**Portobello ASC – Proposal to Use Team Unify Payment Platform for Training Fees**

*Proposal*

To use the Team Unify payment platform for collecting monthly training fees. Timing is to be kept flexible but the aim would be to do it by the end of 2023 and possibly to time with any increase in training fees needed due to pool hire cost increase. All members would be given sufficient warning to ensure they know when the change over date is and what they need to do.

*Reason*

Changing to a system that has the club taking training fees from a members credit card within the Team Unify system has a number of advantages.

1 – The current approach to standing orders doesn’t work well

- often members set up the wrong amount

- often members forget to change the amount as an athlete changes squads (or changes to the wrong amount)

- often the payment date is not set as requested making it harder to track income over the month

- often a time limit is set on the Standing Order that the club is unaware of which means the fee suddenly stops being paid each month.

- annual SASA fees have to be sent as a one-off payment each year and involves hours of work co-ordination/ chasing

Trying to track and solve each of these problems via a manual spreadsheet that doesn’t integrate with the bank account is hugely time consuming and impossible to do properly. The club has likely lost income over the years as a result.

2 – Using Team Unify would allow the club to set the amount and payment date and make changes as necessary. It would also save hours of bank reconciliation time as fees would automatically be attached to the relevant athlete in the system indicating who has paid what when.

3 – We could also deal with any one off payments that become necessary or any refunds in a much simpler manner.

*What is Needed from Members*

Account holders (parents/ carers of athletes and senior WP members) will need to enter their credit card details into Team Unify and cancel their Standing Order **at the appropriate time**. To be clear – this should NOT happen now! Only when we have given detailed instructions to everyone.

*What is the Cost*

There is a 2.95% plus 20p charge from Team Unify to use their payments platform. Therefore, this would increase each squad fees by the following approximate amounts (rounded up to nearest £):

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| **MEMBERSHIP CATEGORY** | **Current Monthly Fee** | **With additional TU processing fee** |
| **Top Squad** | **£90** | **£93** |
| **Intermediate Squad**  | **£70** | **£73** |
| **Development Squad 3** | **£50** | **£52** |
| **Development Squad 1+2** | **£40** | **£42** |
| **Water Polo – Beginners 1** | **£25** | **£26** |
| **Water Polo – Beginners 2** | **£32** | **£34** |
| **Water Polo – Beginners Full** | **£40** | **£42** |
| **Water Polo – Dev, Junior boys/girls** | **£45** | **£47** |
| **Water Polo – Seniors** | **£45** | **£47** |
| **Associate Membership** | **£15** | **£16** |

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These are not finalised amounts – just an indication. For instance, we may look to implement this when we know the increase in pool hire costs for the year. In which case we would try to make the change at the same time and therefore minimise the affect of any increases due to rounding up to the nearest £.

**The PASC Committee**