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United DFC Policies and Procedures Payment Policy

1.0 Purpose

The purpose of this policy is to provide members with the standard fee schedule and expectation for member payment of required fees and deposits.

2.0 Definitions

N/A

3.0 Scope

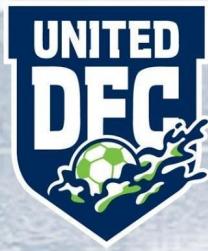
This payment policy applies to all United DFC members registered in United DFC programs.

4.0 Policy Statement

Players must be registered and pay the full fee or have a payment plan in place before attending the first practice or first game. Player acceptance for any program is not considered complete until full payment is received and any balance from previous seasons is settled with United DFC. Exceptions will be made for those applying to Kidsport or JumpStart, however the Office Manager must be contacted in advance.

Schedule of Fees

TYPE OF FEE	FEE CHARGED PER PLAYER
United DFC Fees	
NSF/Cheque Returned	\$25.00
Program Fees	Refer to United DFC Schedule of Registration Fees

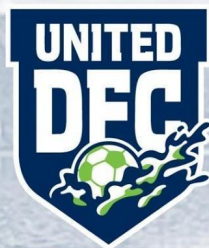


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Administrative	\$50.00
Refund Service Fee	10%
League (for Senior division)	\$40.00 per player
Jersey 4 Life – Adidas Navy	\$60 for U7-11SC, U12 (U12C Winter Only), U13-18 AAA/AA/A/B \$0 to exchange # or size (if in good condition)
Jersey – Alternate Lime	\$15 for U7/8 (No Number) \$20 for U9-11SC, U12 (U12C Winter Only), U13-18 AAA/AA/A/B No Exchange value.
Jersey Deposit	\$30 for 10C and 12C (Summer Only)
Jersey, Shorts & Socks – U3-U8 Mini	\$0

Soccer Nova Scotia Fees (included in Program Fees)	
Winter Rate For All Programs	\$16.00
Summer Mini Programs (U11 & Below)	\$21.00
Summer Youth A/B/C Programs	\$34.00
Summer Youth AA Program	\$43.25
Single Season Youth AAA Program	\$59.25
Summer Senior AA/AAA Programs	\$56.00
Summer Senior A Programs	\$46.00
Summer Senior B Programs	\$34.00



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Program Adjustments

Following Team Selections, players who are placed on a team in a program which is different than what they had originally registered for, will have their fees adjusted if the new registration fee is different than what they had originally paid. A credit or debit will be indicated within the player's UDFC Demosphere account.

Jersey Deposits

If a jersey deposit is required, a jersey deposit will be collected for each player in a program requiring United DFC owned jerseys. Seasonal post-dated cheques will be accepted, or a deposit will be kept on file and will be returned at any point in exchange for the returned jersey. Players in the Jersey 4 Life programs which have purchased their own jerseys or part of a senior men's or women's team that have team sets, or have jersey's provided by a third party (e.g. Timbits) will not be required to pay this deposit.

Partial Seasons

If an individual knows in advance of registering that they will not be able to attend a complete season due to travel or work or other circumstances and declares such at the time of registration, United DFC does offer an option to pay for only a portion of the season. The portions of the season must be purchased in thirds or a half; meaning an individual must purchase either a $\frac{1}{3}$, $\frac{1}{2}$ or $\frac{2}{3}$ of a season. Request must be received in writing (mail or email) by the Office Manager prior to Team Selections. The calculation for determining the reduced fee will be as follows:

Reduced Fee for $\frac{1}{3}$ of Season = (Administration Fee + SNS Fee) + (Full registration cost * $\frac{1}{3}$)

Reduced Fee for $\frac{1}{2}$ of Season = (Administration Fee + SNS Fee) + (Full registration cost * $\frac{1}{2}$)

Reduced Fee for $\frac{2}{3}$ of Season = (Administration Fee + SNS Fee) + (Full registration cost * $\frac{2}{3}$)

Example Calculation:

Full Registration Cost is \$440 For a Youth A Program

Player is moving half-way through Summer Season

Adjusted Registration Fee is:

= (\$50 + \$34) + (\$440/2)

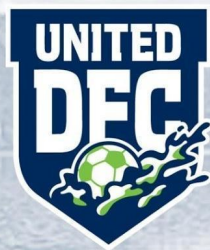
= (\$84) + (\$220)

= \$304

Exceptions: The Partial Season payment option is not available for players on U12-U18 A/AA or AAA Teams unless the minimum number of players per team is satisfied and the addition of the part-time

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LAST UPDATED: 27/03/2020



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player does not displace a fulltime UDFC player. The Director of Soccer will review the exceptions and make a final determination.

Financial Assistance Programs

Families applying for KidSport or JumpStart must submit a copy of their application to United DFC at the time of registration. These programs may not cover the full registration fee and families are responsible for paying the balance. Please note that United DFC is not responsible for following up with the respective agencies to determine if the families are approved under the KidSport or JumpStart programs. The families are responsible to ensure they are approved and payment is received by United DFC.

If you are in need of financial assistance and have exhausted all options, please review United DFC's Financial Assistance Policy and then contact our Office Manager to determine alternate payment options and possible club sponsorship. Proof of a family's financial status may be requested at that time.

Sibling Discount

Sibling discounts are available for the 3rd and 4th sibling. The 3rd sibling will receive \$35.00 off of their registration fee and the 4th sibling will receive a free registration (lowest registration fee of the siblings up to \$300.00).

NSF Cheques

Cheques returned by your financial institution will be subjected to a Non-Sufficient Funds (NSF) charge per our fees schedule above.

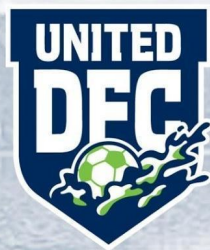
Approved Exceptions

Exceptions to the payment policy may be granted for special circumstances on a case by case basis. Reasonable payment options are available. Please contact the Office Manager to discuss. Executive Committee of the Board of Directors approval will be required.

5.0 Procedures

[Include brief statements about the process or steps to be followed to implement the policy and identify the positions and their specific responsibilities for these processes or steps. Grouping related procedures under well named sub-headings aids readability and referencing.]

[The procedure may refer to related instructions, such as templates and forms, and/or include appendices with simple visual aids, such as diagrams or flowcharts. The procedure may also refer to other documents such as discretionary best practice advice (i.e. guidelines). Where related documents exist, include links to these documents and list them in the Related Legislation and Documents section.]



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6.0 Related, Policies, Legislation and/or Documents

[In alphabetical order, list the empowering and related legislative documents (e.g. acts, regulations, standards), NSO/PSO policy, and related United DFC policies, procedures, forms, templates, guidelines or committee terms of reference that together form a suite or framework for a specific policy matter. These authoritative references enable readers to understand the policy, procedure and its context.]

7.0 Approval and Review

Approval and Review	Details
Approval Authority	Board of Directors
Administrator	Executive Director
Next Review Date	27/03/2023
Approval and Amendment History	Details
Original Approval Authority and Date	
Amendment Authority and Date	27/03/2020
Notes	Policy moved to the new template format June 2022. Policy review not conducted.