



## Appleton Area Hockey Association (AAHA)

### Policy

### Payment Policy

Approved by: AAHA Board of Directors on 2/28/18

Posted: 3/2/18

Effective Date: 3/2/18

Due for next review on or before: 5/31/20

**Purpose** – the purpose of this policy is to explain the payment expectations of the individuals/families registered for our programs. All credit Card and ACH payments will incur a fee set forth by an outside source (for example, 3.2% + \$2). No amount of this fee is collected by AAHA. **Registration Fee** – The registration fee is determined at the time of registration, it is non-refundable in most situations, and it must be paid in full at the time of registration.

- I. **Membership Fee** – The membership fee (equal to the WAHA affiliate member fee) is due in full at the time of registration, when applicable (associate members, non-parent coaches wishing to have member-benefits).
- II. **Payment Plan** – Each season, AAHA will determine specific dates in which payments on accounts will be due. These dates are provided in the registration process and they will be considered the current payment plan option. Also included in the registration process will be the approximate amount of each payment (by percentage) that will be due on each date. Membership privileges will be suspended at midnight the day after the due date for all accounts that are past due until the account is brought up to date. Skaters of any family accounts that are not paid/current by due dates will also be suspended from any AAHA activities (including practices, dryland, games, etc) until the account is brought up-to-date.
- III. **Skater Fees** – skater fees are included in the organizational payment plan.
- IV. **Dibs Per Credit Fee and Payouts** – see AAHA’s “Volunteer Work Requirements” policy.
- V. **Individual Team Fees** – individual teams may require an additional fee per player to cover additional fees incurred by the team over the course of the season. The team manager and/or coach will determine the amount of this fee per player as well as date this fee is due to be paid in full. Any individual team fees not paid in full by the due date specified by the team manager and/or coach will be reported to the AAHA president and will result in suspension of the player from all AAHA activities (including practices, dryland, games, etc) until the payment is made in full.
- VI. **Extended Payment Plans** – in those instances in which families need additional time to pay their account in full, AAHA will consider an alternate payment plan. Families requiring an extended payment plan option must submit a request via email to the treasurer or by placing the written request in the treasurer’s mailbox at Appleton Family Ice Center. Payment plan requests must be submitted prior to evaluations. Once a payment plan is approved, a schedule of payments will be created on the “Extended Payment Plan Agreement” form and both the family and a board member will sign the schedule. Skaters of any extended payment plan accounts that are not paid or current by the dates agreed upon in the extended plan will be suspended from any AAHA activities (including practices,



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dryland, games, etc) until the account is brought up to date.

**Any outstanding fees owed as of April 30<sup>th</sup> of each year may be sent for collection and a lock will be placed on the family account to prevent future player registrations.**