FEES COLLECTION POLICY

(SAMPLE ONLY)

[Name of club] relies on membership fees to pay for equipment, facility maintenance, uniforms, insurance and other club operating costs. This also includes any levies that are required to be paid by the club to the regional District Association.

**Membership fees**

The club membership fees for [year] are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership category** | **Annual fee** | **Payment due date** | **Fee after due date** |
| Adult | $250 | 1st April | $275 |
| Junior | $100 | 1st April | $110 |
| School student | $85 | 1st April | $95 |
| Tertiary student | $150 | 1st April | $165 |
| Couple | $430 | 1st April | $475 |
| Mid-week user | $210 | 1st April | $230 |
| Weekend user | $180 | 1st April | $200 |
| Taster 3-month period | $90 | 1st April | $100 |
| Senior citizen | $220 | 1st April | $240 |
| Families | $490 | 1st April | $540 |
| Corporates | $680 | 1st April | $750 |
| Non-playing member | $45 | 1st April | $50 |

The fees are set by the Club Committee / Board each year and are communicated to members via the website and application forms on [date].

If the amount is not received by [date], the club may withdraw all services provided to the member including access to the club facilities.

All queries on club fees can be directed to [name].

**Things to consider when writing your fees policy:**

* Are fees paid in full or is a deposit required followed by part payment?
* Is the fee due at the same time as the application form?
* Will a member be stood down for non-payment of fees?
* What is the consequence if the member plays before they have paid?
* Will there be a debt collection process if still no payment?
* Can a payment plan be entered into?
* What incentives will be offered to members to pay early?
* Is there a discount for coaches and committee members?