



## Epsom Football Club Fees Policy

**Version:** 1.0

**Approved by:** Epsom FC Committee

**Applies to:** All registered players, coaches, and committee members

**Review Cycle:** Annual

### 1. Purpose

The purpose of this Fees Policy is to outline the fee structure, payment requirements, hardship provisions, and entitlements related to player participation and volunteer involvement at Epsom Football Club ("the Club"). This policy ensures transparency, fairness, and consistency in the administration of Club Fees and Regulation Fees.

### 2. Definitions

- **Club Fees:** Fees set by Epsom Football Club to cover operational costs, equipment, facilities, administration, and club activities.
- **Regulation Fees:** Fees determined externally by governing bodies (e.g., Football Victoria, league registration, insurance levies).
- **Hardship Provision:** A financial-assistance arrangement approved by the Committee for players unable to pay upfront.

### 3. Fee Setting

- 3.1. The Committee shall determine the annual fee schedule for all age groups and programs prior to the opening of registrations.
- 3.2. The fee schedule must be published and made available to all members.
- 3.3. Fees may differ between age groups based on operational requirements, competition costs, and resource needs.

### 4. Payment Requirements

- 4.1. All Club Fees and Regulation Fees are to be paid **up front at the time of registration**, unless a hardship arrangement has been formally approved.
- 4.2. Registrations are not considered complete until payment is made or a hardship plan is in place.
- 4.3. Payment is to be made via Playfootball.com registration system, unless otherwise arranged directly with club treasurer

### 5. No-Pay, No-Play Policy

- 5.1. Players who have not paid their fees in full, nor entered into an approved hardship arrangement, will be deemed **unfinancial**.
- 5.2. Unfinancial players are not permitted to participate in training, games, or club events until payment requirements are met.
- 5.3. Any outstanding balances from prior seasons must be settled before new registrations will be accepted.

## **6. Hardship Provisions**

6.1. The Club recognises that some members may experience financial difficulty. A hardship application may be submitted confidentially to the Treasurer or President.

6.2. Hardship arrangements may include:

- Instalment-based payment plans
- Deferred payment
- Partial reduction or waiver of Club Fees

6.3. All applications will be reviewed by at least two Executive Committee members.

6.4. Approved arrangements must be recorded in writing and signed by both parties.

6.5. Failure to meet scheduled payments may result in suspension of playing privileges.

## **7. Coach Discount Policy**

7.1. Registered Club coaches are eligible for a discount on **Club Fees**.

7.2. Coaches remain responsible for payment of all **Regulation Fees**, as these are mandated by external governing bodies.

7.3. The discount amount is determined annually by the Committee.

7.4. To qualify, coaches must be formally appointed and meet the Club's coaching expectations and requirements.

## **8. Committee Member Fee Coverage**

8.1. All elected Committee Members of Epsom Football Club are entitled to have their **full Club Fees** covered by the Club.

8.2. Committee Members must still pay **Regulation Fees** directly associated with their registration.

8.3. This entitlement applies only during the period in which the individual actively serves on the Committee for the relevant season.

## **9. Refunds**

9.1. Club Fees are generally **non-refundable** once a player has registered, except where required by law or approved due to exceptional circumstances.

9.2. Requests for refunds must be submitted in writing and will be considered by the Executive Committee.

## **10. Transparency and Governance**

10.1. This policy will be made available on the Club's website and via member communication channels.

10.2. The Committee is responsible for ensuring consistent application of this policy.

10.3. Any changes to this policy must be approved by a majority vote of the Executive Committee.

## **11. Review**

11.1. This policy must be reviewed annually and updated as needed to reflect club operations, financial requirements, and governing-body changes.