

+

Policy Category	Operational - Finance
Policy Name	CDMFA Finances, Payment Processes, Performance Bonds and Fines
Source	CDMFA RPPs 2021
Date	Approved 2023-03

Finances: Payments, Bonds & Fines

1. GUIDING PRINCIPLES

- 1.1. The Board shall approve the annual budget of the CDMFA.
- 1.2. The Executive shall manage the accounts of the association within the parameters of the approved budget.
- 1.3. Any changes in the budget and any addition of non-budgeted items must be approved by the Board

2. REPORTING

- 2.1. At each Board meeting or prior to the meeting via email, the following reports shall be submitted:
 - 2.1.1. Balance Sheet,
 - 2.1.2. Income Statement
 - 2.1.3. Budget vs. Actual
 - 2.1.4. Accounts Receivable
- 2.2. Chart of Accounts: Refer to Policy: Expenditure & Reimbursement

3. Registration Payment Process (as per Registration Policy) Rates at January 1, 2023

- 3.1. Clubs to collect all monies from players/parents/members. To include:
 - Club registration fee (\$ amount at club's discretion)
 - \$40 CDMFA membership & admin fee
 - \$80/\$40 CDMFA fundraising fee*
 - \$40/\$17 Football Alberta fee**
- 3.2. Clubs to enter player, staff and Board member registration info into RAMP (or use RAMP as the registration software)
- 3.3. CDMFA to invoice clubs as follows:
 - \$10 fee applies to all players, staff, board members for each season of play
 - \$80 fee applies to each player for tackle registrations
 - \$40 fee applies to each player for non-contact registrations
 - First invoice to be sent for the \$10 + \$80/\$40 fee times # of registrations, based on entries in RAMP
 - Final invoice to address late registrations, to be sent on the roster deadline for the season of play.
- 3.3.1. Spring
 - First invoice - February 28th

- Final invoice - **March 30** (roster deadline)
- 3.3.2. Fall
 - First invoice - **June 30th**
 - Final invoice - September 15 (roster deadline)
- 3.4. Football Alberta
 - 3.4.1. To process payment as they wish for the \$40/\$17** per player/staff/board member
 - Online payment via RAMP or
 - Invoicing clubs directly
- 3.5. Refunds
 - 3.5.1. Are at the discretion of the clubs
 - 3.5.2. CDMFA will not issue refunds
 - Rationale - invoice dates are well past the start of practice dates. Once a player participates in a practice, costs have been incurred regardless of if they continue and complete the season of play. Assuming cash raffle continues, players that have quit still have the opportunity to sell tickets and recoup the \$80/\$40 fee.

4. PERFORMANCE BONDS

- 4.1. Each participating Association in the CDMFA must post a \$500 performance bond to be held in trust in a separate account.
- 4.2. Any participating association in good standing that leaves the CDMFA will see their performance bond returned.

5. LEAGUE FEES Replaced by Mandatory League Raffle 2022

Refer to Fee Structure in CDMFA Policy “Registrations” and “League Fundraising”

- 5.1. All participating associations shall submit the league fees for each team by January 30th for Midgets and postmarked no later than July 31 for Atom, Peewee, and Bantam. League fees must be accompanied by a full registration, including the naming of the head coach, their NCCP number and their contact information and twenty registered players. A team will not be scheduled for the season if they are not compliant. Any participating association with outstanding fees or fines as of October 1 may have their teams be deemed ineligible for playoffs at the discretion of the Board.
- 5.2. Refunds for league fees will not be granted as invoicing will be based on the roster deadlines for each registration cycle.

6. FINES

- 6.1. A participating association that fails to post the score of a game on the website within 24 hours following a game shall be fined \$100.
- 6.2. Forfeiture (see Policy “Standards: Schedules, Reporting, Cancellations”.) \$750
- 6.3. Return of Trophies (see Policy “CDMFA Awards”.) \$750
- 6.4. Opting out of gaming (see Policy “Standards: Schedules, Reporting, Cancellations”.)