

**POLICY STATEMENT**

**Payment Plan Policy**



Date of approval: 04/05/2011

Date to be reviewed: 01/10/2011

Contact Person: RLAFC President

**Background**

In order to reduce the requirement for UQ Red Lions AFC Committee Members to chase up registration and fees throughout the season, the following policy has been written to govern how and when players must pay installments of their fees in order to be eligible to play.

**Policy**

To be eligible to play and eligible to be on a payment plan, all players must have completed and signed a UQ Red Lions AFC Registration Form by end of training on Tuesday 3<sup>rd</sup> of May 2011.

Players who have yet to finalise their Membership Fees have two options to finalise the payments via a payment plan:

**Paypal Payment Plan**

Paypal Payment Plans are governed by Paypal and payment dates are fixed by the player. Any payment plan created using Paypal must be scheduled to complete by no later than Wednesday 22<sup>nd</sup> June 2011.

To set up a Paypal Payment Plan, players must go to [www.redlions.org.au/fees/](http://www.redlions.org.au/fees/) and click on the Paypal Section of the page.

### Payment Plan via Cash, Cheque and/or Bank Transfer

Payment Plans via Cash, Cheque or Bank Transfer must be completed in the following manner to reduce the workload on UQ Red Lions AFC Committee Members chasing up fees.

1. The UQ Red Lions AFC Committee will provide a complete list of all players currently registered who have outstanding fees, including the amount of fees remaining to be paid.
2. A player must fill out and sign a UQ Red Lions AFC Payment Plan Form, detailing how he will complete his payment plan.
3. Four fortnightly payment dates will be set up (Tuesdays: 17<sup>th</sup> May, 31<sup>th</sup> May, 14<sup>th</sup> June and 28<sup>st</sup> June) and each player must pay a minimum of a quarter of their remaining fees to the club by the payment date in order to be eligible to play for the following fortnight's games.
4. Club accounts will be reconciled each Wednesday following the payment date to check all scheduled payments have been received.
  - a. Any player failing to make a payment by that Wednesday will be ineligible to play for the following **two weeks**. That player must then complete the missed payment and the following payment by the next fortnight's payment date.
  - b. In order to avoid the UQ Red Lions AFC Committee requiring to check the bank account more than once each fortnight, **no exceptions** will be made for missing fees due to transfer delays. Any Bank Transfers should be done ahead of time to ensure they are in the account before the Wednesday check.
5. By the final payment date, all fees must be paid in full or the player will be de-registered from the club and ineligible to play until all fees are finalised.

## **Version History**

V1 (04/05/2011):

- Original Document.