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CLUB SUBSCRIPTION AND REFUND POLICY 2022 Season

1.0 Setting of Subscription Levies:

By 30th November each year, the Club's Executive Board shall recommend to the AGM the level of fees for the winter playing season in the subsequent year, after considering their respective annual plans/aspirations for that year.

In reviewing these recommendations by 30th November each year, the Executive Board shall also consider the fee relativity with other football and alternate sporting clubs.

Once ratified each year, all Club subscriptions, fees, discounts etc will be published on the Club's website, (as Schedule 1 to this policy), by 15th January in the year of the season to which they apply.

2.0 Subscription Payments:

The Club requires all registered players to have paid the relevant current year subscription amount (and any arrears from previous years) by the following dates:

U5 to U8 Grades 30th April
U9 to U19 Grades 31 March
Seniors 31st March

Failure to do so (subject to paragraph 6.0 herein) may mean that any player is deemed to be non-financial, not a member of the Club, and therefore ineligible to play in any NRF sanctioned or internally organised competition.

Should any player, having been informed in writing of their non-financial status, participate in any NRF competition or internally organised competition, the team of which that player is a part, will risk losing any competition points gained.

3.0 Subscription Discounts:

3.1 Early Bird Discount

The Club encourages all players to register early and pay all fees during the registration process.

At this stage, the Club does not offer an Early Bird Discount however if we were it would be to reward those who register and pay early, fees are reduced by an early bird discount amount, subject to payment by a specified deadline date.

Early bird discount amounts and deadline dates may vary by grade. The amounts and deadline dates will be published (as Schedule 1 to this policy) by 15th January in the year of the season to which they apply.

G.J. Gardner.

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Early bird discounts cannot be claimed on any payments made that are received by the Club after midnight on the relevant deadline date.

Early bird discounts that are claimed in error remain outstanding and may lead to the member being declared non-financial as per Clause 2.0 above.

3.2 Family Discount Winter Membership

The Club offers a family discount to family groups with more than two family members playing with the Club. The third, and each subsequent, member **registering as part of the same family group** (determined by reference to the home address recorded on the registrations) qualifies for the \$65 family subscription levy. The third and each subsequent member is taken from the youngest members of the family group. The two most senior members of the family group must pay full fees.

Family discounts claimed will be subject to Club audit. Where a discount is mistakenly deducted in calculating fees payable, the short-paid amount remains outstanding, and may lead to the member being declared non-financial as per Clause 2.0 above.

3.3 COVID Discount

For the 2022 season the Club has not applied a COVID discount to those members who paid their fees in full during the 2021 season. This is because the Club has not received in discount from our Federation for 2022 season and 2021 has been declared a full season by the Federation.

The Club does not guarantee a discount will apply to future seasons if COVID continues to be a disruption.

The Club reserves the right to apply discretion each season in regard to any Force Major Act that impacts on the delivery of Football at the Club.

3.5 Team Fee (Available for Seniors only)

The registration of a Senior team consists of all members in that team being eligible to play and not subject to any red flags or sanctions. The team fee will be set in accordance with clause 1.0 above and payment is to be made in accordance with clause 2.0 above. The team fee is based on the assumption of a 16-person squad with additional members charged at a discounted rate set in accordance with clause 1.0 above.

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4.0 Subscription Refunds

4.1 Good Faith

The Club accepts, that in normal circumstances, all players who register (or are registered by someone else) to play with the Club or participate in Club programmes each season have done so in good faith, and with the intention of playing for the Club for the duration of the season. The Club therefore accepts that any request for a refund of subscriptions will normally be the result of unusual circumstances.

Should the Club not be able to deliver one of its term programmes we apply the following process:

- 4.1.1 Where possible extend the programme for a further 1 or 2 weeks to make up the missed session/s.
- 4.1.2 Apply a credit to the members account for the session/s not run. This credit can be used by the member for any programme they sign up for within the following 12-month period. The credit is held for a maximum of 12 months on the account.
- 4.1.3 Provide a refund subject to clauses 4.2 and 4.3.2

4.2 Form of Requests

The Club will accept written (including emailed) requests for a full, or partial refund of net subscriptions paid (less administration fees and subject to time limitations as noted in section 4.3 below) in the following circumstances:

- 4.2.1 Where an incorrect subscription amount has been paid initially.
- 4.2.2 Where a player sustains a long-term injury (medical certificate may be required)
- 4.2.3 Where a player becomes ill for an extended period of time (medical certificate may be required)
- 4.2.4 Where a player moves to reside permanently in another New Zealand Football Federation area, or overseas.
- 4.2.5 Where a player has joined the Club for the first time in the junior grades (5th to 8th grade) and the Club has been advised in writing that they joined on a 'trial' basis.
- 4.2.6 Where a player(s) is unable to be placed in a team due to insufficient registrations being received for a suitable team.
- 4.2.7 Any other circumstances which the Club Executive Board may accept from time to time.

4.3 Refunds of subscriptions

4.3.1 Refunds of winter subscriptions will normally be limited to the following:

- 4.3.1.1 Refund requests received in writing before the published closing date for registrations in the year of payment – 100% of the discounted subscription paid less an administration fee of \$30.00.
- 4.3.1.2 Refund requests received in writing after the published closing date but before the 31st of May in the year of payment – 70% of the discounted subscription paid less an administration fee of \$30.00.

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4.3.1.3 Refund requests received in writing after the 31st of May and before 30th June in the year of payment – 50% of the discounted subscription paid less an administration fee of \$50.00.

4.3.1.4 Refund requests received after 30th June in the year of payment will normally be declined.

4.3.2 Refunds of programme subscriptions will be processed as follows:

4.3.2.1 Refund requests received in writing before the published starting date for the programme running that term – 100% of the subscription paid less an administration fee of \$5.00.

4.3.2.2 Refund requests received in writing after the published starting date but before week 3 of the programme term – 70% of the subscription paid less an administration fee of \$5.00.

4.3.2.3 Refund requests received in writing after the published start date but before week 5 of the programme term – 50% of the subscription paid less an administration fee of \$5.00.

4.3.2.4 Refund requests received in writing after week 5 will be declined.

4.4 Reserving of Rights

The Club reserves the right to retain any refund of subscriptions until a player has returned all Club property and settled all outstanding amounts for fines and/or other debts owed.

5.0 Part Season Subscriptions

5.1 Calculation of Part Season Subscriptions

Players joining the Club part way through a season will be charged fees based on the following percentage of the relevant full season fee:

5.1.1 Up to and including 31st May 100%

5.1.2 1st June to 30th June 70%

5.1.3 1 July or later 50%

6.0 Hardship Cases:

The Club recognises legitimate hardship cases (via a written approach) and will consider either a deferred or instalment payment arrangement on a case-by-case basis.

6.1 Player Assistance Fund

Those that simply cannot afford the membership levies even on a deferred/instalment basis are able to apply to the Club's Player Assistance Fund. This Fund is open to all members under the age of 18. Each application is considered on a case-by-case basis and may be approved up to 100% or the amount less an administration fee. For more information, please go to <https://hbcafc.org.nz/club-policy-and-forms> or email playerassistfund@hbcafc.org.nz

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FIRST SCHEDULE Schedule of Fees – 2021

Membership Subscription Levies:

(all figures include GST)	Base Subscription	Extra
Grade		
Under 5 (U5) includes ball	\$75.00	N/A
Under 6 (U6) includes ball	\$75.00	N/A
Under 7 to Under 8 (U7-U8)	\$110.00	N/A
Under 9 to Under 11 (U9 to U11)	\$170.00	\$
Under 12 (U12)	\$170.00	\$
Under 13 to Under 18 (U13 to U18)	\$195.00	\$
Student	\$250.00	\$
Senior	\$305.00	N/A
Senior Team Fee	\$4,880.00	\$105 per player for each additional player after 16 th team member

Programme Levies

Programme	Base Cost
Skills Centre	
Development Programme	
GK Academy	
Youth Academy	
Football in Schools – Lunchtime session	
Football in Schools – After School Session	
School Holiday Programme	

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