

	Battlefords Youth Soccer Inc.	NO.	2023-02
	POLICY TITLE: Late Payment Policy	EFFECTIVE DATE:	Nov.7, 2023
		REVISION LETTER:	
		FINAL APPROVAL	<i>Resolution:</i> Approved

1.0 PURPOSE

- To ensure the efficient operation of **Battlefords Youth Soccer Inc** programs, it is essential that fees are paid in a timely manner.

2.0 DEPARTMENT(S) AFFECTED (SCOPE)

2.1 Department(s) Affected: **BATTLEFORDS YOUTH SOCCER INC** and **BATTLEFORD UNITED FC**

3.0 POLICY

3.1

Policy Statement: Battlefords Youth Soccer is committed to providing quality soccer programs to young athletes. This policy outlines the procedure for addressing late payments and the potential consequences for athletes who do not meet the payment deadlines.

4.0 DEFINITIONS

4.1 The following terms are defined as such but limited to:

“First Nation Community”: Shall include Red Pheasant, Little Pine, Poundmaker- other non-Kanawayimik supported communities.

5.0 RESPONSIBILITIES

5.1

Payment Due Date: All program fees must be paid in full by one week before the start of the soccer season. The specific due date will be communicated to athletes and their parents/guardians upon registration.

5.2

Late Payment Reminder: A reminder notice will be sent to athletes and their parents/guardians one week prior to the payment due date. This notice will serve as a final reminder of the impending deadline.

5.3

Athlete Removal: If payment is not received by the communicated deadline, the athlete will be removed from the soccer program for the season.

5.4:

Payment Method: Payment methods accepted by Battlefords Youth Soccer will be clearly communicated during the registration process. It is the responsibility of the athlete's parents/guardians to ensure that they use one of the accepted methods to make their payment.

5.5

Third Party payment:

A. Players not paid on time due to waiting for 3rd party conformation will not be placed on teams until payment is received. The Executive Director will place those 'late payment' players on teams when he/she is able to do so. Parents of 3rd party registrations are permitted to pay the fees up front and get reimbursed when BYSI receives the money in order for their kids to be placed on a team and start on time

B. Ministry of Social Services registrations - BYSI will email the social worker identified on the registration form for email confirmation that the fees will be covered/approved. Then allow that youth to be put on a team.

C. Jumpstart & Kidsport: BYSI to email organizational contact to request a list of approved players and a list of non approved if possible. There may also be a list of applications that have not been reviewed yet. If the organizational contact can send an approved list OR if the parent can show BYSI their approval letter (even electronically), players can be put on teams.

D. First Nation Communities: BYSI will send a list of players registered to the said community (Band Managers, Rec Director or Band Counselor) and will communicate with parents if their child is approved.

6.0 IMPLEMENTATION

6.1 To be implemented and enforced as of 2024 outdoor season.

7.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
Final Approver	Battlefords Youth Soccer Inc Board of Directors	APPROVED	Nov.7, 2023

8.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DESCRIPTION OF CHANGE
Nov.7, 2023		BYSI Board	Initial release