

# **HARWOOD YOUTH HOCKEY ASSOCIATION**

## **Registration Payment and Scholarship Policy**

**Effective October 5, 2020**

Harwood Youth Hockey Association conducts year-round fundraising activities with the participation of our hockey community in an effort to maintain competitive and affordable registration rates. In order to keep this a long-standing priority, it is essential that payment and collection of fees are completed in a timely manner each season, in accordance with the following procedures and requirements:

### **I. Registration payment deadlines.**

- A. Early Registration: Each year prior to the upcoming season the Board of Directors (“BOD”) shall designate an early registration deadline, and may provide a discount as incentive to register early. In order to receive the early registration discount, the required deposit must be paid at the time of early registration and the registration fee must be paid in full by the final payment deadline.
- B. Payment Plan: HYHA may offer an installment payment plan with pre-determined payment amounts and due dates. Any player that fails to make a payment in a timely manner will not be allowed to further participate in the program (no practices or games) until payment is received -or- until an extended payment plan is approved by the Executive Committee of the BOD.
- C. Extended Payment Plan: An extended payment plan may be set up with the treasurer and approved by the Executive Committee upon a showing of special circumstances by the player’s parent/guardian, within the discretion of the Executive Committee. Failure to make a payment in a timely manner under an Extended Payment Plan may result in immediate acceleration of all remaining amounts due to be paid in full before the player is allowed to further participate in the program (no practices or games).
- D. Final Payment: The deadline for final payment in full will be set annually as the day of the last scheduled payment. For the 2020-21 season, the final payment deadline is December 1, 2020. Failure to pay the full balance by the final payment deadline forfeits the early registration discount, at which time the player will be required to pay the non-discounted registration amount.
- E. Other Registration Fees: Registration fees for preseason, clinics, and other events must be paid before a player participates.

### **II. Online payment.**

- A. All regular season registration fees shall be paid online through the SportsEngine software or other suitable sports management software under contract with HYHA.
- B. Reasonable processing fees may be charged in addition to the registration fees for online payments.
- C. Registration payments for preseason, clinics or other events may be made and accepted offline within the discretion of the BOD.

### **III. Scholarships.**

- A. The Spike Vasseur Scholarship Fund: The Spike Vasseur Scholarship Fund is available to HYHA families who may be prevented from participating in HYHA's program(s) without financial aid. Upon request, HYHA will provide the family with an application. The Scholarship Committee will review and process all scholarship grant requests and will make all decisions to approve or deny a request.
- B. Tuition/Registration Use Only: If scholarship money is granted the funds shall be used for tuition only. It may not be used toward the fundraising opt-out fee. All fundraising requirements are mandatory for families who receive a scholarship.
- C. Scholarship Committee: The Scholarship Committee shall be comprised of the President (Co-Presidents), Vice President, Treasurer and Registrar. The Scholarship Committee will meet to determine whether an application will be approved or denied, and when approved, the amount to be awarded.
- D. Application Process: Scholarship applications shall be first submitted to the President, who will present the application information to the Scholarship Committee for review and consideration. All applications will be reviewed thoroughly and awards will be determined for approval or denial after assessing the needs and circumstances of the applicants.
  - i. The amount and number of scholarships to be awarded in a given season shall be determined by the amount of money budgeted for scholarships for the current year, the number of requests received, and the total dollar amount of the requests received.
  - ii. Amounts awarded may change from year to year.
- E. The Scholarship Committee will consider certain factors when approving scholarships and amounts, including but not limited to:
  - i. Does the player qualify for Reduced or free lunch?

- ii. What financial hardship circumstances exist that require aid?
- iii. Does the player participate in any other hockey or other extracurricular programs during the year, and if so, do they receive financial aid to participate?
- iv. Will the player be prevented from participating if he/she does not have the benefit of financial aid?
- v. Can the family give back to the program through additional fundraising efforts?
- vi. The number of scholarships and amounts that fit into the annual budget.
- vii. Other factors may be taken into account as determined by the committee.

F. Confidentiality: The Scholarship Committee shall exercise due diligence to maintain the privacy of the applicants and shall consider all information gathered and reviewed for scholarship consideration to be confidential.