



Policy Category	Operational - Finance
Policy Name	CDMFA Finances, Payment Processes, Performance Bonds and Fines
Source	CDMFA RPPs 2021
Date	Approved 2023-03, 2024-03-04

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 on January 1, 2024

- 3.1. Clubs collect all monies from **tackle players**/parents/members. To include:
 - Club registration fee (\$ amount at club's discretion)
 - CDMFA membership & admin fee
 - \$50 Football Alberta fee**
- 3.2. Clubs collect all monies from **non-contact players**/parents/members. To include:
 - Club registration fee (\$ amount at club's discretion)
 - CDMFA membership & admin fee
 - \$17 Football Alberta fee**
- 3.3. Clubs to enter player, staff and Board member registration info into RAMP (or use RAMP as the registration software)
- 3.4. CDMFA to invoice clubs as follows:
 - Football Alberta fee applies to all players, staff, board members for calendar year.
 - CDMFA membership & admin fee (refer to the Fee Structure Document for the current year)
 - CDMFA will invoice each club immediately after the respective registration deadlines. Invoices are due upon receipt. Missing or late payments would mean a team or club is not in good standing, and possibly ineligible to play.



- 3.4.1. Spring
 - Invoice date - **March 31** (roster deadline)
- 3.4.2. Fall
 - Invoice date - September 15 (roster deadline)
- 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.

4. PERFORMANCE BONDS

- 4.1. Each participating Association or Associate Member in the CDMFA must post a non-refundable \$500 performance bond upon acceptance as a member.

5. LEAGUE FEES

Replaced by Mandatory League Raffle 2022 and restructured in 2024.

Refer to CDMFA Annual Fee Structure Document

- 5.1. League invoices will be issued after the registration deadline for each season of play. All participating associations shall submit payment for their balance owing within 30 days of receiving the invoice. Any participating association with outstanding fees or fines as of 30 days from the invoice date may have their teams deemed ineligible for playoffs at the discretion of the Board, as per CDMFA Bylaws.
- 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. Defaulted Game (see Policy “Standards: Schedules, Reporting, Cancellations”.) \$750
- 6.3. Return of Trophies (see Policy “CDMFA Awards”.) \$750
- 6.4. Opting out of gaming (see Finance Policy “League Fundraising”.)