



# COLLECTIONS POLICY

## GENERAL:

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- Saskatoon Youth Soccer Inc Collections Policy describes the way that SYSI collects and addresses non-payment of registration fees in the programs it oversees – Parent and Tot, Alliance Academy and PSL teams.
- Community and Zone Club members are encouraged to adopt the SYSI policy but may have their own policies in place. Participants in these organizations shall adhere to these collections policies.

## INDIVIDUAL PLAYER PROGRAM/REGISTRATION FEES

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- Program fees or the first required fee payment must be paid within 24 hours of registration. If a payment plan is requested, this will be determined and approved by the SYSI 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 SYSI office staff.

## INDIVIDUAL PLAYER TEAM FEES

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- All team fees are determined by each team, based on the competitions and/or events attended. Said fees, are to be paid by the date(s) determined by the team manager(s) and/or coach or families must provide a fee payment plan with a fee breakdown before the team fee payment deadline.

## INDIVIDUAL PLAYER COLLECTION PROCEDURE

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- SYSI 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 SYSI 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, SYSI will send communication regarding the missed payment/outstanding balance via the team's manager and coach if one is established. In this way, SYSI 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 miss payment is resolved.
  4. If an individual/family is seen to be delinquent on their payments after 60 days, SYSI 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.

## ORGANIZATION COLLECTION PROCEDURE

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- SYSI will document and invoice for any outstanding payments. Unless otherwise stated with a specified deadline, invoices are due within 30 days. After the first missed payment, a late fee of \$150 will be applied to the organization unless communication for alternate arrangements and/or extension has been requested and granted prior to the payment deadline. Extensions may be granted for a period of one week, after which a late fee of \$150 will be applied if the payment has not been received.
- If an organization is seen to be delinquent on their payments after six months, SYSI has the ability and right to place the organization in bad standing and remove access to membership benefits until the outstanding balance is paid in full.