

RED WING SOCCER CLUB POLICY MANUAL		Policy No.	201
Player Registration Fees and Refund Policy		Date	01/13/11
		Revision	4.0
Authorized By: RWSC Board of Directors	Date: 01/13/11	Page	1 of 6

1.0 Purpose

This policy establishes guidelines for the payment, refund of player registration fees, uniform purchase and Volunteer incentive reward.

2.0 Revision History

02/24/03	1.0	New policy.
11/06/07	2.0	Policy revision reviewed.
11/26/07	3.0	Policy amended—4.4, 4.5, 7.5, 7.6, 7.7, 7.8, and 7.9
01/13/11	4.0	Deleted section 7.7 regarding new player recruitment incentives. Other minor editorial correction including document title.

3.0 Persons Affected

All players who register to participate on Red Wing Soccer Club teams.

4.0 Policy

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

- 4.1 All players must pay a registration fee for each season of play.
- 4.2 Players who cannot be placed on a team will receive a full refund.
- 4.3 Players who are placed on a team and then withdraw from the team may be entitled to a refund in accordance with the procedures given below.
- 4.4 Uniforms (at the discretion of the RWSC Board of Directors)
 - 4.4.1 Club Owned Uniforms – Game jerseys provided by the Soccer Club are the property of the Club and must be returned at the end of the season. A Jersey Deposit may be required at the time of registration.

4.4.2 Player Purchased Uniforms – Player must purchase a uniform kit provided by the Club.

4.4.3 Condition of Uniform - Player is responsible for keeping uniform maintained in a playable condition. The condition of the uniform is the responsibility of the player and parent or guardian. All uniforms must be kept in a presentable condition in accordance with MYSA rules. Replacement uniform is the responsibility of the player or parent/guardian.

4.5 Volunteers of the Club may receive an incentive reward in accordance with the procedures below.

5.0 Definitions

- 5.1 Registration Fee – A fee paid by each player to the soccer club to help to defray the cost of organizing and sponsoring teams, paying referees, maintaining fields and equipment, and any other costs incurred by the Soccer Club in order to provide team play.
- 5.2 Registration Deadline – The final date for players to register for the upcoming soccer season prior to the formation of teams. The Board of Directors will set this date for each soccer season for which there is registration. This date will always be prior to the MYSA deadline for submitting teams and coaches. In accordance with MYSA policy, players may register after the Registration Deadline if there is space available on a team that is appropriate for their age and skill level.
- 5.3 Jersey Deposit – When applicable, a refundable fee charged to each player to help ensure the prompt return of Club owned uniforms at the end of each soccer season.
- 5.4 Personnel equipment – shirts, sweatshirts, or similar items (not related to uniforms) for personal use purchased through the Club are considered personnel equipment purchased for personal use. Any charges made by the club for these items are not part of the required registration fee.

6.0 Responsibility

The following individuals have specific responsibilities in the implementation of this policy:

- 6.1 Board of Directors – Set the amount of the registration fee prior to the start of player registration for each season. Set the Registration Deadline for each season.
- 6.2 Registrar – Ensure that the registration fee is correct on the Registration Form, the Red Wing Soccer Club Website, and on any other materials used to advertise Soccer Club player registration. Notify the President if any players who have registered cannot be placed on a team.

- 6.3 President – Authorize refunds in accordance with the procedures given below.
- 6.4 Treasurer – Issue refund checks when authorized by the President.
- 6.5 Coaches – Notify the President if a player withdraws from his or her team.
- 6.6 Managers – When applicable, collect Club owned uniforms at the end of the season and give refund of Jersey Deposit to parents/guardians. (Note: If a team does not have a manager, the head coach will be responsible.)

7.0 Procedures

This policy will be implemented by using the following procedures:

7.1 Setting Fees For Each Season

A quorum of the Board of Directors will set the registration fee for each season at a regular meeting of the Board held prior to the start of registration. The fee may be established as one lump sum or may be broken down into specific items. Such items may include a Jersey Deposit or uniform purchase cost as applicable.

7.2 Submission of Fees

All registration fees must be submitted to the Soccer Club before a player is considered to be registered. (Money for the purchase of personal equipment is **not** a required registration fee.)

7.3 Players Who Cannot Be Placed On Teams

Players who have registered to play and have submitted the registration fee to the Soccer Club, and then cannot be placed on a team, will be given a full refund of their registration fee.

The Registrar will notify the President if any players who have registered cannot be placed on a team. The President will authorize the Treasurer to issue a refund. The refund must be issued no later than the first week of team practice.

7.4 Teams Disbanded By the Soccer Club

In the event that circumstances beyond the control of the Soccer Club, such as the resignation of the coach, make it impossible for a team to continue, the team will be disbanded. If this happens prior to the first scheduled game, any players who cannot be placed on another Red Wing Soccer Club team will receive a full refund of the registration fee. The President will authorize the Treasurer to issue refunds.

If a team is disbanded after the first scheduled game has been played, no refunds will be given.

7.5 Team Addition/Withdrawal Guidelines

Players who withdraw from a team on which they have been placed, prior to MYSA Drop Transfer Over-Roster Date, regardless of the reason for withdrawing, may receive a refund of their registration fee less any processing fee (processing fee to be determined by RWSC Board of Directors per season) as shown in the following table:

Time of Withdrawal From Team	Amount of Refund
Withdrawal on or before January 31 of the soccer season.	Registration fee less current season processing fee when uniform is returned.
February 1 to MYSA Drop Transfer Over-Roster Date.	If Player finds a replacement 100% registration fee is refunded less current processing fee when uniform is returned. If club owned jersey, deposit refunded upon return. Refund not sent until replacement player pays in full.
February 1 to MYSA Drop Transfer Over Roster Date.	No replacement. Player receives 50% refund of registration fee when uniform is returned. If club owned jersey, deposit refunded upon return.
After MYSA Drop Transfer Over-Roster Date.	No Refund. If club owned jersey, deposit refunded upon return.
After MYSA Drop Transfer Over-Roster Date.	Player whose family moves out of city—no exceptions must follow these guidelines.
After MYSA Drop Transfer Over-Roster Date.	Player drops and brings team below MYSA minimum roster level—no refund. If club owned jersey, deposit refunded upon return
After Team Formation Date.	Player must contact RWSC prior to registration to determine space on team. If no roster space 100% refund less current processing fee when uniform is returned.
Prior to MYSA Drop Transfer Over-Roster Date by 5:00p.m.	Injury—Full refund less current processing fee with documented doctor's verification when uniform is returned.

After start of season (first game; first whistle)	Injury—No refund of registration fees. If club owned jersey, deposit refunded upon return.
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Inquiries concerning refunds from the parent/guardian of a player who is withdrawing from a team should be directed to the President. The President will contact the player’s parent/guardian to explain the soccer club’s refund policy. The President will authorize the Treasurer to issue a refund when permitted by this policy.

7.6 Refund of Jersey Deposit (for Club Owned Jersey’s only)

Game jerseys are assigned to individual players for their use during the soccer season and must be returned to the Club at the end of the season.

Prior to the last regularly scheduled game, the Treasurer will issue a Jersey Deposit Refund Record and individual checks payable to each player’s parent or guardian who has paid the jersey deposit.

The game jerseys must be returned in good condition. Normal wear and tear is expected and will not affect the return of the deposit. Any deliberate modification or damage to the jersey will cause the jersey deposit to be forfeited.

Team Managers will collect the Club’s game jerseys from their players once their team has completed the last game of the season (including any District and/or State Tournament games). Prior to collecting the jerseys and issuing the refund of the Jersey Deposit, the Manager must complete all portions of the Jersey Deposit Refund Record except for the Date Returned, Refund Date and Parent/Guardian Signature.

The Manager will record the date the jersey is returned. The parent or guardian of the player is responsible for meeting with the Manager in order to receive a refund of the Jersey Deposit. The parent/guardian must sign and date the Jersey Deposit Refund Record at the time the refund of the Jersey Deposit is received.

Jerseys must be returned to the Manager no later than two weeks following the last game the team plays. The deposit is forfeited on any jerseys turned in after the two week deadline.

On or before the two week deadline the Manager will deliver the team’s jerseys to the Uniform and Equipment Coordinator. At this time the Manager must return the completed Jersey Deposit Refund Record to the Treasurer. If any of the team’s jerseys have not been returned, the Manager must also turn in the remaining money to the Treasurer at this time.

In the event that a jersey was turned in on or before the two week deadline, but the parent/guardian did not meet with the team manager to receive the refund of the Jersey Deposit, the parent/guardian may

still receive the refund from the Treasurer, after signing the Jersey Deposit Refund Record.

7.7 Volunteer Incentive Reward

Red Wing Soccer Club board members, coaches, and team managers may receive a reward. Reward will be determined by the Board of Directors prior to the start of each season. There is a limit of one reward per adult volunteer per soccer season.

The soccer club treasurer is authorized to issue rewards for board members, head coach, assistant coach, and one team manager for each team not to exceed three per team at the end of each soccer season.

7.8 Dates and Time

Based on Red Wing Soccer Club and/or MYSA current season calendar. Dates and times are subject to change without notice.