



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: FEES

POLICY #: 8500

Created: July 2, 2018	Last updated: February 17, 2019	Approved: February 17, 2019
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline how the Fort Saskatchewan Ringette Association (FSRA) handles the payment of its fees, including late fees, refunds, and what to do with Non-Sufficient Funds Cheques (NSF Cheques).

2.0 Scope

This policy applies to the FSRA Executive Board and the Fort Saskatchewan Minor Sports Association (FSMSA) Office Administrator.

3.0 Terms

Non-Sufficient Funds Cheques (NSF Cheques) – A cheque given to the FSRA that has been returned by a banking institution.

Registration Fee – A fee charged for registration into the ringette program.

Participation Hours – The minimum number of hours an FSRA member is required to volunteer to the FSRA as described in the Membership Policy (#1200).

Early Registration Rate – A decrease in fees that is awarded for attending the FSRA Annual General Meeting.

Administration Fees – The non-refundable fees charged on an annual basis to the Minor Sport programs to operate the FSMSA Office.

4.0 Policy

4.1 Registration fees, participation hours, and additional fees (e.g. late registration) are set each season by the Executive Board prior to early registration.

4.2 First time FSRA registrants are eligible for the Early Registration Rate regardless of when registration occurs in that season.



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4.3 A late registration fee of \$100 will be applied to any returning participant who registers after August 15th.

4.4 The FSRA will only refund a percentage of the registration fee. Any additional administration fees from the FSMSA Office are the responsibility of the registrant and will be deducted at that time. Refund rates are as follows:

- Withdraw by August 31 – 90% of registration fee refunded;
- Withdraw by September 15 – 70% of registration fee refunded;
- Withdraw by November 15 – 50% of registration fee refunded; and
- Withdraw after November 15 – No refund.

The parent and/or guardian of a participant of the FSRA who is seeking a refund must contact the Registrar in writing.

4.5 NSF cheques will be handled by the FSRA Registrar and/or Treasurer. Payment must be made in full plus any Bank Service Charges by the next season registration. Failure to do so will result in denial of registration with no second cheque being accepted.

4.6 Hardship cases will be escalated to the FSMSA Office Administrator.