



<b>Policy Title:</b>	Financial Aid Assistance Policy-Addendum Cascade FC Team Fees
<b>Policy Number:</b>	12.2.1
<b>Effective Date:</b>	
<b>Last Revision Date:</b>	July 8, 2025
<b>Responsible Person/Owner:</b>	Executive Committee

## 1. Purpose

This addendum expands the existing Financial Assistance Policy 12.2 to include Cascade FC team fees as part of the financial aid program. While the primary financial aid structure covers registration fees, this addendum ensures that eligible players receive additional support for team-related costs, maintaining consistency and fairness in financial aid distribution.

Financial assistance for team fees is calculated based on the same percentage of financial aid granted for registration fees, ensuring a uniform approach to financial support by aligning team fee financial assistance with registration fee assistance percentages.

## 2. Scope

This addendum applies to SnVYSA member participants who meet the eligibility requirements for Cascade FC registration fee financial assistance and is being expanded to include financial assistance for Cascade FC team fee expenses. Team fee expenses will vary depending on the age group and the competitive level of the team and are described in the SnVYSA Player Participation Policies section 8.2.

## 3. Procedures

### 3.1 Eligibility

- a. The same eligibility criteria must be met as outlined in Financial Assistance Policy 12.2, and the addition of the following:
- b. a minimum of two (2) hours of volunteer work at Cascade FC events such as tournaments, fundraising events, all-club social events, team-specific volunteer roles (e.g., carry team bench to games, social media, first aid kit, etc.)

### 3.2 Restrictions

- a. Restrictions. Financial assistance is limited to team fees and does not cover SnVYSA player travel-related expenses, including transportation, lodging, meals, or incidental costs. This exclusion is based on the following considerations:
  - i. Equitable Distribution of Aid. Financial assistance is designed to support direct participation costs, ensuring that all eligible players receive aid for essential fees rather than discretionary expenses.
  - ii. Variable Travel Costs. Travel expenses vary significantly based on location, tournament schedules, and individual arrangements, making standardized financial aid impractical.
  - iii. Personal Responsibility for Travel. Families are responsible for coordinating and funding their travel, allowing for flexibility in transportation and accommodation choices.
  - iv. Alternative Fundraising Options. Players and families may participate in team-organized fundraising initiatives to offset travel costs. Note: As outlined in the SnVYSA Bylaws section 8.8(a), no fundraising activities may take place in the name of SnVYSA without the prior approval of the Board.



### 3.3 Financial Aid Application

- a. The same online Financial Aid Application form will be used as outlined in Financial Assistance Policy 12.2.
- b. Cascade FC financial aid applicants must indicate in their application that they are requesting financial assistance for both registration fees and team fees.

### 3.4 Required Documents

Same as Financial Assistance Policy 12.2.

### 3.5 Financial Assistance Determination for Team Fees

Financial aid for team fees will be determined using the same evaluation process and allocation percentages approved and applied to registration fees, as outlined in the Financial Assistance Policy 12.2. Financial assistance for team fees will also be subject to the age group caps specified in section 3.5c.

- a. Full Coverage. Players who have been granted 100% financial assistance for registration fees will receive the same percentage allocation for team fee financial assistance.
- b. Partial Coverage. Players who have been granted partial registration fee financial assistance (e.g., 25%, 50%, or 75%) for registration fees will receive the same percentage allocation for team fee financial assistance.
- c. Team Fee Assistance “Seasonal Year Per Player” Cap Amounts by Age Group. Approved team fee player financial assistance will be capped at the following amounts by age group:

Age Group	Team Fee “Seasonal Year Per Player” Cap Amount Limits
U8	\$400
U9/U10	\$500
U11/U12	\$600
U13-U19	\$700

- d. Revisions to Team Fee Budgets after Initial Submission. Team fee budgets submitted at the beginning of the season represent estimated team expenses for the full seasonal year. If unforeseen team expenses arise after the initial submission, a revised budget may be necessary. In such cases, revised team fee budgets must comply with all provisions outlined in this policy, and the following additional rules will apply to govern those revisions:
  - i. Team treasurers must submit revised team fee budgets to the Cascade FC Director of Operations for review and approval before communicating any changes or collecting additional team fees from families.
  - ii. Financial assistance for the adjusted “per player” team fee budget amount will be calculated using either the originally approved team fee budget or the revised budget, whichever is **lower**, unless the revised team fee “per player” budget amount falls within the capped limits outlined in section 3.5c.
  - iii. If the revised “per player” team fee budget amount exceeds the original amount and remains within the cap limits outlined in section 3.5c for the team’s age group, the revised “per player” team fee amount will be used to determine financial assistance for the team fees as outlined in this section.
  - iv. If financial assistance has already been disbursed by the SnVYSA Treasurer based on the original “per player” team fee budget, additional funds may be disbursed by the SnVYSA Treasurer to the team to cover the difference between the initial and revised amounts, provided that the total financial assistance for team fees does not exceed the “Seasonal Year Per Player” cap limits outlined in section 3.5c for the teams age group.
  - v. The Cascade FC Director of Operations must submit documentation to the SnVYSA Treasurer that includes the original and revised “per player” team fee budget amounts, along with a comparison to the applicable age group cap limit. This documentation must confirm that the revised amount remains within the cap limits and that the difference is eligible for disbursement to the team for the financial aid recipients.
  - vi. Team treasurers may not submit a revised team fee budget **more than once per seasonal year**. Exceptions may be considered under extraordinary circumstances with prior approval from the



Cascade FC Director of Operations. All revisions must adhere to the approval and documentation requirements outlined in this policy.

### 3.6 Approvals

- a. The same approvals are required as outlined in the Financial Assistance Policy 12.2, plus the addition of the following steps before any payment of financial assistance for team fees may be disbursed:
  - i. If the financial assistance application is approved, the Cascade FC Director of Operations will calculate the team fee financial assistance amount as outlined in 3.5 above and provide the SnVYSA Treasurer with the team fee assistance amounts to be paid for each recipient. The calculation will include the allocation percentage used. The team the recipient is on, and the team treasurer's payment details, will also be provided.
  - ii. The SnVYSA Treasurer will review the financial assistance amount for team fees provided by the Cascade FC Director of Operations and will confirm if there are sufficient funds in the budget before disbursement of team fee financial assistance is made to any team bank account.

### 3.7 Notification of Approval or Disqualification

- a. Approval/Disqualification. Applicants will be notified by the Cascade FC Director of Operations of whether their financial assistance application has been approved or denied.
  - i. Registration fees. If the application has been approved, the amount of financial aid assistance granted for registration fees will be provided in the notification.
  - ii. Team Fees. If the applicant also indicated in their application that they were also applying for team fee financial aid assistance, the amount of team fee financial assistance will also be provided in the notification.
- b. Confidentiality & Privacy of Team Fee Disbursement. To respect the confidentiality and privacy of the financial assistance recipients while ensuring proper fund distribution for the team fee expenses, the following procedures will be put in place when notifying the recipients of financial assistance for team fee expenses:
  - i. In the notification to the recipient, the Cascade FC Director of Operations will inform the family that the team treasurer will be made aware of the financial aid assistance amount for the team fee expenses that have been allocated for the recipient on the team and that they will be managed with confidentiality and will not be disclosed to the team.
  - ii. Any remaining team fee balance more than the team fee financial assistance awarded will be paid privately by the recipient's family, ensuring no distinction between financial assistance recipients and other players on the team. Families should ensure that all payments are made by the required deadlines established by the team treasurer to maintain good financial standing with the team.

### 3.8 Obligations

As part of the financial assistance program, recipients may apply to have team fees included as part of the application. The team fees may be fully or partially covered by the association based on the approved financial assistance percentage. The SnVYSA treasurer will process the financial assistance amount and disburse payment directly to the team treasurer on behalf of the recipient player.

Any remaining team fee balance that is not covered by financial assistance remains the responsibility of the player's family and must be paid directly through standard team payment methods. Outlined below are the responsibilities by role that will be followed for payment of the team fees for financial assistance recipients.

- a. Cascade FC Director of Operations. The Cascade FC Director of Operations will complete the following steps for team fee payment distribution:
  - i. Review the team fee budget submitted by the team treasurer to ensure that the listed expenses align with the team fee policies outlined in the SnVYSA Player Participation Policies section 8.2a and correspond to the expected cost for the team's age group.
  - ii. If any expenses on the team budget exceed the team fee expected costs for a given age group, the Cascade FC Director of Operations will contact the team treasurer to request additional details and



- justification. Expenses that do not comply with the policies outlined in section 3.2 above or that are deemed excessive for the specific team budget line item will not be approved for team fee financial assistance.
- iii. Determine the team fee financial assistance amount for the financial aid recipients following the guidelines outlined in section 3.5 above.
  - iv. Provide the SnVYSA Treasurer with the approved team fee payment financial assistance amounts for each recipient by team. The team bank account details and the team treasurer's mailing address will also be provided for proper payment distribution.
  - v. Provide the team treasurers receiving financial aid assistance for players with a breakdown of payments by recipient that will include the team fee financial assistance amount to be received by the SnVYSA Treasurer and the remaining amount due (if any) by the financial aid recipient.
- b. SnVYSA Treasurer. The SnVYSA Treasurer will issue a check to the appropriate team bank accounts and mail the checks to the team treasurers for the team fee financial assistance amounts that were approved. The check will be mailed directly to the team treasurer on behalf of the financial aid recipients.
- c. Team Treasurer responsibilities. The team treasurer is responsible for the following tasks:
- i. Submitting the current season team budget to the Cascade FC Director of Operation using the standard team budget template provided by SnVYSA. Budgets may be uploaded directly during volunteer registration or by email. Team budgets provided by email must be stored securely with the SnVYSA online document storage system by the Cascade FC Director of Operations.
  - ii. Confirm receipt of the check with both the SnVYSA Treasurer and Cascade FC Director of Operations before depositing the funds and applying them to team fees for the recipient.
  - iii. Record team fee financial assistance amounts received by SnVYSA as a general line item in the team's financial records, ensuring individual recipients are not identified in the distribution process. All financial assistance amounts must remain confidential and must not be disclosed to the team.
  - iv. Handle payments confidentially and privately, avoiding disclosure of financial assistance status to coaches, parents, or other team members.
  - v. Promptly contact the Cascade FC Director of Operations regarding outstanding team fees owed by recipients.
- d. Recipient. Any remaining team fees not covered by financial assistance are the responsibility of the recipient and must be paid directly to the team treasurer following the team payment schedules. If alternative payment arrangements are needed, they must be coordinated directly with the team treasurer. To maintain good financial standing, the recipient's guardian is responsible for ensuring the remaining balance is paid by the designated timeline.

## **Forms/Templates**

Same as Financial Assistance Policy 12.2