

# Team Fees & Tournament Fees Policy & Procedure

Unlike other soccer clubs in our area, HFC does not include the cost of tournaments into our registration fees. HFC wants to give each team the freedom to choose what the number of tournaments are appropriate to meet each team's needs- a Girls U17 Cities/C3 team may want to play in one tournament due to player's outside commitments, while a Boys U12 State/C2 team may want to play in 3-4 tournaments in an effort to work towards being a Regional/C1 team.

This does however put a burden onto the team managers, as some teams divide tournament costs evenly amongst the team's players regardless of a player's ability of playing in tournament or not, while other teams only places the cost burden on the player's that will be at the tournament. Some team managers have limited resources to pay for tournaments upfront, while others struggle with getting the player's parents to pay for their fair share of tournament costs.

Regardless of the process that each team employs, the no team manager should be out hundreds of dollars if a player's parents do not pay their share of tournament costs, and each team manager should be afforded the opportunity to reach out to HFC if the registration costs for tournaments places an immediate financial burden on the team manager.

HFC wants each team to have the freedom in choosing which tournaments are appropriate, while assisting in the process, if needed. In doing so, HFC has approved the following "Team Fees & Tournament Fees" policy and procedures.

1. Each team is expected to register for the following number of tournaments-
  - a. Fall Season (does not include a league "State Championship" or "State Cup")
    - i. None, but encouraged to fit one tournament into this condensed season, if possible
  - b. Summer Season (does not include a league "State Championship" or "State Cup")
    - i. 2-3 tournaments, with an attempt to schedule an overnight "away" tournament," OR
    - ii. If less than 2 tournaments- Must be discussed and approved by the Boys or Girls Director of Coaching (DOC)
2. To be consistent across all teams, all team fees and tournament fees must be divided equally amongst all players. If the financial situation and ability to pay is an issue with the family of a player, the player's parent should contact the treasurer or president of HFC to discuss potential financial assistance options.
3. Team managers have two choices when deciding on how to collect team fees and tournament fees
  - a. Team managers can continue to collect funds and register for team fees and tournament fees on their own, as in the past. However, as stated in #2, all team fees and tournament fees must be divided equally amongst all players, OR
  - b. Team managers can complete "Tournament Reimbursement" form for any players whose parents have not reimbursed their team manager for their share of fees.
    - i. Team managers will complete this form which lists the tournaments their team is, or will be, registered for, along with the total cost of all tournament(s).
    - ii. This form also lists all team players and their equal share of the fees, and lists if the fees have been paid to the team manager, or are still unpaid.
    - iii. HFC will reimburse the team manager for the unpaid fees shortly after receiving the form.

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- iv. HFC will send either an invoice to the parent(s) of the player(s) by mail, an electronic invoice through SportsEngine, or both, with payment terms due at the discretion of HFC (with a typical payment date of 21-30 days, but could be less depending on how much time is remaining in the soccer season).
- v. If no response is made by the parent(s) of the player(s), then a final notice invoice, with payment terms of seven days will be issued, stressing that the player's pass will be revoked until payment is made. This option hurts everyone involved- HFC, the team, and especially the player.
- vi. If no attempt to make payment on the outstanding fee balance, HFC will revoke the player's pass, making the player unable to practice and play until resolved. Again, this option hurts everyone involved- HFC, the team, and especially the player.
- vii. Note that financial assistance form can be filled out at any time by the parents of the player, if needed.

