

Kidsport

Process procedure for Club Admin - 2023

The process for Kidsport this year remains the same as last year. Note well that the voucher (usually \$150) is **only redeemable by the club**.

You will need to please advise me, by email, of the list of Kidsport recipients of your club. They need to have a profile in JustGo. I also need their membership number and the membership type they are requiring. I will put through their memberships and the club will be invoiced for the state, national and, if applicable, zone fees of that membership. One WA club has made riding membership categories specific to Kidsport, ie discounted by the voucher amount of \$150. This may be worth considering for your club. The focus of Kidsport is to reduce the sports club fees payable up front.

In summary:

- Secretary or admin of club notifies of member name, member number and type of membership required.
- Pony Club WA will enter details in back end, Grace will raise an Invoice in Xero and will send a 14-day invoice to the club for the Pony Club WA amount of the membership, i.e., for a Junior or Senior member this will be \$140.00, Ready to Ride \$55.00. PCA will send a separate invoice for the PCA fee of \$35.00/\$17.50. The zone will need to send an invoice if there is a fee.
- Club will pay the Pony Club WA fee by EFT to the Pony Club WA bank account.
- When paid, Grace will mark the invoice in JustGo as paid (Menu > Club Finances).
- Club will need to mark the members invoice as paid in Just Go when the club receives the Kidsport fee and member pays any balance.

Handy links - hop onto the Kidsport website to familiarise yourselves and keep updated.