

## JUNIOR REPRESENTATIVE PROGRAM FEE POLICY

### Definitions

#### Annual Registration Fee

The annual fee determined by MCBA and payable by participants accepted into the Melbourne Tigers Junior Representative Basketball Program. The fee contributes towards the costs of administering and delivering the program and includes the items specified within this policy.

#### Competition Season

The Victorian Junior Basketball League (VJBL) Championship Season including grading phases and practice games.

#### Extenuating Circumstances

Significant and unforeseen circumstances beyond the reasonable control of a player or their family that impact the player's ability to participate in the program. Examples may include serious illness, long-term injury, family hardship, relocation or other exceptional circumstances as determined by MCBA Management.

#### Financial Hardship

A situation where a player or their family is experiencing genuine financial difficulty that affects their capacity to pay registration fees by the required due date. Evidence may be requested to support an application for financial assistance or a payment plan.

#### Grading Phase

The period of competition conducted by the Victorian Junior Basketball League (VJBL) for the purpose of determining the appropriate competition division for teams before commencement of the Championship Season.

#### Management

The authorised employees of MCBA, including the General Manager and any staff delegated responsibility for administering the Junior Representative Program and this policy.

#### Payment Plan

An approved arrangement between MCBA and a player or their family that allows program fees to be paid by instalments over an agreed period.

#### Refund

The return of all or part of a registration fee by MCBA in accordance with this policy and any applicable administrative deductions.

#### Team Kitty (Team Fund)

A fund administered by a Team Manager on behalf of a team to collect and manage contributions from players and families for team-specific expenses not included within the Annual Registration Fee, including but not limited to team sheet fees, tournament entry fees, coach gifts, team activities and team supplies.

#### Concession Card Holder

A parent or guardian who holds a valid government-issued concession card recognised by MCBA for the purpose of receiving any approved concession discount. Proof of eligibility may be requested by MCBA.

## Purpose

The purpose of this policy is to provide a transparent framework for the setting, collection, management and refund of fees associated with participation in the Melbourne Tigers Junior Representative Basketball Program.

## General

The Melbourne Central Basketball Association (MCBA) sets fees and charges for the Melbourne Tigers Junior Representative Basketball Program on an annual basis. The fees and charges are set at an appropriate level that reflects the required resources to fund the operations of the Association in delivering its objectives.

The Annual registration fee includes but is not limited to;

- VJBL competitions entry fees for preparation, grading and championship seasons
- Mid-week and Sunday training facilities court hire
- Coaching expenses, including coach uniforms & coach honorarium\*\*
- Team Manager uniforms
- Coach and training aids
- Coaches' accreditations and training
- Practice match fees
- Presentation day and awards
- Commemorative T-shirt
- Human Resource costs to administer the program
- Medical kits, team bags and blood uniforms

\*\*Coaches are paid a modest honorarium in recognition of their contribution; however, the role remains primarily voluntary in nature, with coaches generously dedicating a significant amount of their personal time to support the program.

The Association always strives to maintain fees and charges at the lowest level possible to ensure that basketball is affordable to all families and members of the community.

Please note that the Annual registration fee **DOES NOT** include;

- Weekly team sheet fees
- Uniforms
- Tournament Fees including National Club Championships
- Accommodation
- Travel Costs
- Team Social Activities

MCBA Board of Directors and Management have the power to set fees and charges. MCBA Board of Directors and Management set the annual fees and charges as a part of the annual budget process in line with the annual financial year. The Association's annual financial period is from 1 October – 30 September every year.

MCBA Management will aim to publicise fees and charges for the new season when registrations for the next season are released.

MCBA reserves the right to amend fees, charges and payment arrangements where required due to unforeseen increases in operational costs, competition charges or circumstances outside of MCBA's control. Any changes will be communicated to affected families as soon as practicable.

### **Payment**

All fees and charges are payable upon registration to the program via PlayHQ. Anyone who is unable to use or has difficulty accessing the online payment system for any reason should contact the Junior Representative Program Administrators in the first instance, to discuss their situation.

### **Timing**

Offers will be made to successful players throughout tryouts and at the conclusion of tryouts, for more information regarding offer periods please review our tryout guidelines. Successful players will be offered a position to a team via a "letter of offer" to the registered e-mail in the PlayHQ platform. To accept this offer, each player is then required to register through PlayHQ and pay the annual registration fee to the association within 24 hours.

As per our Parent and Player Handbook/Tryout guidelines, offers are required to be accepted within 24 hours to secure your place in the program.

The payment options available via PlayHQ are:

- Full registration fee in one lump sum
- Payment in instalments, this includes 50% upon registration and the remaining 50% over 5 monthly instalments of 10% each
- PayPal payment in 4 instalments

Payments can be made via the payment methods provided by PlayHQ.

MCBA reserves the right to withhold player registration, transfers, selection to teams, participation in tournaments or other program activities where outstanding fees remain unpaid and no approved payment arrangement is in place.

### **Payment plans, variations and discounts**

MCBA Management from time to time may apply:

- Eligible concession card holders may receive a discount as determined annually by MCBA. Evidence of a current Centrelink or Department of Veterans' Affairs concession card may be required.
- Discounts to families who are experiencing financial hardship

MCBA Management welcomes confidential discussions with families who would like to explore paying the annual registration fee in instalments or require financial assistance managing registration fees. MCBA will review financial assistance applications and approve an appropriate payment plan for families who can demonstrate they are experiencing financial hardship.

MCBA requests that such requirements are discussed prior to the registration payment deadline. Submissions for any payment plan must be made to the Administration Manager ([manager@mcba.net.au](mailto:manager@mcba.net.au)) and details will be provided in your letter of offer. Such assistance is at the discretion of MCBA Management and applications will be assessed having regard to the family's financial circumstances, demonstrated need, supporting information provided and available assistance funding.

Where a request has been initiated with MCBA, the players offer will remain open until the request is finalised.

If a player is selected or appointed to a team, part way through the season, then the fee payable shall be pro-rata of the full season fee. The season is conducted over four terms, and the pro-rata fee will be calculated according to the applicable term in which the player commences with their team. Details will be in letter of offer.

## Refunds

MCBA Management at its discretion, may approve the repayment of registration fees to individual players and families who can no longer participate in the Melbourne Tigers Junior Representative basketball program during the course of a season. Each refund is subject to eligibility as determined by management, where refunds are approved generally;

Refunds may be considered in cases of **extenuating circumstances**, such as documented medical issues, relocation, serious long-term injury or other significant and unforeseen events. Requests for refunds must be submitted in writing, along with supporting documentation, and will be reviewed on a case-by-case basis. Requests should be submitted to [manager@mcba.net.au](mailto:manager@mcba.net.au)

Once the Competition Season has commenced, refunds will generally not be approved unless exceptional extenuating circumstances apply as determined by MCBA Management.

It is important to note that places are limited, all information relating to the program is available for review prior to committing to the program, refunds on program fees will not be approved for any player withdrawing due to a change of mind. Acceptance of your place is a commitment to participate in the program for the full season.

Refunds will generally not be approved for:

- Change of mind
- Dissatisfaction with the coaching
- Dissatisfaction with playing time
- Withdrawal due to participation in another sport or activity

If a player withdraws before Grading Phase 2 commences and a refund is approved they will be entitled to receive a refund of 75% of the full original registration fee payable minus any administration fees determined by MCBA Management e.g., PlayHQ fees and processing fees.

If a player withdraws after Grading Phase 2 commences and before the Competition Season commences, and a refund is approved, they will be entitled to receive a refund of 50% of the full original registration fee payable minus any administration fees determined by MCBA Management e.g., PlayHQ fees and processing fees.

Any refund relating to Team Kitty contributions will be determined by the Team Manager based on the team's financial position and any expenses already incurred on behalf of the player.

Any approved refund will be processed within 14 days of approval.

## Appeals Process

Any person dissatisfied with a decision regarding financial assistance, payment plans or refunds may lodge an appeal in writing to the General Manager within 14 days of receiving the decision. The General Manager e-mail and details can be found on the MCBA Website: <https://mcba.basketball/about-us/mcba-staff/>. Where the General Manager was involved in the original decision, the appeal will be referred to a MCBA Board representative.

## Other team costs

Each team is responsible for the ongoing team costs of participating in the VJBL, tournaments and other team activities, whether they be on court, team bonding, social or the like.

Individual team members will be required to contribute to a team fund to pay for ongoing team expenses. This is over and above the annual registration fee and is to be managed by each individual Team Manager. Examples of team kitty expenditure include team sheet fees, tournament registrations, team bag supplies, coach's gifts, team activities.

Each Team Manager will be required to keep a record of income and expenditure related to the Team Kitty which may be called upon at any time by MCBA Management.

Any unused funds contributed to the team kitty in advance should be refunded to individual players/families, after expenses incurred up to date have been deducted.

Nomination and registration fees payable for participating in tournaments throughout the season, are the responsibility of the team separately that is participating in the individual tournament.

Team Managers must maintain accurate records of all income and expenditure and provide a summary to team families upon request and at the conclusion of the season.

### **Forfeit Fees**

All forfeit fees where team members are unavailable to play to the point the team is required to forfeit will be imposed upon the team. When committing to a team you are committing to be available for games and in the case of multiple injuries in a team the club administration will work closely with the coach and team manager to find suitable fill in's to avoid any forfeit.

Forfeit fees may be shared equally amongst team members unless otherwise agreed by the team and approved by MCBA Management.

### **Implementation of Policy**

The MCBA Management, in association with the Junior Representative Program Administrators, are responsible for ensuring the Fees and Charges policy is always adhered to. If any family is not complying with the Fees and Charges policy, the team manager should establish why this is occurring and work with the athlete and their parents/caregivers to ensure the family is able to comply with this policy.

The MCBA Management reserves the right to suspend a player from participating if any fees remain unpaid and outstanding past the due date, and there has been no agreement reached with their parents/caregivers about the payment of fees.

### **Privacy Statement**

All personal and financial information provided to MCBA as part of applications for financial assistance, payment plans or refunds will be treated confidentially and managed in accordance with the Privacy Act 1988 (Cth) and MCBA policies.

### **Queries**

Any athlete or parent/caregiver who has a query in relation to the Fees and Charges policy should direct this to their Team Manager in the first instance. If the Team Manager is unavailable, or unable to assist with the query, the query should be communicated to the Junior Representative Program Administrators, and if required, the General Manager or Treasurer of the MCBA Board.

| <b>Version Control</b>              |                                                          |
|-------------------------------------|----------------------------------------------------------|
| Original Policy Implementation Date | 15 June 2023                                             |
| Approved by:                        | MCBA Management & MCBA Representative Advisory Committee |
| Updated:                            | September 2026                                           |
| Next Review Date                    | September 2028                                           |