



Registration Policy

- Registrations will only be available online via www.wingsrhythmicgymnastics.com – here you will be able to access the **member portal** at the top of the site page.
 1. From this **portal** you must set up a student profile for each participant.
 2. Once this is done, select the participant you wish to **enrol** and you will see the classes they are eligible for. Select the class or classes best suited for the participant, return to the top of the class page and click confirm. You will now be able to continue to check out.
 3. If you have **siblings*** to register, return to the enrolment page and proceed with the above procedure.
** **Sibling discounts** will be applied at checkout when all siblings are registered in one transaction.*
- Class fees must be **paid in full** prior to the commencement of a term. **Squad members** will be billed annually, with payments made monthly for the duration of the competitive season.
- **Late registration** – If you wish to enrol after registration has closed, you will need to reach out to secretary@wingsrhythmicgymnastics.com with details of the class you are looking to join – there will be an additional **€10 administration fee** applied for late registrations.
- **Governing Body Membership Fees** – our Governing Body, Cheer Sport Ireland (CSI), require the registration of all members of the club with them, this is an annual fee to be paid in September or upon registration of any new member. Membership prices are listed below and subject to change each September.

NGB Membership Type	Yearly Fee
Athletes under or, over 18	€15
Coaches under or, over 18	€20
Volunteers under or, over 18	€20

- **Insurance fee**– a €25 annual fee is required in September or upon the registration of any new participant.
- These fees are merged into one payment of €40 and issued to each participant in all of our programmes. **Squad members** will pay this fee on registration. **Recreational members** will be issued this fee the week before the term is due to commence.
- **This fee** will only be **issued once per season**, however, you may be charged twice in the same calendar year. Memberships are **renewed in August**, for example: if you are to register with the club in June, you would be required to pay these fees in June and again in September.



- **Refunds** will only be processed if carried out prior to the commencement to a term.
- When requested **14 days prior** to the commencement of a term you will be entitled to an **80% refund**.
- When requested **7 days** prior to the commencement of a term you will be entitled to a **50% refund**.
- When **requested within 7 days** of the commencement of a term you will **not** be entitled to a refund.
- Requests for refund must be made in writing to secretary@wingsrhythmicgymnastics.com with the following:
 1. Subject: Refund
 2. Then, please provide your name and the participant's name and the class you are requesting to be removed from.
 3. We will process the refund in accordance with the refund process outlined above and you will be notified when the funds are transferred.
- Each **term** may vary in **length**, and will typically be **10 weeks** in duration. Any change to this norm will be reflected in class fees.
- You will find the **schedule** for any enrolled class in the **member portal** under upcoming classes which includes all **dates and times classes are ongoing**.
- There may be times that the club needs to cancel a class after the start of the term or at short notice. The schedule will immediately be remedied to include updated information on the class page and a message will be sent to members affected by the change.
- Major adjustment or disruption to the schedule will be communicated under the announcements on the portal homepage.
- If classes are cancelled, the class will be rescheduled the same day and time of the week at the next available date. If there is no date feasible to reschedule the class, a credit refund will be issued to your member profile on a pro rata basis.
- **Download the companion portal app** to your personal device for quicker access to view class schedules and check announcements.
- For **new members**, all new participants will start in the pre-school or recreational level one classes.
- For returning **current members**, you will have received notification of the recommended class level for the participant. If you did not receive this or are unsure about anything please get in contact.
- For returning **previous members**, please re-enter the last class the participant was enrolled in. If you are unsure, get in contact.
- When spaces in **class are full**, where usually there would be a button for enrolment there will be an option to be added to waiting list. Click this and Confirm to be added to the waiting list for the specified class.
- Participant's **data** registered with WRGC will be stored confidentially in compliance with GDPR, accessible only by authorised personnel. Unnecessary data will be deleted periodically; if you would like to exercise your **right to erasure** and have your data completely removed from our systems please make a written request to secretary@wingsrhythmicgymnastics.com
- **Admission** to the Development and Competitive rhythmic gymnastics and cheerleading squads is dependant on space in classes, passing physical ability testing and at the discretion of the head coach. Attendance, training availability and punctuality will be taken into consideration when selecting members of these squads. If you would like to express interest in these squads and discuss the path to entry for selection then please reach out to secretary@wingsrhythmicgymnastics.com



secretary@wingsrhythmicgymnastics.com



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