

## Guidelines for Late or Missing Payments

\*assumes player hasn't been previously given club authorization by club president and DOC to be released and get a refund or not required to complete payments (refer to cancellation policy).

- 1) The Treasurer will be responsible for keeping up to date on any player that is late or missing payments and will notify the Competitive Coordinator and the Vice President as soon as possible so appropriate action can be taken.
- 2) Any player with a due registration balance from a previous season will not have their player pass released until payment is made to our club in full for that season. The Competitive Coordinator shall inform the President, Vice President, DOC, and coach that the player card is to be pulled for financial reasons until further notice. No participation in games or trainings. All follow up will be done by the Treasurer, Vice President, and President until payment is made in full from the previous season bringing those payments up to date. A player pass can not be released unless approved by the President and DOC.
- 3) A player who has late or missing payments during the season shall be informed via email by the Competitive Coordinator. The Competitive Coordinator shall inform the coach, DOC, and Vice President that the player card is to be pulled for financial reasons until further notice. No participation in games or trainings.
- 4) If player is deemed to have late or missing payments, they will be placed on "Non-Playing Status". Below are the guidelines for that player to be able to return to play:
  - a) Parent receives official notification from the club (Competitive Coordinator) of late or missing payment and information about the player being withdrawn from play (training and games) until payment is made.
  - b) Coach and DOC (but not team manager) are notified by the Competitive Coordinator that player cannot participate in training and games and has been placed on "Non-Playing Status".
  - c) Once the Competitive Coordinator informs the parent, coach, and DOC of "Non-Playing Status", all follow up with the parent of the player will be made by the Vice President and the Treasurer until payment is made bringing the balance up to date. The Vice President will then notify the Competitive Coordinator that the player is eligible to return to play
  - d) Upon the parent submitting payment and bringing balance up to date, the player has to wait 48 hours to return to play.
  - e) The Competitive Coordinator will remove the player from "Non-Playing Status" and will notify the Coach and DOC the date that player can return to play.
- 5) Further occurrences of late or missing payments may result in the player being placed on "Non-Playing Status" until any remaining registration balance is paid in full.