



Football Club Prime Financial Policies and Procedures 2018-19

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CLUB PROGRAM/REGISTRATION FEES

Club program and registration fees consist of: training fees, coaching fees, player registration to FYSA and/or US club soccer, facility rental fees, field & facility expenses, league registrations, insurances, league referee fees (unless otherwise noted), state or cup fee (unless otherwise noted) and other costs as determined by FC Prime. All fees remain the same throughout the season regardless of the number of days in the season.

In registering for one of our programs, you understand that you commit to play the entire season, pay the non-refundable registration fee, and pay the remaining fees due the club per the payment schedule you choose.

You understand that failure to pay Program/Registration fees will put you in “Not in Good Standing” which will result in the player’s playing privileges being suspended until such obligation is fulfilled.

TEAM SPECIFIC FEES (specific and unique to your team)

Team specific account fees are paid directly to team account and do not include club/program fees. The fees include, but are not limited to:

- Team entry fees to individual tournaments
- FYSA cup or Florida Cup referee fees
- Team snap or communication tool
- Non-league / scrimmage referee and related fees
- Coaches per diem, travel and stay expenses for coaches (see per diem policy) and any other team related expense approved by the team

We do not expect coaches to request reimbursement for coaching supplies, such as uniform, equipment or the like.

In reading this, you understand that you are responsible to pay team fees even if I decide not to attend an event or tournament.

VOLUNTEER OPT OUT

As a non for profit organization, we look at creative ways to reduce cost. We rely on volunteerism to ensure the club and team operations run at the highest quality and as efficiently as possible. For this reason, we ask each member of donate 5 hours of their time. In lieu of this, a family can opt out with a \$50 donation. This is assessed at time of registration.

PER DIEM GUIDELINE

For the purpose of tournament and events, we have established a guideline for Teams and Team Managers. Reimbursement is for costs incurred by coaches for tournaments and events that occur over 35 miles from designated training facility. Per Diem does not include mileage reimbursement, as many independent contractors claim mileage and car depreciation when filing tax returns.

- Anything within 35 miles there is no coach per diem expected
- Over 35 miles but less than 65 miles from the complex, the coach can be reimbursed up to \$75/day and covers their gas/tolls/food etc. We do not expect a hotel stay to be necessary or covered by the team.
- Over 65 miles from the complex the coach can be reimbursed up to \$75/day (covering gas/food) plus coverage for the coaches hotel and travel costs (tolls, parking, air travel and the like).

Special considerations; some teams travel regularly for league play, particularly ECNL, FPL and FSPL leagues. It is our recommendation that teams cover the travel expenses of the coaches (gas, tolls and hotel where deemed necessary).

REQUESTING A RELEASE & REFUNDS

Upon accepting a position on a Football Club Prime team, you are required to pay the full registration fees for the entire year, even if you leave the club prior to the end of the season. We do review exceptional cases for consideration of a refund. Examples may include season-ending injuries, family relocation of a distance that prohibits regular play with the Club, and other special or unusual circumstances.

A refund may be granted if a family relocates more than 100 miles from club, injury to player keeping them from participating in all soccer activities for a period more than one month (Doctors note must be submitted with request) or extenuating circumstances (such as serious medical hardship in the family).

What is the process for refund?

1. Complete and return the Refund and/or Release Form
2. Supply all supporting documentation (Medical documentation or proof of relocation)
3. The request is reviewed by the Program Director, the Administration Manager/Registrar and in some cases the General Manager. Request for refund is approved or denied and given to Business Coordinator to process the refund or issue a credit.

When are refunds denied?

No fee payment or parts thereof will be refunded or forgiven because of player absences, withdrawals, or release from a team. Refunds shall not be granted upon the basis of playing time; a change in coaching; opposing views with coaching decisions; discord between player, parent, or coach, a player quitting the sport. In the event a player is granted a release from the club prior to the season's end, pursuant to FYSA rules, we reserve the right to withdraw financial assistance funds.

The Club will consider, but not guarantee a refund of registration fees. If a player leaves the Club prior to the end of the season, a checkout procedure with the Team Coach and Coaching Director must be followed. A player is in good standing if he or she has met all financial obligations with the Club and their Team, and has also returned all Club uniforms and other Club items.

Who reviews and determines refund request:

The respective Program Manager, Administration Manager and General Manager.

When can a family expect an answer regarding their refund?

Our goal is to provide an answer to family within 4 weeks of request submission.

COLLECTION & BILLING PROCEDURES

(Program/Registration Fees)

Normal monthly payments:

All payments are due by invoice date. As a courtesy, the FC Prime staff will send out a payment reminder for player fees due by the end of that month.

Delinquent payments and accounts:

If Club fees are **past due**, FC Prime staff will follow and adhere to the procedures and steps below:

1. A **\$25 late fee** will be applied if payment is not received within 10 days of the invoice due date.
2. Notification will be sent to player's Coach, Team Manager, and Director of Coaching who will assist in the collection process.
3. On the **30th day** of delinquent payment, the player **will be suspended and considered "not in good standing" (NGS)** if financial obligation is not met in full with club.
4. A suspended player may not ask for, have access to, or utilize their player pass during suspension. A suspended player may not participate in any FC Prime activities, including but not limited to games, trainings, tournaments, and scrimmages.
5. When a player's account is more than 2 months delinquent, FC Prime may take **legal action**. The suspended player will not be able to register for any programs offered at FC Prime. The player will be placed in **NGS with FYSA** at the end of the seasonal year if the account is not resolved.

End of Season Collection & Delinquency Actions

1. All payments must be collected by April 30th of the seasonal year. Players are not eligible to try out for the club, unless they have paid the current year registration fees.
2. Player accounts submitted to FYSA for NGS incur a \$25 fee. FC Prime submits NGS accounts to FYSA in accordance to FYSA deadlines.
3. All players who do not pay all registration fees will be placed in NGS with FYSA, per their policy and procedure. FYSA will not allow the player to register at any club in Florida until the issue is resolved.

Late fee:

A charge of \$25 will be applied after 10 days of delinquent payment. Should a player fall in arrears, 30 days or more past due, for Club registration fee payments or Team Account

payments, the player may be suspended from play until all accounts are brought current. By enforcing “**no pay, no play**” Club policy, the player’s ID card will be held by the registrar until past due payment are received. Players will be ineligible to participate in team trainings, games and tournaments until payment is received. We realize that emergencies can arise that may result in a financial strain on the family and in order to keep the player from being ineligible the Club will work with a family. Please contact the club’s financial staff, if you have any questions.

Returned Checks

For all checks returned to FC Prime by bank for any reason, the player’s account will be charged an additional \$50.

DISCOUNTS & FINANCIAL ASSISTANCE

Flexible Payment Plans:

During registration you will be asked to select a payment plan. If you elect to pay your registration in installments, you will be subject to an additional fee for each installment payment. This covers includes but is not limited to the cost of credit card, debit card, EFT transaction fees, bank check and cash processing fees.

Financial Assistance:

At FC Prime, we offer financial assistance funds to those that qualify. To do so we rely on generous contributions of community members, private business and our online store. Contact your Director to inquire.