



## Triathlon Western Australia

### Merchant Facility Policy

This policy has been developed for transactions made on the TWA Merchant Facility by bodies other than the TWA administration - including Affiliated Clubs and Race Directors. Approval for use of this facility must be finalised with TWA with adequate prior notice.

#### **Affiliated Clubs**

- Cost recovery of bank fees only (currently 1.58%, but subject to bank increase)
- TWA process transactions: e.g. for regional clubs – In addition to the bank fees indicated above,
  - A rate of \$20 per hour will be charged to cover labour costs. Approx. 20-30 transactions per hour.
- Clubs process their own transactions:
  - No additional fee is payable.
  - Transactions must be processed in one lump sum at a time convenient to the TWA office i.e. during business hours and when merchant facilities are not required for TWA business.

#### **Race directors (other than clubs)**

- Charged at a rate of 2.5% of total charges processed
- TWA processes transactions: In addition to fee charge above,
  - A rate of \$20 per hour will be charged to cover labour costs. Approx. 20-30 transactions per hour.
- Process own transactions:
  - No additional fee is payable.
  - Transactions must be processed in one lump sum at a time convenient to the TWA office i.e. During business hours and when merchant facilities are not required for TWA business.

- In all instances, the race entry/order forms must contain the following text:  
“Credit card transactions will appear on your next statement as a payment to ‘WA Triathlon Association NOT (insert business name)’.”
  - Entry Form to be approved by TWA before publication.

TWA will aim to transfer all funds directly to the nominated bank account within 5 working days of transactions being processed.

The amount transferred will be less the appropriate charges - bank and transaction fees.

Any reversed or declined transactions will incur appropriate fees and the liability of the transaction will be transferred back to the Club/Race Director.