

HOCKEY QUEENSLAND

State Team Payment & Financial Assistance Policy



1. Purpose

The purpose of this policy is to provide guidance and to outline the requirements for Hockey Queensland (HQ) State Team Players to follow in regards to payments of levies and requesting financial assistance to participate in representative teams.

2. Scope

This policy applies to all State Team Players in the following categories:

- a) Under 14 Outdoor and Indoor Hockey Teams,
- b) Under 16 Outdoor and Indoor Hockey Teams,
- c) Under 18 Outdoor and Indoor Hockey Teams,
- d) Under 21 Outdoor and Indoor Hockey Teams,
- e) Country Outdoor Hockey Teams,
- f) Women's Masters Outdoor Hockey Teams
- g) Men's Masters Outdoor Hockey Teams.
- h) Open Indoor Hockey Teams, and
- i) Any other HQ designated Queensland representative teams such as Development Academy Teams.

3. Invoicing and payments for all State Teams except Women's Masters.

Players selected in HQ State Teams will receive a letter of selection detailing either an estimate or the actual cost of the levy to attend a National Championship, event or tour. At the time of accepting a position in the State Team the player is agreeing to the terms and conditions of this policy. Please refer to Appendix 1 which outlines the normal components of the State Team Levy per team.

Estimate letter

If players receive an estimate with their letter of selection, once they have accepted their position they will be emailed an invoice requesting a deposit (typically 50% of the estimated levy) which is due by the due date noted on that invoice.

Once all final costs are confirmed, a final invoice (less deposit paid) will be issued. This invoice will have a strict due date to ensure all payments are received before departure or assembly camp. If payment is not received by the due date Clause 7. Failure to Pay will be enacted, which leads to suspension of all hockey in Queensland.

Actual cost letter

Players receiving a letter with the actual cost will be emailed an invoice requesting the amount owing after they have accepted their position in the team. The player is required to pay the full amount by the strict due date to ensure all payments are received before departure or attendance at the assembly camp. If payment is not received by the due date Clause 7. Failure to Pay will be enacted, which leads to suspension of all hockey in Queensland.

Invoices

All State Team Levy invoices will be emailed through Hockey Queensland's accounting program Xero to the email address provided when accepting the position in the team. Except for Men's Master's invoices, which will be sent via Revolutionise Sport. It is the responsibility of the player (or parent/guardian) to ensure they have timely access to their nominated email and to check their spam and junk folders to ensure payments are received by the due dates.

Payments

All Invoices will provide the payment options of either Bank Transfer BSB and Account details provided or Credit Card payments online. All credit card transactions will include a transaction

fee, which will be detailed under the credit card payment option. If a player wishes to enter into a payment plan please refer to Clause 6.

4. Women's Masters Invoices and Payments

Players selected in HQ Women's Masters State Teams will receive a letter of selection detailing the actual cost of the levy to attend the National Championship. At the time of accepting a position in the State Team the player is agreeing to the terms and conditions of this policy. Please refer to Appendix 1 which outlines the normal components of the State Team Levy per team.

Once players accept their position they will receive an emailed invoice with the final amount. No deposit is required. The full payment must be paid by the strict due date to ensure all payments are received before departure. If payment is not received by the due date Clause 7. Failure to Pay will be enacted, which leads to suspension of all hockey in Queensland.

Invoices

4.1.1 State Team Levy

All State Team Levy invoices will be emailed through Hockey Queensland's accounting program Xero to the email address provided when accepting the position in the team. It is the responsibility of the player to ensure they have timely access to their nominated email and to check their spam and junk folders to ensure payments are received by the due dates.

4.1.2 Accommodation Invoices

As of 2024 HQ will be utilising an external travel agency to manage the accommodation of all Women's Masters Teams. The accommodation component will not be included in the HQ State Team Levy.

After a player has accepted their position in the State Team they will receive an invoice from the nominated travel agency. The player is to pay a \$100 non-refundable levy to the agency as well as the full accommodation cost. The player will be required to stay in the nominated accommodation however will have the option to select their style of accommodation (e.g. single occupancy, shared with another team mate or suitable for family).

Payments

All Invoices will provide the payment options of either Bank Transfer BSB and Account details provided or Credit Card processed online. All credit card transactions will include a transaction fee, which will be detailed under the credit card payment option. If a player wishes to enter into a payment plan please refer to Clause 6.

5. Withdrawal from a Team.

Withdrawal Date

On selection players will receive a letter noting a final withdrawal date. Players who withdraw before this date will receive a refund on any HQ payments made less an administration fee of 10%. This fee may be waived in special circumstances and considered on a case by case basis by the HQ Chief Executive Officer (CEO). Any decision made by the CEO will be advised in writing, will be final decision and no correspondence will be entered into.

Withdrawal after noted Withdrawal Date

Players who withdraw post the withdrawal date noted on the selection letter will not receive a refund. Exception will be made due to injury or at the discretion of the HQ CEO. Any decision made by the CEO will be advised in writing and will be the final decision, no correspondence will be entered into.

6. Payment Plans

Payment plans may only be requested if the following procedure is strictly followed by players:

- 1) The [Payment Plan form](#) must be completed before the due date of the first invoice received.
- 2) The deposit or 50% of the final invoice must be paid in full and the remaining will be paid off as per the payment plan offered by Hockey Queensland.

Payment Plan Approvals

The CEO has the discretion to approve or refuse a payment plan without explanation and no correspondence will be entered into. The decision of the CEO (including details of the payment plan if approved) will be communicated to the player via email once the payment plan form has been received. It is incumbent on the player to ensure they have access to these email communications.

If the payment plan is approved, the payments must be made in accordance with the plan. If an instalment is missed the plan ceases immediately and the full invoice amount will be payable within seven (7) days or prior to tournament departure date (whichever is sooner).

If this full payment is not received within seven (7) days, clause 7 of this policy will be enacted.

For clarity, all payment plans will be structured so that the total outstanding debt is to be paid prior to departure for the selected tournament. No player will be permitted to travel if their levy has not been fully paid.

7. Failure to pay

Reminders and Ineligibility

If a player fails to pay their Deposit by the due date, they will receive a reminder notice with an immediate request known as "Final Deposit Payment Date." If the Deposit is not paid in full by the due date (as detailed in the reminder notice) they will be automatically replaced in the team. This includes players under the age of 18 if their parent/guardian has not made the payment on their behalf.

If a player fails to pay their Final Invoice by the due date, they will receive a reminder notice with an immediate request known as "Final Invoice Payment Date." Should full payment not be received by the Final Payment Date the player will not be eligible to travel and/or play, and will be replaced in the team. This includes players under the age of 18 if their parent/guardian has not made the payment on their behalf.

Additional Charges

In the event that a player fails to pay the Final Invoice amount by the Final Invoice Payment Date, a finance charge of \$10 will immediately be added to the amount outstanding, plus a finance charge of \$10 a month for each month there are amounts (including finance charges) outstanding, until all amounts outstanding have been paid in full.

Any debts outstanding may be passed on to a Debt Collection Agency. Costs associated with debt recovery will be at the expense of the player.

Un-Financial and Suspension

Any player failing to pay due amounts will become an un-financial player and will be subject to the HQ Un-financial Suspension Policy.

Appendix 1.

The table below outlines the State Team Levy items and those items responsible for each player for each team.

State Team	Items Included in Levy	Players Responsibility
All U14 & U16 Teams	Team entry fees Travel insurance Coach and Manager Requirements: - travel - uniform During competitions costs Administration support Team photo	Airfare Accommodation Ground transport Uniform
U18 & U21 Outdoor Hockey	Airfares Accommodation Travel Insurance Coach and Manager Requirements: - travel - uniform Team entry fees Ground transport Team photo Medical/physio Training fees Incidentals (washing, parking etc.) Administration support	Uniform
Women's Masters	Coach and Manager Requirements: - travel - uniform - accommodation Travel Insurance Team entry fees Ground transport Team photo Medical/physio Training fees Incidental (washing, parking etc.) Administration support	Airfare Uniform Accommodation– through WM's Travel Agent.
Country	Accommodation Coach and Manager Requirements: - travel - uniform Travel Insurance Team entry fees Ground transport Team photo Medical/physio	Airfare Uniform

	Training fees Incidental (washing, parking etc.) Administration support	
Men's Masters	Team entry fees Medical/Physio Administration support Manager support Umpire levy State Team Dinner Coach and Manager Support	Airfare Accommodation Uniform Ground transport
U18, U21 and Open Indoor Hockey	Accommodation Coach and Manager travel Team entry fees Ground transport Team photo Training fees Incidental (washing, parking etc.)	Airfare Uniform