

<b>POLICY</b>	<b>Governance</b>
TITLE:	Membership Fee Review Policy
AREA:	Business Operations / Finance
RESPONSIBILITY:	Business Operations Manager / CFO
DRAFTED BY:	Business Operations Manager
DATE APPROVED:	5 July 2023
APPROVED BY:	Paddle Australia Board
NEXT REVIEW:	-

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## 1. PURPOSE

The purpose of this policy is to define the principles by which Paddle Australia Limited (PA) effectively and efficiently reviews and manages membership fee income in order to maintain an organisation that is member focused, while being sustainable, with sound financial management practices employed.

## 2. SCOPE

This Policy applies to the PA component of membership fees for Senior, Junior, Direct Senior, Direct Junior, Commercial Provider and/or any other paid PA membership category that may come into effect after the writing of this policy.

## 3. POLICY

PA will review membership fees on an annual basis to determine if an increase will apply for the upcoming financial year. Any increase will be determined and communicated to State Paddle Associations, Clubs and members no later than the first week of April to take effect from 1 June when the renewal window opens for the upcoming financial year.

The policy is underpinned by the following principles:

- PA will have members firmly in focus when reviewing the membership fees.
- Decisions will be based on the current and forecast financial climate and other operational factors, with the sustainability of the organisation central to the decision making.
- Frequent, small/incremental increases are viewed as more favourable than less frequent, larger increases.
- Consumer Price Index (CPI) will be the primary metric by which fees will be reviewed, specifically the year-to-date December quarter CPI figures which are released in late January each year.
- Whilst CPI increases should be the norm, this policy provides PA with the flexibility to not increase membership fees, or to increase fees by an amount that is lesser or greater than CPI where circumstances dictate.

It should be noted that the Paddle On Foundation is available to assist with membership fee relief for any members that have been adversely financially impacted by COVID-19 or fire, flood or other natural disaster.