



**Glen Waverley
Hawks Football
Netball Club**

**Central Reserve
(south oval)**

**Payment Plan
Policy**

PAYMENT PLAN POLICY

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Approved By: Bec Snape (Junior President) / Gary Hocking (Senior President)
Endorsed By: GWHFNC Committee, December 12th, 2019
Date for Review: 2021 or as required

Purpose

This policy was written to provide clarity on the Payment Plans of Fees available to our GWHFNC families and Players.

Policy

It is the GWHFNC Committee of Management (CoM) role to ensure sound financial practises are in place and that fees are set prior to November 1st of each year. The GWHFNC CoM also recognises that at times Players and Families have many other financial commitments and may need some assistance with a payment plan to pay off the fees. The procedure for applying for a payment plan is:

- Players or Families are to contact the GWHFNC President or Registrar to discuss the need for a payment plan.
- Once the GWHFNC Executive has approved the payment plan conditions a payment plan form will be sent to the family to complete and then returned to the Registrar / Treasurer
- The Treasurer will update the payments online (Xero) to record the financial status of players.
- When making payments the Bank reference will be **SURNAME NAME: FEES**
- The payment plan must be applied for and approved yearly

Definitions

GWHFNC: Glen Waverley Hawks Football Netball Club

GWHFNC Executive: Senior President / Junior President / Secretary / Treasurer

Committee of Management: Include the executive and other committee positions

TidyHQ: The Clubs web site portal system.

Xero: The Clubs accounting software.

Reviewing this policy

This policy will be reviewed **every two years** or as required, and we undertake to seek views, comments and suggestions from players, parents, carers, staff and volunteers involved in the Club.