

## Weiti Boating Club: Services payments policy

The following sections outline the WBC expectations of members when making use of club services. Each of the services offered is defined in the table below along with the expected payment timeframe. Failure to meet this timeframe will result in the actions defined in section 3 being applied.

### 1. Service types

Service type	Invoiced	Last date to pay
Membership fees	1 September	30 October
Mooring fees (incl Trailer park)	1 August	30 October
Haulout, Shed and yard fees	At time of purchase	14 days after invoice
Other services – functions, merchandise, course fees, racing fees	At time of purchase	14 days after invoice

### 2. Payment options – to be discussed with Club Manager.

- a. Internet banking - direct payment to WBC bank account (preferred method)
- b. EFTPOS – available only when office is open. Copy of invoice to accompany payment.
- c. Credit card – available only when office is open. Copy of invoice to accompany payment. Subject to 5% fee penalty
- d. Cheque – payable to Club Manager only
  - i. Needs to be cleared before payment is confirmed
  - ii. Not to be used as a staggered payment option
- e. Cash - payable to Club Manager only
- f. Direct debit to WBC bank account
  - i. Minimum of 20% to be paid up front with balance spread evenly over no more than 10 consecutive months
  - ii. Direct debit dishonours of more than 3 consecutive months will be referred to debt collection agency. Any missed payments will need to be settled within the 10 month payment window.

### 3. Non payment actions

- a. Overdue balances
  - i. All service balances that are not cleared by the **Last date to pay** in the above table may be subject to a 7% penalty
- b. Debt collection services
  - i. All service balances that are not cleared within 3 months of the **Last date to pay** in the above table will be referred to a debt collection agency. Any debt collection fees will be added to the amount owing.
  - ii. Any membership fee non-payments referred to debt collection may also trigger the removal of club membership.
  - iii. Any mooring fee non-payments referred to debt collection may also trigger the cancellation of the mooring permit.

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A copy of this policy is to be provided to any members who consume services from the Weiti Boating Club. This will include:

1. Memberships – all members should be emailed this policy as part of membership renewals. New members should be made aware of this policy at the time of membership application.
2. Mooring holders – all mooring holders should be emailed this policy as part of mooring renewals
3. All requests for haulouts, and shed and yard bookings

A copy should also be placed on the Weiti website and linked to from relevant online forms.

**Related documents:** The following are extracts from various Club documents that define the payment conditions for which services are provided. These have been brought together in this document for ease of reference and as a mechanism for new members to become familiar with them.

1. Club rules

[Source: WBC website - POLICIES, RULES AND GUIDELINES – RULES OF THE WEITI BOATING CLUB DATED JULY 2013]

[... indicates that not all text has been included. See full version of the Club rules for omitted wording].

- a. Rule 13 - “Any member whose subscription is unpaid for two months after the same became due ...may have his or her name removed from the list of Members ...”
- b. Rule 14 - “ ... In the case of new members the annual subscription and entrance fee (if payable) are due on election and if not paid within one month of election such election shall be null and void. In the case of a member being admitted after the commencement of the season, the full year’s subscription for the then current season as from the preceding first day of September and entrance fee (if payable) shall be paid by the member unless otherwise decided by the Committee. ...”

2. Mooring permit

[Source: WBC website – Forms – Mooring Permit 2015]

- a. Permit period and fees:
  - 1)The permit period is from 1<sup>st</sup> August to 31<sup>st</sup> July of the following year, calculated per quarter. If the initial period of the permit is less than a year the fee may be adjusted accordingly within the quarterly rates.
  - 2)A tax invoice will be provided, stating the mooring number and the fee to be paid for the following 12 month period. The Club reserves the right to alter the fee at any time.
- b. Permit conditions:
  - 5) A mooring permit may be revoked under the following conditions:
    - d. if fees remain unpaid for more than 3 months following the date of the mooring invoice

3. Haulout, Shed & yard

[Source: WBC website - POLICIES, RULES AND GUIDELINES - HAULAGE, HARDSTAND AND GRID INFORMATION]

Fee Payment

All haulout, hardstand and shed fees will be invoiced on a monthly basis; the balance shall be paid not later than the 20th of the month following the month to which the charges relate. All charges and fees must be paid in full prior to launching the boat or removing it from the yard.

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Approved by Executive committee on 20/6/2017