

# PAPAMOA FOOTBALL CLUB - FEES PAYMENT POLICY

## Policy

The club follows this policy requiring payment of membership fees.

## Process

Player registrations are made via Friendly Manager, which links with Comet the NZ Football online national database, this system takes payment of membership fees at time of registration

## Procedure

Registering members log on to Friendly Manager( or other platform)

The online registration form is completed, the appropriate membership product is chosen, and online payment is made.

The club's administrator(s) or person(s) assigned will ensure this process is followed.

## Payment Plans

In some cases, a payment plan may be required to pay fees. These will be accepted at the time of online registration but will incur additional administration fees.

Senior Fees (or those members in senior football) must be paid in full by June 30th of the current season.

Junior / Youth fees must be paid in full by July 31st of the current season.

Players on payment plans will have the time payment plan invoiced a further 2 times after the raising of the initial invoice.

## Life Members

Life members are not required to pay fees. Registration can be completed by a club exec member (Chair/Secretary or Treasurer)

## Unpaid Fees /Red flags

If for any reason a player has outstanding fees at the end of the season, they will be red flagged in Comet.

Players red flagged will be unable to have payment plans accepted, payment must be made in full for the season following as well as overdue amount.

No player red flagged is entitled to be confirmed until the flag is removed. A red flag is in place where there are outstanding financial or equipment issues from the prior season.

Players with outstanding time payment membership fees from the season prior will be not be afforded time payment again.They must pay in full along with any outstanding balance.

Where special circumstances exist, the club's administrator(s) or person with assigned authority can register a player without online payment being made

Approval Date: 06/12/2024

Approval Signature:

Approval Name and Position: Rob Schoonderwoerd, Secretary

Ref: PFC P05

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