

Table of Contents

| | |
|------------------------------------------------|----------|
| Registration Fees | 1 |
| Recreational..... | 1.1 |
| Cascade FC..... | 1.2 |
| Camps and Clinics..... | 1.3 |
| Payment Options | 2 |
| Upfront Payments..... | 2.1 |
| Payment Plans..... | 2.2 |
| Offline Payments..... | 2.3 |
| Payment Methods | 3 |
| Credit Card and Electronic Check Payments..... | 3.1 |
| Check Payments..... | 3.2 |
| Deposits | 4 |
| Outstanding Payments | 5 |
| Failed Payments..... | 5.1 |
| Aged Payments and Late Payment Fees..... | 5.2 |
| Payment Disputes | 6 |
| Notification..... | 3.1 |
| Resolution Process..... | 3.2 |
| Donations | 7 |
| Field Development Donations..... | 7.1 |
| Player Scholarship Donations..... | 7.2 |
| Employee Matching Donations..... | 7.3 |
| Restricted Donations..... | 7.4 |
| Unrestricted Donations..... | 7.5 |
| Raffle Sales and Donations..... | 7.6 |
| Discounts | 8 |
| Gift Certificate Discounts..... | 8.1 |
| Scholarship Discounts..... | 8.2 |
| Approvals..... | 8.3 |
| Refunds | 9 |
| Coach Incentive Refunds..... | 9.1 |

| | |
|--------------------------------------------------------|-----------|
| Recreational Refunds..... | 9.2 |
| Cascade FC Refunds | 9.3 |
| Camps and Clinic Refunds | 9.4 |
| Membership and League Fees | 10 |
| Player Fees | 10.1 |
| Risk Management Fees | 10.2 |
| Cup and Tournament Fees | 10.3 |
| League Participation Fees | 10.4 |
| Referee Compensation | 11 |
| Referee Compensation for Games..... | 11.1 |
| Referee Bonus | 11.2 |
| Scholarships | 12 |
| College Scholarships | 12.1 |
| Financial Assistance Scholarships | 12.2 |
| License Fee Certification Reimbursements | 13 |
| Referee and Volunteer Coach License Certification..... | 13.1 |
| Payment..... | 13.2 |

SnVYSA Fee and Payment Policies

Last revision date: April 1, 2025

SnVYSA Fee and Payment policies define the terms and conditions governing the registration fees due and payable to SnVYSA for its supervised and organized programs, activities, and events as well as the payments due by SnVYSA to member associations, leagues, and SnVYSA member participants involved in the participation of those programs, activities, and events.

All SnVYSA participants are required to adhere to this policy when making payments for participation in any SnVYSA supervised and organized programs, activities, or events.

A. Fees Payable to SnVYSA

1. Registration Fees

Participants must register and pay the required registration fees to participate in any program, camp, clinic, or organized event that is managed and supervised by SnVYSA.

1.1 Recreational

A registration fee is required to be paid at the time of registration. The registration fee varies by age group. A player will not be rostered to a team until the required registration fees have been paid in full. The parent or guardian will have the option to pay upfront, by payment plan, or offline by check. All payments must be received no later than June 1st if by check or payment plan.

- a. Late fee. A \$50 late fee will be charged to member participant registrations made after May 31 of each seasonal year.

1.2 Cascade FC

- a. Tryout fee. A tryout fee must be paid for every player that registers for tryouts each seasonal year. This is a one-time fee paid upfront at the time of registration.
- b. Acceptance. Once a player has completed tryouts and has been invited to a team, the player will receive an acceptance registration to pay the required registration fees. A non-refundable deposit is due at the time of registration and must be paid upfront. A player will not be rostered to a team until the upfront deposit has been paid. The parent or guardian may choose to pay the remaining registration fees upfront or by payment plan. A standard payment plan will be available in the registration and will outline the installment payment due dates for the remaining payments.

1.3 Camps and Clinics

A registration fee for camps and clinics is due upfront at the time of registration. There are no payment options for camps and clinics. Registration fees will vary by camp and by age group.

2. Payment Options

Payment options may be offered for specific programs. In some situations, SnVYSA may offer a payment plan to assist members with payment of large amounts or in hardship situations. Participants must pay all required registration fees, including any required deposits, according to the payment option selected in the registration if there is more than one payment option available. SnVYSA does not accept cash payments.

2.1 Upfront payments

All fees must be paid at the time of registration.

2.2 Payment plans

A payment plan may be available for the program registration and allows the member to spread the registration fees over time and on a specific payment schedule.

- a. Standard payment plan. If the payment plan option is selected by the member participant in the program registration, a standard payment plan will be available in the registration and will outline the installment payment due dates for the remaining payments. Each installment payment will be automatically billed by the registration system according to the payment plan due dates.
- b. Customized payment plan. A customized payment plan may be used for financial assistance, mid-season player adds for Cascade FC, special circumstance situations, or for any other reason a customized payment plan is necessary for SnVYSA to collect payment for fees due.
 - i. Invoices. Customized payment plans require an invoice to be created by the SnVYSA Registrar or the Cascade FC Director of Operations to collect payment. The invoice will include the payment details and the payment due dates.
- c. Service fee. SnVYSA charges a \$2.00 payment plan service fee for each installment payment at the time of registration. These fees are paid in advance by the member at the time of registration for standard payment plans and added to the invoice for customized payment plans.

2.3 Offline Payments

The offline payment option is rarely used by SnVYSA. In the event a program registration allows payments to be received offline by check, the member participant will select pay offline in the registration and will also be required to enter a credit card. The credit card will be processed on the due date indicated in the registration if a check has not been received by the SnVYSA Treasurer before the due date.

3. Payment Methods

SnVYSA accepts payments by credit card, electronic check, and offline by check if indicated in the program registration.

3.1 Credit card and electronic check payments

- a. Accepted credit cards. SnVYSA accepts MasterCard, Visa, and Discover credit cards. American Express is not accepted.
- b. Processing fees. SnVYSA is charged a processing fee of 2.99% plus \$1 for every online transaction in the registration system for payments made by credit card and electronic check.
- c. State Law. Washington state law allows businesses to pass on processing fees to its customers to cover the costs. SnVYSA, at its sole discretion, will determine whether to pay the fees or pass the fees on to participants based on the program, camp, clinic, or any other type of SnVYSA managed event.
- d. Pass on fee. If SnVYSA elects to pass the processing fee on to the participant, the fee will be disclosed to participants in the program registration prior to payment.

3.2 Check payments

- a. Check Submission. Checks must be mailed to the following address: SnVYSA, P.O. Box 1435, North Bend, WA. 98045, Attention: SnVYSA Treasurer.

- b. Check Receipt. Checks received offline will be deposited in the SnVYSA bank account by the treasurer. The treasurer will notify the SnVYSA Registrar when a check has been received and deposited to confirm receipt by the member participant. The SnVYSA Registrar will record the check as paid in the registration system.
- c. Non-sufficient funds. If SnVYSA receives a check for payment of registration fees and the check is returned for non-sufficient funds, the member participant will be invoiced for the registration fee due plus a \$35 processing fee for the returned check. The member participant will no longer be allowed to pay by check.

4. Deposits

A non-refundable deposit may be required to be paid upfront at the time of registration for specific programs or events. The deposit amount may vary by program and will be indicated in the program description and registration and will be published on the SnVYSA and/or Cascade FC websites.

5. Outstanding Payments

Any payment due by a member participant that has not been successfully received and deposited by SnVYSA by the due date is considered outstanding. A member participant with outstanding payment obligations, will no longer be in "good standing" with SnVYSA per bylaw section 2.3 until all outstanding payment obligations are current and paid.

5.1 Failed Payments

A failed payment results from an expired credit card or insufficient funds if payment was by e-check.

- a. Automatic notice. Member participants will receive an automatic notice from the registration system stating that the payment was unable to be processed and request that the member participant make payment using a valid payment method. This same notification will be sent to the SnVYSA Registrar for follow-up.
- b. Past due. The payment will be indicated as past due in the registration system until a valid payment method is entered and payment is sufficiently processed.
- c. Follow up. The SnVYSA Registrar will follow up with the member participant after receipt of the automatic notice to ensure the member participant has received the notice and understands how to enter a new credit card or bank information if paying by e-check for processing.

5.2 Aged payments and late payment fees

An aged payment is a payment that is categorized as 30 or more days past due.

- a. Notification. It is the responsibility of the member participant to notify the SnVYSA Registrar or the Cascade FC Director of Operations, for Cascade FC payment obligations, if the participant is in financial hardship and falling thirty (30) or more days behind on payments.
- b. Automatic reminders. Member participants on a payment plan will receive automatic reminders when an installment payment is past due.
- c. Late fees. Payments that are greater than 30 days past due may result in a \$50 late fee and/or player suspension until the outstanding balance is paid in full.
- d. Aged payments. All payments that are sixty (60) or more days past due will be reviewed by the SnVYSA Executive Committee for review and decision of incremental late fee charges and/or player suspension.

6. Payment Disputes

A payment dispute occurs when a member participant does not recognize a transaction on their bank account or bank statement.

6.1. Notification

Any member participant that has a dispute with a charge to their bank account initiated by SnVYSA must notify the SnVYSA Registrar no later than 60 days after the transaction date of the charge to the bank account. Any dispute 61 or more days past the transaction date will not be investigated.

- a. Bank statement. Registration fees paid to SnVYSA by credit card or e-check will show up on the member participants credit card statement or bank statement with the description of "SnVYSA" which is short for Snoqualmie Valley Youth Soccer Association.

6.2. Resolution process

- a. Contact SnVYSA. Member participants must first attempt to resolve the dispute directly with the SnVYSA Registrar before initiating a formal dispute with their credit card company or bank.
- b. Documentation. Member participants must provide supporting documentation to substantiate their dispute. This may include copies of credit card statements, bank statements, email confirmation, or other communication regarding the dispute.
- c. Investigation. Once the SnVYSA Registrar receives documentation on the disputed charge, research will begin.
 - i. Resolved in favor of member. If the SnVYSA Registrar determines the dispute is valid, the applicable refund will be processed.
 - ii. Resolved in favor of merchant. If the SnVYSA Registrar determines the dispute is invalid, the Registrar will inform the member, and the payment will not be refunded.

7. Donations

SnVYSA accepts monetary donations from member participants at any time per the rules outlined in the SnVYSA bylaws section 8.8(a). SnVYSA may, at its discretion, allow participants to make monetary donations for field development, player scholarships, or other areas of need at the time of program registration.

7.1 Field Development Donations

Member participants may make a donation to field development at the time of registration if available. Donations received by SnVYSA from member participants for field development may be used for, but are not limited to, the following:

- a. Grass field improvements and maintenance at rented fields within SnVYSA boundaries.
- b. Capital improvement projects for lights, turf fields, and grass fields at schools and parks within the SnVYSA boundaries.

7.2 Player Scholarship Donations

Member participants may make a donation to player scholarships at the time of registration if available. Donations received by SnVYSA from member participants for player scholarships will follow the rules and requirements outlined in the Financial Aid Assistance Policy 12.2.

7.3 Employer Matching Donations

SnVYSA receives employer matching donations from the volunteer hours reported by its member participants as well as from monetary donations made to SnVYSA by member participants.

7.4 Restricted Donations

A restricted donation is a gift received by SnVYSA that has specific conditions on how the funds can be used. These conditions can be for a specific purpose, period, or both.

7.5 Unrestricted Miscellaneous Donations

An unrestricted donation is a gift received by SnVYSA that has no specific conditions on how the funds can be used.

7.6 Raffle Sales and Donations

SnVYSA may conduct fundraisers from time to time that include raffle sales. Raffle Sales will comply with the Washington State Gambling Commission Rules outlined [HERE](#).

8. Discounts

SnVYSA on occasion provides a reduction in registration fees for specific programs and for special circumstances. These may include, but are not limited to, advertising promotions for school fundraisers, or camp scholarship discounts.

8.1 Gift Certificates for school fundraisers

- a. Discount codes. The SnVYSA Registrar will create a unique one-time discount code in the registration financial system for a defined dollar amount to be used for a specific program registration.
- b. Gift Certificate. The SnVYSA Registrar creates a Gift Certificate and enters the unique discount code and the amount on the Gift Certificate. The gift certificate is provided to the club representative that requested the gift certificate for the school fundraiser.
- c. Redemption. The family that receives the gift certificate at the school fundraiser will redeem it at the time of registration for the SnVYSA program indicated on the gift certificate. The member will enter the discount code in the discount field at check out and the dollar amount on the gift certificate will be subtracted from the total in their cart.
- d. Amount. The Gift Certificate amount may vary from season to season depending on the program and the registration fees.

8.2 Scholarship discounts

A discount code may be used to provide a player on scholarship with a discount for a camp or clinic. The discount amount will follow the guidelines outlined in the Financial Aid Assistance Policy 12.2.

8.3 Approvals

- a. The SnVYSA Registrar must process and approve all discount codes. No unlimited discount codes are allowed. All discount codes will be issued as “one-time” discount.
- b. The SnVYSA Executive Committee will define and approve the maximum gift certificate amounts by program at the start of each seasonal year.

B. Fees Payable by SnVYSA

9. Refunds

SnVYSA realizes that there may be circumstances where a registered player is unable to compete during the season and may request a refund. There are also situations when SnVYSA may initiate a refund to a member participant for defined and approved circumstances.

9.1 Coach Incentive Refunds

One of the incentives SnVYSA offers to volunteer coaches is a discount off player registration fees if they meet specific criteria. The discount is processed as a refund after the game season begins in September. The discount and refund vary by a set of established criteria.

- a. Notification. Prior to issuing the refunds, the SnVYSA Registrar will email all the actively rostered coaches to remind them of the coach incentive discounts and how they will be processed.
- b. Criteria. For a head coach or an assistant coach to receive a specific discount off their players' registration fees, the following criteria must be met:
 - i. Compliance. The head coach or assistant coach must have completed all the required compliance requirements: SafeSport training, Concussion and Sudden Cardiac Arrest training, and a background check and the background check must be in an "Approved" status by Washington Youth Soccer's risk management system.
 - ii. Coach Actively Rostered. The head coach or assistant coach must be actively rostered to a team.
 - iii. Player Actively Rostered. The head coach or assistant coach must have their son and/or daughter registered, paid, and actively rostered to their team.
 - iv. License Certification. The head coach or assistant coach must have completed the license certification course in the U.S. Soccer Learning Center for the age groups they are coaching and provided the certificate of completion to the SnVYSA Registrar.
- c. Discount. There are two (2) different discounts available to the head coach and assistant coach of a team if they meet specific criteria outlined above.
 - i. 50% discount. A head coach or assistant coach will be eligible for a 50% discount if they meet all the criteria outlined above in section 9.1(b) except for the License Certification in section 9.1(b)iv.
 - ii. 100% discount. A head coach or assistant coach will be eligible for a 100% discount if they meet all the criteria outlined above in section 9.1(b).
- d. Application. The refund will be issued to the son and/or daughters paid player registration fees for the team or teams that the head coach or assistant coach are coaching.
 - i. No refund. A refund will not be given to the coach's son or daughters player registration fees if they are not coaching their team. All criteria in section 9.1(b) above must be met for the refund to be processed.
- e. Refund. A refund will be processed for the discount amount outlined in section 9.1(c) that the head coach or assistant coach meets the criteria for.
 - i. Refunds will be processed no later than the end of September of each seasonal year.
 - ii. Refunds will be processed using the original payment method. If a credit card was used as the original payment method, and 180 or more days have passed from the player registration date, a check refund will be required to issue the refund.
- f. Donations. The SnVYSA Registrar will provide coaches with the option to donate their refund to player scholarships. If the coach elects to donate their refund to player scholarships, the refund amount will be turned into the SnVYSA Treasurer for reallocation to player scholarships for SnVYSA accounting records.

9.2 Recreational Refund Policy

Please see Recreational Refund Policy 9.2

9.3 Cascade FC Refund Policy

Please see Cascade FC Refund Policy 9.3

9.4 Camp and Clinic Refund Policy

Please see Camp and Clinic Refund Policy 9.4

10. Membership and League Fees

As part of SnVYSA association membership and player participation in affiliate associations and game leagues, SnVYSA is required to pay player, administration (coach, team staff, board member), and league fees. The fees are set by the affiliate associations, and the leagues the players, coaches, and team staff participate in.

10.1 Player fees

SnVYSA must pay a player fee for every registered player each seasonal year to Washington Youth Soccer Association. The SnVYSA Registrar will upload a list of registered players with a play level classification as recreational and competitive to Washington Youth Soccer each seasonal year. The fees vary by age group and play level. Player fees include administrative costs and player insurance. The fees are set by Washington Youth Soccer Association and are voted in by the member associations at the beginning of each calendar year. The SnVYSA Registrar will pay the fees online in the Washington Youth Soccer invoicing system and provide a copy of the paid invoice to the SnVYSA Treasurer.

10.2 Risk Management Fees

SnVYSA must pay a risk management fee for every registered coach, team staff, and board member each seasonal year to complete a background check with Washington Youth Soccer Association. The risk management fee includes a background clearance screening with the background screening company using the coaches' legal name and social security number. The fee is set by Washington Youth Soccer Association and is voted on by the member associations when changes to the background check screening process occur.

10.3 Cup and Tournament Fees

SnVYSA teams that participate in sanctioned cups or tournaments must pay a cup or tournament fee to participate. The fees are established by the league or club that hosts the cup or tournament. Fees include administrative costs, field rentals, referee fees, equipment, field lining, trophies, medals, and other miscellaneous fees to host the cup or tournament. The fees may vary by age group and league the of the tournament or cup. Some fees are paid directly by SnVYSA to the league and some fees must be paid directly by the teams participating in the cup or tournament. The fees to be paid by the team will be published for the tournament or cup on the applicable websites as well as indicated in the registration.

10.4 League Participation Fees

SnVYSA teams that participate in sanctioned league play must pay a league fee to participate. The league fees are established by the league and include administrative costs and other miscellaneous

fees required for participation. The fees may vary by age group. League fees are paid directly by SnVYSA to the league.

11. Referee Compensation

11.1 Payments for Refereeing Games

SnVYSA processes payments to Apprentice Referees and USSF Licensed Grassroots referees who are registered with SnVYSA each seasonal year and refereeing U6-U12 SnVYSA recreational games. USSF Licensed Referees, that referee U8-U19 Cascade FC games or U13-U19 League Washington recreational games will assign to games in East King County Soccer Referees Association and will be paid by East King County Soccer Referees Association for those games.

- a. Criteria. For SnVYSA to process payments to an Apprentice Referee or a USSF Licensed Grassroots referee, the following criteria must be met.
 - i. Register to Referee with SnVYSA. Each Apprentice Referee and USSF Licensed Grassroots referee must register with SnVYSA each seasonal year.
 - ii. Signed Independent Contractor Agreement. As part of registration, each Apprentice Referee and USSF Licensed Grassroots referee must sign and acknowledge the Referee Independent Contractor Agreement which includes compensation.
 - iii. W-9 Form. Each Apprentice Referee and USSF Licensed Grassroots referee must complete a W-9 form and submit it to the SnVYSA Treasurer at the time of registration if they are new and do not have one on file.
 - iv. Automatic Deposit Form. Each Apprentice Referee and USSF Licensed Grassroots referee must complete an automatic deposit form and submit it to the SnVYSA Treasurer at the time of registration if they are new and do not have one on file.
- b. Game Assignment and Game Score. Referees will be paid for every game that they have assigned to in the Arbiter system and that they have entered a game score for. If there is not a score entered in Arbiter for the game, the referee will not be paid for that game.
- c. Payment processing. Payments due to be paid to referees will be processed by the Referee Manager at the end of each month. The Referee Manager will provide a spreadsheet of the games that have been refereed by date, game id, home versus away team, location, age group, position, score, and fee to be paid by game to the SnVYSA Treasurer. The spreadsheet will also include the total payment for all games refereed by each referee.
- d. Deposits to bank accounts. The SnVYSA Treasurer will process payments due to referees within five (5) business days following the end of the prior month. Referees should see the payment deposit in their bank account within 5-7 business days following the end of the prior month.
- e. Exemptions. USSF licensed grassroots referees that are assigned to games in East King County Soccer Referees Association for U13-U19 League Washington recreational games or U8-U19 Cascade FC games will be paid by East King County Soccer Referees Association for those games.

11.2 Referee Bonus Payments

Apprentice referees and USSF licensed grassroots referees registered with SnVYSA are eligible to earn a bonus if they referee 10 or more games in the seasonal year. This includes both Recreational games and Cascade FC games.

- a. Apprentice Referee. Eligible for a \$100 bonus if they referee 10 or more games in the seasonal year.
- b. USSF Licensed Grassroots Referee. Eligible for a \$150 bonus if they referee 10 or more games in the seasonal year.

- c. Payment. The referee bonus will be paid in the month the Apprentice Referee or the USSF Licensed Grassroots referee completes their 10th game. Bonus payments will be added to the referee payments at the end of the month.

12. Scholarships

SnVYSA offers a few different kinds of scholarships to its member participants. The scholarships are awarded based on a defined set of criteria that the member participants must meet in order to apply and qualify for the scholarship.

12.1 College Scholarships for High School Seniors

Please see College Scholarship Policy 12.1

12.2 Financial Assistance Scholarships

Please see Financial Assistance Scholarship Policy 12.2

13. License Fee Reimbursements

SnVYSA encourages its member participants to referee and/or volunteer to coach to provide the youth in the Snoqualmie valley with organized and supervised soccer experiences. To become a licensed USSF referee or coach, member participants must take and pass a certification course. The cost of the course varies must be paid by the referee or coach at the time of registration. SnVYSA will reimburse the cost of the course up to a specific dollar amount.

13.1 Referee and Volunteer Coach License Certification reimbursements

SnVYSA shall provide a full USSF license course fee reimbursement to any volunteer coach or referee who completes their USSF license course up to one hundred fifty dollars (\$150.00). Referees must also referee at least ten (10) games to be reimbursed. Reference bylaw section 8.7.2(a).

- i. To be reimbursed, the volunteer coach or referee must provide receipt of USSF license fees paid and a copy of the USSF certificate of license to the Treasurer.
- ii. USSF license fee amounts greater than one hundred fifty dollars (\$150.00) shall require approval by the Board.

13.2 Payment

SnVYSA will reimburse referees and volunteer coaches the cost of the license certification course up to one hundred fifty dollars (\$150.00). Reimbursements will be processed by the SnVYSA Treasurer following the requirements outlined below:

- a. Referee. A referee must meet the requirements outlined in 13.1 above to be reimbursed. The license reimbursement fee will be added to the referee payment in the month the receipt is provided to the Referee manager or by check if no further payments are due to the referee for the seasonal year.
- b. Coach. A volunteer coach must meet the requirements outlined in 13.1 above to be reimbursed. The license reimbursement fee will be processed and paid by check in the month the receipt is provided to the SnVYSA Registrar.