



Lakewood Registration and Collection Policy

(Effective: January 2025)

GENERAL:

- Lakewood Soccer Association (LSA) the registration of players for the Lakewood zone in the Saskatoon Youth Soccer league, as well as other camps and academies associated with Lakewood programming. Payment is required for participation in said programs. As such the Registration and Collections policy herein, describes the process in which LSA conducts registrations and collections for each of its programs.
- Lakewood Soccer Association reserves the right to use discretion when addressing any terms of the Registration and Collection Policy.
- While we can appreciate that personal circumstances may change, we have set this policy because it is impossible to properly plan and operate as a club without such a policy in place. Withdrawal from a team after accepting a position puts the club and team in the unfortunate situation of not being able to fill the position with another player.

INDIVIDUAL PLAYER PROGRAM/REGISTRATION FEES

- Registration opening dates are determined by Saskatoon Youth Soccer (SYSI), and LSA as a member will comply with the opening dates set out by SYSI.
- LSA will at their discretion determine whether to close registration or remain open and may be based on the number of players in each age group, division and team.
- All registration is completed through the RAMP online registration platform.
- All payment will be completed via valid credit card, unless alternative arrangements have been made by the families with the Lakewood Registrar.
- Program fees or the first required fee payment must be paid prior to the start of seasonal evaluations. If a payment plan is requested, this will be determined and approved by the LSA office including the breakdown of fees with dates that each payment will be made, how much, and by what form (i.e., e-transfer or online by credit card).
- If the required initial fee payment or a fee plan is not received within 24 hours after registering, then the player may not potentially start the program or continue with the program until fees are paid or the fee payment plan is received and approved by LSA office staff.
- Any questions related to registration can be directed to registration@lakewoodsoccer.com.

INDIVIDUAL PLAYER COLLECTION PROCEDURE

- LSA will undertake a 4-step collection procedure for players/families in its programs:
 1. After the first missed payment, a grace period of a week will be given, after which a formal email from LSA will be sent as a reminder to the registrant about the missed payment and outstanding balance.
 2. If no communication/payment is received within a week, or a second missed payment occurs, LSA will send communication regarding the missed payment/outstanding balance via the team's manager and coach if one is established. In this way, LSA is ensuring the registrant receives the reminder.
 3. If no communication/payment received within a week after the second notice is sent via the team's manager and coach, the participant will not be permitted to continue practicing or participate in any games or club activities until the missed payment(s) is resolved.
 4. If an individual or family (at the discretion of the registrar) is seen to be delinquent on their payments after 30 days, LSA at the discretion of the administrative staff, has the ability and right to place the player in bad standing and remove access to membership benefits until the outstanding balance is paid in full.