



WILLIAMS LANDING FOOTBALL CLUB

REGISTRATION FEES AND FINES POLICY

Updated: January 2026

1. Purpose and Background

Williams Landing Football Club (WLFC) is a not-for-profit community organisation. All fees collected are used exclusively to support club operations and enhance the football experience for every participant.

1.1 How Your Fees Are Used

Registration fees contribute directly to:

Mandatory Football Costs

- Player registration fees payable to Football Victoria and Football Australia
- Team registration fees payable to Football Victoria
- Match officials' fees and appointments

Facility and Infrastructure

- Ground rental and occupancy expenses
- Insurance coverage for all participants
- Utilities (electricity, water)
- Pitch maintenance, line marking, and cleaning
- Capital improvements (lighting, storage facilities, equipment)

Equipment and Resources

- Goals, balls, training cones, and bibs
- First aid supplies and safety equipment
- Coach, assistant coach, and team manager uniforms

Development Programs

- Coaching education and assessment courses
- Player development initiatives
- Junior development pathways

Club Operations

- Canteen and kitchen equipment
 - Administrative costs
 - Communication systems and technology
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2. Payment Terms and Conditions

2.1 Payment Deadlines

- Standard registration: 31 January 2026
- Late registration: After 31 January 2026 – additional late fee may apply

2.2 Payment Methods

WLFC accepts payment via:

- Online payment systems (preferred method)
- Electronic funds transfer (EFT)
- Payment plans (by prior arrangement with the Treasurer)

2.3 Payment Plans

- Available for families experiencing financial hardship
- Must be arranged with the Treasurer before the registration deadline
- Require a written agreement outlining the payment schedule
- Failure to meet an agreed payment schedule may result in suspension from selection

3. Refund Policy

WLFC understands that circumstances can change after registration. As a small community club with fixed costs, refunds are limited and subject to committee discretion.

3.1 No Refund Circumstances

No registration refunds will be provided:

- After a player has been graded and allocated to a team
- After the player has received their playing kit
- After the date specified by the club, or after the season commences – whichever occurs first
- Where membership has been terminated due to a breach of club policies or codes of conduct
- For voluntary withdrawal from the club



3.2 Partial Refund Considerations

Partial refunds may be considered in exceptional circumstances:

- Serious injury with medical certification preventing participation for the remainder of the season
- Family relocation outside a reasonable travel distance
- Other genuine hardship situations, assessed case-by-case

3.3 Refund Process

- All refund requests must be submitted in writing to the Treasurer
- Medical documentation is required for injury-related requests
- Approved refunds will be processed within 14 business days
- Processing fees may be deducted from approved refunds

4. Suspension for Non-Payment

WLFC recognises that payment difficulties can arise. The club will always seek to work with families to find solutions before considering suspension.

4.1 Suspension Process

1. Friendly reminder of outstanding fees
2. Formal written notice of overdue payment
3. Final written warning of pending suspension
4. Suspension – player ineligible for selection until fees are brought current

4.2 Decision-Making Authority

Suspension decisions require a joint recommendation from:

- Club Treasurer
- Membership Registrar
- Club President

The member and their coach will be notified simultaneously of any suspension decision.

4.3 Reinstatement



- Players may return to selection once payment arrangements are fulfilled
- Reinstatement requires approval from the Treasurer or Membership Registrar
- Payment details remain strictly confidential between club officials and the member

4.4 Team Impact Considerations

Where a team forfeits a match due to player unavailability arising from a non-payment suspension, some or all of any Football Victoria forfeit fine may be passed to the suspended member. This protects other team members from penalty consequences that are not of their making.

5. Disciplinary Fines and Suspensions

Players are personally responsible for all Football Victoria fines arising from their conduct. Players remain ineligible for selection until fines are paid in full and any imposed suspension has been served. Unpaid fines carry over to subsequent seasons.

Depending on the nature of an offence, WLFC may impose additional consequences beyond Football Victoria requirements, up to and including termination of membership. A pattern of disciplinary issues may result in a formal membership review.

For the full disciplinary framework, consequence scale, and definitions of serious misconduct, refer to the WLFC Player Code of Conduct.

6. Spectator and Official Conduct

Families are responsible for the conduct of their guests and supporters. Fines imposed on WLFC as a result of spectator misconduct will be passed to the responsible family, and the associated player will be suspended until those fines are resolved.

Serious conduct breaches may result in immediate membership termination with no refund of fees paid, reporting to relevant authorities, and a permanent ban from club facilities and events.



For conduct standards, the full list of serious misconduct examples, and the progressive intervention process, refer to the WLFC Parent and Spectator Code of Conduct.

7. Records and Privacy

7.1 Confidentiality

- All financial information is treated as strictly confidential
- Information is shared only between relevant committee members and the affected parties
- Privacy is maintained in accordance with the WLFC Privacy Policy

7.2 Record Keeping

- Accurate records are maintained of all payments and outstanding amounts
 - Documentation is retained for audit and insurance purposes
 - Annual financial reporting to members is provided as required
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8. Appeals Process

8.1 Right of Appeal

Members may appeal decisions regarding:

- Suspension for non-payment
- Refund denials
- Fine impositions
- Membership termination

8.2 Appeals Procedure

5. Submit a written submission to the Club Secretary within 14 days of the decision
 6. The committee will review the matter at their next scheduled meeting
 7. The member may request a hearing opportunity
 8. A final decision will be communicated in writing within 7 days of the review
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9. Hardship Assistance

WLFC is committed to ensuring financial barriers do not prevent participation in community football.

9.1 Financial Support Options

- Payment plan arrangements
- Potential fee reductions for genuine hardship cases
- Work-for-fees arrangements
- Equipment loan programs for families in need

Families are encouraged to contact the Treasurer in confidence. All conversations are handled discreetly.

9.2 Community Support

- Links to external financial assistance programs
- Fundraising opportunities that can offset registration costs

10. Communication and Updates

10.1 Fee Notifications

- The annual fee structure is published before registration opens
- Changes to fee policy are communicated via the club newsletter and website
- Individual payment reminders are sent by email or SMS

10.2 Policy Updates

- This policy is reviewed annually by the committee
- Major changes require member notification
- The current version is always available at www.williamslandingfc.com



11. Contact Information

11.1 Payment Enquiries

Club Treasurer: treasurer@williamslandingfc.com

11.2 Membership Issues

Membership Registrar: registrar@williamslandingfc.com

11.3 General Enquiries

Club Secretary: secretary@williamslandingfc.com

11.4 Appeals and Complaints

Club President: president@williamslandingfc.com

12. Acknowledgment

By registering with Williams Landing Football Club, all members acknowledge they have read, understood, and agree to comply with this Registration Fees and Fines Policy. This policy should be read alongside the WLFC Player Code of Conduct, Parent and Spectator Code of Conduct, Privacy Policy, and Child Safety Policy.

Document Control

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