

<b>Red Wing Soccer Club Policy Manual</b>		Policy No.	301
Financial Assistance		Date	11/09/07
		Revision	3.0
Authorized By: RWSC Board of Directors	Date: 11/09/07	Page	1 of 3

### 1.0 Purpose

This policy establishes guidelines for providing financial assistance to parents or guardians who are unable to pay the player registration fee.

### 2.0 Revision History

07/15/01	1.0	Original policy adopted.
03/26/04	2.0	Policy amended to be in agreement with MYSA Weather Guidelines. Format and number revised.
11/09/07	3.0	Policy amended under Procedures 7.1.

### 3.0 Persons Affected

The Board of Directors, all parents/guardians and players.

### 4.0 Policy

It is the policy of the Red Wing Soccer Club that:

- 4.1 Children living in the Red Wing area should not be denied the opportunity to participate in the Soccer Club's program solely because their parents/guardians are unable to pay the player registration fee or any other fees required for participation in the programs
- 4.2 Whenever funds are available, the Soccer Club will offer financial assistance to players in accordance with the procedures below.

4.3 We believe that a strong sense of ownership and pride is developed if the Financial Assistance recipient contributes a portion of the fees that is within their means, or provides volunteer services in lieu of payment.

## **5.0 Definitions**

5.1 Sliding Fee Schedule - A table showing household monthly income levels and the level of financial assistance that will be awarded to households of different sizes. This table must be approved by the Soccer Club Board of Directors.

## **6.0 Responsibility**

6.1 Board of Directors - Set the amount of funds available for financial assistance for each soccer season. Review the Income Table at least once a year and approve any necessary changes. Make a decision by majority vote for unusual situations that are not clearly covered by this policy.

6.2 Treasurer – Make a decision on requests for financial assistance in accordance with these policies and procedures. Refer unusual situations not covered by these policies to the Board of Directors for a vote.

6.3 Applicants for Financial Assistance – Complete the application and provide all required proof of income.

## **7.0 Procedures**

This policy will be implemented by using the following procedures:

7.1 Requesting Financial Assistance:

Anyone desiring financial assistance must complete and submit the Soccer Club's Application For Financial Assistance by January 15th of the upcoming playing season. Proof of income must accompany all applications. Proof of income includes most recent income tax return (state or federal) and/or written documentation of unearned income received from the county, state, or federal government, or from any other source. The parents or legal guardians of the player must submit proof of their income received from all sources. Income received by other household members who are legally responsible for the player does not have to be verified.

## 7.2 Determination of Eligibility

The Treasurer will review all Applications For Financial Assistance to ensure they are filled out completely and that proof of income has been provided. If an application is incomplete in any way, the Treasurer will contact the applicant and give them an opportunity to provide the missing item.

The Treasurer will review the application and the accompanying documentation and calculate the monthly income of the parents or legal guardian. Income received by other household members who are not legally responsible for the player will not be included in this calculation. The Treasurer will compare the household's income to the Sliding Fee Schedule, and then find what portion of the fee the family must pay.

## 7.3 Notification and Payment:

The Treasurer will notify the applicant immediately after making a determination of their eligibility for Financial Assistance. The applicant will be notified of the amount, if any, that he or she will be required to pay toward the player's registration.

If the applicant states that he or she cannot currently pay all or part of this amount, then a payment plan will be negotiated.

If the applicant states that he or she will never be able to pay the required amount, then the Treasurer will document the applicant's reasons and refer the situation to the Board of Directors for a vote.