



ESSENDON HOCKEY JUNIOR SECTION REGISTRATION & FINANCIAL PROCEDURES

PURPOSES

- To document the administrative process for online registration of junior members, including the interaction between HV's Revsport registration process, AirTable and Xero; and
- To outline the annual procedures to be followed by the Junior Secretary and Junior Treasurer in registering players and collecting all player fee payments

PRINCIPLES

- While it is important that all relevant player and parent/guardian information is collected, the registration and payment process should be as streamlined and simple as possible; and
- It is critical that all player fees are collected on a timely basis to ensure the financial sustainability of the club.

JUNIOR PLAYER REGISTRATION PROCESS

To be registered and eligible for selection into an Essendon Hockey Junior team, two separate registration and payment processes must occur each year:

1. Each player must purchase an annual Hockey Victoria Junior or Youth Outdoor Playing Membership - this registration occurs via the Hockey Victoria Revsport process and payment for this is made by credit card/debit card directly to Hockey Victoria.
2. Once registered with Hockey Victoria, each player must then pay club membership fees to Essendon Hockey. Players can then be allocated to a specific Essendon Hockey junior team for the upcoming winter season.

The administrative procedures required by the Junior Secretary and Junior Treasurer to facilitate each of these processes is as outlined below.

As an initial process, the Junior Treasurer shall prepare the financial budget for the Junior Section and shall update the "Junior Membership Fees Policy" for the upcoming year and confirm Essendon Hockey winter season junior membership fees in conjunction with the Junior Committee and the Board Treasurer.

1. REGISTRATION WITH HOCKEY VICTORIA

As a starting point, the Junior Committee shall review the Revsport registration questions to confirm the form will collect all required player and parent/guardian information. The Junior Secretary shall then confirm that the Revsport registration form is ready to open to participants.

The Essendon Hockey website shall be updated each year to attach the “Junior Fee Policy” to reflect the current winter season junior player fees. This policy will contain a link to the HV Revsport registration webpage.

A communication shall then be distributed by the Junior Secretary to all existing junior members containing a link to the “Junior Fee Policy” on the Essendon Hockey website and advising players to register for the upcoming season using the uploaded AirTable registration link. A separate communication shall be sent by the Junior Secretary to any previous Stick2Hockey participants and any other interested new participants whose contact details may not already be in our database, to advise them to register with HV.

Upon registration with Hockey Victoria, the Revsport system will generate a receipt containing a reminder to then pay EHC fees upon issue of an invoice by EHC.

2. REGISTRATION WITH ESSENDON HOCKEY

The Junior Secretary shall export a listing of all registrations from Revsport on a weekly basis and forward it to the Junior Treasurer. The Junior Secretary shall ensure that each registered player is listed in AirTable and shall then allocate each registered player to a team in AirTable.

The Junior Treasurer shall confirm the fee payable by each registered player and shall maintain a separate player fee spreadsheet. The player fee spreadsheet shall be forwarded to 360 Accounting to arrange for the issue of an invoice for Essendon Hockey fees to each registered player within the Xero accounting system.

The Junior Treasurer shall review the set up of junior membership fees in the Square system to ensure all junior fee categories are correctly listed and are able to be paid at the club using the Square device.

Upon receipt of an invoice from the club for Essendon Hockey fees, payment may be made by bank transfer or by debit/credit card off the invoice. The Junior Treasurer is to reconcile these payments within Xero weekly. Where fees are paid by debit/credit card using Square at the clubhouse, the Junior Treasurer shall work with 360 Accounting to reconcile payments against Xero invoices.

Fees are to be paid within [14 days] of the issue of an invoice. In the week prior to Round 1, the Junior Treasurer is to follow up all outstanding invoices to request immediate payment before commencement of the winter season (or arrange a payment plan if needed). Thereafter, the Junior Treasurer is to prepare an aged receivables report on a fortnightly basis and request the relevant Age Group Co-ordinator to follow up with each player or their parent/guardian to request payment. In accordance with the club’s finance policy, all player fees are to be paid by Round 4.

REGISTRATION & FINANCIAL PROCESSES FOR CLUB OFFICIALS

Once all age group co-ordinators, team managers and coaches for the winter season are confirmed, the Junior Secretary shall ensure that each of these is emailed a link to register within AirTable and all relevant details are collated (including their Working With Children Check numbers) and shall then allocate each person to a team(s) in AirTable.

The Junior Treasurer shall transfer money for umpiring to Team Managers prior to Round 1 to cover umpiring fees for the first half of the winter season and by Round 8 to cover umpiring fees for the second half of the winter season.

REGISTRATION FOR INDOOR HOCKEY & SUMMER HOCKEY

Registration with Hockey Victoria via Revsport provides membership for the full year and allows participation in any Hockey Victoria programs conducted in that year. As such, it is not necessary for existing players to register again with HV to participate in indoor or summer hockey in any given season.

For Essendon Hockey purposes, it is sufficient for the Junior Secretary to maintain player details for indoor and summer hockey via spreadsheets derived from Expression of Interest forms for these programs.

Junior Secretary to advise the Junior Treasurer upon finalisation of teams. The Junior Treasurer will then determine the fees to be charged to each player and update the Junior Secretary's spreadsheet. The Junior Treasurer will then issue an invoice to each player within the Xero accounting system prior to the first round of the relevant indoor or summer competition.

Upon receipt of an invoice from the club for Essendon Hockey fees, payment may be made by bank transfer off the invoice. The Junior Treasurer is to reconcile these payments within Xero.

Fees are to be paid within **[14 days]** of the issue of an invoice. The Junior Treasurer is to follow up all outstanding invoices to request payment on a fortnightly basis in conjunction with the relevant Team Manager.

Junior Committee
January 2022