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**DRAFT, 1/9/18**

## Litchfield Soccer Club Late Fee and Refund Policy for Travel Soccer

### Purpose

This policy outlines the registration deadlines and associated fees associated with travel soccer for the fall and spring seasons. The policy also addresses circumstances under which refunds or waivers of registration fees may be granted.

### Registration Deadlines and Late Fees

Prior to the opening of registration, the Board and Officers will establish a Base Registration Fee for the upcoming season.

For the Fall Travel Season:

- The Base Registration Fee will apply to any registration received between the start of registration and end-of-day on June 30.
- Starting on July 1 and ending the day prior to the meeting of travel coaches to determine teams and placements (the “Registration Closing Date”), an additional fee of \$25 will be added to the Base Registration Fee.
- The meeting of travel coaches will occur on or about July 21, based on availability of coaches, board members, and meeting space.
- Travel team commitments will be made to the Northwest District on the day of the travel coaches meeting (the “Commitment Date”).
- Any player registering on or after the Commitment Date will automatically be placed on a waiting list.
- The additional fee of \$25 will apply to any registrations received on or after the Commitment Date and before the Registrar is required to submit preliminary rosters to the Northwest District (the “Roster Date”). The Roster Date will occur on or about August XX, as determined by the District Registrar.
- For Registrations received after the Roster Date an additional fee of \$75 will be added to the Base Registration Fee.

For the Spring Travel Season:

- The Base Registration Fee will apply to any registration received between the start of registration and end-of-day on January 31.



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- Starting on February 1 and ending the day prior to the meeting of travel coaches to determine teams and placements (the “Registration Closing Date”), an additional fee of \$25 will be added to the Base Registration Fee.
- The meeting of travel coaches will occur on or about February 21, based on availability of coaches, board members, and meeting space.
- Travel team commitments will be made to the Northwest District on the day of the travel coaches meeting (the “Commitment Date”).
- Any player registering on or after the Commitment Date will automatically be placed on a waiting list.
- The additional fee of \$25 will apply to any registrations received on or after the Commitment Date and before the Registrar is required to submit preliminary rosters to the Northwest District (the “Roster Date”). The Roster Date will occur on or about March XX, as determined by the District Registrar.
- For Registrations received after the Roster Date an additional fee of \$75 will be added to the Base Registration Fee.

Fees may be waived or reduced at the discretion of the Officers, Board and/or Travel Coordinator on a case-by-case basis.

### Refunds

Refunds of the Base Registration Fee will be granted provided they are requested on or before the Registration Closing Date.

If a player registers for a team, and no team is formed, the Club will issue a refund of the Base Registration Fee upon the decision not to form a team.

If a team is formed by combining multiple age groups, parents of players in the combined age groups will be notified of same, and refunds of the Base Registration Fee will be granted upon request, within seven (7) days of notice being given.

Except as outlined above, no refunds will be granted after the Commitment Date.

### Waivers

The Travel Coordinator may waive any or all registration fees, including the Base Registration Fee, if the fees pose a financial hardship that would prevent the participation of a child in travel soccer. The determination of financial hardship will be at the discretion of the Travel Coordinator.

Such waiver will be communicated to the Registrar for the purposes of properly registering the child, but shall otherwise remain confidential.



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Following the start of the fall or spring season, the Travel Coordinator will inform the board of the total number and value of waivers granted.