

# **GYMNASTICS NEWFOUNDLAND AND LABRADOR**

## **REGISTRATION, INVOICE AND PAYMENT PROCEDURES**

**EFFECTIVE 1 NOVEMBER 2023**

### **Uplifter Invoices**

Membership registrations for previous month must be uploaded to Uplifter by the 15<sup>th</sup> of each month.

GNL will generate invoices from Sage accounting and send to clubs on a semi-monthly basis. Normally the middle and end of each month.

Payment is required one month from the date of the Sage Accounting invoice. Clubs can send payment earlier if they prefer!

Once payment is processed, GNL will email a receipt via Sage Accounting to the Club. The Uplifter invoice will also be updated to reflect the payment (Outstanding to Paid) and a receipt will be emailed.

### **NCCP Courses**

Registrations will be accepted until the posted deadline date. Once registration closes, GNL will determine if there are enough registrations for the course to proceed. If the decision is made to proceed with the course, there will be no cancellations allowed.

Pending availability, late registrations will be accepted up until two business days before the NCCP course begins. There will be a late registration fee of \$50 charged.

GNL will generate invoices from Sage Accounting and email to clubs once registration closes.

Payment is required one month from the date of the Sage Accounting invoice. Clubs can send payment earlier if they prefer!

Once payment is processed, GNL will email a receipt via Sage Accounting to the Club.

### **Camps**

Deadline for registrations will be three weeks before the Camp begins.

Pending availability, late registrations will be accepted. There will be a late registration fee of \$50.

Deadline for refunds will be one week before the Camp begins. There will be an administrative fee of \$25.

GNL will generate invoices from Sage Accounting and send to clubs once registration closes.

Payment is required one month from the date of the Sage Accounting invoice. Clubs can send payment earlier if they prefer!

Once payment is processed, GNL will email a receipt via Sage Accounting to the Club.

### **Annual General Meeting /Operations Committee Meeting (In person)**

Deadline for registrations will be one week before the AGM.

GNL will generate invoices from Sage Accounting and send to clubs once registration closes.

Payment is required one month from the date of the Sage Accounting invoice. Clubs can send payment earlier if they prefer!

Once payment is processed, GNL will email a receipt via Sage Accounting to the Club.

### **GNL Provincial Championships**

Deadline for registrations will be six weeks before the Provincials.

Late registrations will be accepted for an additional week. There will be a late fee of \$50.

GNL will generate invoices from Sage Accounting and send to clubs once registration closes.

Payment is required one month from the date of the Sage Accounting invoice. Clubs can send payment earlier if they prefer!

Once payment is processed, GNL will email a receipt via Sage Accounting to the Club.