



# REFUND OF GOVERNING BODY FEES POLICY

## Application for Refund of Governing Body Fees

This policy explains how a Club, on behalf of an Amateur Player not wishing to continue playing football during a Season, applies to Northern NSW Football for a determination on the eligibility of a refund of Governing Body Fees.

**Clubs are permitted** to determine and proceed with refunds associated with services or products provided **exclusively by the Club** to Amateur Players not wishing to continue playing football during a Season. **Clubs or any other party are not permitted to refund any fees (registration or otherwise) imposed by Governing Bodies** to Amateur Players without first following the Procedure for Recovery of a Refund and before receiving a determination of eligibility for a refund of Governing Body Fees.

**Clubs or other parties that provide a refund of Governing Body Fees to an Amateur Player before completing this process are not guaranteed of an approval and may be required to pay the Governing Body Fees on the Amateur Players' behalf, on the basis that an unauthorised refund has been provided.**



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## 1. Introduction

This Refund Policy applies only to Players designated as Amateur in accordance with the National Registration Regulations (NRR) of Football Australia (FA).

This Refund Policy does not apply to Players changing clubs during a Season.

For the purposes of this document the total fee paid by an Amateur Player for the full Registration Fee Product is assumed to consist of any of the following:

### Governing Body Fees

- National Registration Fee (NRF) determined by FA;
- Member Federation Registration Fee (MRF), which in NNSWF's case includes Insurance Fee;
- NNSWF Facility Fund levy;
- Member Zone Fee;

### Other Fees

- Club Fee (which may or may not include match and referee fees)

## 2. Definitions

The following definitions apply for the purposes of this document.

### Club

An entity registered with FA to field a team in a Competition as defined in the National Registration Regulations.

### Competition Administrator

Entity responsible for the conduct and staging of a Competition as defined in the National Registration Regulations.

### District Association

District or regional association or zone that is a member of a Member Federation as defined in the National Registration Regulations.



### **Member Federation**

State, Territory or regional federation or association governing body as defined in the National Registration Regulations.

### **Insurance Fee**

This refers to the financial contribution of players to the premiums paid by a Member Federation to manage risk and provide a suite of insurances including but not limited to Personal Injury and Association Liability (Public and Products Liability, Professional Indemnity, and Management Liability) cover.

### **Governing Body Fees**

The Governing Body Fees are the combined fees comprising the following:

- National Registration Fee (NRF);
- Member Federation Registration Fee (MRF), including Insurance Fee;
- District Association/ Member Zone Fee; and
- NNSWF Facility Fund Levy.

## **3. Governing Body Fees Refunds**

### **3.1. Eligibility for Refunds of Governing Body Fees**

- (a) Notwithstanding requirements by statute (such as in accordance with state and/or federal consumer protection legislation), Northern NSW Football, its Member Zones and Clubs are only required to refund registration fees (or parts thereof) to Amateur Players where:
- i. the Registration Status of the Amateur Player has been made “Active” in the National Online Registration System in accordance with the National Registration Regulations; and
  - ii. the Amateur Player has not participated in any form of training session (pre-season or in-season), team trials (formal or informal), player grading or selection processes, pre-season matches, practice matches, official fixtures, or otherwise appeared on a match record for his or her club; and
  - iii. the Amateur Player or their Club has applied for de-registration via the National Online Registration System in accordance with the:
    - National Registration Regulations; and
    - Registration/De-Registration Periods notified by Northern NSW Football.



- (b) At their complete discretion, Northern NSW Football may deem exceptional circumstances under Clause 9.2(e) of the National Registration Regulations and determine that a proportionate refund of registration fees is appropriate if certain no fault circumstances on de-registration are present.

### 3.2. Composition of Refund

- (a) As the point of payment for the full Registration Fee Product (i.e., Governing Body and Club Fees), Clubs are responsible for refunding Governing Body Fees and their Club Fees in accordance with their statutory requirements (e.g., state and/or federal consumer protection legislation) and advised Club Refund Policy.
- (b) Northern NSW Football is responsible for authorising the refund of Governing Body Fees.

### 3.3. Procedure for Recovery of a Refund

- (a) For Northern NSW Football to consider the authorisation of any refund of Governing Body Fees, an Amateur Player must initially contact their Club. The Player's Club is responsible for completing the [Request for Refund of Governing Body Fee Form](#) prior to the closure of any notified Registration/De-Registration Periods.
- (b) The Request for **Refund of Governing Body Fee Form** will automatically be forwarded to the Club's Member Zone. The Member Zone will initially assess the request in regards to the Member Zone Fee and determine if the form is forwarded to NNSWF.
- (c) NNSWF will only assess the requests that have been initially approved by the relevant Member Zone and subsequently determine if the Member Federation Fees and NRF should also be refunded.
- (d) Northern NSW Football may audit any application made by a Club on behalf of an Amateur Player for a refund of Governing Body Fees to satisfy itself that the Player is genuinely eligible for a refund.

### 3.4. Payment of Refund

- a) Once the Request for Refund of Governing Body Fee Form has been assessed, Northern NSW Football will notify the Amateur Player, the Club, and District



Association and/or Competition Administrator of the outcome of the refund request and if applicable, authorise the Club to refund Governing Body Fees.

- b) NNSWF will advise if any deductions from the Governing Body Fees related to Insurance Fees and administration fees are warranted and when the refund must be completed.
- c) Once notified, the Club must pass on the advised refund of the Governing Body Fees to the Amateur Player.

### **3.5. Form of Refunds**

Refunds will be paid by the club directly into the Player's nominated bank account.

### **3.6. Recovery of Refunds**

- (a) Under this Policy, Northern NSW Football are assessing the eligibility of the Player to receive a refund on behalf of Football Australia and District Associations/Zones.
- (b) Any player approved to receive a refund under this Policy, will have their registration status changed to 'Inactive' or 'refund' in the National Online Registration System.
- (c) Northern NSW Football will not invoice where a player's status is listed as 'Inactive' or 'refund' in the National Online Registration System.

Approved by Northern NSW Football Board of Directors: 23 March 2020

# NORTHERN NSW FOOTBALL REFUND PROCESS

