

# **Collingwood Basketball Association Inc**

## **Pay and Play Policy**

### **1.0 Purpose**

The purpose of this policy is to:

- Clarify the responsibility of members to pay their registration fees;
- Specify the circumstances under which the Club, will waive and/or subsidise registration fees.
- Specify the circumstances under which the Club will approve a refund request.
- Clarify the requirements for the granting of player clearance.

This policy should be read in conjunction with the Club's other policies, including but not limited to, "Guidelines for Selection of Junior Domestic Teams", "Junior Representative Program Policy" and Collingwood Basketball Association Values.

### **2.0 Background**

Collingwood Basketball Association exists to support our Community and provide a development platform for our players and members through our passion for basketball.

To achieve this, the Management Committee must ensure that the Club manages its finances so that it can continue to pay for court hire, referees, coaches (as applicable) equipment and facilities and administration costs on an ongoing basis.

To support the Club as it delivers these services, each member has a responsibility to pay their registration fees as and when they fall due. However, the Club recognises that there may be members from low-income families or families experiencing financial hardship. The Club is a community based organization that is committed to supporting all its members and its priority is to enable all members of the community to play basketball. Members from these families will be supported by the Club to play basketball in the ways specified below.

### **3.0 Registration Fees**

#### **3.1 Domestic Fees**

Registration fees for domestic competitions are due and payable prior to placement in a team.

Players will not be considered for placement in a domestic team until they have paid all outstanding and current registration fees or made alternative arrangements as per section 4.0.

Where a player registers and pays after the close of registration, placement in a team will be dependent on already determined team composition and any remaining availability with reference to the Guidelines for Selection of Domestic Teams.

### **3.2 *Representative Fees***

Registration fees for Representative Basketball are due and payable one week after being offered a place in a team.

The Committee may at its discretion allow for registration fees to be paid in instalments. Where the Committee allows for registration fees to be paid in instalments, this will be advised to members at the same time as teams are announced.

Where a player has not paid their registration fee by the due date, the player will not be permitted to play representative basketball until payment or an alternative arrangement has been made as per Section 4.0.

### **3.3 *Open Age Fees***

Registration fees for Open Age players are due and payable one week prior to registration of the team.

Where a player has not paid their registration fee by the due date, the player will not be allowed to play open age basketball until payment or an alternative arrangement has been made as per Section 4.0.

### **3.4 *Other programs***

Registration fees for all other programs offered by the Club are due and payable prior to commencing in the program.

### **3.5 *Players who join mid season***

The Club recognises that at times new players may join a team or a program mid season and will welcome these players where possible. New players will be required to pay a registration fee according to the table in Appendix 2.

### **3.6 “Fill in” Players**

The Club recognises that from time to time, teams may need to enlist a “fill in” player. The Club supports this in preference to walkovers (as specified in various competitions by laws).

It is anticipated that a “Fill in” player will only play on an irregular or temporary basis to cover a temporary player absence.

In the event that the “Fill in” player plays the number of games required by a competition to qualify for finals (whether or not the team makes the finals), the player will be required to pay registration fees in accordance with Section 3.5.

## **4. Alternative Fee arrangements**

The Club recognises that there may be members from low-income families or families experiencing financial hardship. Members from these families will be supported through the provision of registration fee subsidies and/or alternative fee arrangements.

In order to be considered for a fee subsidy and/or alternative fee arrangement, an application form as per Appendix 1 is to be submitted.

Applications for financial assistance can be made in person or via email.

Subsidy amounts and approval are at the absolute discretion of the Committee or delegated Sub Committee. The subsidy amount will be determined in consultation with the member’s family and will be determined, taking into account the following:

- Family’s capacity to pay;
- Number of children playing
- Other relevant circumstances.

Regardless of whether a fee subsidy is approved, the Club will also consider various alternative fee arrangements.

Alternative fee arrangements the Committee will consider are as follows;

- Payment plan via direct debit
- Centre Pay (subject to government approval)

A member can use the above arrangements together or individually.

Alternative fee arrangements are to be in place prior to the commencement of each season and are applicable for that season only. A new application is

required for each subsequent season although if the information has not changed that can be marked on the application form.

## 5. Refunds

All requests for refunds of registration fees are to be made to the Registrar.

Where there is a genuine, uncontrollable reason that an individual player will miss a substantial part of the season, the Registrar will determine whether a refund is to be issued.

If the Registrar determines that the situation was either predictable or controllable (e.g. a school camp or an individual choosing not to play anymore) the refund request will be denied.

## 6. Clearance to play

When a player is seeking clearance to play at another Club, this will only be considered by the Club where the player has paid all outstanding fees for the preceding season.

Where a player has been approved for a fee subsidy, the amount of the subsidised fee for the preceding season is to be paid prior to clearance being granted.

In addition, clearance will only be granted upon verbal confirmation by a parent or carer and the return of any loan uniforms.

## 7. Other fees

### 7.1 *Game Fees*

In addition to Registration fees charged at the start of each season, a game fee is payable each week by players as follows;

**Domestic competition** – fee paid each week per player as set by the EDJBA.

**Representative competition** – fee paid each week per team, divided evenly amongst the team and a nominal entry fee.

These fees will be discussed when discussing any potential alternative fee arrangement with a member.

## **7.2 Uniforms**

Each competition has a different uniform and all players are required to wear the uniform as specified by the Club at the start of each season.

The cost of uniforms will be discussed with members when discussing any potential alternative fee arrangement. However, the Club has a bank of uniforms that can be loaned to members upon request.

## **7.3 Tournament fees (Representative only)**

The Club expects that each Representative team will play in a number of tournaments each VJBL season. The costs associated with each tournament varies depending on the organization running the tournament and the location of the tournament.

Tournament costs will be discussed with members when discussing any potential alternative fee arrangement with a member

## Appendix 1

### Application for Registration Subsidy / Alternative Fee Arrangement

All information supplied on the form will be treated confidentially.

Player's name	
Player's date of birth	
Parent/Carer's Name	
Applicant's Contact number	
Applicant's email	
Applicant's relationship to player	
Health Care Card Number (if applicable)	
Why do you need a subsidy? Or how much can you pay?	
Registration fee arrangement requested (check each that applies)	
	Payment plan via direct debit
	Centre Pay (via Centrelink)
	Reduced fees
	Fee waiver
Other costs; Weekly game fee Tournament fees Uniform	
Form filled out by: Date:	

## Appendix 2: Payment Schedule – Partial Season

The following tables will be used to determine registration fees where a player commences part way through the season.

All fees charged will be rounded up to the nearest \$5 and will take into account any relevant discounts.

Fractions of seasons will be rounded up to the next round.

**Table 1**

Programs/competitions 12 weeks or less (excluding finals)

Time of commencement	Fees
First ½ of season	Full fees
Second ½ of season	½ fees

**Table 2**

Programs/competitions 12 to 20 weeks, excluding finals, e.g EDJBA or Summer MMBL.

Time of commencement	Fees
First 1/3 of season	Full fees
Second 1/3 of season	2/3 <sup>rd</sup> fees
Last 1/3 of season	1/3 <sup>rd</sup> fees

**Table 3**

Programs/competitions over 20 weeks, excluding finals, and excluding the VJBL Representative season, e.g Winter MMBL.

Time of commencement	Fees
First 1/4 of season	Full fees
Second 1/4 of season	3/4 fees
Third 1/4 of season	½ fees
Last 1/4 of season	1/4 fees

**Table 4**

VJBL Representative season

Time of commencement	Fees
First half of grading season	Full fees
First half of grading season	3/4 fees
First half of Competitive season	½ fees
Second half of Competitive season	1/4 fees