

1st Embsay and Eastby Scouts - Payments Policy

What is this payments policy?

The following policy has been approved by 1st Embsay and Eastby Scouts' Trustee Board to govern procedures relating to taking payments for membership subscriptions, activities, camps, and other related charges.

Payment schedules

Payment deadlines for camps and events will be clearly communicated at the time of booking. Membership subscriptions are due on the first day of each month or term, depending on the section, as communicated in the joining email.

How are payments taken?

The Group takes payments by Direct Debit. Direct Debits are normally managed in Online Scout Manager. Once a direct debit is set up, it is the responsibility of the parent/guardian to ensure that payments are initiated in Online Scout Manager in good time. At the discretion of the account holder, Online Scout Manager can be configured to take payments automatically.

What if I am experiencing financial difficulties?

The group does not want financial difficulties to be a barrier to taking part in scouting. If finances are proving a problem, please contact the Group Scout Leader (gsl@1stembsayandeastby.org.uk) as soon as possible to discuss using the group's hardship fund which may be available to lower or suspend payments for a defined period of time.

What will happen if payments become overdue?

In the event of activities, camps and other events, overdue payments will be handled in accordance with our Cancellation and Refunds policy.

If membership subscriptions become overdue, the following process will be followed:

1. Informal reminder

If payment is 2–4 weeks overdue, a polite reminder will be sent by the Section Leader or Treasurer.

2. Formal reminder

If payment remains outstanding after a further 2 weeks, a formal written reminder will be issued.

The reminder will:

- State the outstanding amount
- Provide a deadline for payment (normally 14 days)

3. Termination of membership

If there is continued non-payment, membership of the young person may be terminated by the Group Trustee Board.

In this event, the young person will be eligible to rejoin the waiting list for the section.

Version number and date of the last review

Version 1

Approved 10th March 2026