

# Hoppers Crossing Soccer Club Inc

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## Membership Fee Collection Procedure

### Background

The aim of this procedure is to provide the require steps in order to successfully sign members to the Club and ensure that all accounts are paid prior to the first league fixture each year.

Membership traditionally is the most lucrative revenue stream for the Club and correspondingly is time consuming. In previous years membership collection has been hindered by people refusing to pay, people slow in paying and people who require part payment structures. All of this is unnecessary and prevents the administrators of the club concentrating on other issues.

This procedure must be followed in order for all membership issues to be up to date by the start of each season. Failure to complete any step will have repercussions later in the season whether in terms of balancing accounts or causing additional administrative work in chasing slow payers.

### Application Procedure

1. As soon as possible after the completion of the Annual General Meeting the Executive should decide on membership fees and forms for the coming season. Membership fees should include player memberships (senior / junior / academy), social memberships and additional child memberships.
2. Once the fee structure is agreed a letter should be sent to all participants / members from the previous season inviting them back to the club and advising them of the next year fee structure. This letter should also include the following information;
  - The registration date for the coming season;
  - A provisional training and league start date for the coming season;
  - That only one installment will be accepted;
  - The final date that payments will be accepted;

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- That failure to pay will make that player unavailable for registration until payment in full is received. This means player will not be insured, cannot train and cannot form part of a team;
3. Application for membership can only be received by the club if the correct membership application form is completed and signed.
  4. All information contained on the membership form MUST be correct including dates of birth as this will impact on team selection (see team selection policy).
  5. Form must be signed in presence of another member (preferably manager / coach / Executive) and countersigned by that witnessing member at the time.
  6. The signing of the form completes a binding contract between the applicant and the Club. By signing this form the applicant undertakes to pay all fees owing to the club on or prior to the fee invoice date which will be on invoice prior to the commencement of the season.

### **Fee Collection**

1. On completion of application form a representative of the Club must enter the applicant details into the Club membership register (MYOB).
2. Invoice is generated from register and delivered to the applicant. This invoice will state the final date that fees will be accepted.
3. Applicant pays invoice amount through cash, cheque or EFTPOS (Credit / Savings).
4. Upon fee payment a receipt is written from the Club membership receipt book. This receipt contains four sensitised copies.
5. The original (white copy) is handed to the person making the payment.
6. The second (green copy) is stapled to the membership application for which will be in a suitably marked folder according to the team of the eldest competitor. Once stapled this form is then filed at the FRONT of the folder to allow for later processing.
7. The third (yellow copy) is retained with the money / cheque /EFTPOS receipt and delivered to the Club treasurer.
8. The final (pink copy) remains in the receipt book.

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9. At a time after payment has been made, a representative of the Club will process all membership payments. All folders are inspected and forms where payment has been received i.e. forms with green receipts stapled at front, will be entered into the membership register as payment received. The green receipt is then stamped PAID or CHECKED.
10. At this point the membership application has been formally received and the applicant is free to be registered with the Football Federation Victoria as a player of Hoppers Crossing Soccer Club.
11. In the instance of a Social member, the processing of the membership form and payment completes the membership.
12. In the instance of a Life or Honorary member, the membership process is complete once a completed application form has been received and processed.
  - No social membership fee is required from a Life member or Honorary member, the balance of all associated playing fees still apply over and above the social fee. Any future club levy and or nominated fees are still required.

### **Known Issues**

The Club does not offer installments or part payments. As such it is extremely important that members are notified at the earliest convenience of the forthcoming fees and the final date of payment. This should give applicants between 2 and 3 months to save funds for the fees.

All fourth children are deemed by the club to be free of charge.

Membership application must be made on the correct form.

The club will provide a new membership form for each year so parents or senior players can update their details. These details are very important to the club and contacting its members.

Hoppers Crossing Soccer Club strictly enforces a 'No Pay, No Play' policy. Fees are due across all participants/teams sanctioned by HCSC.

Any player receiving compensation for playing cannot offset that compensation against his/her fees. These are separate issues.

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### Other

This policy is written as a guide to the collection of membership and playing fees at Hoppers Crossing Soccer Club. If members, players, coaches or any person disagree with any aspect of this policy then this matter should be raised, in writing, with the Executive of HCSC so that the matter can be heard and determined in a fair and reasonable manner.

Policy checked and updated: Signed

A handwritten signature in black ink, appearing to be 'A. Smith' followed by a flourish.

1/1/2011