



**2. When no response has been made by the past due financially obligated individual(s) within 48 hours, the following actions will be taken:**

- a. Player(s) will be denied access to all team activities until payment is made.
- b. A certified, return receipt letter will be sent to the financially obligated individual(s) stating the balance due and requesting payment.\*
- c. When no response and/or payment has been made by the past due financially obligated individual(s) within 2 weeks, the following actions will be taken: A second certified, return receipt letter will be sent to the financially obligated individual(s) stating the balance due and requesting payment.\* Said letter will also state that if the amount owed is not paid in a timely manner the matter will be forwarded to AHAI Rules and Ethics.
- d. Consideration of financial suspension with AHAI will be addressed.

**3. When no response and /or payment has been made by the past due financially obligated individual(s) within 30 days of receiving the second certified, return receipt letter, the following actions will be taken:**

- a. The financially obligated individual(s) will receive a third and final certified, return receipt letter.\* Said letter will state the balance due and that the matter is being referred to AHAI Rules and Ethics.
- b. Written notification will be given AHAI in accordance with their guidelines for financial suspension.

\* All costs associated with the mailing of certified, return receipt letters will be the responsibility of the past due financially obligated individual(s).

**Non-Sufficient Funds, Closed Accounts, and Stop Payments:**

A \$25.00 fee for all checks returned by the bank for non-sufficient funds, closed accounts, or stop payments will be assessed to the financially obligated individual(s) account. This fee, along with the payment due, must be paid in full before a player will be allowed to participate in any team activities. If there is a history of non-sufficient fund checks written to the club, the balance due must be paid in cash or by personal money order only. The actions outlined above in the "Late Payments" section will also apply for checks returned by the bank for non-sufficient funds, closed accounts, or stop payments.

**Season Ending Injuries:**

Fees will be prorated only for season ending injuries. The injury must have been sustained in the course of playing hockey for the Plainfield High School Hockey Association. Written verification of the season ending injury from a licensed medical doctor (MD/DO) must be submitted to the President to receive a proration of fees due.

**Hardship Cases:**

The Board shall give consideration to special hardship cases providing the financially obligated individual(s) have participated in fundraising activities. Special provisions will be considered for these individuals. All hardship cases must be submitted in writing, with supporting documentation (if applicable), and will be presented to the entire Executive Board for consideration.

**Voluntary/Involuntary Separation:**

- a. Any player suspended from play by USA Hockey, the Amateur Hockey Association of Illinois, the Illinois High School Hockey League - Suburban Division, and/or the Plainfield High School Hockey Association Rules & Ethics Committee will be responsible for payment of their fees in full (No proration).
- b. Any player removed from a team by the Plainfield High School Hockey Association Rules & Ethics Committee for discipline issues will be responsible for payment of their fees in full (No proration).
- c. With the exception of a verified relocation outside of the Plainfield Community Consolidated School District 202 boundaries, any player that voluntarily leaves a team will be responsible for payment of their fees in full (No proration).

**Prior Outstanding Balances:**

The Treasurer will be present at evaluations to verify the current financial status of all members. No individual will be allowed to register/participate in any programs offered by PHSHA until they achieve a zero (\$0.00) balance for previous financial obligations to the PHSHA, or until alternative payment arrangements have been approved by the President and Treasurer.

**Fall 2019 Collection Policy Signature Form**

With full understanding of the above "Plainfield High School Hockey Association Financial & Collection Policy Fall 2019", I hereby agree to pay all fees and costs of additional equipment, if needed, on the stated dates. Non-payment of fees will result in collection action as described above up to, and including, suspension of player(s) and/or request for financial suspension being submitted to AHAI. **Any outstanding balances remaining after January 15, 2020 will result in an immediate suspension, with or without notice, from all PHSHA activities, including practices and games, until the past due balance is paid in full or alternative payment arrangements have been made with the Treasurer and approved by the President.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date