



[Club or Organisation Name]

INFORMATION TO INCLUDE OR CONSIDER WHEN WRITING A FEES POLICY FOR YOUR CLUB OR ORGANISATION

[Date of policy]

MEMBERSHIP FEES

The club membership fees for [year (20XX) or season (20XX/XX)] are:

Age group or category	Fee	Payment due date	Fee after XXX date
Eg. U17 Boys	\$80	30/9	\$100

New players to the club (aged under 20 or similar): Must supply a copy of birth certificate or passport confirming your date of birth.

(See information below on discounts and incentives.)

XXX club relies on player fees to pay for equipment, ground hire, facility maintenance, uniforms, insurance and other club operating costs. They include any player subs that are required to be paid by the club to its parent body or Regional Sport Organisation that the club belongs to. The fees are set by the Club Committee/Board each year and are communicated to members via website, team managers (if you have teams), registration sheets etc (insert how you do this) and with ample time to pay or make arrangements to payoff.

When setting your fees policy, consider some of the items and wording below:

FEE(S) PAYMENT:

- When is this due? In full or part payment? Deposit required?
- Is it required at the time of registration as a member?
- Is there a period of time or a number of trial sessions they can attend before they need to pay a registration fee? I.e. 2 sessions of riding or athletics practice.
- Is it required before the first (or for example third) playing or competing day, or, training or coaching session? If not paid what is the consequence? No playing/competing until paid in full?
- Is there a registration/membership form that must be accompanied by a full or part payment?
- Can a deposit be paid then the rest at a later date or on a regular payment plan? What is the deposit due date?
- Is a deposit or initial payment amount required to get a uniform for playing/competing? If so how much is there and what is the deadline?
- Is membership confirmed without full payment of fees?
- Is there a uniform bond and does this form part of your fees? What is the deadline for this bond?
- If you have postal registrations do these need to be accompanied by a payment, if so how much?

- Online Registrations via the club's website [www.xxxx.xx] – fees must be paid when registering; how will you do this? Paypal, Sport\$pay (Sportsgorund), Direct Credit to the club bank account?
- Payment can be made in person at the club at the times advertised – cheques, cash or Eftpos. No credit cards?
- Payment can be made direct to your team manager in the form of a cheque or cash. The club will issue a receipt for cash payments. (There is no legal obligation to issue receipts and any internet payment or cheques would not require a receipt as these payments of non-payments can be easily traced.) If a member asks for a receipt this can be provided.
- **Internet Banking:** To pay via internet banking make payment to XXX Club, XXX Bank, Account number xx-xxx-xxxx-xx. Please ensure you reference your payment with the following = the players last name and first name initial and grade or the team if club has teams; e.g. Smith B U15.
- Can a payment plan be entered into? These payments can be made in person or via internet banking or an Automatic Payment to the organisations bank account. When does this need to be set up by (date XX/XX) and what are the regular intervals that they must pay at. I.e. a payment every two weeks or weekly. If the plan is not adhered to what are the consequences?

Late Payment of Fees

- Is there a penalty? Or is this covered clearly in the table above?
- Will a player or athlete be stood down for non-payment of fees?
- If the team plays a player or a person competes after being stood down for unpaid fines, what is the consequence? E.g. will the club default the teams game or match or a result will be invalidated?

NON PAYMENT OF FEES:

- Club members with outstanding payments not received on the due dates as above will be contacted and sent a reminder either via email/letter/invoice or through their manager. If the amount due is not received by [time and date] then that member will not play or compete for the club until the member is fully financial.
- If the amount is still not received by [time and date], [name of club] may withdraw all services provided to the member including access to club facilities.

Unpaid fees from Previous Season

- If a person that registered in the previous year/season still has unpaid full fees or part fees is there a penalty for this? Are they not permitted to register for the coming year/season until the outstanding amount is paid? Are they then also required to pay a portion for the coming season?
- If your code/sport does not have a transfer policy and a player moves from one club to another club/organisation is there a written or unwritten rule from the parent body about not accepting that player/athlete until they pay the outstanding fee at the previous club/organisation? How do you monitor, record and police this?
- If there is a transfer process does this include the previous club be able to hold up the transfer due to non-payment of fees?

SPECIAL ARRANGEMENTS

- In exceptional circumstances a member may apply for an arrangement to be entered into that enables the member to continue to participate in the club. The terms of such an arrangement are at the sole discretion of the [name of club] management committee.

FEE QUERIES

All queries on club fees can be emailed to XXXXX (Name and email address)

FINES (Team and Individual) – Handed out by Clubs, Organisations, Parent Body or Competition Organiser

- If individual fines are imposed by either the club or parent body when do these need to be paid by?
- If fines are imposed by either the club or parent body to a team who is liable for these?
- Is there a penalty if unpaid?
- What if this remains unpaid? Will there be debt collection steps put in place?
- If the team plays a player or a person competes after being stood down for unpaid fines, what is the consequence? E.g. will the club default the teams game or match?

EXAMPLES OF PAYMENT INCENTIVES

DISCOUNTS:

EARLY: If you register and pay fees in full by XXX date you will be entitled to a discount of \$XX. Or providing you are registered and have started paying by the last registration date advertised you will receive a \$XX (or XX%) discount.

FAMILY: For families with 3+ children playing (U18) (must live at same address), children are entitled to a \$XX discount or the third child plays/competes for free if fees are low or minimal. Not applicable to adult fees.

COACH/MANAGER: If you are coaching a team or are the official team manager and you have children registered to play with the club , you are entitled to a \$XX discount on the registration fee of the youngest or eldest child.

PLAYING COACH OR MANAGER: If you are a Coach or Manager of a team(s) and you are playing this season you will receive a \$XX discount from your fee or you play for free. There could be an eligibility period for this. I.e. if you coach or manage in your first year, then no discount but if you then return for a second year then you get a discount or play for free.

EXECUTIVE MANAGEMENT COMMITTEE MEMBER: If you are member of the executive management committee of the club and have children registered to play with the club, you are entitled to a \$XX (or XX%) discount on the registration fee of the eldest or youngest child or you receive a \$XX discount from your fee or you play for free. There could be an eligibility period for this.

REGIONAL REP: If you were selected and played for a regional Rep team last season you will receive a \$XX (or %) discount from your fee. *[Clubs may want to invite these players to participate in special coaching sessions for juniors or support junior teams as a little pay back to the club].*

NZ REP: If you played a full season for our club last season and were selected and played for New Zealand your fee is reduced by \$XX or you play for free. *[Clubs may want to invite these players to participate in special coaching sessions for juniors or support junior teams as a little pay back to the club]*