



UNSW Fitness & Aquatic Centre
unsw-ymca.org.au
02 9385 4881

YMCA

Salary Sacrifice Agreement

Links ID	<input type="text"/>
Employee ID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
D.O.B	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address	<input type="text"/>
Suburb	<input type="text"/>
State	<input type="text"/> Postcode <input type="text"/>
Phone	<input type="text"/>
Ext	<input type="text"/>
Email	<input type="text"/>
School/Unit/Department	<input type="text"/>

<input type="checkbox"/> UNSW Staff	<input type="checkbox"/> UNSW Global Staff
RCD#	<input type="text"/>

Membership:	Total Cost
<input type="checkbox"/> 3 Months (GYFACL 100%)	<input type="text"/> - <input type="text"/>
<input type="checkbox"/> 12 Months (GYFACL 100%)	<input type="text"/> - <input type="text"/>

Personal Training:	Total Cost
<input type="checkbox"/> 10x30 Min (GYMHO 100%)	<input type="text"/> - <input type="text"/>
<input type="checkbox"/> 10x60 Min (GYMFO 100%)	<input type="text"/> - <input type="text"/>

OFFICE USE:
Start Date: / /

Member Agreement

Member Initial

I have read and understood the conditions of this membership detailed above and on the back of this form.

Applicants Declaration

I, and if being a minor my parent/s and guardian/s for and on behalf, of myself, acknowledge that during all such times as I am on the premises of or included in any activity to the premises which is organised, approved or endorsed by UNSW Fitness & Aquatic Centre as an activity for me to take part in, both my property and person shall be at my own risk and I will not hold UNSW Fitness & Aquatic Centre liable for any personal injury or loss of property which may arise from negligence of UNSW Fitness & Aquatic Centre, its servants, agents, independent contractors, voluntary workers, other users of the facility or participants in the activities or spectators or other parties providing services through or in the facilities of UNSW Fitness & Aquatic Centre. I also warrant that I am physically fit and able to engage in an exercise and fitness program at the centre/facility.

Acknowledgement

I request that UNSW Fitness and Aquatic Centre membership or program instalments as stated on this form be included in my salary package and that the fees be deducted from my fortnightly gross salary accordingly. I have read and understood the University Salary Sacrificing Scheme and agree to abide by the provisions contained therein, which may be varied from time to time.

I acknowledge that:

1. The University has advised me that I should seek independent financial advice before proceeding with any salary sacrificing arrangements.
2. I will notify UNSW Fitness and Aquatic Centre immediately of any leave without pay, and will make arrangements to pay any outstanding membership fees with UNSW Fitness & Aquatic Centre.
3. I will notify UNSW Fitness and Aquatic Centre/UNSW Human Resources immediately of my resignation from the University. In such cases, I would have one final deduction for the balance of my membership. I understand this deduction cannot be made pre-tax from any annual leave or LSL entitlements. I will need to make arrangements with UNSW Fitness and Aquatic Centre directly to pay any remaining outstanding membership fees.

Privacy and our 'No Spam' Policy

The information provided on this form is confidential and will not be disseminated to any unauthorised third party. You have the right to access/correct personal information which will be stored securely on site.

Would you like to receive updated information from UNSW Fitness & Aquatic Centre (Tick)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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How did you hear about us?

<input type="checkbox"/> Location	<input type="checkbox"/> Friend	<input type="checkbox"/> Facebook	<input type="checkbox"/> Webpage	<input type="checkbox"/> Promotion	<input type="checkbox"/> Other _____
Customer Signature: <input type="text"/>				Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Staff Signature: <input type="text"/>				Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	

Salary Sacrifice Agreement

Salary Sacrifice

The University recognises the value to employees of flexible remuneration planning. Salary sacrificing is one way to provide this flexibility. The principle aim of salary sacrificing is to legitimately restructure the way you receive your salary to suit your individual needs and potentially maximise your take home pay. This is achieved by allowing you to receive part of your salary in the form of benefits rather than receiving it all as salary.

Salary Sacrifice participation is available only to Full or Part Time Professional & Academic UNSW Staff. Staff members can sign up to our salary sacrifice by showing proof of Full Time or Permanent part time employment with the University. Staff members will be required to fill out a UNSW Salary Sacrifice form, in addition to any other relevant forms for the product they are purchasing. This will then be processed in your next available fortnightly pay. There is no administrative charge for salary packaging UNSW Fitness & Aquatic Centre membership fees.

The UNSW Salaries office can provide you with a Statement of Deduction for your membership or service purchased from UNSW Fitness & Aquatic Centre.

Please contact the UNSW Salaries office on 02 9385 1706 or email them at salaries@unsw.edu.au.

Sacrifice deductions

UNSW Payroll runs fortnightly from Friday through to the following Thursday. Deductions are taken out of your Gross Income (before tax).

Salary Sacrifice Terms & Conditions

All membership conditions have been established to ensure maximum enjoyment and usage of the Centre by all aquatic and fitness club members. On acceptance by the centre of this agreement you will be referred to as the 'member' and have the usage rights and obligation as detailed below.

1. Membership Access

Membership commences on the date stated on the membership agreement. A member must present their membership card for admittance to the centre. Admittance may be refused if a member fails to provide their card on request of centre staff. An administration fee will be charged to replace lost/damaged or stolen cards. Membership is personal to the 'member' and the membership card cannot be assigned or transferred to another person unless authorised by the centre.

If card is forgotten a \$2 will be charged and donated to the YMCA NSW Charitable Fund.

2. Increase in Fees

UNSW Fitness & Aquatic Centre may at any time increase membership fees having given 30 days written notice sent to the members last known address.

3. Refunds

All salary sacrifice fees are non-refundable and non-transferable.

4. Membership Cancellation

Salary Sacrifice memberships do not have the

option to cancel. Memberships are entered with the commitment to have the designated amount (dependant on membership type) deducted from the members' salary. Salary sacrifice deductions will cease once a staff member takes "leave without pay" or resigns from the University. I will notify UNSW Fitness and Aquatic Centre/UNSW Human Resources immediately of my resignation from the University. In such cases, I would have one final deduction for the balance of my membership. I understand this deduction cannot be made pre-tax from any annual leave or LSL entitlements. I will need to make arrangements with UNSW Fitness and Aquatic Centre directly to pay any remaining outstanding membership fees.

The centre reserves the right to cancel this membership agreement and request return of membership cards at its discretion.

5. Membership Suspension

The option to suspend is available on a 12 month salary sacrifice membership only.

A member may suspend their membership up to 2 times per year. All suspensions must be in 2 week increments and be a minimum of 14 days and a maximum of 28 days. A suspension can be for any reason. No fee is charged for suspension. Members are required to fill out a Membership Amendment form in centre 14 days prior to suspension dates and ensure all membership payments are up to date. Members must advise if at any time they will be taking leave without pay. Suspending your membership will not affect your salary sacrifice deductions. Deductions will continue during the suspended period. Your membership will be extended by the nominated period of time to suspend. UNSW Fitness & Aquatic Centre management will assess any suspensions in the case of sabbatical or work related leave on a case by case basis.

6. General Rules

- It is the responsibility of the participant to advise staff of any serious or pre-existing injuries or medical conditions before exercising.
- Smoking and/or the consumption of alcohol is not permitted in this facility.
- Where lockers are provided, all care and no responsibility is taken for items contained within the lockers.
- Bikes are not permitted within the facility. Bike racks are available at the front entrance. You will require your own lock.
- Pets or animals are not permitted in the centre with the exception of guide/companion dogs.
- The use of cameras and mobile phones are not permitted in change rooms. Any use of photography, audio or video equipment must be authorised by management.
- I agree and accept that a particular facility or service may not be available for participation due to a prior booking, mechanical breakdown, fire, act of God, and loss of lease or any other reason. I agree not to hold the centre responsible for such an occurrence.

7. Pool Surrounds

- For hygiene reasons, all patrons are asked to shower before using the pool.
- Parents and Guardians must ensure that children 5 years and under are within arm's reach of an adult at all times.
- Children under the age of 10 years must be supervised by an adult at all times.
- Appropriate swimwear must be worn at all times. This includes the 'Happy Nappy' for babies in our Learn-to-Swim classes.

- Ball games, rough or dangerous play (pushing, back flips, bombing, etc.) are prohibited.
- Glass or other dangerous items are not permitted in the pool or around the pool grounds.
- Eating or drinking in the pool is prohibited.
- Diving is only permitted in a depth greater than 1.4m. Please check signage to ensure depth is adequate.

8. General Gym Rules

- All members must be 16 years of age and older to be a member and participate in a UNSW Fitness & Aquatic Centre class. Unless authorised by the facility management, children aged between 11 and 15 years can only participate as part of the TEEN GYM membership or with an organised group by prior arrangement with facility management or directly supervised by an adult (18+ years of age).
- For comfort and safety, appropriate footwear must be worn at all times. Sandals, thongs and/or bare feet are not permitted.
- All users must workout with a towel and wipe down equipment after use.
- Members must return weights or any other equipment after use.
- The centre reserves the right to vary, add or eliminate from time to time the OPEN HOURS or SCHEDULED HOURS of any of the particular facilities, classes or services. Please check all timetables and member information for changes.
- Personal Training is available as an additional service. Only employed Personal Trainers may be used in the health club and pool. Unauthorised use of a non UNSW Fitness & Aquatic Centre employed trainer may result in cancellation of membership.
- All members agree to comply with all health club rules. Members must not carry out any illegal acts in the facility and must comply with all our health and safety.

9. Exclusions

- The rules and policies of this centre are put in place to ensure the comfort and safety of all patrons. The Management reserves the right to remove patrons who disobey the Conditions of Entry, refuse to follow the direction of staff or who display inappropriate or anti-social behaviour.
- In the case of serious offences or criminal activity, police will be notified and management reserves the right to refuse entry in the future.

10. Release

Patrons enter the facility at their own risk and accept that management, its employees, contractors, agents and the UNSW Fitness & Aquatic Centre will not be liable for any injuries that may be sustained whilst at the facility. Patrons consent to receiving any medical treatment that staff consider necessary.