

# Fees Policy



## Overview

Epsom Football Club INC (EFC) wishes to provide quality recreational and competitive opportunities for all levels of players. To achieve this objective, the club must implement fees and charges for its services.

This policy serves to cover all fee development, invoicing, collection, receipting and player refunds for EFC.

## Policy Application

This policy applies to all EFC players who register for a season.

## Responsibilities

EFC's role and contribution in making this policy work is to:

1. Take all reasonable steps necessary to ensure that everyone in the club knows:

- what the policy is
- the requirements for compliance.

This will be achieved by

- including a copy of the Policy in Policy and Procedures Manual
- ensuring all Club personnel are educated and trained with the policy
- including a copy of the policy on the EFC website
- notifying participants, coaches and officials in all EFC activities and / or events that they will be required to comply with this policy

2. Review this policy and update as required every 12 months.

## Specific EFC Committee roles

Specific EFC Committee roles include:

### 1. Committee

- Determine the fees for each calendar year
- Determine any discounts to be offered
- Determine the procedures for invoicing, collecting and receipting of the fees
- Determine the procedures for collecting overdue fees
- Approve all refunds

## **2. President**

- Ensure all procedures are followed
- Handle any disagreements, arguments and complaints associated with fees, payments and refunds.

## **3. Treasurer**

- Create and distribute invoices
- Collect and receipt fees
- Negotiate any payment plans with members
- Provide up-to-date records of received and outstanding fees and payments
- Provide refunds after approval has been granted
- Provide junior / senior coordinator/s with up to date lists of registered players, both financial and unfinancial.

## **4. Junior / Senior Coordinator/s**

- Ensure players register online with EFC
- Provide coaches with up to date lists of registered players, both financial and unfinancial.

## **5. Team Coaches and Managers**

- Ensure that only registered financial members are included in team selection
- Ensure that unregistered or unfinancial players do not take part in match day activities

## **Club member roles**

The Club member roles and contribution is to:

1. Comply with this policy
2. Report any concerns to EFC in a timely manner

## **Policy Rules**

### **1. Determining the Fees**

The Committee will undertake a review of all fees charged by the club when determining the annual financial budget for the year ahead. Factors that must be considered are:

- Fees payable to Bendigo Amateur Soccer League (BASL), Football Victoria (FV) and Football Federation Australia (FFA)
- Team entry fees
- Administration and training costs
- Referee costs
- Equipment requirements
- Line marking costs
- Physio / First Aid costs
- Venue and pitch hire
- Canteen supplies required and revenue received
- Presentations and functions costs
- Sponsorships and donations anticipated
- Catering revenue and costs for Tournament and school football events

The fees for the forthcoming year will be distributed to members in February.

## **2. Accounts**

The financial membership groups, whom are required to pay an annual registration fee prior to the commencement of the season, include:

- Senior Playing members (over 18)
- Junior Playing members (under 18)

All non-playing members – committee members, coaches / officials and volunteers (optional, but have no voting rights unless financial or parent of financial player) must fill out the required form and pay membership fees within times set out in Club Constitution.

## **3. Payment**

- All playing members are required to register through PlayFootball and payment is recommended to be made at the time of registration
- Payment plans can be agreed upon request to the Treasurer
- All playing member fees (other than those on payment plans) must be paid prior to the commencement of the season
- All non-playing members must fill out the required form and pay membership fee within times set out in Club Constitution.
- Manual receipts can be issued on request

## **4. Late / Overdue Fees**

- All members with overdue fees will not be able to take part in any club activity until fees are paid.

- A reminder notice will be issued to all members with overdue fees
- If payment is not forthcoming after the issue of this notice, a phone call from the Club President will be made
- The Club Treasurer can be contacted to discuss payment plans if required

## 5. Refunds

- Refer to Refund Policy

## Confidentiality and Reporting

The EFC Committee, responsible for implementing this policy, will keep confidential the names and details of all members and their payments unless disclosure is necessary for insurance purposes, required by BASL, FV or FFA, or as part of the disciplinary or corrective process in the event of a breach of policy.

A report of all outstanding fees will be completed by the Treasurer and provided for review at each committee meeting.

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