



REGISTRATION & FEE POLICY

Footscray Hockey Club

1. PURPOSE OF THIS POLICY

The purpose of this policy is to provide a clear, consistent and transparent framework for the setting, communication, and collection of membership fees across all competitions administered by Footscray Hockey Club (FHC). This policy outlines the requirements for fee payment, eligibility to participate, payment plan arrangements, and the consequences of non-compliance, ensuring the Club can meet its financial obligations while supporting members to participate in hockey in a fair and accessible manner.

2. ALIGNMENT WITH THE FHC CONSTITUTION

This policy is grounded in the Club's Constitutional powers and requirements, including:

2.1 Subscriptions and Fees

The Constitution states that:

- The annual membership subscription, fees, and levies must be paid by Members (Rule 10.1).
- A Member who has not paid all monies due may be deemed to have resigned (Rule 13.2).
- Membership may be reinstated at the discretion of the Board (Rule 13.4).

2.2 Effect of Membership

Members agree to comply with Club rules, policies, and decisions (Rule 12).

2.3 Disciplinary Grounds

Failure or refusal to comply with a policy of the Board may constitute grounds for

disciplinary action (Rule 14.1).

This policy therefore formalizes payment expectations and ensures a procedurally fair pathway for those seeking assistance.

3. SCOPE

This policy applies to:

- All playing members: Juniors, Women, Men, and Masters
- All competitions administered or fielded by FHC including:
 - Hockey Victoria Winter Competition
 - Hockey Victoria Summer Indoor or Outdoor (Term 1 season); and
 - Hockey Victoria Summer Indoor or Outdoor (Term 4 season).
- All members seeking Hockey Victoria registration under Footscray Hockey Club.

When required, distinctions between Winter and Summer Indoor competitions are addressed in Section 5.

4. POLICY PRINCIPLES

The principles underpinning this policy are fairness, transparency, accessibility and consistency. Footscray Hockey Club is committed to managing fees in a way that supports the Club's financial sustainability while ensuring all members are treated equitably, understand their obligations, and have clear pathways for support when needed. These principles ensure that payment expectations and eligibility decisions are applied consistently across all sections and competitions.

5. REGISTRATION AND FEE REQUIREMENTS

5.1 Hockey Victoria Registration

All players must be registered with Hockey Victoria (HV) for the applicable season prior to participating in competition. Members are responsible for paying the HV registration fee directly to HV via the online platform: Revolutionise Sport.

5.2 Winter Season Fee Payment Requirements

To be eligible to play, by the first game, members must either:

- Pay FHC fees in full before the first game of play; or
- Enter into an approved payment plan through Revolutionise Sport, make the first payment prior to the first game, and continue to pay all installments in accordance with the agreed schedule.

Where a competition operates on a per-game match fee basis, members must pay the applicable match fee at each game to remain eligible for selection.

5.3 New Members- Come and Try Provision

New members who join the Club after the commencement of the season may, at the discretion of the relevant Section Director, be offered up to three (3) 'Come and Try' games before FHC fees are required to be paid.

This provision applies only where:

- The player is new to Footscray Hockey Club; and
- The player is registered with Hockey Victoria (HV) prior to participating in any training or matches.

Following the completion of the 'Come and Try' games, the member must either pay FHC fees in full or enter into an approved Revolutionise Sport payment plan to remain eligible for further competition matches.

5.4 Term 1 and Term 4 Season Fee Payment Requirements

To be eligible to play, members must either:

- Pay Footscray Hockey Club fees in full by the due date advertised by the Club.
- Pay the applicable per-game match fee, where the competition operates on a pay-per-game basis, with a payment required at each match.

Members who do not meet the applicable payment requirement will be ineligible for selection in competition matches until payment is made.

6. PAYMENT PLANS

6.1 Application Process

Members electing to pay fees via a payment plan must select the payment plan option at the time of registration through Revolutionise Sport and pay the first scheduled installment upon registration. All subsequent installments must be paid in accordance with the payment schedule and by the specified due dates to maintain eligibility for competition matches.

6.2 Conditions of a Payment Plan

- Instalments must be paid on or before the scheduled dates.
- Members with an active, compliant plan remain eligible to play.
- A missed installment may result in immediate ineligibility until payments are up to date.

6.3 Hardship and Exceptional Circumstance considerations

Members experiencing financial hardship or exceptional circumstances are encouraged to contact the Treasurer or their Section Director as early as possible to discuss available options and appropriate arrangements. All hardship and exceptional circumstances related information will be treated confidentially and handled with sensitivity.

Where appropriate, alternative arrangements outside the standard payment plan structure may

be considered on a case-by-case basis, having regard to the member's circumstances and the Club's obligations.

7. COMPETITION ELIGIBILITY REQUIREMENTS

7.1 Eligibility Overview

To promote fairness and consistency across all teams, Footscray Hockey Club requires that players meet their fee obligations to be eligible for selection in competition matches. Players who are compliant with payments or have an approved payment plan and remain up to date with instalments will remain eligible for match selection throughout the season.

7.2 Training and Pre-Season Participation

All members are welcome and encouraged to participate in training, practice matches, and pre-season activities regardless of fee status. However, it is strongly recommended that all members are registered with Hockey Victoria to ensure appropriate sports insurance coverage is in place.

This ensures that players remain connected to the Club, supported, and continue benefiting from participation while administrative matters are resolved.

7.3 Match Selection Eligibility

A player will be deemed ineligible for selection in competition matches where:

- Club fees remain unpaid beyond the first scheduled competition match and no payment plan is in place; and/or
- The player has entered into a payment plan but has fallen behind on scheduled installments.

Eligibility for match selection will be restored once outstanding payments are brought up to date or a compliant payment plan is re-established.

7.4 Consequences for Members Without a Payment Plan

Members who do not pay their fees and do not apply for a payment plan by the due date:

- Will be considered ineligible for match selection; and
- Will receive written notice outlining steps to restore eligibility.

7.5 Consequences for Members on a Payment Plan

Where a member has entered into an approved payment plan and misses a scheduled instalment:

- The member will be contacted with a reminder and will remain eligible to participate in training activities.
- The member will become ineligible for selection in competition matches until the

missed instalment is paid.

- Where two or more instalments are missed, or where there is ongoing non-responsiveness, the Treasurer will require the member to enter into a revised payment arrangement before eligibility for match selection is restored.

7.6 Members with Repeated or Ongoing Difficulties

For the purposes of this Policy, *members with repeated or ongoing payment difficulties* refers to members who, across two or more in a 5 year period, have consistently experienced difficulty meeting their fee obligations, including where they have:

- Failed to pay fees by the required due dates;
- Failed to comply with agreed payment plan arrangements; and/or
- Required repeated follow-up by the Club to remain financially compliant.

Where such patterns occur, the Club may implement additional measures to support clarity and fairness for both the member and the wider Club. These measures may include one or more of the following:

- Requiring full payment of fees prior to registration in future seasons;
- Requiring a payment plan to be established prior to the commencement of the season;
- Referring the matter to the Board for consideration under Rule 13 (Discontinuance of Membership for unpaid fees) or Rule 14 (Failure to comply with Club policy) where difficulties persist despite reasonable support.

These measures ensure fairness to all members and protect the Club's financial sustainability while still offering support and flexibility.

8. MONITORING, NOTIFICATION, AND COMPLIANCE

8.1 Monitoring and Notifications

Section Directors are responsible for monitoring, through their section membership records and access to Revolutionise Sport, whether members have paid their fees in full or made the first instalment of an approved payment plan prior to the first scheduled competition match. Section Directors are responsible for ensuring that their members meet these initial payment requirements for match eligibility.

The Treasurer is responsible for monitoring the ongoing payment of instalments under approved payment plans throughout the season. Where a member falls behind on scheduled installments, the Treasurer will notify the relevant Section Director.

8.2 Notifications to Members

Members will receive timely communication from the Section Director (or their delegate) where:

- Club fees have not been paid by the first scheduled competition match; and/or
- The member's eligibility for match selection has changed.

Members will receive timely communication from the Treasurer where:

- A payment plan instalment has been missed; and/or
- Further action is required to maintain or restore eligibility.

All communications will clearly outline the steps required to address the issue and will aim to provide clarity, consistency, and support to the member.

8.3 Record Keeping

The Treasurer, Secretary, and Section Directors will maintain accurate records of payments, payment plans, and eligibility for audit and compliance purposes.

9. COMMUNICATION

9.1 Policy Availability

This policy will be publicly available on the Club's website and will be included as a linked document in the annual registration process. Members may request a copy at any time through the Secretary.