

## Un-financial Member Suspension Policy

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## **1. Purpose**

The purpose of this policy is to provide information to Hockey Queensland Limited members (Members) on the consequences to their membership should they fail to pay any amounts to their Hockey Queensland Limited (HQ), any HQ affiliated member association (Association) or any Association affiliated club (Club) invoices.

## **2. Scope**

This policy applies to all Members who have incurred a debt to HQ and/or to an Association or Club.

## **3. Definitions**

Hockey Queensland Members include:

- Players
- Coaches
- Umpires
- Technical Officials

## **4. Failure to pay**

Any member who has failed to pay an invoice from their Club, Association or to HQ by a stipulated due date will be deemed un-financial and will be subject to suspension and potential external debt collection fees. This includes players under the age of 18 if their parent/guardian has not made the payment on their behalf.

## **5. Suspension and Restrictions**

### **5.1**

In the event that a HQ member fails to pay any amount after receiving a Final Invoice sent from whom the debt is owed, they will be subject to the following suspensions:

- The member will be suspended from that date until payment is made.
- Members will be ineligible to play or represent in any form of hockey conducted by Hockey Queensland or their member Associations, and therefore ineligible to nominate or play for any representative teams.
- The suspension will remain in place indefinitely if the debt remains unpaid.

Members who are deemed un-financial will be listed on the Queensland Un-financial list that is circulated to all Associations on a regular basis. Once the debt has been paid, the suspension will be lifted immediately and the Member's name will be removed from that list.

For more information on the Un-financial List please see Appendix 1.

## **6. Debt Collection**

In the event that a Member fails to pay any amount after the Final Invoice Payment Date request has been issued by HQ, a finance charge of \$10 a month for each month the payment remains outstanding shall also be incurred.

Any debts outstanding may be passed on to a Debt Collection Agency. Costs associated with debt recovery will be at the expense of the Member and/or their parent or guardian.

## **7. Payment Plans with Hockey Queensland**

Members can request a payment plan to and are only eligible for approval once the Payment Plan Request form has been completed and sent to [accounts@hockeyqld.com.au](mailto:accounts@hockeyqld.com.au)

Payment Plan Request forms are available from the HQ Office or at [www.hockeyqld.com.au](http://www.hockeyqld.com.au)

The HQ Chief Executive Officer (CEO) has the final discretion to approve or refuse a payment plan request without explanation.

If a payment plan is approved, all payments must be paid in accordance with the plan. If an instalment is missed the plan ceases immediately and the full invoice amount will be payable within fourteen (14) days.

If payment is not received items 5.1 and 6 of this policy will be reactivated.

END

## **Appendix 1.**

### **Un-financial List Procedure for a Club and Association**

1. Once the Club member is considered un-financial, Clubs should notify their Association.
2. Associations should then send a list of their un-financial members along with their club's un-financial members to [HQoffice@hockeyqld.com.au](mailto:HQoffice@hockeyqld.com.au)
3. Association and Clubs should inform their members they are now considered un-financial.
4. When a Member has paid their debt the Club/Association notifies HQ to take them off the list.
5. All of the above steps should be in written form.

### **Un-financial List Procedure for Hockey Queensland**

1. Finance Coordinator provides a list to the Membership and Administration Coordinator of Hockey Queensland un-financial members.
2. List is compiled of received notifications of Association and Club un-financial members and HQ's un-financial members.
3. List is distributed monthly to all Associations and to Hockey Australia.