

ST MARY'S BASKETBALL CLUB REGISTRATION FEES AND REFUND POLICY 2020

PURPOSE

This policy will outline:

- the process and procedures, that will be followed by the St Mary's Basketball Club Committee and club members, for the collection of registration fees and the conditions for refund of registration fees.

POLICY STATEMENT

1. VALUES

St Mary's Basketball Club is committed to:

- ensuring that the registration fee amounts are advertised to parents/guardians, of existing and prospective players, prior to the opening of registration for each season;
- ensuring that all parents/guardians are aware of the conditions under which registration fees will be refunded;
- ensuring that all parents/guardians are advised of the opportunity to seek special payment arrangements;
- ensuring that all parents/guardians are aware of the *St Mary's Basketball Club Registration Policy*.

2. SCOPE

This policy applies to the membership of the St Mary's Basketball Club.

3. RATIONALE

In registering to play with St Mary's Basketball Club for any given season, players are indicating a commitment to the club and the team they are selected in. Once players are registered, our volunteer Age Group Coordinators begin Team Selection, which is a very involved process for a large club. Players withdrawing after they have registered is extremely disruptive to many of the club's processes.

Parents/guardians are asked to ensure that their children are committed to playing for the upcoming season before completing their registration. Registration fees will only be refunded under the conditions outlined below in the *Registration Fee Refund Conditions* section.

4. DEFINITIONS

The terms defined in this section relate specifically to this policy.

Age Limits: being U08, U10, U12, U14, U16, U18, 19 and U21, for competitions shall be as specified from time to time by the Diamond Valley Basketball Association (DVBA). Children must be six years of age to begin playing in U08.

The criteria for eligibility within each age group are:

- **Spring Season** (second half of the year) – A player must be under the age stated in the relative age group by the **31 December** of the year of the competition.
- **Autumn Season** (first half of the year) – A player must be under the age stated in the relative age group by the **30 June** of the year of the competition.

Age Group Coordinators will be able to advise which age group a child will be playing in.

DVBA: Diamond Valley Basketball Association: the basketball association of which St Mary's Basketball Club is a member.

Early Bird Discount: discount applied to the registration fees payable when online registration is completed within the first two weeks of the registration open window.

Family Discount: discount applied for families registering more than one child in the same transaction.

Late Payment Fee: fee payable by existing players registering after the registration close date. NB: late registrations are only accepted in exceptional circumstances and at the Age Group Coordinator's discretion.

Refund: reimbursement of registration fees paid, in accordance with the conditions of refund.

Registration: is the process of enrolling and paying the registration fees, electronically, for a child to become a player with St Mary's Basketball Club for any given season. The electronic registration process is managed by PlayHQ.

Registration Fees: are the amount, set by St Mary's Basketball Club, that parents/guardians are required to pay at the time of electronic registration to ensure that players are financial and eligible to play. The registration fees paid are used by the club to pay game day court costs to the DVBA and training venue hire costs.

Seasons: As determined by the Diamond Valley Basketball Association

Autumn Season: February to June; Spring Season: July to December

Special Payment Arrangements: are payment plan arrangements made between parents/guardians and the Vice President of the St Mary's Basketball Club Committee, ahead of registration closing. The arrangements are available to support families who require some financial assistance. Communication regarding special payment arrangements is treated in the strictest confidence.

PlayHQ: is the online platform used by basketball clubs in the Diamond Valley Basketball Association to register and manage players and teams. PlayHQ's registration platform is used by members to enter player details and make payment of registration fees each season.

5. SOURCES AND RELATED POLICIES

Sources

Diamond Valley Basketball Association Junior Domestic By-laws

Related policies

- *Registration Policy*
- *Playing Up Policy*
- *Privacy and Confidentiality Policy*
- *Team Selection Policy*

5. PROCEDURES

The Committee is responsible for:

- ensuring that the registration fee amounts and registration opening and closing dates are advised to existing and prospective members ahead of each new season;
- ensuring that updates related to the registration process are advised to members prior to and during the registration process;
- ensuring that the membership is aware of the conditions under which a refund of registration fees will be granted;
- ensuring that the membership understands the process to receive a refund once it has been granted.

Parents/guardians are responsible for:

- following the electronic registration process;
- paying fees for each season, in full, at the time of electronic registration (unless special payment arrangements have been made);
- ensuring that they are aware of the conditions under which a refund of registration fees will be granted;

- ensuring that they are aware of the process to receive a refund once it has been granted;
- ensuring that their child/ren definitely wish to play in the upcoming season before registering them and paying the registration fees;
- requesting special payment arrangements from the Vice President by the due date specified.

REGISTRATION FEE AMOUNTS – 2020

Registration Fees

Under 10 to 20 & Under		Under 8	
First Player	\$245	First Player	\$200
Second Player	\$230	Second Player	\$185
Third and subsequent Player/s	\$205	Third and subsequent Player/s	\$160

Early Bird Discount Registration Fees

Under 10 to 20 & Under		Under 8	
First Player	\$220	First Player	\$175
Second Player	\$205	Second Player	\$160
Third and subsequent Player/s	\$180	Third and subsequent Player/s	\$135

The family discounts for two or more players will only apply if you register and pay for the whole family in one transaction.

Late Payment Registration Fees for existing players (\$30 per player above Registration Fees)

Under 10 to 20 & Under		Under 8	
First Player	\$275	First Player	\$230
Second Player	\$260	Second Player	\$215
Third and subsequent Player/s	\$235	Third and subsequent Player/s	\$190

SPECIAL PAYMENT ARRANGEMENTS

Those families experiencing difficulty finding the lump sum to pay the entirety of the registration fees for their child/ren are encouraged to seek special payment arrangements. Our Vice President treats such requests in the strictest of confidence. Parents/guardians wishing to seek special payment arrangements should contact our Vice President ahead of registration closing.

vicepresident@stmarysharks.org.au

REGISTRATION FEE REFUND CONDITIONS

Parents/guardians are asked to ensure that their child/ren are certain that they wish to play in the upcoming season before completing their registration and payment of registration fees. Once children are registered, Age Group Coordinators commence the process of Team Selection. Players being withdrawn, because they have changed their mind, makes the already challenging Team Selection process even more difficult for our volunteer Age Group Coordinators.

Parents/guardians must advise their Age Group Coordinator, in writing via email, if their child is to be withdrawn. The Age Group Coordinator will advise the Treasurer and refunds will be issued under the following conditions:

- If a player withdraws their membership **before** close of registration, the membership fee, minus a \$25 (per player) club administration fee will be refunded.
- If a player withdraws their membership **after** close of registration, but before teams are announced, the membership fee minus a \$50 (per player) club administration fee will be refunded.
- If a player withdraws their membership **after** close of registration and after teams are announced but before the season commences, the membership fee minus a \$75 (per player) club administration fee will be refunded.
- If a player who has played between zero (0) and three (3) games of a season withdraws their membership because they have changed their mind about playing, **half** of the membership fee (per player) will be refunded.
- If a player sustains a season ending injury **prior to the commencement of a season**, parents/guardians should submit this information, in writing via email, to the relevant Age Group Coordinator. A medical certificate **MUST** be provided for a **full** refund of registration fees to be made.
- If a player is sick or injured, **after the commencement of the season**, and is unable to play for five (5) consecutive games, parents/guardians can apply in writing via email to the relevant Age Group Coordinator for a partial refund of registration fees. The refund decision will be made by the Age Group Coordinator in consultation with the President or Vice President and, if granted, the refund will be calculated on a pro-rata basis of games missed, minus the \$25 club administration fee. A medical certificate **MUST** be provided for a partial refund to be considered.
- If a player withdraws **after the commencement of the season** under circumstances other than those mentioned above, parents/guardians can apply in writing via email to their Age Group Coordinator for consideration of extenuating circumstances. Any refunds granted, based on extenuating circumstances will be at the discretion of the Age Group Coordinator in consultation with the President or Vice President, or the Executive Committee, depending on the circumstances of the request and the level of consultation required. Any refund of fees will be minus the \$25 club administration fee. The committee also reserves the right to request any pertinent documentation that would support a refund application. If withdrawal is on the basis of any medical issue, a medical certificate **MUST** be provided.
- If a parent/carer seeks, in writing via email, a full or partial refund based on their child being injured and having missed games in a previous season, a medical certificate **MUST** be provided. Refunds will only be considered based on **injuries sustained during the season in progress or one season prior**.
- Refund amounts will be based on the most discounted family rate that was applied at the time of registration.

Once a refund has been granted, the Age Group Coordinator will contact the Treasurer. The Treasurer will ask for the bank account details of the refund recipient and arrange the transfer of funds. Refunds will only be made via electronic transfer, not in cash.

REGISTRATION FEES AND EARLY BIRD DISCOUNT REGISTRATION FEES AFTER CLOSE OF REGISTRATION

Once registration closes, our Age Group Coordinators are not obliged to accept any late registrations and will only do so at their own discretion. CURRENT players who do not register during the four-week registration period, but are permitted to register late, will pay the Late Payment Registration Fee.

If registration has closed and a NEW player to the club enquires about registering, an Age Group Coordinator may choose to accept the player if there is a space in one of their teams (ie the new player would bring a team to a total of no more than eight players). The new player will pay the standard Registration Fees – NO Late Registration Payment Fee.

Once registration has closed, if an Age Group Coordinator needs to ACTIVELY RECRUIT a player or players to make up viable numbers in one or more of their teams, the player/s they recruit may be offered the Early Bird Discount Registration Fee rate.

PRO-RATA REGISTRATION FEE PAYMENTS

If an Age Group Coordinator allows a player to register once the season has already commenced, a pro-rata registration fee amount may be calculated based on the number of rounds remaining in the season (including finals, from U10 Up). Players are only able to register within the Grading Period (usually first five rounds). Once the season proper commences, no new registrations will be accepted. The Age Group Coordinator will advise the family and the Treasurer of the amount owing.

6. EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Committee of St Mary's Basketball Club will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- revise the policy and procedures as part of the club's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

7. AUTHORISATION

This policy was adopted by the Committee of St Mary's Basketball Club on 15 August 2019.

8. REVIEW DATE: AUGUST 2020