CPGHA PAYMENT POLICY

 General

1. The purpose of this policy is to detail the payment process for all members/guardians of CPGHA ensuring they remain in good standing. This policy does not eliminate the ability of the Executive to review individual exceptions.
2. This policy is intended to assist CPGHA members/guardians who may be experiencing financial difficulties or due to unforeseen circumstances, may require payment plans which will allow the player to continue participating in team activities.

Executive requirements

1. The CPGHA executive will inform its membership of all known available programs that provide financial assistance during the Annual General meeting. This information will include a basic summary of the available programs and where to find information on them. The executive will also provide a membership wide email notification reminder of these programs no later than 15 July.
2. The CPGHA executive will provide any required assistance to its membership in the application process for the financial programs. Be it reference letters or detailed information the executive will provide the member/guardian its full backing in an effort to gain a greater chance of success.
3. The CPGHA executive will maintain strict confidentiality pertaining to any and all information provided by the member/guardian seeking financial assistance or payment plans.
4. The Treasurer and Registrar will work with the member/guardian to develop and track the payment plans on behalf of the executive. They will notify the executive of the number of members who have requested assistance and payment plans. This information will be conveyed by numbers and at no time will names be provided to other executive members unless the below criteria are met.

Membership requirements

1. The members requiring financial assistance or payment plans will identify themselves to either the Registrar or Treasurer no later than 1 August.
2. They will work with the Registrar and Treasurer to compile the required paperwork or develop a suitable payment plan that will ensure full payment is received by 1 September.

 Missed Payments

1. In the event of missed payments the following procedure will be followed:
2. First missed payment: the Treasurer will notify the member/guardian;
3. Second missed payment: the treasurer will notify the President, Director of Risk & Discipline who will in turn inform the member/guardian and the team the player is no longer in good standing and they are not eligible to participate in any team activities until all fees are paid in full.

Miscellaneous

1. The implementation of a payment plan will NOT extend the deadline for payment unless exceptional circumstance exist. These exceptional situations are to be discussed and voted on by the executive at the August monthly meeting. Note – the identity of the requesting member will only be known by the treasurer whose responsibility will be to present the situation in an unbiased manner.
2. A payment plan extending the deadline will not be in excess of 50% of the full registration amount.
3. Payments will be accepted in any denomination beginning at the time of registration, ensuring full payment is received by the applicable deadline.