

LAKE MACQUARIE ROWING CLUB INC.

INVOICING AND DEBTORS PROCESS

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INTENT

Note: original Policy updated for change of name only.

To ensure that all invoices are raised in a consistent manner across the Lake Macquarie Rowing Club Inc., and to minimise doubtful and bad debts against Lake Macquarie Rowing Club Inc.

The Lake Macquarie Rowing Club Committee (Committee) is responsible for this policy and for regular review of its content and application to ensure it meets the ongoing needs of Lake Macquarie Rowing Club (LMRC), and to communicate any amendments required to meet these needs.

DEFINITIONS

Committee – the committee of management of the club.

LMRC – Lake Macquarie Rowing Club Inc. (“the Club”)

INVOICING TYPES

Club Membership Fee

In accordance with the LMRC Rules Annual membership fees to Lake Macquarie Rowing Club (LMRC) are determined by the Committee (usually by July 1st), and fall due prior to the beginning of each rowing season, at a date set by the Committee (usually before August 31st of each year).

There are 3 different membership fees:

- Senior member
(Note: it is LMRC practice to charge full-time students under 25 years of age, the same fees as Junior Members),
- Junior member, and
- Social member.

Refer “Lake Macquarie Rowing Club Inc. Rules” and “LMRC Fee Structure”.

NSWRA Registration Fee

The annual registration fee with the NSWRA is not included in the Club membership fees. This fee is determined by the NSWRA at the beginning of each financial year.

Any member who wishes to compete for LMRC at regattas is required to pay this fee prior to lodging any regatta entries. If the fee is not paid at the time of entries being submitted, the

entry will not be accepted. This includes crew entries where one or more rowers are not registered.

There are 3 categories of NSWRA registration fees that are applicable to LMRC members:

- Regional Competitor,
- Regional Junior Competitor,
- Social Member

Members are able to include this fee with their membership subscription to LMRC, and LMRC will register the member with NSWRA on behalf of the member. Alternatively, members may register direct with NSWRA, either via their website or by mail.

Private Boat Storage Fee

Private boat storage in the LMRC clubhouse is only available to full-fee paying members of LMRC and, subject to approval of the Committee, Newcastle Grammar School (NGS). Boat storage fees are payable annually, and are set and fall due at the same time as Club membership fees as determined by the Committee.

Members storing private boats at the clubhouse must be approved by the Committee and abide by LMRC's Private Boat & Equipment Storage Policy.

The boat storage fee does not include insurance cover on private boats, and members must ensure they have adequate insurance cover on private boats stored in the clubhouse.

Regatta invoices

Monthly invoices are billed to members who compete at regattas. Members become responsible for fees they accumulate when lodging their entries for regattas. There are two types of fees associated with regatta entries:

a. Race entry fee - Race fees can vary, depending on the regatta to which the entry is lodged. Members need to be aware of the cost of entries prior to lodging. At the time of the close of entries, payment is the responsibility of all members listed in the entry list.

Withdrawals - If a participant withdraws from a race(s) after the entries have been accepted, the participant is still responsible for paying any accrued fees.

Substitutes – It is the responsibility of the person organising the substitute for a crew, to collect the race fee from the substitute, and subsidise the original entrant. The original entrant will be invoiced by LMRC.

Late entries – Participants are responsible for any late entry fees if lodging a late entry.

Composite entries – The person(s) organising an entry involving rowers from another club(s) will be invoiced for the seats filled by the composite rower(s). It is the responsibility of the organiser(s) to then collect fees from the composite rower(s).

b. Equipment contribution fee – This fee is determined by the Club Committee, and is charged to all regatta participants at each regatta, who use club equipment and/or use the club transport arrangements for equipment. The fee is added to each participant's invoice for race entry fees; which contributes to transport costs, and any costs relating to equipment used for regattas.

Situations where the equipment contribution fee may not be charged include:

- regattas where a minority of participants compete, and transport costs are divided amongst those attending;
- regattas where participants solely use their own equipment, and transport their equipment without using club resources;
- Participants who do not attend a regatta although entered in races (participant is still responsible for paying the race entry fee).

Fines

Any fines resulting from rowing and rowing related activities are the responsibility of the offending members, unless LMRC is found directly responsible for the breach.

a. Laws of Boat Racing - Fines resulting from breaching the Laws of Boat Racing are dealt with by the Club Captain, and the offending member(s) are to settle the amount due via a Club invoice. It is the Club Captain's responsibility to resolve any disputes regarding fines, with the relevant rowing authority issuing the fine(s).

b. NSW Maritime - Fines resulting from breaches to NSW Maritime Laws are the responsibility of those in the offending boat craft, and are to be settled with NSW Maritime directly. Members are to be aware of NSW Maritime 'Code of Conduct for Rowing Shells', and abide by LMRC policies as to the behaviour and safety requirements of all LMRC craft on the water.

c. Roads and Traffic Authorities – Fines resulting from breaches to road and traffic laws, when travelling to and from rowing related events, are the responsibility of the vehicle's driver; and are to be settled directly with the relevant traffic authority. This includes non-compliance of boats in transit to and from regattas, unless LMRC is found to be a negligent party.

d. Misconduct – Any fines incurred due to the misconduct of members during rowing related events are to be settled between the offender and the authority to which the incident is reported. Members need to be aware of LMRC's 'Standards of Conduct' policy, Rowing

Australia's 'Member Protection Policy', NSW child protection laws, and all other policies at Club, State and National level, which relate to acceptable / unacceptable behaviour when representing the sport of rowing.

Club Functions and Fundraisers

LMRC supports various functions and fundraisers for its members throughout the year. The person(s) organising each event determine any costs applicable and set the terms of payment. Members become responsible for costs upon RSVP to an event.

LMRC events and their associated content, costs, and conditions are to be approved by the Committee prior to publicising details.

Other Costs to Members

Any other fees or charges to LMRC, or members of LMRC, that are not brought upon or approved by LMRC directly, are the responsibility of the member(s) incurring the fee or charge. Where-ever possible, prior approval of expenditure is to be sought from the Committee.

Any member, or members, responsible for willful damage to club or private property, or damage to club or private property as a result of persistent negligence will be held accountable for any repair costs.

PAYMENT OPTIONS

Monthly invoices for members are printed out and placed in personalized envelopes which are stored above the Treasurer's Box in the clubhouse. It is the responsibility of members to check their envelopes for invoices and keep payments up to date. Monthly invoices will also be emailed to the nominated email address; copies may be posted on request.

There are 3 payment methods accepted by LMRC:

a. Electronic Funds Transfer (EFT)

Payment can be made directly into the Club's financial institution:

- Beyond bank (Companion Credit Union) BSB 805 022
Account number: 38605564
Please include your name in the reference section. (the deposit will show as "CUSCAL").

b. Personal Cheque

Personal cheques are to be made payable to 'Hunter Rowing Club'; and can be handed with their accompanying invoice to the Treasurer directly, placed in the Treasurer's Box in the clubhouse, or posted to the Club's postal address:

Lake Macquarie Rowing Club inc., PO Box 382, Warners Bay NSW 2282.

c. Cash

Cash payments are accepted with the personalised envelopes, and can be handed to the Treasurer directly or deposited in the Treasurer's Box. LMRC does not accept responsibility for any cash lost or stolen before being collected by, or in the possession, the Treasurer.

PAYMENT TERMS FOR DEBTORS

Invoices (General Terms)

LMRC invoices are generated monthly.

Unless otherwise indicated on the invoice, full settlement of invoices is required within one (1) month of the invoice date. Members whose account remains outstanding at one (1) month from the invoice date may be denied further credit with the club unless a prior arrangement has been agreed with the Treasurer.

If a debtor remains outstanding for over two (2) months from the invoice date, their debt is to be referred to the Committee by the Treasurer, where the Committee may decide to place restrictions on access to Club equipment. The Committee is required to give the debtor 14 days written notice before apply such restrictions, a time in which the debtor may submit a response if disputing the restrictions.

If a debtor remains outstanding after all reasonable attempts have been made by the Club Treasury to recover the debt, they may be forwarded to a debt collection agency (or other actions available to the Committee), and the debtor will incur all costs associated with such action.

The Treasurer will recommend to the Committee that any debts to be written off after all economic attempts to recover the amount have failed.

Regatta Fees

Any regatta entry that includes a debtor with denied further credit will be rejected, until the overdue balance is paid in full.

Membership Fees

Membership payments to the Club become due from the membership renewal date, as nominated by the Club Committee, as outlined in the "Lake Macquarie Rowing Club Inc. Rules". In accordance with these rules, a person ceases to be a member of LMRC if that

person does not pay the appropriate membership fee within two months of the membership renewal date, or such later date as the Committee determines.

Private Boat Storage

Private boat storage fees for existing boats in the clubhouse become due on the same date as the membership renewal date. Boat storage fees for new boats being stored in the clubhouse fall due on the date of acceptance of the boat storage application.

A member whose boat storage fees remain unpaid beyond two (2) months from the due date is to be referred to the Committee by the Treasurer, where the Committee may give 14 days notice to the member for the outstanding fees to be rectified, or make arrangements for the boat's removal from storage in the clubhouse – refer conditions outlined in the "LMRC Inc. Private Boat & Equipment Storage Policy".

Special Circumstances

LMRC recognises that on occasion, special circumstance may eventuate whereby people may require additional time to meet financial commitments. On such occasions, a request is to be made to the Treasurer or President, whereby the Treasurer and President may give consideration to accepting extended terms. All such requests will be treated as confidential and will be considered on their merit, and do not constitute a change in policy.

REIMBURSEMENTS FROM LMRC

Members are required to seek prior approval of expenditure where-ever possible. Refunds for goods &/or services may not be given for items not approved by the Committee (or the responsible Committee member) for club purchase.

LMRC will reimburse members for moneys paid on behalf of the club within a reasonable period determined by the Treasurer, upon receiving a receipt for goods &/or services, or as per written submissions on agreed fees or rates.

The Treasurer may issue refunds in the form of a Cheque, or as credit to an individual's account with LMRC.