



Registration & Travel Account Policy

Preamble

1. As a not-for-profit organization, the Calgary Torpedoes Board makes every effort to keep costs at a minimum for registration and travel fees, without compromising the Club vision, mission and values. Pre-season planning by the Board involves a thoughtful process that determines a realistic and achievable strategy for the payment of these fees throughout the season.

Purpose

2. The purpose of this policy is to provide details regarding the management of fees collected for Registration and Travel purposes.

Registration Account

3. Fee schedule is posted on www.calgarytorpedoes.ca.
4. Fees for each season are available in the program guide

5. Payment Plan

- a. Payment plan is described in the program guide of each season.
- b. Bi-monthly account statements will be emailed to members.
- c. Account balances are to be paid within 30 days of notice of overdue amounts.
- d. Interest of 5% will be collected on accounts that are overdue past 45 days.

6. Refunds

- a. New members who withdraw within 30 days of registration or the start of the season, whichever is later, receive a full refund of registration fees minus non-refundable fees charged to the club by governing bodies (ie. WPC) and processing fees for credit cards.
- b. Returning members qualify for a 50% refund of registration fees if they withdraw within 60 days of registration or the start of season, whichever is later.
- c. Returning members who withdraw 60 days after registration or the start of the season, whichever is later, qualify for a prorated refund only if they:
 - i. Must withdraw due to a documented injury.
 - ii. Must withdraw due to family relocation.
 - iii. Or have Board approval.
- d. Proration will be rounded up to the nearest month, based on season start and last practice attended. No fees are refundable after April 1 of the current season.

Travel Account

7. The Athlete Travel Account holds funds that are used as payments towards National Competitive League (NCL) Travel or Tournament/Training travel.

8. NCL Travel

- a. Fees will be estimated for the year and monthly installment payments will begin on November 30th.



- b. Actual league travel costs will be adjusted on each player's account monthly.
- c. Outstanding payments past 30 days of the travel, it is up to the discretion of the Club to withhold travel privileges for that athlete until fees are paid.
- d. Deposits paid upon registering for NCL travel are non-refundable, unless another athlete is found to fill the roster.

9. Tournament or Training Travel

- a. Additional Tournament or Training travel opportunities are not included in the registration fees and are the responsibility of the member to pay for in full.
- b. A member may have the opportunity to contribute a portion of fundraised amounts that are over the requirement according to the Fundraising Policy.
- c. Confirmation of commitment to any travel will require a Deposit (amount to be determined dependant on trip) submitted by the date determined by the Board.
- d. A payment schedule will be provided leading up to departure for the balance of the travel costs.
- e. Final payment is due no later than either: 30 days prior to trip departure, or 5 days after travel costs are finalized, whichever is later.
- f. Deposits paid upon registering for tournament or training travel are non-refundable, unless another athlete is found to fill the roster.

Outstanding Fees

- 10. All outstanding league and trip travel fees must be paid in full by June 30th of the current season or the member's Good Standing status will be revoked until such time as the fees are paid in full.

Exemptions to this Policy

- 11. It is acknowledged extenuating circumstances may exist. If the member is unable to complete the payment schedule please contact the Club Treasurer to make alternate arrangements.

Review Date and Approval Date

- 12. This policy can be reviewed annually either by the Board or a committee assigned by the Board for such purpose. Changes should be recommended and presented to the Board for approval.