

## **FINANCIAL HARDSHIP**

### **POLICY**

Any member who has a difficulty paying fees in any one playing season at the Club may apply for a variation of fee requirements based on personal circumstances that are subject to assessment by the Club.

### **PROCEDURES/LIMITATIONS**

1. Any member who has difficulty paying playing or other fees at the Club may apply in writing to the Secretary for a variation of fee playing requirements.
2. The application shall be made in confidence and based on personal circumstances that are subject to assessment in accordance with procedures outlined in this policy.
3. The application shall apply to fees for a current playing season only. A separate application is required for each playing season whether or not any future application is based on the same or other personal circumstances.
4. The Secretary shall forward each application received for confidential assessment by a Sub-Committee consisting of the President and Treasurer.
5. The Sub-Committee may contact or meet with the applicant (by delegation or as a group) and may require any evidence it thinks necessary to corroborate an application having regard to club requirements, the needs of the applicant and sensitivities regarding the personal circumstances.
6. The Sub-Committee shall treat each application as an exception to the rules of the Club and may facilitate payment of fees in accordance with the following alternatives listed in priority order for decision:
  - Allow part payment of fees throughout a current season in accordance with a schedule agreed in consultation with the applicant.
  - Reduce the amount of fees to be paid by the applicant.
  - Waive the payment of fees by the applicant for the relevant season only.
7. The Sub-Committee shall advise the applicant in writing regarding its decision, which shall be recorded confidentially by the Secretary for future reference at the Club, if required.
8. The President shall advise the Management Committee about any decision to vary payment of fee paying requirements for an applicant provided that personal details of the applicant and their circumstances are not revealed to committee members.

9. The President may refer the applicant to the Welfare Officer for further contact if it is considered beneficial provided the applicant agrees to the referral and confidentiality is maintained.

### **COMMENTARY**

The purpose of this policy is to facilitate the playing of netball by a member who might not otherwise be able to play due to exceptional difficulties paying playing fees in any one season as the result of personal circumstances beyond the control of the member or their family. It is realised the payment of fees is a financial impost for all members; however, there are some circumstances beyond the normal that may require special consideration by the Club. This policy is designed to facilitate consideration of these circumstances as an exception to benefit both members and the Club.

Applications under this policy shall be made in confidence having regard to any sensitivity involved. In particular, are the personal circumstances of the applicant that are subject to assessment to validate the reason for any decision. It is intended the Secretary, who shall receive and process each application and the President and Treasurer meeting as a Sub-Committee to review each application, are the only club officials privy to the personal circumstances of an applicant. However, the Management Committee shall be advised in general about any decision and the Welfare Officer may be engaged to assist an applicant provided confidential details are not revealed.

It is intended a succinct written summary of each decision will be provided to an applicant who may also be contacted personally to discuss the detail and background of any decision. The Secretary shall record each application and the written decision for future reference within the Club as required. Any decision to reduce or waive fees should only be made in the more extreme circumstances and every effort should be made to support the paying of the full amount for any fees prior to considering reducing or waiving of a fee.

### **AUTHORITY**

Management Committee Meeting Minutes 20 August 2015