



POLICY NAME:	PAYMENTS POLICY
DATE:	JULY 2020

PURPOSE

To ensure that members are invoiced and payments are received in a timely manner.

POLICY STATEMENTS

Payments that are received include, but not limited to;

- Season Fees
- Uniform and Merchandise
- Membership
- Fundraising
- Sponsorship
- Grants
- Donations

INVOICING AND RECEIVING PAYMENTS FOR SEASON FEES

- Season fees are invoiced prior to the season starting
- If a member would like to go on a Payment Plan to pay off their fees, this must be advised upon receipt of the Season Fees invoice and a Payment Plan Agreement prepared
- Fees are due to be paid by the 3rd round of the season
- Fees that are not paid by the due date are followed up by the Treasurer with an email to the member
- If fees are not paid by round 5, the Treasurer will make contact with the coach of the team the player is a member of and advise that the player will not be able to take the court until payment of fees is made (members on Payment Plans please refer to the Payment Plan section of this policy)

PAYMENT PLANS

- Advise the Treasurer upon receipt of the Season Fees invoice that they require a Payment Plan
- A Payment Plan Agreement is prepared outlining the payment amount and frequency
- Regular payments must be made
- Payments must not be missed

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- If they know that they are unable to make payment on a due date, they contact the Treasurer to advise
- Payment must be paid in full before the Finals begin (even if the team do not make the finals)
- Consecutive missed payments and failure to communicate with the Treasurer may result in the player not being able to take the court until payments are up to date or an agreement has been made with the Treasurer

FAILURE TO PAY

If members fail to pay after several attempts to recoup payment, this may result in the bad debt being written off by the club and that member not being able to play in future seasons. The member will be added to the Club's Black List of members.