

Club Fees & Refund Policy

Policy Number	5	Version Number	2
Drafted by	Trish Oliver	Approved Date	28/04/16
Responsibility	Port Melbourne Netball Club	Review Date	28/04/18

These policies have been designed to:

- help members understand what the processes and Procedures are in various circumstances;
- ensure that our Club operates in an open and transparent fashion;
- create equal opportunity to all members;

These set of policies also help the volunteers on the committee to ensure the club runs in a consistent and predictable manner over the years and as the committee members change.

ANNUAL FEES

The Committee shall set fees annually.

The fees shall be calculated to cover the costs of:

- Team entry & court fees
- Venue hire for training
- Equipment
- Coaching costs
- Umpiring costs
- Trophies & awards
- Administration costs
- Facilities maintenance

Fees must be paid upfront before the first match of the season.

If fees are not paid in full and payment arrangements have not been made and documented by the Club Welfare Officer and the Treasurer by the first match of the season, players will not be permitted to take the court.

The Treasurer and/or Welfare Officer will keep all discussions and arrangements about fees confidential to persons outside the Executive Committee.

REIMBURSEMENT

Club Committee members shall be entitled to claim expenses incurred whilst acting in an official capacity.

Approval from the Club Treasurer must be received prior to costs being incurred on behalf of the Club.

Receipts must be supplied to the Treasurer for reimbursement and will be subject to the Committees discretion.

Umpires will be paid the amount recommended by Netball Victoria (at minimum) per match and will be paid as soon as possible after the conclusion of the match. Any amount paid above the amount recommended by Netball Victoria will be at the Committee's discretion.

REFUND OF FEES

Full payment of all registration fees must be made prior to team registration date. Fees will be refunded to players withdrawing from Port Melbourne Netball Club due to injury, illness or unforeseen family circumstances.

No refund is possible once players are registered with Parkville (generally early in March prior to the commencement of fixtures and again in August), unless the Executive Committee deem there to be special circumstances that warrant a refund after this time.