



Invoicing, Fee Collection and Suspension Policy

ADOPTED MAY 2021

LAST UPDATED MAY 2021



Policy Statement

This policy sets out Hockey Victoria's approach to invoicing and any other method of collection of monies owed to Hockey Victoria Inc (HV) by individuals to ensure the efficient and consistent collection and recording of these funds.

The policy outlines action to be taken where monies are not collected according to the policy, including the application of the Suspension Policy (Refer to Section 4).

Definitions

Participant – refers to any State Team or Zone program participant (or their parent/guardian responsible for the settlement of all relevant team or program fees); coaches; umpires; officials or any other individuals who have incurred a debt with HV.

Train On - any player selected at the Final Player Assessments or squad member who is not a member of the team. These players will be involved in the team preparation period but will, in most cases, not travel to the tournament.

Audience

This Policy is applicable to all Players, Coaches, Umpires, Officials, or any other Individuals who have incurred a debt with HV.

Compliance



1. Participants Selected for HV State Representative Teams (Outdoor U21, U18, U15, U13 and Indoor Open, U21, U18, U15 and U13, Country and Masters Teams, Squads)

1.1 Invoicing and Payment

As part of the nomination process for a HV State representative team, an anticipated cost of participation (excluding uniform items) will be advised to all participants, including Train On players.

Participants selected in HV State representative teams will receive an invoice for participation in the selected teams.

Players are required to pay by a minimum of two instalments for the invoices. The dates that the instalments are due will be detailed on the HV invoice.

Failure to pay the invoiced amounts will result in HV's Suspension Policy being applied and may lead to suspension and/or the debt being passed onto HV's Debt Collection Agency (Refer to Section 4).

1.2 Withdrawal from State Representative Teams

Participants who withdraw from a State Representative Team prior to team departure need to notify the High Performance State Teams & Pathway Manager in writing at the soonest practical opportunity. Upon approval, participants will receive a refund of any monies paid less the training costs.

1.3 Payment arrangement - Deed of Repayment

Participants wishing to request a Deed of Repayment must do so in writing to HV at least three (3) business days prior to team departure, using the link provided below.

Please [click here](#) to access the HV Deed of Repayment request.

Deeds of Repayment will be granted on an individual basis by HV's Finance Manager, following approval by the Chief Executive Officer.

A Deed of Repayment is to be signed and executed by all parties to the agreement.

A Deed of Repayment will only be approved where the account balance will be settled within eight (8) weeks of the tournament's conclusion.

A Deed of Repayment will be applicable for the current State team only. A participant selected in a subsequent State team must have finalised any previous Deed arrangements and must submit a new request for a Deed of Repayment, if required.

If an instalment is missed, the Deed of Repayment terminates immediately. The full invoice amount will then be payable within 14 days. If payment is not received within 14 days, HV's Suspension Policy and External Debt Collection will apply (Refer to Section 4).



2. HV Nomination Fees, Program Fees and Zone Representative Teams Fees (JSC), and Education Workshops (Coaches, Umpires, Technical Officials)

2.1 Acceptance and Payment



Participants wishing to nominate for and/or participate in various HV teams/programs/workshops and Representative Teams must complete an online registration link through RevolutioniseSPORT. Payment for these fees will be required at the time of completing the registration.

Clear information will be provided on the RevolutioniseSPORT program registration page as to the amount that will be charged for the program and the charge to the credit card being applied. A receipt will be issued by the RevolutioniseSPORT system for all payments made online.

2.2 Withdrawal from a HV Program and Zone Representative Team

Participants who choose to withdraw from a HV Program or Zone Representative Team are required to provide the reason for withdrawal and the withdrawal date in writing, via email to the relevant HV Manager. HV will assess the information and upon the HV's discretion, the refund will be issued for any fees paid within 14 days of receiving the request, excluding any expenses that may be relevant such as pitch hire costs or coaching expenses.

State Team Nomination Fees are non-refundable.

3. Other Customers not specified in Section 1 and Section 2

Any debt owed to HV by a participant not specifically covered in Sections 1 –2 above, for which a HV Invoice is raised, will be due and payable within 14 days of issue.

Non-payment of the account within 14 days will result in HV's Suspension Policy and External Debt Collection being applied. (Refer to Section 4)

4. Suspension Policy and External Debt Collection

If a Participant fails to pay their Invoice by the due date/(s), a final reminder email will be sent with an immediate payment request known as "Final Payment Date".

Should payment not be received by the Final Payment Date, HV will issue a notice of suspension and the debt may be referred to External Debt Collection.

Suspension Policy

From the date of the notice of suspension, the Participant will be suspended from further participation in hockey, including all HV representative teams, events, competitions (including Regional Association competitions) and programs.

Once outstanding payments have been paid, the suspension will be lifted effective immediately.

External Debt Collection



From the date of the notice of suspension, HV reserve the right to engage external resources to recover any outstanding debts owed by Participants. The Participants shall be liable for any recovery costs and commissions incurred in the debt collection process.

The above outlined Suspension Policy and External Debt Collection Process is applicable to Players, Coaches, Umpires, Officials, or any other Individuals who have incurred a debt with HV.

The HV CEO will have the discretion in certain circumstances to allow part-payments, other methods of payment, or to vary the penalty procedure.

5. Policy Review and Updates

The HV Player Invoicing, Fee Collection & Suspension Policy will be reviewed by HV Staff, and modified if required, and approved by the HV Finance Subcommittee on a biennial basis.