



Club flow Policy

Lee Rowing Club uses Club flow.io a payment software tool to manage club payments. Outlined below is the club's policy adapted by the Committee on the 04/12/23 in respect of Clubflow.io

- All Members are sent an email inviting them to join Clubflow.io
- New members are required to sign up for Clubflow.io when joining the club.
- All members are advised to add clubflow.io to their email's safe senders list in case payment requests from clubflow.io end up in their Junk mail.
- All entry fees to events are to be processed through Clubflow.io
- When entering members into events, coaches are required to first check if the athlete is available to row in the event.
- Once the entry deadline has passed, a payment link will be issued to all entered members requesting the fee payment.
- The member is required to pay their fee before the event date.
- If the member is unable to row / partake in the event but had declared, they were available when entries were made , then they are required to pay the entry fee.
- Coaches are requested not to enter members that are not available as the club will be required to pay the entry fee.
- Should a coach wish to change a crew member after the closing date and transfer fees they must contact the Club Treasurer to arrange the amendment.
- The Club Treasurer will only facilitate changes if the club does not suffer a loss in fees.
- The Club Treasurer is responsible for the collection of all fees and will report to the Committee on any outstanding fees.
- Members in arrears of 2 events are more will not be entered into subsequent events until their arrears are paid in full.
- Clubflow.io may also be used to collect Rowing Ireland Registration fees, Accommodation costs associated with an overnight events and other Sundry payments. All payment requests should be paid upon receipt of email.

Should you have any questions in relation to this policy document please contact the Club Treasurer by email treasurer@leerowingclub.com