



West Palm Beach Football Club

Financial Policies and Procedures 20187-198

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 region cup fee (unless otherwise noted) and other costs as determined by WPBFC. All fees remain the same throughout the season regardless of the number of days in the season. The season starts August 1st and ends in June of the following year.

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. Complete registration and club fees and expenses are found below and on our website: www.fcwestpalmbeach.com

CLUB AND TEAM EXPENSE BREAKDOWN

To help understand what expenses the club covers and what members are responsible for the following list covers most expected additional expenses, but may not be all of the expenses:

Covered by Club:

- FYSA or US Club Player registration & insurance
- Coaches salary
- Player Game and Training Uniforms
- Risk Management/ Background checks
- Facilities
- Primary League Registration (Fall and Spring)
- Primary League games (Fall and Spring) officials and assignment fees
- State Cup, Presidents or Commissioners Cup entry fee

Responsibility of Team/Players:

- Additional league Registration and associated expenses (i.e. travel costs, player pass fee if needed)
- Tournaments (all expenses including tournament fee, referee fees, and travel expenses)
- Coaches Per Diem (when traveling to Events/Tournaments)
- Referee fees for State Cup, Presidents or Commissioners Cup
- League, FYSA or US Club fines (i.e. forfeits, reschedule fees, coach, parents or player disciplinary fees)

West Palm Beach FC Member Dues and Fees

As a key objective of the Club's mission to provide competitive soccer at lower costs the directors, coaches, and players are expected to work together and hard to fund raise using Donors and or Sponsors. All money raised is used to reduce the financial impact of all players. There is no guarantee this will occur and as a result all members and players must accept responsibility for the following expenses. The following list of expenses and fees for uniforms/kits, tournament fees, and referee fees are estimated and could be different than what is listed below:

| | |
|---|---|
| Registration Fee (due at accepting invitation): | \$600 one-time or installment payments per player |
| Monthly Training and Administration Fee: | \$25 /month per Player (10 months) |
| Full Training and Game Kit / Game Kit only: | Included |
| League Referee Fees: | Included |
| Tournament Fees: | Varies |
| Tournament Referee Fees: | \$30 to \$75 Per Team |

Registration and Monthly Fees cover Coaching salaries, insurance, facilities, training and game uniforms, gear and supplies, league fees, referee and assignor fees, and general operating expenses of the Club.

You understand that failure to pay Program/Registration fees will put you in "Not in Good Standing", or NGS, 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, state and region cup referee 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.

VOLUNTEER OPT OUT

As a non-for-profit organization, we look at creative ways to reduce cost. We rely on volunteers 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. If you would like to opt out the Club will ask for a monetary donation of \$50.

PER DIEM GUIDELINE

For tournament and events, we have established a guideline for Teams and Team Managers in reimbursement of costs incurred by coaches for tournaments and events that occur over 35 miles from Westgate Park. Anything within 35 miles there is no coach per diem expected. Over

35 miles from the Westgate Park, the coach can be reimbursed up to \$50/day and covers their gas/tolls/food etc. Over 65 miles from the complex it is \$50/day (covering gas/food) and covers the coaches' hotel and travel costs (tolls, parking, air travel and the like).

If two coaches are attending the event. We recommend that the \$50/day and expenses be split between the two coaches. For example, if Coach A attends Saturday and Coach attends Sunday, then Coach A receives the \$50 for Saturday and Coach B for Sunday.

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

RELEASE AND REFUNDS

Release from a team and the club will be on a case-by-case basis. For a release to be granted, a player will need to have all financial (no balances) and club obligations met. 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 submit the online form www.fcwestpalmbeach.com/forms/refundrequest
2. Supply all supporting documentation (Medical documentation or proof of relocation)
3. The request is reviewed by the DOC, the Secretary and in some cases the President. Request for refund is approved or denied and given to Treasurer 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 DOC, Secretary, and President.

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 AND BILLING PROCEDURES (Program/Registration Fees)

Normal monthly payments

Monthly training fees are currently \$25 per month. All payments are due by invoice date. As a courtesy, the WPBFC 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**, WPBFC 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. If payment has still not been received then,
2. Notification will be sent to player's Coach, Team Manager, and Director of Coaching who will assist in the collection process. If payment still has not been received then,
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. 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 WPBFC activities, including but not limited to games, trainings, tournaments, and scrimmages. If payment still has not been received then,
4. When a player's account is more than 2 months delinquent, WPBFC may take **legal action**. Legal action is any action that may be taken to collect on a past due balance within the realm of State and Federal policies. The suspended player will not be able to register for any programs offered at WPBFC. 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. WPBFC 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.

Members will be responsible for any fee that is incurred by West Palm Beach FC when attempting to collect the debt. 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 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

Checks returned to WPBFC for any reason, the player's account will be charged an additional \$50.

DISCOUNTS AND 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 includes, but is not limited to, the cost of credit card, debit card, EFT transaction fees, bank check and cash processing fees. The Club is authorized to use the credit card on file for payment as dues and fees are incurred as described above on page 1 and 2.

Financial Assistance

At WPBFC, we offer financial assistance funds to those that qualify. To do so we rely on generous contributions of community members and private business. There are two ways to apply for financial assistance:

1. Use the online form to submit your request for assistance with supporting documentation (your IRS form 1040 or international equivalent)
2. Download a request for assistance form and deliver to the West Palm Beach FC by: a. Mailing or delivering in person to 5554 Balfrey Drive West Palm Beach, FL 33413. b. Scan and email to admin@fcwestpalmbeach.com

There is no guarantee that assistance will be provided for any player requesting assistance.

Sibling Discount

If a family has two or more children participating in WPBFC programs, a 10% sibling discount will be applied to all players' program fees.

WPBFC Coach, Board Member, and Full Time Employees of WPBFC

These members will receive a discount on program/registration fees for the child(ren). Contact the Administration Manager for details. The discount is a 50% reduction in team fee and cannot be combined with any other discount. Should the WPBFC coach, employee, BOD member or employee leave their position the discount is null and void and the full registration fee will be applied.

If you have questions please do not hesitate to contact Monica Isaza-Deal at 561-945-8899.