker Road, Singapore 309918

- **Schedule:**

- Weekdays 0530 to 0800 hrs (Group 1)  
1730 to 2015 hrs
- Saturday 0630 to 0830 hrs (Group 1 & 2)  
1630 to 2000 hrs
- Sunday 0630 to 0900 hrs

Swimfast Aquatic Club c/o Swimfast Aquatic Group Pte Ltd

Mailing Address: Blk 8 Kensington Park Drive #01-03 S557323

Telephone: 64724288 Fax: 64720802 Email: <mailto:sac@swimfast.com.sg> URL: <http://www.swimfast.com.sg>

Please note that SAC has training sessions on all public holidays except on Christmas Day and the 1<sup>st</sup> day of Lunar New Year. It will only be the morning session.

- **Grouping:**

- Group 1 (Coach David/Gary) – 8 times per week minimum, Off on Wednesday AM, Saturday PM & Sunday
- Group 2 (Coach Zhai) – 5 times per week minimum, Off on Thursday
- Group 3 (Coach Li) – 5 times per week minimum, Off on Tuesday
- Group 4\* (Coach Meng Seng) – 4 times per week minimum, Off on Mondays
- Group 5 (Coach Wei) – 3 times per week minimum, Off on Wednesdays

## **Club Representation**

Members who are also members of other competitive swimming clubs/programmes must commit to representing SAC at all local and regional swimming meets unless

1. SAC is not participating in the meet.
2. The swimmer has not been selected to represent SAC.

Nonetheless, under either circumstance, the member must write in officially to request for permission. Failure which, the member will be subjected to an inquiry by the Management Committee and may subsequently be expelled from SAC.

## **Resignations**

Any resignations by members must be in writing and given to the Club administrators/office one month before the end of the quarter. Otherwise, the Club reserves the right to retain your deposit as failure to give the required notice and especially if the swimmer has continued training throughout the said period.

## **Taking a Break**

Members wanting to take a break from training i.e. examinations, medical conditions, etc . . must apply to the Club in writing to get exemption from paying training fees for those said months. However, the subscription fees of \$20 per month are still payable to maintain the membership with the Club.

## **Re-Joining SAC**

Any ex-member wishing to re-join SAC will be taken on a case-to-case basis and the decision made by the standing Management Committee will be final. Should any ex-member be accepted back to SAC, the ex-member is subjected to the Joining Fees similar to a new applicant.

## **Constitution & Bye Laws**

Upon confirmation of your membership, a copy of SAC's constitution and Swimming Bye-Laws is available upon request.

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Updated 7<sup>th</sup> February 2011

Dear Members:

## SAC Payment Schemes 2011

The Club will adopt the following payment schemes for 2010. We will be doing this exercise on a yearly basis at the beginning of each calendar year. This is for our administrative purposes to keep abreast of each member's updated data, payment schedule, and to certain extend, commitment to SAC. Currently, there is a misconception that if the swimmer does not train, there is no need to pay the monthly dues. Please note there is NO such policy regarding this. All dues are payable every month in order to keep your membership active and only those who meet the conditions of No.3 below can otherwise pay the subscription fees only.

There are two modes of payment available – credit card and cheque. We will also accept cash but really discourage this mode of payment as there will be no paper trail.

Here are some terms and conditions regarding the payment where some members may not be aware.

1. **Training Fees.** It is based on various training groups. Group 1 (Coach David/Gary): \$130, Group 2 (Coach Zhai): \$110, Group 3 (Coach Li): \$110, Group 4 (Coach Meng Seng): \$110 and Group 5 (Coach Wei): \$100. This is payable by all active swimmers and on a monthly basis.

2. **Subscription Fees.** It is currently at S\$20. This is payable by all members (active or non active) on a monthly basis to maintain the membership with SAC. Failure to pay this fee may result in membership lapse and will lead to eventual lost of membership.

3. **Leave of Absence.** SAC will allow members to take a leave of absence up to 3 months with a written request to the Club. The Club will only allow such cases like i) medical conditions, ii) major examinations like PSLE, 'O'/'N'/'A' Levels, and iii) other special cases to be reviewed and accepted on a case-to-case basis. The request must be sent in before the period of absence. During the entire period of absence, the Subscription Fees of S\$20 per month MUST still be paid to SAC to maintain the membership alive but non active. Coming for training session during this period will mean the reactivation of membership and the Training Fees will due.

Please understand that SAC is a non-profit organization registered with the Registry of Societies. All the fees collected are used to pay the full time coaches and rental of the pool. It is therefore imperative that we be vigilant on all payment collection. From 2010, we will adopt a system that will update the administration on payment and cross-checked against the attendance.

Attached are the forms of which you can choose to inform the administration the mode of payment to undertake. All members need to submit a hardcopy of either the Payment by Cheque/Cash or Payment by Credit Card form for 2010. Please print ONE copy for every swimmer.

All members please take notice; we will be very strict with the punctuality of the payment. So to avoid any unnecessary awkward situations, please also be diligent about the payment on your part. Thank you for your understanding and support.

Yours sincerely,  
David Lim (BBM)  
President/Head Coach  
Swimfast Aquatic Club

