

DYHA Payment and Refund Policy



Revision
11.1
June 2018

DYHA Financial Policy

12. Financials

12.1. The Association will strive to accrue and maintain a reasonable reserve for operating expenses.

12.2. Player Fees

12.2.1. The Hockey Director and Hockey Operations will determine DYHA player fees for the season.

12.2.2. Player fees for the forthcoming season will be finalized as soon as practical following tryouts.

12.2.3. A team budget will be proposed by the Director of Hockey Operations in consultation with the Treasurer and with input from the team coach and manager when possible, for approval by the Board.

12.2.4. Players trying out and accepting a position on a DYHA team assume full commitment to the team for the entire season. Signing the Tender Letter and/or paying the non-refundable deposit hold that player and family responsible for the full season's fees by the official date outlined by either the Board or the Coach-in-Chief.

12.2.5. The Hockey Director will provide a payment schedule along with the team budgets, subject to final approval by the Board.

12.2.6. Any payment options offered by DYHA will be provided in written form to the player or player's guardian(s) if the player is under the age of 18. The plan will be considered approved and accepted when a copy signed by the responsible party is received by the Hockey Director or upon the Hockey Director receiving an email from a known email address for the responsible party indicating that they agree to the payment option.

12.2.6.1. Failure to pay under the terms of the payment schedule entered into by the player or player's guardian(s) will result in suspension of said player until the account is returned

to good standing or termination as may be determined appropriate by the Board.

- 12.2.7. DYHA may suspend a coach (that knowingly allows a player in delinquent financial status to participate in any team activities), subject to approval by the Board.
- 12.2.8. Neither coaches nor team managers shall collect DYHA player fees.
- 12.2.9. Player fees more than 60 days in delinquent status may, under direction of the Treasurer, be submitted to a collection agency.
- 12.2.10. DYHA will assess a \$30.00 charge for all NSF checks. NSF checks and subsequent payments for the remainder of the season must be replaced with cash or money order or as approved by the Board. Membership status may be suspended if the original payment and NSF charge are not paid within 7 business days.
- 12.2.11. The Treasurer and/or Director of Hockey shall establish prorated fees for players joining the team late. Players joining the team prior to October 15th will be charged the total player fee.
 - 12.2.11.1. Players joining after October 15th will be charged 75% of the total player fees.
 - 12.2.11.2. Players joining on or after December 15th will be charged 50% of the total player fees.
- 12.2.12. Teams are prohibited from opening a second bank account for team-related expenses without the written approval from the Board. Requests such as these should be forwarded to the DYHA President and Secretary for review and inclusion in the agenda for the next Board meeting. Discovery of unapproved team bank accounts could result in potential team sanctions and/or suspensions.
- 12.2.13. The team's discretionary account (aka Team Account) will be funded the designated amount (based on player fees for that particular season) upon full payment of the player's fees. In the event that the player has not paid their fees in full by December 31st and the player is not subject to a previously approved payment plan, partial Team Account funding may be requested by the Coach and Manager.
 - 12.2.13.1. Upon evaluation by the Treasurer and Director of Hockey Operations, the Board may elect to fund that Team Account according to the following criteria: Player payment of at least 50% then fund 50% of the per player team account allocation; player payment of at least 75% then fund 75%

of the per player team account allocation. Partial allocations to the team account will not be made for percentages other than those outlined herein.

- 12.2.13.2. At the end of the season as defined in section 12.5 of these DYHA Policies, the above-outlined procedure will automatically be applied prior to determining any remaining monies in the Team Account that may be subject to refund.
- 12.2.13.3. If funds remain in the Team Account at the end of the season following deduction of all team expenses, the balance in the account will be divided by the total number of players rostered. This per player refund amount will be distributed to all players that were rostered through the end of the season and those that have paid all DYHA and team commitments in full in a timely manner following completion of the end of the season accounting (except scholarship recipients – refer to refund policy in Section 12.2.13.4 below). Players leaving the team prior to the end of the season are not eligible for the team account refund. Refer to 12.5.2 for more details on the distribution of funds.
- 12.2.13.4. Any players that received DYHA scholarship monies during that particular season will not qualify for team account refunds. In the event that the team account refund is greater than the scholarship amount, the difference will be refunded to that player in accordance with Section 12.5.2 of these policies.
- 12.2.13.5. Players paying a prorated amount for the season (per Section 12.2.11) and remaining on the team through the end of the season will receive a prorated portion of the per player refund amount (using percentages based on Section 12.2.11).
- 12.2.13.6. Any player fee balances collected after the end of the season and after team refunds have been allocated and distributed back to the players shall remain with DYHA.

12.3. DYHA Player Fee Refunds (travel teams)

- 12.3.1. DYHA will not refund any fees for missed practices or games due to injury, illness, or absences.

- 12.3.2. DYHA will not refund any fees for missed practices or games due to League, USA Hockey, AAHA, or DYHA disciplinary actions.
- 12.3.3. DYHA will prorate a refund of player fees (minus a \$400 administration fee) based on one of the following two conditions:
 - 12.3.3.1. Players whose parent(s) or legal guardian(s) change residences (prior to December 1st) with a distance greater than 50 miles from their current residence during the season. The parent(s) or legal guardian(s) must notify the DYHA Treasurer, in writing, 10 days prior to the players last day of participation.
 - 12.3.3.2. Players suffering a season ending injury (prior to December 1st) during DYHA-only team practices, games or training, as documented by a licensed and credentialed Medical Doctor or Doctor of Osteopathy, in writing, within 30 days of injury being sustained.
- 12.3.4. All refund requests for a given season must be forwarded to the Treasurer and the Director of Hockey Operations within the timeframes noted above in 12.3.3. All refund requests will be reviewed and resolved within 30 days provided they are submitted on or before March 31st. Any requests received after the close of the fiscal year, April 30th, will not be considered.
- 12.4. Other Refunds (ie: Hockey programs, camps, clinics, ADM, non-travel teams, etc)
 - 12.4.1. All situations are non-refundable. Any special cases will be reviewed by the Director of Hockey Operations to determine if the funds paid may be used as credit toward future DYHA hockey programs.
- 12.5. End of the Season
 - 12.5.1. DYHA's travel hockey season will officially end April 30th each year or as designated differently by the Board.
 - 12.5.2. Excess funds remaining in a team's discretionary account will be subject to refund when the amount of excess funds is a minimum of \$20 per eligible player. These funds will be refunded by check to the member prior to April 30th. In the case where the excess funds are less than \$20 per eligible player, the funds will be transferred to the DYHA scholarship fund
 - 12.5.3. Other funds not expended or distributed shall revert to DYHA.
- 12.6. Credit Card Processing Fees

- 12.6.1. In the event that a team wishes to enlist DYHA to run credit card payments above and beyond the normal player fees, camps or clinics and occasional miscellaneous credit card payment for team expenditures, fees charged to DYHA for the credit card processing will be either: 1) Charged to that team and deducted from their team account or 2) An additional 3% will be added to the credit card transaction to cover the processing fee.
- 12.6.2. Prior to engaging in this type of credit card processing activity, check with the Treasurer, Director of Hockey Operations, and DYHA office bookkeeping staff for additional, specific information regarding the projected costs.

12.7. Scholarships

- 12.7.1. Scholarship monies may be available from time to time based on donations and fundraising efforts. This money will be awarded to players in need of financial assistance based on personal and family hardships. We strive to award scholarships every season; however, availability of funds is not guaranteed.
- 12.7.2. DYHA families may apply for a scholarship by requesting an application from the DYHA Office Manager.
- 12.7.3. All scholarship requests are confidential, will be fairly evaluated by a Board-appointed committee based upon established review procedures. The scholarship allocated for each family will be communicated by the committee prior to the start of each season. The committee and Board make every effort to keep scholarship analysis and awards confidential. The actual amount credited toward the family's fees will be as defined in 12.7.5 below. Families receiving scholarships will still be expected to pay the balance of their player fees based on the payment schedule established by the Treasurer and/or the Director of Hockey Operations and as approved by the Board
- 12.7.4. Scholarship award recipients may also receive other qualified sponsorship(s), as determined by DYHA, to assist in paying for a remaining portion of their player fees. In the event that sponsorship(s) exceed the total player fees, then that portion of the scholarship credit (up to the total scholarship credit amount) will revert back to the DYHA scholarship fund for other scholarship uses as approved by the Board.
- 12.7.5. DYHA is dependent upon, and largely successful due to, the many volunteer efforts of our members. The costs of volunteerism may vary depending upon, among other factors, the amount of volunteer services that will be provided. DYHA therefore provides credits to player accounts

to help offset these costs of volunteerism. However, as volunteers, members recognize and agree that any such credits or reimbursements are not intended as payments for determining whether a member is an employee and that the member is merely donating services without any expectation of salary, wages, or other benefits. Nothing in this policy is intended to alter or otherwise suggest that the member is anything other than a volunteer. To encourage such volunteer efforts, scholarship recipient families may receive up to a \$50 credit toward player fees for every one hour of service donated (to a maximum credit defined as part of 12.7.3 above) to offset the costs of volunteerism. The credit received for the service hours donated will be credited to the family's DYHA account balance on the earlier of February 1st or upon the family completing all service hours associated with their scholarship award.

- 12.7.6. Failure to adhere to the established payment schedule and/or pay any remaining balance of the player fees will result in the scholarship becoming null and void. All scholarship volunteer credit plus payments received must total the entire player fee amount by February 1st or the player will be suspended from practicing/playing and will be placed on the AAHA Do Not Play list.
- 12.7.7. If volunteer hours are not properly recorded and accounted for (in the manner outlined by DYHA staff) by February 1st, the family/player will be responsible for repayment of the full scholarship amount or the player will be placed on the AAHA Delinquent Player list.
- 12.7.8. Review the DYHA scholarship application for more information and specific requirements regarding this program.
- 12.7.9. Refer to Section 12.2.13.4 for the policy regarding team account refunds to scholarship recipients at the end of the season.

12.8 Financial Reporting to USA Hockey

DYHA shall provide an annual financial report of operations to the Executive Director of USA Hockey. Such financial report shall identify, at a minimum, all dues and assessments imposed by DYHA, which shall be reasonable in relation to the programs DYHA offers to its members.