



**FOOTSCRAY HOCKEY CLUB
REGISTRATION POLICY & PROCEDURES
FEE PAYMENT POLICY & PROCEDURES
CANTEEN DUTY POLICY & PROCEDURES
UMPIRING DUTY POLICY & PROCEDURES**

Date approved: 1st December 2016
Written and approved: Footscray Hockey Club Board
Review date: Policy to be reviewed annually

REGISTRATION POLICY

All members must undertake the 2 part registration process to be eligible for selection to participate in a HV competition or a FHC competition

1. Register with Hockey Victoria, and
2. Register with Footscray Hockey Club (fee payment is compulsory at the end of registration)

FEE POLICY

All members must pay their fees in full prior to their first game to be eligible for selection to participate in a HV competition or a FHC competition.

At the end of the FHC registration form there will be an option to pay your fees (and canteen opt out or umpiring opt out if applicable)

- Pay now via debit or credit card (***Please note a 1.75% + 30c fee applies***)

Note: you can purchase a pre-paid debit card at the Post Office.

Exception #1: FHC junior section can offer “come and try” sessions for new junior members and FHC fees do not apply, this usually occurs around February / March. FHC senior or masters section can offer 2 “come and try” senior games for new senior members and FHC fees do not apply.

Exception #2: in the circumstance where a member has applied for a payment plan with the Treasurer and that payment plan has been approved. The member must pay the first installment prior to their first game to be eligible for selection to participate in a HV competition or a FHC competition. The member must pay the balance by June 30th or will be excluded from playing. Payment plans must be submitted 5 business days prior to the first game to allow for processing time. If a member on a payment plan.

REGISTRATION & FEES PROCEDURE

1. HOCKEY VICTORIA REGISTRATION

Every person who wishes to participate in any of the following competitions – Seniors, Masters, Juniors, Intra-Club - must register online with Hockey Victoria and pay the relevant fee via credit card.

This registration fee covers players insurance, provides for entry into the State Netball Hockey Centre and several other benefits. [Click here](#) for further information on what this fee includes.

Hockey Victoria Registration Form

EXISTING MEMBERS to FHC must click on the "login" (top right) to begin the registration process. Then click the "Renew" button. If a member has forgotten their password there is a "Forgotten Password" option which will send an email through to the registered email, or please contact the General Secretary on general.secretary@footscrayhockey.com.au and allow 3 business days for the reset of your password.

NEW MEMBERS to FHC (and HAVE NOT played at another club before) please click on the "Registration" tab (top left) to begin the registration process.

PLAYED AT ANOTHER CLUB BEFORE? Please contact Transfer Officer Nicole Virtuoso nicolevirtuoso@gmail.com to arrange a transfer; please **do not** proceed to register.

SELECTING A SUBSCRIPTION

Members only need to select one (1) of the subscription options.

- **HV 2016 Under 18 Intra Club Membership \$35**
- **HV 2016 Under 18 HV Playing Membership\$50**

- **HV 2016 Over 18 Playing Membership \$65**
- **HV 2016 Supporter Membership \$20**
- **HV 2016 Dual Registration \$0** (if you are a junior at another club this is your primary club and where the HV membership of \$50 should apply, but a dual member for seniors at FHC where the HV membership of \$0 should apply. OR if you are a senior at another club this is your primary club where the HV membership \$50 should apply, but a dual member for masters at FHC where the HV membership of \$0 should apply. Registering the other way around will cause issues so do not register the wrong way around!)
- **HV 2016 Non-Playing Membership \$0** For coaches, team managers, umpires etc. who are not playing.
- **Hookin2Hockey 2016 \$1 registration** is NOT to be selected by any of our members please. It is for those children who attend Come n Try Hockey - but do NOT continue playing in the Intra Club Competition and this data will be entered by FHC administration.

IF YOU HAVE MORE FAMILY MEMBERS TO ADD OR REGISTER?

At the end of the HV registration click "Add another registration". The family members linked to you should become visible. If you have a new family member to add click "Someone else".

FINISHED THE HOCKEY VICTORIA REGISTRATION?

Click "Pay Now". Pay the Hockey Victoria fees via debit or credit card.

2. FOOTSCRAY HOCKEY CLUB REGISTRATION & FEE PAYMENT

Every person who wishes to participate in any competition run by the Footscray Hockey Club, including the U6's, U8's and U10's Intra Club programs must register via the FHC registration process. It is important that every person is registered separately as there are no linked options within this system.

Throughout this form, members will be asked questions about contact information, umpiring and canteen allocations and the type of club registration being selected.

To complete your registration, you will be asked to pay your fees via debit or credit card.

[Click here](#) for information on Club Fees.

[Footscray Hockey Club Registration Form](#)

CANTEEN POLICY

Throughout the year the canteen raises funds, which help to subsidise every member's fees. FHC membership requires you (or your parents) to undertake a canteen duty OR pay the required opt out of canteen duty fee of **\$100**. In the FHC Registration form you can select the opt out option and it will add the **\$100** fee to your fees to pay at the end of registration.

If you selected to complete your canteen duty, please [click here](#) to nominate your preferred date and time on our online Canteen Roster System "Volunteer Spot". If you do not select a time on "Volunteer Spot", the Canteen Manager will send you a reminder or roster you in to an available timeslot. Failure to nominate a time on Volunteer Spot by season end will automatically incur a **\$150** charge to be paid prior to your next game. Failure to turn up without notice you will automatically incur a **\$150** charge to be paid prior to your next game.

UMPIRE POLICY

If you are playing seniors and are 18 years of age or over, FHC membership requires you to pay an umpiring levy of \$40 when you register. The Men's & Women's Umpire Coordinators have been instructed to arrange paid umpires for EVERY senior game for EVERY grade. If you'd like to earn your \$40 back (or more if you umpire more games), then please contact the Umpire Coordinators to arrange a game (or many).

FAMILY FEE REBATE

FHC will offer a family fee rebate for those families who qualify. Please apply to the FHC Treasurer using the application form link below. Please note: A "family" consists of up to 2 playing adults and their children who are full time students.

Please contact the Treasurer if you have any queries

footscrayhockeytreasurer@gmail.com

[Footscray Hockey Club Family Fee Rebate Application - 2016](#)

PAYMENT PLAN APPLICATION FORM

Members or families who are experiencing financial hardship may apply to the FHC Board for a Payment Plan. Please apply to the FHC Board using the application form link below.

PAYMENT PLAN DEADLINES

First Installment	Minimum \$160
Balance	30 th June

Please contact the Treasurer if you have any queries -
footscrayhockeytreasurer@gmail.com

[Footscray Hockey Club Payment Plan Application - 2016](#)