

# *Kardinya Netball Club*

Est. 1979



## PAYMENT PLANS

Policy and Procedures

Effective: 1<sup>st</sup> January 2023

Version 1.0

Last update date: January 2023

## Payment Plans Policy and Procedures

### 1. Policy Statement

Kardinya Netball Club collects fees during the registration process. The Club endeavours to support Members who are unable to pay 100% of their registration fees during the registration process. The Club endeavours to support Members, where possible, to access support to pay fees related to Fremantle Netball Association, Netball WA and Netball Australia.

### 2. Applicability

- a) This policy applies to all registering playing members of Kardinya Netball Club.
- b) This Policy operates in conjunction with the Kardinya Netball Club Player Withdrawal Policy and Procedures and the Kardinya Netball Club Refund Policy and Procedures.

### 3. Definitions:

In this policy, unless otherwise stated:

**Club** means the Kardinya Netball Club;

**Executive Committee** means the current Executive Committee of the Kardinya Netball Club;

**Member** means a person attempting to gain playing membership for the current playing season or a registered playing member.

**Registration Fee** means any fee levied by the Club in relation to the membership of the Club, inclusive of fees associated with Fremantle Netball Association, Netball WA and Netball Australia.

### 4. Changes to the Policy:

This Policy may be cancelled, amended, or supplemented by the Club as and when it sees fit. Any variation will be made available to members. The Club will review this policy on a regular basis to ensure that it remains effective in supporting the objectives and strategic direction of the Club, and to ensure ongoing best practice governance.

### 5. The Policy

- a) A Payment Plan can be requested if:
  - i. The Member is unable to pay 100% of fees collected by the Club, Fremantle Netball Association, Netball WA and/or Netball Australia during the registration process.
- b) A Payment Plan request must:
  - i. Be submitted to the Club Treasurer before the Member begins the registration process;
  - ii. Be approved by the Executive Committee:
    1. The Club may deny a request for a Payment Plan if a Member is unfinancial with the Club or any other club or association.

## Payment Plans Policy and Procedures

- c) In relation to approved Payment Plans:
  - i. The Member and the Club agree to the method of payment in which payments will be made;
  - ii. The Member and the Club agree to a final date for payment of deferred fees, and this will not be beyond the date of the first round of finals in the playing season;
  - iii. The Member will inform the Club of any need to amend the Payment Plan in any way;
  - iv. The Club will inform the Member when a Payment Plan has ended.

### 6. Procedures

- a) A Member must make a request for a Payment Plan:
  - i. In writing, via email, to the Club Treasurer, and;
  - ii. Before commencing the registration process.
- b) On receiving a written request for a Payment Plan:
  - i. The Executive Committee will approve or deny the request;
  - ii. The Club will inform the Member of the Executive Committee's decision.
- c) If the Executive Committee approves a Payment Plan:
  - i. The Club Treasurer will provide the Member with **Appendix A**;
  - ii. The Member will complete and return **Appendix A**;
- d) Once the Club Treasurer receives a completed **Appendix A**:
  - i. The Member will complete registration:
    - 1. Individually, or;
    - 2. With the assistance of the Club Registrar and/or Treasurer.
  - ii. The Club will provide the Member with an invoice.

### 7. Responsibilities

- a) Members are responsible for submitting requests for payment plans before commencing the registration process.
- b) The Club Treasurer is responsible for invoicing and creating payment plans that have been approved by the Executive Committee.
- c) The Club Treasurer is responsible for providing a Member with voucher codes which will assist payment during the registration process
- d) The Club Registrar and/or Club Treasurer will assist the Member to register if the Club is making payment on behalf of the Member.

Signed

D. Librizzi

1<sup>st</sup> January 2023

**Debbie Librizzi**  
**PRESIDENT**  
**Kardinya Netball Club**

**Date**



# Kardinya Netball Club

Est. 1979

## Payment Plan for Registration Fees

Name of Member requiring Payment Plan:

\_\_\_\_\_

Name of nominated persons for Payment Plan, if not the Member (e.g. Parent/Guardian):

\_\_\_\_\_

Contact Details

Email: \_\_\_\_\_

Is the Member eligible for a KidSport voucher: Yes/No

If yes, voucher number: \_\_\_\_\_

Registration fees the Member requires support in paying:

Kardinya Netball Club Fees	SET/GO - \$118.00 Junior - \$140.00 Senior - \$155.00	
Fremantle Netball Club Fees	SET/GO - \$78.56 Junior - \$78.56 Senior - \$86.72	
Netball WA Fees	SET/GO - \$74.48 Junior - \$91.83 Senior - \$95.91	
Netball Australia Fees	\$4.49	
<b>TOTAL</b>		

Preferred method of payment for Payment Plan:

Bank Transfer	<input type="checkbox"/>	EFTPOS	<input type="checkbox"/>	Cash	<input type="checkbox"/>	Umpiring	<input type="checkbox"/>
---------------	--------------------------	--------	--------------------------	------	--------------------------	----------	--------------------------

I \_\_\_\_\_ agree to pay the total amount of \$\_\_\_\_\_ to Kardinya Netball Club on or before the \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

KNC Voucher: \_\_\_\_\_ FNA Voucher: \_\_\_\_\_

Netball WA Voucher: \_\_\_\_\_ Club Payment: \_\_\_\_\_