



## HILLS BASKETBALL ASSOCIATION

PO Box 6426, Baulkham Hills BC, NSW, 2153

Tel: 02 9894-8944 Fax: 02 9894-8127

Email: [info@hillshornets.com.au](mailto:info@hillshornets.com.au)

Website: [www.hillshornets.com.au](http://www.hillshornets.com.au)

ABN 36 875 858 614

### TEAM COURT FEE PAYMENT PROCEDURES

Upon receipt of court fee invoice, the Team Manager is asked to advise team members their portion of court fees and ask them to pay their INDIVIDUAL portion online [www.hillshornets.com.au](http://www.hillshornets.com.au) (available online for 3 weeks). *To assist the Team Manager, payments made online will be displayed on the website. This will provide details of who has paid and the amount.*

Should any member not have a credit card or not wish to use the online system, they are asked to pay their team manager cash or cheque (made payable to Hills Basketball Association). The week after the invoice is DUE (prior to game) the Manager is asked to pay any outstanding fees and submit to the Court Supervisor/front desk. Credit/Eftpos will also be accepted at the front desk but the card holder must provide final payment with Manager. **All outstanding fees must be paid PRIOR to taking the court on Week 4 (Invoice #1) or Week 12 (Invoice #2).**

### HOW DOES THE COURT FEE INVOICE SYSTEM WORK?

Team Managers will receive two invoices during the season for team court fees.

- **Invoice # 1** - Week 1 of competition – receive an invoice for 10 x games
  - a. This invoice is due week 3 of the competition. (online system available Wk1-3)
  - b. Teams will be unable to play week 4 of the competition should any monies be outstanding.
- **Invoice # 2** - Week 9 of competition – receive an invoice for the remaining games in the season. This invoice will also take into consideration byes for the entire season, forfeits (including credits) for the first 8 weeks.
  - a. This invoice is due week 11 of the competition. (online system available Wk9-11)
  - b. Teams will be unable to play week 12 of the competition should any monies be outstanding.
- **End of season credit/invoice.**
  - a. Teams participating in the next competition will receive credits (forfeits / non participation in Semi Finals round) on the first invoice of the next season.
  - b. Teams NOT participating in the next competition – Team Managers will receive a Credit notice – Manager to indicate how they would like to receive payment.
  - c. Teams will be invoiced additional fees if they have withdrawn from competition or have forfeited during the 2<sup>nd</sup> half of the season.

**If you have any questions regarding accounts please email [competitions@hillshornets.com.au](mailto:competitions@hillshornets.com.au)**

**Hills Basketball Stadium, Home of the Hills Hornets**

Fred Caterson Reserve, Caterson Drive (off Gilbert Road), Castle Hill.

**Facebook:** Hills Hornets Basketball Association **Twitter:** @Hillshornets