

Any new club wanting to be recognized as a member club with the AGF, must submit a club registration package and the AGF Board of Directors will review and approve membership.

### How to Register as a NEW Member Club:

For your club to become an AGF Member Club, the following must be submitted for consideration by the AGF Board of Directors in addition to the requirements of this package:

1. Copy of certificate of incorporation, business license
2. Completed AGF member club application form
3. Payment of Club Membership fee

### Member Club Renewal

- To continue receiving AGF membership benefits, member clubs who wish to re-register must submit their club registration package and payment to the AGF office by 4:00 p.m. on Monday, September 30<sup>th</sup>, 2019.
- Registration forms and payments received after September 30<sup>th</sup> will be charged a late fee, as per the schedule below. Failure to receive registration forms and payment past 60 days will result in the **withdrawal of insurance coverage** for the club and other membership benefits.

**REGISTRATIONS POSTMARKED LATER THAN THE STATED DEADLINE WILL BE INVOICED FOR LATE FEES AS NECESSARY.**

#### Late Fee Charges:

- 1-30 days past due: 20% of club fee, minimum of \$53.40
- 31-60 days past due: 40% of club fee, minimum of \$106.80
- 61+ days past due: Insurance coverage and member benefits are withdrawn.

#### Forms of Payment Accepted:

VISA, MASTERCARD, AMERICAN EXPRESS, CHEQUE, DIRECT DEPOSIT

#### **PLEASE NOTE:**

***Credit Card Payments that are \$1,000.00 or higher will be charged a 2% transaction fee.***

#### Alberta Gymnastics Federation Communications

A minimum of one club contact must be designated to receive all club communications. This person is expected to distribute AGF communications to the appropriate club personnel. Please ensure that the contact(s) you provide are informed of this responsibility.