

North Hobart Junior Football Club Inc – Policy Document N° 4

REGISTRATION FEES - Policy Document N° 4

At the commencement of each season, the incoming Club Committee is to determine registration fees.

The North Hobart Junior Football Club is a not-for-profit junior football club seeking to provide young Tasmanians with an opportunity to play Australian Rules football.

The Committee should adopt a budget which will enable the Club to perform its nominated functions without incurring debt.

Debt should not be carried forward from one season to the next.

Budgets should be drafted having regard for the following principles:-

1. Registration fees should be kept as low as possible.
2. Single player fees for juniors should be no more than 85% of the youth single player fee.
3. A family of two or more players should ordinarily receive a discount.
4. A maximum fee or upper limit to apply.

The Club's Constitution states in Section 4, Registration:-

1. Every player participating in an official game through the Club, must be a registered member.
2. All persons wishing to become a member must complete the prescribed registration form and have their application approved by the Committee.
3. A registration fee as prescribed by the Committee must be paid at the commencement of the season.
4. Any member who may have difficulty in paying the subscription by the due date may seek an extension of time to be determined by the Committee.

Fees

1. The Committee is to set fees at the start of each season.
2. Fees may include discount rates.
3. Fees are currently rounded down to the nearest five dollars.
4. Fee example: family of 1 Auskick, 1 Junior - lower rate & 1 Youth. Fee payable (discount in brackets): Auskick \$35 (0%)+ Junior \$75 (0%)+Youth \$71 (25%) = \$181 adjusted to maximum fee of \$130.

Table of single players fees for 2007 (for information only, as actual fees may vary):

Single Player	Group	Fee	A table of all family rates fee rates, including discounted rates, is issued each season.
Auskick	Auskick	\$35	
Under 8 to 9	Junior - lower rate	\$75	
Under 10 to 12	Junior - upper rate	\$80	
Under 13 to 15	Youth	\$95	

Maximum fee	upper limit - 2 players	\$120
Maximum fee	upper limit - 3+ players	\$130

Family Discount Rates

1. To qualify for a family discount, players must be members of the same family unit.
2. The Committee is to set discount rates at the start of each season.
3. Currently, a percentage discount rate applies as detailed below:
 - a. No discount applies to Auskick players but the maximum fee (upper limit) applies.
 - b. Apply the first player discount to the first non-Auskick player paying the lowest single rate fee; for additional players, apply discounts from lower to higher fees in ascending order.

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Table of discounts for 2007 (for information only, as actual discounts may vary):

Player number	Discount Rate	Order of discount to players
First player	0%	lowest fee payable to highest fee payable
Second player	25%	
Third & additional players	50%	

Auskick player	0%
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Other Discount Rates

1. The Committee may set and determine other discount rates.
2. Any discount can apply in conjunction with any other discount.

Full season

1. The Committee considers that full participation is satisfied without playing all roster games.
2. Scheduled roster games exclude finals and byes but include cancellations.
3. The base number of a full season is 75% of the number of scheduled roster games, rounded down.
4. A full season is played if the number of games played equals or exceeds the full season base number.

Table of full season games:

Scheduled roster games	Full season base number	Full season number of games
10	7	7 or more games
11	8	8 or more games
12, 13	9	9 or more games
14	10	10 or more games
15	11	11 or more games

What is a payment

1. a payment is a full payment of outstanding fees or the commencement of regular instalments

Instalments or delayed payments

1. following written or verbal application, the Committee will consider a request for fees to be paid by regular instalments or by a one-off delayed payment.
2. the Committee is to issue a notice in accordance with the Statement of Account or Invoice instruction

Due date of fee payments

1. fees should be fully paid before the start of the season but no later than the fourth roster game unless an instalment or delayed payment agreement has been reached.
2. the final instalment or delayed payment must be paid before the last roster game.
3. the Committee may decide to exclude players from playing further games until payment is made
4. refer to various 'Outstanding Fee' instructions

Payment methods

1. payment can be made by cash, cheque or direct deposit
2. credit card and direct debit facilities are not currently available (but may be introduced in 2008).
3. Club account details for direct deposit are:
North Hobart Junior Football Club
Bank: ANZ North Hobart
BSB:017 312
Account No: 0030 52623
Reference for direct deposit - player's name and team, e.g. JohnSmithU11
4. cheques to be made payable to: North Hobart Junior Football Club or NHJFC

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Payment Receipts

1. for all payments the Club is required to issue a receipt
2. this is the payees evidence of payment and protection against further requests and lost payments.
3. the Club will only recognise that a payment has been made if
 - a. the payee can produce a receipt, or
 - b. a cheque or direct deposit has been deposited in the Club account, or
 - c. an electronic credit card or direct debit record exists

Team change

1. a player may be asked by the Committee to change from the first team to a second team in order to make up numbers in the second team or if an out-of-age application is refused
2. the Committee may then determine that the lower fee of both teams is payable
3. any reduction (the difference between the two fees) is to be waived

Refunds and reductions - general

Players playing less than the base number of full season games (refer to Full Season instruction) due to:

- late registration,
- illness or injury,
- withdrawal for remainder of season for whatever reason,
- withdrawal after playing less than the base number of full season games,
- special or unusual circumstances,
- any other reason as determined by the Committee

may apply for a refund or reduction in fees.

Any amount refunded or reduced is to be waived by the Committee.

Refunds

A full refund is payable where a player has already paid a partial or full fee and withdraws before the start of the season or has played no games at all. All games played, from 1 upward, are counted in working out a refund - there is no exception for playing less than 4 games as for the Reductions instruction

A pro-rata refund for a player is worked out from:

1. the base number of full season games less the number of actual games played by the player
2. the full season fee divided by the full season base number to get a rate per game
3. where a discounted fee is applicable to the fee already paid, the full season fee is, either
 - a. if the player has paid a single rate - the discounted fee, or
 - b. if the player has not withdrawn and has paid a family rate – the proportion of the family rate applicable to the player
 - c. if the player has withdrawn and has paid a family rate - the difference between the old and new family rate (the family rate is recalculated because the number of family members has reduced by 1)
4. multiply (1) by (2) to get the refund amount
5. refunds are payable at the end of the season but may be paid earlier if the player has withdrawn.
6. a refund cannot be paid if the player owes money to the Club or has not returned a jumper
7. all refunds are rounded down to the nearest dollar.

Refund example: for 14 scheduled roster games base number is 10. Player has played 3 games and withdraws.

1. full season base number of 10 less games played of 3 equals 7
2. full fee of \$95 divided by 10 equals \$9.50 per game
3. fee payable: 3 x \$9.50 = \$28.50
4. refund: 7 x \$9.50 = \$66.50

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Application for a refund

1. an application for refund of a fee is to be in writing by the applicant to the Committee, however, the Committee may accept a verbal request documented by an Club official
2. an applicant can be the person who made the original payment or an authorised agent of the person.
3. evidence of the original payment is by presentation of the official receipt or by other evidence acceptable to the Committee, such as the Club's own records
4. all refunds are payable to the applicant or their authorised agent

Reductions

No fee is payable if a player withdraws after playing less than 4 games. No application is required.

A pro-rata reduction for a player is worked out from:

1. the base number of full season games less the remaining number of roster games or if the fee is paid at end of season or the player has withdrawn, the number of games actually played by the player
2. the full season fee, divided by, the full season base number to get a rate per game
3. where a discounted fee is applicable, the full season fee is, either
 - a. if the player has paid a single rate - the discounted fee, or
 - b. if the player has not withdrawn and has paid a family rate – the proportion of the family rate applicable to the player
 - c. if the player has withdrawn and has paid a family rate - the difference between the old and new family rate (the family rate is recalculated because the number of family members has reduced by 1)
4. multiply (1) by (2) to get the reduction amount
5. alternatively, to get the rate payable, multiply the remaining number of roster games by the rate per game worked out in (2)
6. all reductions are rounded down to the nearest dollar.

Reduction example: for 14 scheduled roster games base number is 10. Player's first game is round 7.

1. there are 8 roster games, including round 7, left until the end of season,
2. full fee of \$95 divided by 10 equals \$9.50 per game
3. multiply 8 by \$9.50 = \$76.00 fee is payable

Special discount for service to the Club

1. the Committee may decide from time to time to apply a special fee discount for service to the Club
2. the Committee is to determine the amount of discount to be applied and waive the amount
3. the special discount can apply in conjunction with any other discount
4. examples where this may apply: non-cash payment or reward for voluntary work or other service provided by a parent or player, or an associate of the parent or player

Discretionary discount

1. the Committee may decide from time to time to apply discretionary fee discounts
2. the Committee is to determine the amount of discount to be applied and waive the amount
3. the discretionary discount can apply in conjunction with any other discount
4. an example where this may apply: a player injured for a substantial part of season but has played 4 or more games - medical costs & related factors taken into account

Due date discount

1. the Committee is to consider a discount to encourage payment and/or alleviate hardship if paid by the due date
2. the Committee can apply a general discount for payment by a due date
3. the Committee is to determine the amount of discount to be applied and the due date
4. the Committee is to waive all discounted amounts
5. the due date discount can apply in conjunction with any other discount

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Hardship discount

The Committee is to:

1. consider an applicant's request to reduce, discount or waive fees because of hardship
 - a. a request should be in writing but the Committee may accept a verbal request documented by an official of the Club
 - b. a request can also be an assessment by a Club official based on intimate knowledge of the applicant's circumstances
2. take into account exceptional or unusual circumstances
3. consider discretionary, due date and special discounts before hardship is considered
4. approve the request where it is convinced that genuine hardship exists
5. determine the amount of discount to be applied and waive the amount
6. the hardship discount can apply in conjunction with any other discount
7. issue a notice in accordance with the Statement of Account or Invoice instruction

Overpayments

1. the Committee may retain overpayments of less than 10% above the total fee payable.
2. all other overpayments should be repaid unless a player owes money to the Club
3. a request can be made to repay any amount overpaid
 - a. the Committee should consider the request under the Application for a Refund instruction

Outstanding fees -- definition

1. fees are the responsibility of the family unit for all family members who are current and former players
2. outstanding fees include any fees owed for current and previous years by any member of the same family unit whether they are current or former players
3. a player's outstanding fees include any fees owed for current and previous years by any other member of the same family unit whether the other member is a current or former player
4. 'outstanding fees' and 'money owed to the Club' are interchangeable

Outstanding fees at end of season

The Committee is to:

1. pursue total outstanding fees of greater than \$20.
2. consider *discretionary, due date, hardship* and *special* discounts
3. issue a notice in accordance with the Statement of Account or Invoice instruction

Outstanding fees at start of season or later if registering after the start of the season

A player cannot commence playing or be issued a jumper until all outstanding fees from previous years are settled.

The Committee is to:

1. consider *discretionary, due date, hardship* and *special* discounts
2. issue a notice in accordance with the Statement of Account or Invoice instruction

Outstanding fees after 4th roster match of season

A player may be suspended from playing and their jumper requested to be returned until all outstanding fees are settled.

The Committee is to:

1. pursue all outstanding fees
2. consider *discretionary, due date, hardship* and *special* discounts
3. issue a notice in accordance with the Statement of Account or Invoice instruction

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Outstanding fees – player leaving Club or not returning to Club

The Committee is to:

1. consider appropriate action having regard to whether a player is likely to continue to play club football
2. consider whether to advise appropriate officiating bodies (currently AFL Tasmania and STJFL) including the North Hobart Football Club of players who owe fees to the Club and request that appropriate action is taken (via clearances and registration) to assist the Club in recovering the fees
3. not approve a clearance to another club if the player owes money to the Club
4. consider the cost of pursuing the debt
5. consider *discretionary, due date, hardship* and *special* discounts
6. write-off amounts deemed irrecoverable or not cost effective to recover
7. issue a notice in accordance with the Statement of Account or Invoice instruction

Historical Debt

Historical debt are fees outstanding from year 2000 to 2007.

The Committee is to:

1. to decide an appropriate action having regard to age of debt, date of last action to recover debt and whether recovery of debt is a feasible proposition
2. to investigate whether a player is still playing football with another club in the junior league or any other league
3. to pursue the debt if the player is playing for the North Hobart Football Club
4. consider the cost of pursuing the debt
5. consider *discretionary, due date, hardship* and *special* discounts
6. write-off amounts deemed irrecoverable or not cost effective to recover
7. issue a notice in accordance with the Statement of Account or Invoice instruction
8. complete a review of historical debt by 31 March 2008

Statement of Account or Invoice

The Statement of Account or Invoice is issued by the Committee and should not be confused with a simple reminder which may be issued by a team manager or other official. The Statement of Account or Invoice is the official reminder of obligations to pay an outstanding debt and should be issued in accordance with normal accounting practice.

The Statement of Account or Invoice must state:

1. that it is a Statement of Account or Invoice (a Tax Invoice is not required as Club is not registered for GST however it may be requested by the recipient – refer to 13 below)
2. the words Invoice or Statement stated prominently
3. our name North Hobart Junior Football Club Inc
4. ABN 26 860 043 891
5. an invoice number
6. a contact name and phone number
7. the Club's email address: info@demons.asn.au
8. the date of issue
9. a brief description of reason for issue including player's name, team and year played
10. any discount offers
11. the amount due
12. the due date
13. where a Tax Invoice is to be issued refer to the Treasurer for advice on ATO requirements
14. the outcome of any application for hardship or request to vary repayments
15. the consequences of not paying the amount by the due date (such as referral to Debt Collector, legal action, suspension from playing, refusal to approve a transfer, etc)

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