



Altona Hockey Club

MEMBERSHIP FEE PAYMENT POLICY OF THE ALTONA HOCKEY CLUB INC.

Rationale

The Altona Hockey Club Inc. (**AHC**); Sugargum Drive, Altona; is a not for profit community sporting organisation, and relies heavily on the funds derived from annual membership fees to ensure a high-quality, safe and structured environment in which members can participate.

This policy has been developed to ensure that Altona Hockey Club Inc. may continue to maintain the facilities and resources essential to its existence through the timely collection of membership fees.

Who is Affected by this Policy

This policy applies to players and coaches of the Altona Hockey Club Inc.

Timing

This policy is effective from **25th February 2008**.

Definitions

In this policy, unless otherwise defined:

“Club”	Means the Altona Hockey Club Incorporated.
“Board”	Means the Committee of Management of the Club.
“Treasurer”	Means the currently appointed Treasurer of the Club.
“Membership fees”	Means Subscription Fees as outlined in Clause 8. of the Constitution of the Altona Hockey Club Incorporated.
“Player”	Means a person who intends to participate as a player in any organised competition entered by the Club.
“Member”	Means any person who has paid the relevant membership fee to the Club.

The Policy

Payment by Due Date

With respect to the Hockey Victoria winter season, annual membership fees for all players are due and payable to the Altona Hockey Club Inc. as follows:

1. Deposit required at time of registration; or prior to commencement of first game (amount as specified in Schedule of Fees);
2. Payment in full by completion of round 6.

Full details, including deposit amounts and due dates, shall be made available in conjunction with the Schedule of Fees as described below.

Schedule of Fees

Annual membership fees for players are calculated according to the player's anticipated team membership prior to season commencement.

The Schedule of Fees shall be made available at pre-season registration events and may be communicated via Club newsletter or email prior to season commencement.

Discounts

Players may be eligible for discounts to membership fees as outlined in the Schedule of Fees and are at the discretion of the Treasurer.

Applicable discounts shall be communicated to players upon payment of membership fees.

Refunds

Where circumstances prevent a playing member from participating in a significant portion of the winter season, either through injury or other event, the member may be eligible for a refund.

The decision to apply a refund, and the amount to be refunded, is at the discretion of the Treasurer. All decisions shall be presented to the Board to ensure transparency.

Exceptions

The intent of this policy is not to discourage participation by players experiencing financial hardship. Players unable to meet payment due dates must contact the Treasurer to make alternative payment arrangements.

Contact details shall be provided with the Schedule of Fees to facilitate this process.

Policy Implementation and Non-Compliance Strategy

It is the responsibility of all players to ensure full payment of annual membership fees. The Board cannot guarantee individual communication with players who have not met their obligation by the due dates.

Players who do not meet payment deadlines as outlined in the Schedule of Fees, or who have not made alternative payment arrangements with the Treasurer, may be ***ineligible for selection beyond the due date.***

Furthermore, players who have outstanding membership fees will not be granted a clearance or be able to register with another club until all financial obligations to the Club are met.

Coaches and managers will be informed of this policy to enable its enforcement.

Policy Review

This policy shall be reviewed annually to ensure it remains current and practical.

Dated: 25th February 2008

Reviewed: Annually

For and on Behalf of its Members.
The Altona Hockey Club Inc. Board