

FEES

1. AUTHORISATION

This policy was adopted by the Aberfeldie Junior Football Section on 2nd February 2010.

2. REVIEW DATE

This policy shall be reviewed February 2011.

3. SCOPE

This policy applies to parents whose children are registered players at the Club.

4. VALUES

This Club is committed to:

- Maximizing every eligible child's opportunity to participate in playing football at Aberfeldie
- Affordability of fees to parents
- Responsible financial management
- Application of the fees policy in a non-discriminatory manner
- Fair negotiation of late or non-payment of fees
- Maintaining confidentiality within the committee in regard to parents' financial circumstances.

5. PURPOSE

The purpose of this policy is to:

- Inform all parents of the normal rates, methods and options for payment of fees
- Provide a fair and manageable system for dealing with failure to pay or inability to pay outstanding debts.
- Inform parents of the rights and responsibilities of the Club in the setting and collection of fees
- Inform parents of the procedures should they experience difficulty in payment.
- Inform parents of the consequences and procedures where persistent non-payment occurs, and no other arrangement is made.

6. KEY RESPONSIBILITIES AND AUTHORITIES

The Treasurer is responsible for:

- Recommending fee levels
- Fee collection
- Following up late fees
- Banking of fees
- Reporting of problems to the committee
- Negotiating a solution to payment problems with individual families. This will be done on an individual basis and names will remain confidential.
- Recommending solutions for payment collection to the committee.

The Registrar is responsible for:

- Providing the Treasurer with complete and updated information regarding the registration of players.

The Committee is responsible for:

- Maintaining the fee policy
- Setting fees in consultation with the Sports Club
- Approval to substantially alter or waive fees
- Make the final decision to withdraw registration from the player.

7. FEE SETTING

Fees shall be set on an annual basis or as is required by the Junior Football section. This will be done in consultation with the Sports Club and will take into account:

- The running cost of the Club

- Extra charges such as EDFL fees, maintenance & upgrading of grounds, purchasing & maintenance of equipment, fundraising levies.

8. FEE PAYMENT

Fees are payable upon Registration.

Fees must be paid by Round 1 of the season, unless otherwise negotiated with the Treasurer.

Payment methods include cheque, money order, EFTPOS, credit card, cash or Bank Transfer.

9. INSURANCE

Non-financial members are not covered by club or EDFL insurance.

10. NON PAYMENT OF FEES

Fee payment is mandatory and the committee has the discretion to withdraw registration for non-payment of fees.

Families owing fees will be sent a letter by the Treasurer one week prior to Registration advising them that outstanding fees must be paid before a player can re-register or receive a transfer or clearance to another club.

Parents should approach the committee if they are having difficulty with payment of fees as the Club has a process for negotiating alternative arrangements.

Procedure for collection of late fees

- A letter and a copy of the *Fees Policy* will be sent to those parents who have not paid their fees by the due date. They will be given 14 days to make payment or contact the Treasurer to make alternative payment arrangements. They will be informed that failure to pay or make contact with the Treasurer may result in withdrawal of registration.
- Telephone contact is made to those parents who have not responded after 14 days to offer the opportunity to explain why they have not paid.
- If payment is still not made after a further 7 days the Treasurer will make a recommendation to the committee on how to proceed. The committee will consider things such as - Has the person always previously paid on time? Have they expressed a reason that suggests whether they are either unable or unwilling to pay? Is this consistent with other behavior? The committee will determine whether fees will be waived in part or full or if full payment is required.
- In the instance of a parent still refusing to pay after having been given all the facts, the parents will be warned that registration will be withdrawn and a date given. This will be put in writing to the parent.

Alternative Arrangements

The following options may be considered by the committee as choices for negotiating unpaid fees:

- **Payment by Installments** - parents may negotiate to pay fees on a weekly/monthly payment.
- **Reduced Payment** – The committee may decide to set a reduced fee based on the family's individual circumstances. This may be paid in full or in installments.

Documentation

Parents entering into alternative arrangements for fee payments will be provided such arrangements in writing.

11. Office Bearers

In accordance with Aberfeldie Sports Club policy, non-financial individuals cannot be a committee member.