



Port Moody Soccer Club (“PMSC” or “the Club”) Accounts Payable Collections Policy

Purpose

1. PMSC’s Accounts Payable Collections Policy describes the way that PMSC collects and addresses non-payment of registration fees.

Collection Process

2. All registration fees are due at the time of registration using the online payment method(s) included in the PMSC registration platform.

Exemption(s)

3. Any member can reach out to PMSC to discuss arranging a payment plan in case of financial hardship. All exemption requests are at the discretion of the Club and must be reviewed and approved by the board of directors.

The following describes the Club’s approach to Accounts Payable:

Registration is completed however, no payment received on the 1st day of play or training:

Player is given a reminder verbally and/or electronically to process payment prior to next training/game. Player is permitted to play.

Registration is completed however, no payment received after 30 days:

Player is permitted to play. Player is given a verbal and email reminder to process payment prior to next training/game. No uniforms nor similar equipment will be provided to the player until payment is received.

Registration is completed however, no payment received after 60 days:

Player is **NOT** permitted to play. Player is given an email and/or verbal reminder to process payment prior to next training/game.

Registration is completed however, no payment received after 90 days:

Player is **NOT** permitted to play. Player is given a formal paper or electronic letter informing the player of their formal and official removal from the PMSC registration list and all future participation will require immediate payment in full before player is permitted to join PMSC programs. This restriction will expire after 2 completed seasons of clean payment history has occurred and is recorded in the Club’s system. At the sole discretion of the Club, this waiting period may be waived or shortened.