



Membership Fee Collection Procedure

Background

This procedure is designed to detail the required steps in order to successfully sign members to the Club and ensure that all accounts (where possible) are paid prior to the first league fixture each year.

Membership 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 or people who are slow in making payments. This is unnecessary and prevents the administrators of the club from 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. Prior to 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) coach/manager and social memberships. These should then be presented at the Annual General Meeting for member to agree or oppose any changes made by the Executive.
2. Once the fee structure is agreed a letter will be sent to all participants / members from the previous season inviting them back to the club and reconfirming the details of the next year fees. This letter should also include the following information;
 - The registration date for the coming season
 - Details of all payment options and plans
 - A provisional training and league start date for the coming season;
 - The final date that payments will be accepted by Lower Hutt City AFC
 - That failure to pay will make that player unavailable for registration until payment in full is received. This means player cannot train and cannot form part of a team.
3. Application for membership can only be accepted 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.
5. 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 stated fee invoice date.

Fee Collection

1. On completion of application the Secretary /Club Administrator must enter the applicant details into the Club membership register (Access /Sportingpulse)
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 direct debit, EFTPOS (no credit cards accepted) or Cheque
4. Upon fee payment a receipt is written from the Club membership receipt book. This receipt contains three sensitised copies.
5. The original is handed to the person making the payment.
6. The second is stapled to the membership application.
7. The third is retained in the receipt book along with the money / cheque /EFTPOS receipt and delivered to the Club treasurer.
10. At this point the membership application has been formally received and the applicant is free to be registered with the Capital Football / New Zealand Football as a player of Lower Hutt City AFC.
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.
13. It is the responsibility of the Junior Chair to send reminders to those that have fees outstanding and for the Senior Liaison to do the same for the senior members.
14. Any instalments or part payments must be notified to the Treasurer for approval.

-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 instalments 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.

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.

Lower Hutt City AFC strictly enforces a 'No Pay, No Play' policy.

Fees are due across all participants/teams sanctioned by LHCAFC.

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

Other

This policy is written as a guide to the collection of membership and playing fees at Lower Hutt City AFC. 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 LHCAFC so that the matter can be heard and determined in a fair and reasonable manner.