



## Chinooks Collection Policy

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4/10/2024	1.0	Approved	Bradley Kamdem Fewo
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## Chinooks Collections Policy

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Chinooks FC is a non-profit organization operating in Calgary, Alberta. The collections policy of Chinooks FC outlines the procedures and guidelines for collecting payments from its membership. The policy ensures efficient, consistent, and ethical practices in the collection of outstanding debts while maintaining a positive relationship with all of its members.

## Purpose

The purpose of this policy is to:

- Define the standard procedures for collecting payments from members
- Ensure that collections are handled with integrity and respect of membership
- Provide clear guidelines to any Chinooks FC staff member involved in the collection process.

## Collections Procedure

### *Credit Cards*

Credit card payments are made directly on the registration platform. The credit card fees are to be paid by the registrant.

### *Payment Plans*

Credit Card payment plans: Predetermined set installments divide the payments into three installments. First installment to be made upon checkout. The second and third payments to be made in the successive months respectively.

Tier 1, 2, and Developmental Plus players to be invoiced for additional academy sessions the week prior to the season start date.

### *E-transfer or Cheque*

Must request via email to use this method of payment. Usage of this method for a payment plan is feasible but specific payment dates to be established by Chinooks FC.

### *Missed payments*

Email reminders will be sent in the event of missed payments. Absence of payment will result in reminder emails being sent until full payment completion. If the account has not been paid by the halfway point of the season, an email reminder will be sent indicating player eligibility to play for the remainder of the season may be at risk and the player may be temporarily removed from the CMSA roster.

### *Nonpayment*

Failure to comply with payment requirements by the end of the season will result in placement on the Chinooks FC "Do Not Release List". The Do Not Release List due date is communicated by CMSA each season.

If you are in need of financial assistance, please contact [admin@chinooksoccer.com](mailto:admin@chinooksoccer.com) or visit our Financial Assistance Page for more information (link below).

<https://chinooksoccer.com/financial-assistance/>