



## School Sport ACT Payment Policy

School Sport ACT (SSACT) is a not for profit organisation that operates under a cost recovery model. As such, it relies on payment of fees in a timely fashion to meet expenses outlaid prior to a team's National Championship.

### 1. ACT Representative Team Payments

- a) Once selected, each member of an ACT representative team is required to make payments to cover the direct and indirect costs of competing, including the cost of travel, accommodation, insurance, officials' support and administration.
- b) The total payment for any team member will be dependent on the Championship location and the cost of travel and accommodation. Students and their parent/guardians will be informed of estimated costs leading up to selection and receive full confirmation as a team budget is determined.
- c) Payment of a \$200 team deposit is required to secure a student's selection. As a component of the deposit is for insurance, if not paid by the designated deadline, the student cannot participate in any training or team activity, as they are not covered to do so.
- d) Upon the acceptance of selection students are required to purchase a team uniform. Uniform items will be withheld until full payment is made.
- e) Students selected as a shadow player will be required to pay the \$200 team deposit by the designated due date. If the student is not required as a replacement player at the Championship the deposit will be reimbursed in full.

### Payment Deadlines

Team Deposit	Due within 7 days of acceptance of selection and after uniform selection.
Instalments	A payment schedule will be devised on a per team, per sport basis.
Final Instalment	Due no later than two weeks prior to the Championship.

### 2. Student Withdrawals and Reimbursement

- a) The team deposit is refundable up until six weeks prior to the Championship, after this point it is not refundable as expenses have already been outlaid on the student's behalf. The team deposit is not inclusive of uniform orders.

- b) If a student withdraws from a team, from acceptance of selection until the time of the Championship, due to injury, a medical certificate must be supplied to the School Sport ACT office directly and a copy given to Team Officials.
- c) If withdrawal is within six weeks of the Championship the team deposit payment will not be refunded but every effort will be made to reimburse additional payments where possible.
- d) Full reimbursement may not be possible due to deposits already paid on flights, accommodation and the ordering of uniform items.
- e) Team budgets are set on the total number of students competing, if withdrawal occurs with time allowed for a replacement to be put into place, team payments, minus the deposit, can be reimbursed.
- f) If a student withdraws for any other reason, besides injury, and cannot be replaced, all payments are still accountable to the student. Exceptional circumstances may be considered.

### 3. Revocation of Selection

If a student has failed to meet the pre-determined expectations of Team Officials, the student's offer of selection can be revoked. Reasons for revoking selection include;

- Breaching the Student Code of Conduct.
- Non-attendance at trainings or other prescribed team events.
- Displaying a poor attitude towards team activities and team mates.
- Not meeting payment deadlines.

If a student's position on a team is revoked, reimbursement of payments will follow the **Student Withdrawals and Reimbursement** guidelines as stated within this policy, with the exception that ordered uniform items will be withheld. If payment has been received for the uniform it will be reimbursed.

### 4. Payment Plans

If meeting of specific payment deadlines is found financially difficult, an individual Payment Plan can be devised to assist. Families are advised to inform Team Officials and the SSACT office, early in team preparations of anticipated payment difficulties. This information will remain confidential. All Payment Plan agreements will be devised on a case by case basis.

### 5. Failure to Make Payment

SSACT and Team Officials determine payment deadlines prior to team selections based on external timelines for uniform ordering, flight and accommodation deposit payments and confirmation.

- a) If a student's payments are not made by the designated deadlines their selection and future participation may be at risk.
- b) SSACT and Team Officials will remind students' parent / guardian contact of the designated deadlines as they approach and where deemed necessary can arrange a payment plan if requested early in team preparations.

- c) If a student has not paid the required team deposit within 7 days after accepting the offer of selection, they cannot attend training sessions or team related activities, as they are not covered by insurance to do so.
- d) If a student fails to make full payment by the pre-determined final instalment date, they are at risk of being withdrawn from the team and replaced by a shadow/alternate student.
- e) SSACT reserves the right to remove a student from the Team Checking Sheet, which is provided to the Host State, and cancel any transport and/or accommodation arrangements made on their behalf, if final payment has not been made two weeks prior to the Championship and no alternate payment arrangement discussed.
- f) Ordered uniforms will be held at the SSACT office for collection until full payment has been made.
- g) Any amount left outstanding from an agreed Payment Plan after the Championship has been conducted, will be considered accountable to the student and they will be deemed unfinancial.
- h) An unfinancial student will not be permitted to attend **any** SSACT event – both Regional and State representation until full payment has been received.