

FEES AND PAYMENT POLICY

INTRODUCTION

To deal with the payment of player fees for Season expenses, camps, uniforms and other minor expenses, organisations within Frankston & District Netball Association need a procedure that is flexible yet consistent with the need to protect the Association's financial position.

PURPOSE

This policy seeks to ensure that player fees and payments are managed appropriately and that expenses incurred by the Association are adequately recovered from the members participating in the relevant event (in a timely manner) and that any discounts provided are managed in accordance with the agreed principles and process.

POLICY

All Fees must be paid in full on or before the communicated deadline unless alternate payment arrangements have been made and authorized by the Operations Manager (or delegate).

The Operations Manager(or delegate) and/or VNL Administrator has the authority to negotiate and approve payment plans, to apply sponsorship revenue to player fees and/or make other arrangements as required. Reports will be provided to Board of Management from time to time & responsibility for managing Peninsula Waves fees lies within the Administrator's direct accountability.

Consideration will be given to players facing financial hardship and payment amounts will be communicated with a reasonable time frame in which to pay.

Players will be supported to access grants and/or other funding wherever possible.

The Association will endeavor to ensure financial barriers to participation are reduced and/or removed wherever possible.

Consequences for players failing to meet payment expectations will be established by the relevant Committee and endorsed by the Board of Management. Restrictions to equipment, training opportunities, match time and other Club resources may apply.

Players whose contribution exceed 5 continuous years and who make meritorious contributions to the organization may be entitled to a loyalty discount.

AUTHORISATION

Operations Manager: Miranda Castles
16th September 2020

Policy Bank

FEE AND PAYMENT PROCEDURES

Drafted by	Miranda Castles	Version	2
Responsible person	Operations Mgr	Approved on	16.09.2020
Responsible person	VNL Administrator	Scheduled review date	September 2022

RESPONSIBILITIES

It shall be the responsibility of the Operations Manager and/or VNL Administrator to consider any application by a player for a payment plan. If approved, it is the responsibility of the Operations Manager and/or VNL Administrator to ensure payments are received & applied as agreed.

It shall be the responsibility of the Operations Manager and/or VNL Administrator to set the fees/payment amounts owing for each event and communicate the amounts & timelines to players.

It shall be the responsibility of the Operations Manager and/or VNL Administrator to manage the distribution of invoices or other fee/payment information to players, in a timely & user friendly manner.

PROCEDURES

Invoicing

All invoices shall clearly detail the amounts owing and the products and services provided. Invoices shall be generated in the player’s name for efficiency of administration and communication will be made with Parent/Caregiver where the player is a minor. Invoices will clearly indicate a due date and the due date shall be with a minimum of one month’s notice, where possible.

Uniforms shall be clearly identified separate from other charges for the purpose of managing payment plans. No uniform item will be provided to a player without payment in full.

Payment Plans

Requests for payment plans shall be directed to the Operations Manager and/or VNL Administrator. Payment plan request forms shall be provided for completion in full before any agreement can be considered to be approved.

The Operations Manager and/or VNL Administrator will consider the suggested payment schedule & approve any/all schedules which provide payment in full prior to the end of the current playing season. Approved payment plans are considered to be revoked if an agreed payment is missed, all fees become due immediately unless otherwise approved by the Operations Manager and/or VNL Administrator.



Refunds

Requests for refunds from players who do not participate in the season, after being invoiced will be assessed on an individual basis.

Consideration will be given to the reasons for withdrawal, length of service, other roles in the Association and/or any other relevant factor.

Minimum \$50 administration fee will be retained to compensate for administrative workload in selections, invoicing & processing any refund.

FINANCIAL HARDSHIP AND SPONSORSHIP

Requests for financial assistance may be considered by the relevant committee and the Operations Manager and/or VNL Administrator will determine the appropriate outcome upon consideration of relevant factors.

The Fundraising/Grants Coordinator will be encouraged to seek opportunities for players to access financial support toward payment of fees. A schedule of available Grants may be distributed to players.

From time to time sponsors may choose to allocate specific amounts to be allocated to players facing significant financial hardship and who have shown loyal and continued service to the Association. The relevant Committee shall consider the application of said sponsorship amounts and document the decision making process and rationale.

Any player who enters into an approved payment plan is expected to attend holiday clinics and other paid coaching opportunities and will receive credit toward their fees in lieu of payment

DISCOUNTS

Players who are signed as training partners with an expectation of training throughout the season but not receiving match time will be invoiced fees for 50% of the full season amount to contribute to venue hire, equipment, coach payments and other relevant expenses.

Players who have shown loyalty to Peninsula Waves VNL through years of continuous service shall be entitled to a fee discount on a sliding scale comparative to years served:

6 years	20%
7 years	40%
8 years	60%
9 years	80%
10 years	100%

Policies can be established or altered only by the Board: **Procedures** may be altered by the CEO.

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Players who have been selected at State and/or National level in the current year (year immediately preceding commencement of the current VNL season) shall be entitled to a 50% discount of fees if the following criteria is also met:

- Played a minimum of 2 consecutive years with the Club
- Current member of a VNL team

Any player in receipt of a discount to fees is expected to make a positive contribution to the Club and Association by way of attending holiday clinics, player appearances at grass roots events and similar.

AUTHORISATION

Miranda Castles
Operations Manager
16.09.20

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