Club Fee Structure – Senior Competition 2024

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Some members have already paid some of the fee components this year. What do I need to do?

Definitions:

- HA = Hockey Australia
- **HNSW** = Hockey NSW
- WWCHA = Wagga Wagga Combined Association
- **Club =** Any participating club in the 2023 season

Important Information

HA, HNSW, and WWCHA fees <u>must</u> be paid prior to a player taking the field. Per the association rules, any player that has not paid these components, in full, prior to taking the field will lead to a forfeit of the team 10-0, and a suspension applied to the player.

The Club fee may or may not be paid before taking the field. This is up to the discretion of the individual club.

For the 2024 Season the WWCHA fee is discounted \$110.

If you notice any issues, please notify <u>waggahockey@gmail.com</u>.

If players have already paid a fee component this year, e.g. HA and HNSW to play Indoor or Twilight Competitions, they will have this amount **automatically** deducted from their final payment. You do not need to create a separate payment class to accommodate this.

For more information on how to upgrade a member's membership or issue an invoice, please contact waggahockey@gmail.com.

Process

See each age group below for their setup in the Club Revolutionise payment classes.

More experienced club administrators may implement different solutions for their club-level fee structure. The below options are suggestions.

Adult

Definition: Anyone who is 19 years or older on the 31st December 2024

Options:

1. Create HA, HNSW, WWCHA Component ONLY for registration, invoice the club component at a later date.

Due to the large financial burden this may place on some members, clubs often offer for registering members to pay only the required fees to play (HA, HNSW, WWCHA) first, and upgrade their membership or issue an invoice for the remaining club fees at a later date. They may also incorporate a payment plan for the club fee.

2. Create HA, HNSW, WWCHA, and Club components for registration.

Note: You can set up both options.

Steps:

- Log into revolutionise
- Go to Finance \rightarrow Payment Classes \rightarrow Create payment class
- Field requirements:
 - Type: Registration Fee
 - Game membership: leave unticked
 - o Capitation Fee: Adult Member
 - Name: [This name will appear on your website for registration. This is up to the discretion of the club]
 - Amount: [Option 1 = \$0, Option 2 = Club fee]
 - Description: [Discretion of the club, this will appear on the website registration page]
 - Parent Class: [Discretion of the club]
 - o GL code: [Discretion of the club]
 - Welcome email: [Discretion of the club]

- Payment class restrictions
 - Display at registration should be ticked
 - Can be applied to: All (no restriction)
- Map additional fields: [Discretion of the club]
- Click 'Add payment class'

Example:

Edit payment class

Payment class details			
Name:	Adult - 2023 Winter Season - Non-CSU		
Туре:	Registration fee		
Capitation fee:	Adult Member - Winter Season (\$278.77)		
The amount below shou	ld not include any capitation fees set above. For example, if the total fee to be paid is \$200, and the capitation fee selected above is \$100, then your fee below should be \$100.		
Amount:	\$ 0.00		
Description: (Max. 255 characters)	An invoice for the CSU component will be issued at a later date.		
If you are adding payment classes that are logically tiered, for example "Adult 1", "Adult 2", and "Adult 3" - then set the parent class for both Adult 2 and Adult 3 as "Adult 1". This will group the payment classes together for display and reporting.			
Parent class:	No parent class		
If you use accounting so	ftware, enter the General Ledger code below.		
GL code:			

Payment class restrictions			
• You can specify minimum and maximum ages permitted (inclusive). These restrictions will be applied when members register online. Leave one or both fields blank to disregard the restriction.			
Minimum age:	19 Aust be 19 or higher		
Maximum age:			
• You can specify whether	r proof of age documentation applies to this payment class when members register online. 🛕 You currently have proof of age review disabled. You can enable it via 🌣 members settings.		
Proof of age applies:			
You can specify whether	r proof of COVID-19 immunisation applies to this payment class when members register online. 🛕 You currently have proof of COVID-19 immunisation disabled. You can enable it via 🌣 members settings.		
Proof of COVID-19 immunisation applies:			
• Ticking the box below w	ill allow members to select this payment class when they register.		
Display at registration:			
• You can specify whether this registration fee can be applied to new or returning members only.			
Can be applied to:	All (no restriction)		
Map to additional fie	lds		
O You can link specific add	ditional fields to this payment class. This means that if a member is invoiced or paid under this payment class, these fields will appear against their profile.		
Are you currently a C	SU Student?		

16-18 Year Old and Under – Senior Competition

Most seasons there are not enough members in this age group to run a junior competition. Members in this age group will play up to seniors and will only register with their chosen club.

1. Create HA, HNSW, WWCHA Component ONLY for registration, invoice the club component at a later date.

Due to the large financial burden this may place on some members, clubs often offer for registering members to pay only the required fees to play (HA, HNSW, WWCHA) first, and upgrade their membership or issue an invoice for the remaining club fees at a later date. They may also incorporate a payment plan for the club fee.

2. Create HA, HNSW, WWCHA, and Club components for registration.

Note: You can set up *both* options.

Steps:

- Log into revolutionise
- Go to Finance \rightarrow Payment Classes \rightarrow Create payment class
- Field requirements:
 - Type: Registration Fee
 - Game membership: leave unticked
 - Capitation Fee: 18 and Under Member Seniors Only Winter Season
 - Name: [This name will appear on your website for registration. This is up to the discretion of the club]
 - Amount: [Option 1 = \$0, Option 2 = Club fee]
 - Description: [Discretion of the club, this will appear on the website registration page]
 - Parent Class: [Discretion of the club]
 - GL code: [Discretion of the club]
 - Welcome email: [Discretion of the club]
 - Payment class restrictions
 - Age restrictions should feed from the parent capitation fee
 - Display at registration should be ticked
 - Can be applied to: All (no restriction)
 - Map additional fields: [Discretion of the club]
- Click 'Add payment class'

Example:

Edit payment class

Payment class details			
Name:	16-18 Year Olds - Seniors Only - 2023 !		
Type:	Registration fee		
Capitation fee:	18 and Under Member - Seniors Only - Winter Season (\$212.50)		
The amount below shou	ld not include any capitation fees set above. For example, if the total fee to be paid is \$200, a		
Amount:	\$ 0.00		
Description: (Max. 255 characters)	If applicable, an invoice for the CSU component will be issued at a later date.		
If you are adding payme	nt classes that are logically tiered, for example "Adult 1", "Adult 2", and "Adult 3" - then set the		
Parent class:	No parent class		
If you use accounting software, enter the General Ledger code below.			
GL code:			

Payment class restrictions			
• You can specify minimum and maximum ages permitted (inclusive). These restrictions will be applie			
Minimum age:	16 A Must be 16 or higher		
Maximum age:	18 A Must be 18 or lower		
O You can specify whether	proof of age documentation applies to this payment class when members		
Proof of age applies:			
You can specify whether	proof of COVID-19 immunisation applies to this payment class when mem		
Proof of COVID-19 immunisation applies:			
• Ticking the box below w	ill allow members to select this payment class when they register.		
Display at registration:			
You can specify whether	this registration fee can be applied to new or returning members only.		
Can be applied to:	All (no restriction)		
Map to additional fields			
• You can link specific additional fields to this payment class. This means that if a member is invoiced			
Are you currently a C	SU Student?		

16 Year Old and Under – Senior Competition

Juniors that are playing in the senior competition **must** register via Wagga Hockey website.

Part 1:

If the Junior is new hockey, and playing both Juniors and Seniors, they will pay \$0 to WWCHA and the club. To get them registered so they appear in team lists...

Steps:

- Log into revolutionise
- Go to Finance \rightarrow Payment Classes \rightarrow Create payment class
- Field requirements:
 - Type: Registration Fee
 - o Game membership: leave unticked
 - \circ Capitation Fee: New Jnr 16 and Under Member Winter Season
 - Name: [This name will appear on your website for registration. This is up to the discretion of the club]
 - Amount: \$0
 - Description: [Discretion of the club, this will appear on the website registration page]
 - Parent Class: [Discretion of the club]
 - o GL code: [Discretion of the club]
 - Welcome email: [Discretion of the club]
 - Payment class restrictions
 - Age restrictions should feed from the parent capitation fee
 - Display at registration should be ticked
 - Can be applied to: New members only locked by peak body
 - Map additional fields: [Discretion of the club]
- Click 'Add payment class'

Part 2:

If the Junior is returning to hockey, and is playing *Seniors* for the first time, they will pay the WWCHA fee, and \$0 club fee. To get them registered so they appear in team lists, follow the steps below. **If the returning Junior has already played in Seniors in previous years, the club can issue a fee via an invoice at their discretion.**

Steps:

- Log into revolutionise
- Go to Finance \rightarrow Payment Classes \rightarrow Create payment class
- Field requirements:
 - Type: Registration Fee
 - o Game membership: leave unticked
 - Capitation Fee: ReturnJnr 16 and Under Jnr and Snr Winter Season
 - Name: [This name will appear on your website for registration. This is up to the discretion of the club]
 - o Amount: \$0
 - Description: [Discretion of the club, this will appear on the website registration page]
 - Parent Class: [Discretion of the club]
 - o GL code: [Discretion of the club]
 - Welcome email: [Discretion of the club]
 - Payment class restrictions
 - Age restrictions should feed from the parent capitation fee
 - Display at registration should be ticked
 - Can be applied to: New members only locked by peak body
 - Map additional fields: [Discretion of the club]
- Click 'Add payment class'

11s/8s and Under

Juniors in these age brackets do not play in Seniors. They can register via the Wagga Hockey Registration page.

Final Example

The following shows an example of how you might choose to set up your fees in revolutionise.

Payment <mark>cl</mark>asses

Active payment classes			
Registration fees		Amount	Capitation fee
12-16 Year Olds - Senior Comp - 2023 Winter Season	0	\$0.00	New Jnr - 16 and Under Member - Jnr and Snr - Winter Season (\$102.50)
12-16 Year Olds - Senior Comp - 2023 Winter Season	0	\$0.00	ReturnJr - 16 and Under - Jnr and Snr - Winter Season (\$192.00)
16-18 Year Olds - Seniors Only - 2023 Season - CSU Student	0	\$0.00	18 and Under Member - Seniors Only - Winter Season (\$212.50)
16-18 Year Olds - Seniors Only - 2023 Season - Non-CSU Student	0	\$0.00	18 and Under Member - Seniors Only - Winter Season (\$212.50)
Adult - 2023 Winter Season - CSU Student - HA/HNSW/WWCHA Only	0	\$0.00	Adult Member - Winter Season (\$278.77)
Adult - 2023 Winter Season - CSU Student-HA/HNSW/WWCHA/Club	0	\$10.00	Adult Member - Winter Season (\$278.77)
Adult - 2023 Winter Season - Non-CSU Student-HA/HNSW/WWCHA Only	0	\$0.00	Adult Member - Winter Season (\$278.77)
Adult - 2023 Winter Season - Non-CSU Student-HA/HNSW/WWCHA/Club	0	\$10.00	Adult Member - Winter Season (\$278.77)
CSU Administrator	0	\$0.00	2023 Board Administrator (\$0.00)

Upgrade Membership / Issue Invoice

You may have members that have paid part of the Winter Season components, but still need to pay the club fee.

Example: You have set up a payment class in revolutionise to cover the essential components for a member to take the field: HA, HNSW, WWCHA, and another one with all fees included.

Adult - 2023 Winter Season - CSU Student - Club Fee	0	\$150.00	Adult Member - Winter Season (\$278.77)
Adult - 2023 Winter Season - CSU Student - HA/HNSW/WWCHA Only	•	\$0.00	Adult Member - Winter Season (\$278.77)

Select a membership type

Service fees for online payment apply, and will be calculated and displayed **prior to payment** dependent on any additional purchases, addons, or discount codes.

Adult - 2023 Winter Season - CSU Student - Club Fee	\$428.7
Adult - 2023 Winter Season - CSU Student - HA/HNSW/WWCHA Only An invoice for the CSU component will be issued at a later date.	\$278.7

A member has selected the HA/HNSW/WWCHA components only at registration. To issue the remaining club fee invoice...

Steps:

- Log into Revolutionise
- Go to Members \rightarrow Search
 - Look for anyone who has only paid 'HA/HNSW/WWCHA'
- Click on their payment status



- Click 'Upgrade Member'



- Select the Full Fees payment class option for the drop down. Leave 'Charge full amount rather than difference' unticked

Upgrade member

Process upgrade for Amy Smart			
• Select the payment class to which you wish to upgrade this member. This will also include any differences in capitation fees.			
Member:	Amy Smart		
Current:	Adult - 2023 Winter Season - CSU Student - HA/HNSW/WWCHA Only		
Upgrade to:	Adult - 2023 Winter Season - CSU Student - Club Fee 🖌		
• Tick the box below to charge the full fee amount for the upgrade, rather than the difference. Otherwise, the difference will be calculated. Note that this option will apply to all fee portions, meaning that any capitation fees will be charged in full.			
Charge full amount rather than difference:			

- Click Preview Invoice to see what will be sent to the member. Then click 'Generate upgrade invoice'.

Upgrade member

Confirm upgrade for Amy Smart			
Please confirm the details below.			
Current class:	Adult - 2023 Winter Season - CSU Student - HA/HNSW/WWCHA Only		
Upgrade class:	Adult - 2023 Winter Season - CSU Student - Club Fee		
Difference (Hockey Australia):	\$0.00		
Difference (Hockey NSW):	\$0.00		
Difference (Wagga Wagga Combined Hockey Association):	\$0.00		
Difference (CSU Hockey Ducks Club):	\$150.00		
Total difference:	\$150.00		
Issue invoice:	Send the invoice via email to the member (uncheck to generate it without sending)		

Generate upgrade invoice 📎

- You are able to monitor any outstanding invoice payments via Revolutionse \rightarrow Finance \rightarrow Reconcile invoices



Some members have already paid some of the fee components this year. What do I need to do?

You do not need to do anything. When the member attempts to register, they will receive a notification that the already-paid amounts have been deducted from the total. Example:

You have received a discount of \$54.	50 to Hockey Australia as you have alr	eady paid an amount previously.	
You have received a discount of \$114	.27 to Hockey NSW as you have alread	ly paid an amount previously.	
Item	Unit	Qty	Amount
2023 Hockey Australia - Senior Player Levy (19 and over)	\$0.00	1	\$0.00
HNSW 2023 - Adult Playing Membership	\$0.00	1	\$0.00
Adult Member - Winter Season	\$110.00	1	\$110.00
Adult - 2023 Winter Season - CSU Student - HA/HNSW/WWCHA Only	\$0.00	1	\$0.00
Total			\$110.00

Purchase summary

Updating registration page on website

Don't forget to update your front-end website with information about registration.

- 1. Log into Revolutionise
- 2. Go to site \rightarrow Registration (edit)
- 3. Update as required



Example

Registration

Step 1/9: Let's get started

Start again

2024 Registration & Club Membership

Understanding your fees

Throughout the season you will be required to pay two components for playing hockey with our club.

The first component is your Registration. This covers necessary costs to join the Wagga Wagga Combined Hockey Association (WWCHA) Winter Competition, and registers you with Hockey Australia and Hockey NSW. These fees go towards WWCHA maintainance of the field infrastructure and so you are covered by <u>necessary insurances</u> required for you to play Hockey. **Note:** WWCHA have announced their component of the fee will be waived in 2024, resulting in a **\$110 Discount** on your fees!

The second component is the Club Membership. This fee covers costs to the club that we pay on your behalf to WWCHA and Council for game fees, training turf hire, and use of the lights. This component is also subsidised by our sponsors to bring down the costs for playing hockey, as expensive as they already are, **so please ensure you support them so they can continue supporting you.**

2024 Registration & Club Membership

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<u>Registration & Payment Instructions</u> <u>Step 1 - Registration with Hockey NSW/AUS and WWCHA</u> (Due before your first game)

Down the bottom of this webpage will be two registration options

- New Member New Players (Have never played hockey in NSW)
- **Returning Member** Returning Players (have played hockey in NSW)

Select the relevant option and complete the forms as guided. Ensure you select the correct registration option. **Please** ensure that you complete the registration questions accurately. These will be used to plan the 2024 competition as well as issue the correct invoice to you for the Club fees.

Important - You will not be allowed to step onto the field without first having this registration.

Stepping onto the field without being registered means you are not covered by any insurances and represent a risk to The Club and The Association. The penalty for this is **team forfeiture** of any game in which an unregistered player is on the field and The Club being required to **reimburse** the opposing team's game fees.

Step 2 - CSU Hockey Ducks Club Fees (Due later in season)

You may select to pay the full fees up front from the list below, once they are announced.

Alternately, you will receive an invoice based on your on status as a Student.

Important - Please only select the Student membership option if you are a <u>current student attending Charles Sturt</u> <u>University</u>.

Fee Information Component 1 - Hockey NSW/AUS and WWCHA 2024

- Senior (19 and over)
 - Hockey Australia \$57.32
 - Hockey NSW \$119.90
 - WWCHA \$0 (\$110 discount!)
 - Total: \$177.26
- 18 and Under
 - Hockey Australia \$45.32
 - Hockey NSW \$62.92
 - WWCHA \$0 (\$110 discount!)
 - **Total: \$108.24**
- Non-Playing Officials
 - \$20 Members who are not playing in the 2024 season but are coaches, managers or umpires
- Administrators, Volunteers, Supportive Memberships
 - o Free This is for administrators, volunteers and supportive members who are not directly involved on the field

**Please note that payment administration fees may apply on checkout.

Component 2 - CSU Hockey Ducks Club Fees

Note that we are still confirming the Club costs for the 2024 season, pending turf hire/game fee/lighting prices, team numbers, and sponsorships.

Historically this fee has been between \$120 to \$150 for Students, and \$170 to \$200 for Non-Students, so budget for something around these numbers due around late April/early May. Payment plans can be worked out if necessary.

- Students To Be Confirmed
- Non Students To Be Confirmed

If you have any questions please send us an email at hockeyducks01@gmail.com.