



Walkerston Wanderers Junior Rugby
League Football Club Inc

[secretary.wanderers@
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Registration Payments & Refunds Policy

Specific WWJRL Committee roles include:

1. Committee
 - Determine the fees for each calendar year
 - Determine the procedures for invoicing, collecting and receipting of the fees
 - Determine the procedures for collecting overdue fees
2. President
 - Ensure all procedures are followed
 - Handle any disagreements, arguments and complaints associated with fees, payments and refunds
 - Approve all refunds
3. Treasurer
 - Write and send invoices
 - Collect and receipt fees
 - Provide up-to-date records of received and outstanding fees and payments
 - Provide Managers with lists of unfinancial members
 - Set up Payment Plans for members who request them
 - Provide refunds after approval has been granted
4. Registrar
 - Ensure all member registration enquires are answered
 - Ensure team numbers don't exceed capacity
 - Provide coaches and managers with up to date lists of registered player
5. Coaches and Managers
 - Ensure that only registered financial members are include in team selection
 - Ensure that unregistered or unfinancial players do not take part in training or match day activities

The club member roles and contribution is to comply with this policy and report any concerns to WWJRL in a timely manner.



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Policy Rules

1. Determining the fees

The Executive Committee will undertake a review of all fees charged by the club when determining the annual financial budget for the year ahead. Factors that must be considered are:

- Fees to RLMD
- Insurance
- Training Venue Costs
- Equipment
- Presentation and Functions

The Fees for the forthcoming year will be determined at the AGM in October or the first General Meeting prior to Registrations Opening.

2. Accounts

The financial membership, who are required to pay an annual registration fee prior to the commencement of training for the season, include:

- Junior playing members (U6-U17)
- Non-playing members – committee members, coaches/official and volunteers need to be registered before training commences

3. Payment

- All members are required to register through MySideLine and payments must be made either at the time of registration or direct deposit bank account prior to commencing training
- All Fair Play Vouchers must be submitted to the Treasurer at time of registration or prior to the first training session
- Payment plans can be arranged by requesting a **Payment Plan Application** form from the Treasurer. The application needs to be completed and submitted to the Treasurer for approval. All fees must be paid prior to the commencement of training or otherwise stated in the Payment Plan Application. If Payment Plan Commitments are not met, then the member will be unable to train or play until the commitments are made.



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4. Late / Overdue Fees

- All members with overdue fees will not be able to take part in **any** club activity until fees are paid.
- A reminder notice will be issued to all members with overdue fees
- If payment is not forthcoming after the issue of this notice, a phone call from the Club's President will be made
- Any fees outstanding for 30 days will result in the cancellation of membership
- The club Treasurer can be contacted to discuss payment plans if required

5. Refunds

- Non-attendance does not qualify for a refund
- Illness and injury – no refund will be made for short term illness or injury. Members with a long-term illness or injury (that exclude the member for the whole season) may be eligible for a refund upon receipt in writing, accompanied by a medical certificate. This will be determined on a case-by-case basis, taking into account the numbers of weeks left in the season and the likelihood of replacing the member.
- Family holidays – inability to attend training or a match due to family holidays will not entitle the member for a refund
- Voluntary withdrawal – once the season has commenced and the member has played a game of football no refund will be given. An application can be submitted to the club President for unforeseen circumstances where a player is unable to play.
- Suspension – absence due to suspension as a disciplinary measure will not entitle the member to any refund
- Cancellation of a team – if the club is required to cancel a team and players cannot be accommodated elsewhere, the members will be offered a full refund
- Clothing and merchandise – no refunds or credits will be given for merchandise or clothing purchases in the club, unless the goods are faulty

Confidentiality and Reporting

The WWJRL Committee, responsible for implementing this policy, will keep confidential the names and details of all members and their payments unless disclosure is necessary for insurance purposes, required by RLMD or QRL, or as part of the disciplinary or corrective process in the event of a breach of policy.

A report of all received and outstanding fees will be completed by the Treasurer and provided to the President for review at each committee meeting.