

**Policy Name:** Registration fee and player transfer  
**Issue Date:** 03-Oct-2019  
**Revision No:** 0

**Policy No:** BHFC02  
**Previous Issue Date:** n/a  
**Next Revision Date:** 03-Oct-2020



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## 1. Purpose and Scope

To describe the registration fee setting, reimbursement, financial hardship, payment plan and player transfer policy.

## 2. Policy

Burnside Heights Football Club Inc (BHFC) registration fee setting, reimbursement, financial hardship and payment plan policy delegates authority to the Treasurer. The BHFC Registrar has delegated authority for administering player transfers.

### Fee setting

The Treasurer determines the registration fees for inclusion in the annual budget for approval by the BHFC Committee.

Registration fees are levied from 1 October and are due and payable in full by round 1 of the playing season.

### Attendance

Registration fees are applicable to all players, irrespective of how many weeks they attend training or Rounds they play in.

### Un-Financial Players

Players are deemed to be un-financial if their fees remain unpaid by Round 1 or the player defaults on an approved payment plan. Un-financial members will be ineligible to play or participate in any club/league organised games or attend training sessions at the club.

Players that owe money and/or a club jumper will not be given a clearance to play at another club until their debt is settled and their jumper returned.

### Financial Hardship

Any player experiencing financial hardship should contact the Treasurer as soon as possible. A deposit is required before the jumper can be given to the player and a payment plan must be in place.

Each case will be assessed on its own merits by the Treasurer in consultation with the President and / or Vice President in a timely manner. If a payment plan is approved, any departure from the agreement will result in the player being deemed un-financial. Only one application per player is permitted.

### Reimbursement

A player may resign from the club up to and including Round 3 and obtain a full refund of their Registration Fee, less Insurance and Affiliation fees. Resignations must be in writing and received by

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the Treasurer on or before Round 3. From Round 4 onwards, Registrations Fees are non-refundable due to resignation, player transfer, or player injury / illness.

### **Player Transfers**

Players transferring from another club to BHFC are ineligible to play until a full clearance has been received by the Registrar. Once this has been received the Registrar will notify the appropriate Coach and/or Team Manager.

Players wishing to transfer to another club will have their clearance processed without delay providing that the player is financial with the club and has returned any equipment owed to the club.

If the Registrar has reason to believe that, due to other circumstances, clearance should not be given, they will notify the Football Operations Manager who will take the necessary action to resolve the matter. If no solution is forthcoming then the matter must be referred to either the Executive or General Committee, whichever is deemed the appropriate authority at the time.

**FURTHER INFORMATION:**

**President  
Treasurer**