



KALAMUNDA DISTRICTS HOCKEY CLUB

62 Hartfield Road, Forrestfield WA 6058

[www.kalahockey.org.au](http://www.kalahockey.org.au)

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## MEMBERSHIP FEE COLLECTION POLICY

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### 1. Purpose

This policy has been prepared by the Kalamunda Districts Hockey Club (“**The Club**”) to provide a clear framework for the collection and management of membership fees (“**fees**”). It outlines the steps the Management Committee will take when a member does not meet their payment obligations and ensures fairness, consistency, and transparency for all members of The Club.

### 2. Scope

This policy applies to all members of The Club. It governs the collection of fees and the management of any arrears incurred during the membership period.

### 3. Fees and Payment Terms

- **Fees Determination:**  
Fees are reviewed and set by the Committee before the 1st of March each year.
- **Notification:**  
Fee details are published on The Club website to ensure that all members are informed.
- **Due Date:**  
Fees become payable from 1st of March each year. They may be paid in advance or according to any alternative schedule arranged by the Registrar.

### 4. Grace Period & Member Status

- **Full Payment Consideration:**  
A member will not be declared un-financial if the fee is paid in full by the 1<sup>st</sup> of June.
- **Late Payment Consequences:**  
If a member fails to pay the full fee by the 1<sup>st</sup> of June, and after receiving written notice, the Committee may classify that member as un-financial. This may result in termination of membership.
- **Payment plans:**  
Payment plans must be arranged and agreed upon in advance, with the first instalment received before the 30<sup>th</sup> of March (for members registering after this date, the first instalment is required within one month of registration). All payment arrangements are to be fully paid no later than 2 weeks prior to finals to ensure the member is fully financial.

Please contact [registrar@kalahockey.org.au](mailto:registrar@kalahockey.org.au) to organise payment plans.

### 5. Membership Liability & Renewal

- **Membership Year:**  
Membership runs from the 1<sup>st</sup> of March of a given year to the last day of February of the following year.
- **Renewal Obligation:**  
The Committee may, by resolution, remove any member who does not indicate their intention to renew their membership on or after the 1<sup>st</sup> of March.

- **Arrears Clause:**  
Any member whose fees remains in arrears after the 1<sup>st</sup> of June shall cease to be a member, subject to the conditions outlined in this policy.

## 6. Debt Collection & Enforcement Procedures

- **Identification:**  
Members with outstanding fees beyond the designated due dates will be identified for follow-up.
- **Written Notification:**  
A written notice will be issued to any member whose fees remain unpaid after the grace period.

The notice will include:

- The outstanding fee amount.
  - A payment deadline.
  - A warning that failure to pay the outstanding amount by the deadline will result in the member being classified as un-financial and unable to play or train. Late payment fees and the cessation of membership may also apply.
- **Consequences of Non-Payment:**  
If fees remain unpaid after the deadline, the member will be deemed un-financial and unable to play or train. Late payment fees and the cessation of membership may also occur.
  - **Record Keeping:**  
All correspondence, payment records, and notices related to this policy will be maintained confidentially in compliance with relevant data protection standards.

## 7. Special Circumstances & Hardship Considerations

- **Hardship Review:**  
Members experiencing genuine financial hardship may request a review by the Management Committee. The Committee may consider converting their membership to a Special Circumstance category, as permitted by the Rules of Association, to ensure fair consideration without termination of membership.

## 8. Policy Review & Amendments

This policy is reviewed annually. Any amendments or revisions will be communicated to all members via The Club website to maintain transparency and clarity.