



# Hawthorn Hockey Club - Fees & Payment Policy

## 1. Purpose

This policy outlines how membership, registration and participation fees are set. The policy also outlines how fees are communicated, collected and managed within Hawthorn Hockey Club Inc. (HHC or 'the club'). Its aim is to ensure fairness, transparency and consistency for all members.

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## 2. Scope

This policy applies to:

- All club members, participants and parents/guardians
  - All programs, competitions, training sessions and events that require payment.
  - All volunteers and officials responsible for financial administration.
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## 3. Principles

The club is committed to:

- **Affordability** – keeping fees fair and reasonable.
  - **Transparency** – clearly communicating costs and payment expectations.
  - **Consistency** – applying fees and procedures equally to all members.
  - **Inclusion** – supporting members experiencing financial hardship.
  - **Good Governance** – maintaining responsible financial management.
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## 4. Fee Structure

Fees may include:

- Annual membership fees
- Season registration fees
- Training or program fees
- Uniform or equipment costs
- Event, tournament or competition fees
- Volunteer levy
- Premier League levy

The Club Committee reviews and approves all fees annually based on:

- Operational costs
- Facility hire
- Coaching and equipment needs
- Competition requirements
- Club development plans

All fees will be communicated before the commencement of each winter season.

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## 5. Payment Terms

- Fees must be paid by the due date specified on invoices or upon receipt if the due date is not specified.
  - Payment methods may include:
    - Online payment (preferred)
    - Bank transfer
  - Members are considered **not fully registered** until payment (or an approved payment arrangement) is received.
  - Participation in games or training may be restricted until the member's account is in good standing.
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## 6. Payment Plans

The club supports accessibility to our sport and flexibility towards playing costs. HHC therefore provides **payment plans** for its members.

- Available payment plans are approved by the Club Committee following recommendations from the Finance Sub-committee.
  - Members on payment plans must adhere to agreed schedules to remain eligible to participate.
  - Hockey Australia (HA) and Hockey Victoria (HV) fees must be paid in full and if invoiced, are due upon receipt regardless of any due date.
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## 7. Financial Hardship Assistance

The club recognises that some members may experience temporary financial hardship.

- Members may apply confidentially for fee assistance, fee reductions or subsidies.
- Requests will be reviewed on a case-by-case basis by an appointed confidential panel (e.g., Treasurer and President).
- Decisions will be communicated promptly and sensitively.

- Evidence of financial need may be requested but will be handled discreetly.
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## **8. Refunds**

Refunds of HHC fees will be considered under the following circumstances:

- Relocation or other significant life changes
- Program cancellation by the club
- Withdrawal prior to the season starting
- Cancellation or abandonment of the season/competition

Conditions:

- Refund requests must be submitted in writing.
  - HA/HV registration levies and association fees already paid by the member cannot be refunded by HHC.
  - Partial refunds may apply depending on the date of withdrawal, reason for refund and club costs already incurred.
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## **9. Outstanding Fees**

- Members with overdue fees will receive reminders according to the club's follow-up schedule.
  - Continued non-payment may result in:
    - Suspension from training or games
    - Ineligibility for finals or representative teams
    - Referral to the governing association for resolution
  - The club reserves the right to recover outstanding debts in accordance with its constitution and applicable laws.
  - The club reserves the right to inform Hockey Victoria and Hockey Australia that the relevant player is not financial and to prevent any transfer to another club until all outstanding fees are met.
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## **10. Discounts and Concessions**

The club may offer:

- Family discounts
- Early-bird rates
- Volunteer or coaching concessions
- Multi-program or multi-team discounts

- Goal keeper rates
- Other discounts as determined from time to time by the Club Committee

All discounts will be approved annually by the Committee and will be communicated clearly.

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## **11. Communication**

The club will make fee information accessible through:

- The club website
- Registration forms
- Emails and newsletters
- Club meetings

Changes to fees or payment procedures will be communicated promptly.

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## **12. Privacy and Confidentiality**

All financial and personal information collected for the purposes of invoicing, payment plans or hardship assistance will be kept confidential and handled in accordance with privacy laws and club policies.

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## **13. Review of Policy**

This policy will be reviewed every 2 years, or earlier if required by legislative or organisational changes.