



Powhatan Little League

Payments Policy & Procedures

PAYMENT POLICY

It is the intention of Powhatan Little League (“PLL” or the “League”) to ensure we provide every possible opportunity for children to participate in the League regardless of ability to pay registration fees. We will provide discounts, payment plans or full fee forgiveness depending upon circumstances. It is our intent that no child shall be prevented from playing PLL baseball due to the family’s financial challenges.

Any concerns about any of the below processes can be brought to any general membership meeting or to any PLL Board member. The hardship process will consider each situation based upon its own merit and work with families to ensure consistent, equitable application of the payment policy & procedures.

PAYMENT PROCEDURES

Registration Deadlines: PLL will set registration deadlines and allow for a 1 week grace period before late fees are assessed. Spring payment must be received prior to midnight one week following the registration deadline.

2014 Registration Fees: PLL board has set the Spring registration fees at \$105 for 4-8 year olds & \$115 for 9-18 year olds. Fall registration fees have been set at \$75 for 4-8 year olds & \$95 for 9-18 year olds.

Late Fee: The PLL Board has determined that the late fee will be \$25 per late registration or late payment (unless payment schedule has been set up). ‘Late’ payment date is typically considered the day after registration closes.

Alternative Registration Deadlines: Due to late school ball tryouts, it is under PLL Board’s purview to establish a later cutoff for school age divisions (Majors, Juniors and Big League). Once the registration deadline is established, all other procedures will apply.

Maximum Out-of-Pocket per Family: The PLL Board has determined that the maximum any family should pay for multiple children playing in PLL baseball should be \$250 per Spring or Fall season. Maximum total for each family to register their children should not exceed \$500 annually.

Payment reminders: These will be sent out via email within one week following the registration deadline. If not paid within 3 weeks following registration deadline, a 2nd reminder email will be sent. Then if no payment is received by the first game, the Treasurer will contact the family by phone to make arrangements for payment, advise the family of the payment plan and/or hardship options. Treasurer will maintain a log of the late payment situations to be tracked to resolution or forgiveness via hardship process.

Payment Plan Options: For any remaining balance due to PLL, the Finance Committee (President, Vice President or Treasurer) can at their individual discretion provide terms of repayment. However, the repayment period must terminate by the next season's established registration deadline. These terms must be communicated to the Treasurer to track. Only the Finance Committee will have access.

Free Lunch Program: PLL Board has determined that Free Lunch program families (families apply for free breakfast/lunch through the Powhatan County Public Schools) will receive significant discounts to the normal registration fee. In 2014, we will ask 'free lunch' families to pay only \$35 to cover the cost of uniforms only. If this remains a hardship, they should follow the hardship process. Each year they must provide a copy of their PCPS letter stating they have been qualified for this program. The Treasurer will reconcile these accounts with the corresponding free lunch letters. Any families not providing this letter will be encouraged to follow the hardship process.

Hardship Process: It is the strong desire of Powhatan Little League to provide an opportunity for every 4 to 18 year old child within our boundaries to play baseball. Economic circumstances impact many of our families and we will strive to help them during difficult times while also respecting and protecting their privacy. An adult guardian can contact either the President, Vice President or Treasurer to inquire about the hardship program. Any PLL Board member can collect basic information about the children wishing to register and their family situation (job loss, illness, caring for critically ill loved ones, etc.). The case will be presented to any of the 3 above mentioned officers for consideration. They can determine if one of the following options are best suited for the family: payment plan installment agreement thru registration of following season (for any fees owed), cover uniform fee (\$35), 50% forgiveness or full forgiveness

Post-Season Participation Fees: For any player selected to participate in District 5 All Star play, they will be required to pay an additional fee to cover the cost of the tournament fee and uniform. This fee will be established by May 1st each year by the PLL Board. The total estimated costs will be divided evenly by the number of members of the All Star roster. Any concerns about payment can refer to the hardship process.

Donations to the League: Donations are often received as over-payments of registration fees or monetary gifts to the league. These donations, unless stipulated or earmarked for other purposes, will be tracked as segregated ledger items and be added to the approved operating budgeted amounts for both hardship and free lunch allowances. These totals will be tracked for budgeting purposes.

PLL Budgeting for Economic Hardships: All outstanding accounts receivable will be considered in establishing subsequent budgets. Allowances for free lunch and hardship are built into each operating budget and will be estimated based upon prior season data, year over year trends or other current or anticipated economic circumstances.

Refund Policy: Any registration refund request received prior to their child being drafted on a team will receive 100% refund. Any parent wishing to revoke their child's season registration **after** the uniforms have been ordered should pay the uniform fee of \$35. They can choose to either apply remaining balance to an upcoming season (or to another child) or be refunded the remaining balance less the uniform fee.

Modifications or Clarifications to this Policy: Any questions or concerns about this policy or its supporting procedures can be brought to any general membership meeting for discussion or presented privately to any PLL Board member. The PLL Board member shall raise the issue to any member of the Finance Committee. The Finance Committee will consider all feedback and present any recommended changes to the full Board of Directors for consideration. A simple majority vote of the quorum present at any PLL Board meeting is required to modify this policy and supporting procedures.