

1. Purpose

- 1.1 The purpose of this policy is to establish guidelines for managing players who have failed to pay a Hunter Valley Football Association (HVFA) member club their registration fees or have property of the club remaining in their possession.

2. Scope

- 2.1 The policy applies to all HVFA clubs, players, club and team officials, coaches, volunteers, staff, members and participants.

3. Application – Unfinancial Players

- 3.1 For clubs who allow players to pay via other means except for paying all fees upfront in the registration platform, they must ensure that their payment terms are agreed to by all participants who do not pay all fees upfront through registration.
- 3.2 If a participant fails to pay a HVFA member club any or all of their total registration fee as agreed, the club must follow the following procedure:
- a) The club must deliver correspondence to that participant, or their legal guardian if under 18 by the 1st of June with a general reminder of any unpaid fees; then
 - b) If on the 15th of June those fees are still unpaid, the club must then deliver a letter of demand to that participant, or their legal guardian if under 18 stating:
 - i. The subject and title of correspondence being 'Letter of Demand'
 - ii. The name of the participant
 - iii. The age of the participant
 - iv. The amount outstanding
 - v. Any payment options
 - vi. Clear explanation that the participant will be made unfinancial and suspended indefinitely if the fees are not paid by the 30th of June
- 3.3 Clubs must allow 14 days for payment, hence the dates set in section 3.2.
- 3.4 The club must inform HVFA of any unfinancial players prior to 7th of July and include all previous correspondence between the club and participant.
- 3.5 HVFA will deem the player unfinancial as soon as practical after the 7th of July if all of the conditions met in section 3, 3.1-3.3 have been met.
- 3.6 Any applications to HVFA for unfinancial participants made after the 8th of July or if conditions set out in section 3, 3.1-3.3 have not been met, will not be accepted, and the club will be required to take full responsibility in attempting to finalize any outstanding income.
- 3.7 If HVA accepts a request to list a participant as unfinancial, the participant will be deemed unfinancial indefinitely until the outstanding fees have been paid to the club. The participant will be marked as suspended indefinitely and will be blocked from registering through the registration platform.
- 3.8 HVFA will remove the unfinancial status of a participant upon confirmation from the club that the fees have been paid.

4. Application – Participant has Property of a Club in their Possession

- 4.1 HVFA will not enforce an unfinancial status onto a participant if they have unreturned property that is owned by a club.
- 4.2 Clubs are encouraged to utilize their disciplinary, grievance or dispute regulations to determine any further action required for a participant who has not returned property of a club by a requested time.