

**Arlington Soccer Association (ASA)
Super Y Program
GOVERNING AND OPERATING POLICIES**

Section: Finance Policies

Subject: Super Y Fee Refund Policy

Date: December 2015

1.0 PURPOSE

As stakeholders of the Arlington Soccer Association's (ASA) Super Y Program, Player Families will have occasion to request refunds of their Super Y Player Fee due to extenuating circumstances. The procedures and practices contained within this policy are designed to act as a guideline for the granting and approval of Player Fee refunds.

This policy is designed to accomplish the following key points:

- Ensure the clear understanding of the Player and Player Family commitment in accepting an invitation to join an ASA Super Y Soccer Team.
- Communicate the limited scenarios where a Player Family may be entitled to be refunded a portion of their Player Fee.
- Ensure the fair and equitable enforcement of a consistent guideline for the granting of refunds.
- Provide the appropriate level of business controls to ensure that the Club's finances are not jeopardized

2.0 POLICY

When a player and player family accept an invitation to join an ASA Super Y Team, the player takes a spot that could be offered to another qualified player. If, after accepting an invitation to join an ASA **Super Y team**, the player withdraws from the ASA **Super Y** Team, ASA's ability to replace the annual player fee of that player is uncertain and therefore, the potential damages to ASA are difficult to determine. Accordingly, subject to the refund eligibility conditions set forth in Section 2.1 below, ASA, the player, and the player family agree that the player's total **Super Y** player fee is a reasonable estimate of the amount of damages that ASA would incur and that such amount of liquidated damages is fair and reasonable and does not act as penalty to the player or player family.

2.1 General

Acceptance of an invitation to join an ASA **Super Y** Team is a commitment for the entire **Super Y** Season. The ASA commits to providing the staffing, fields, and overall player development the entire **Super Y** Season. Expenses of the Club are incurred accordingly, with many expenses incurred months in advance. As such, only in special situations will the Arlington Soccer Association consider refunding a portion of the **Super Y** Player Fee.

2.2 Refund Eligibility

Any player meeting any one or more of the three criteria outlined below is eligible for a refund equal to a percentage of their annual **Super Y** Fee:

- Any player who incurs a serious injury requiring the player to miss the entire Super Y season (i.e. injury prior to first game) will receive a 50% refund. If up to 50% of the Super Y program time is missed due to an injury, a refund equal to 15% of the player's program fee will be refunded.
- Player Families who relocate outside of our league playing areas prior to **May 1** will be entitled to a refund equal to 15% of their annual Player Fee. Any Player Family who resides in our league playing area as of May 1 of any given year will not be entitled to any refund due to relocation.
- In the event a Player accepts an invitation to join a **Super Y** Team and subsequently pays the current (or greater) portion due of their annual Player Fee, and, due to an inability to form a full roster, the Team does not participate in **Summer Super Y** Play, the Player Family is entitled to a 100% refund of any and all monies paid as contribution toward their annual Player Fee obligation.

2.3 Refund Request Submittal and Requirements

All Player Fee Refund Requests must be submitted in writing and signed by one of the Player's Parents or Legal Guardians. Completed and signed Refund Requests should be submitted to the ASA Finance Manager. All Refund Requests must include support documentation as defined via this Policy.

Player Families should file Refund Requests prior to the end of the Summer Super Y season. Requests will only be considered if submitted with appropriate support documentation no later than two weeks following the Team's last scheduled regular season League Play game. Refund requests submitted after two weeks following the last scheduled regular season League Play game will not be considered for approval.

When applying for an injury related refund, the player must also submit a doctor's report, with information such as the condition of the player, the probable duration of the injury, and any recommended physical therapy. The player should state in the request whether she/he intends to remain on the roster after recovering from the injury and completing any rehabilitation period.

When applying for a refund due to relocation documentation of the move must be presented.

3.0 RESPONSIBILITY

Each Player Family is responsible for complying with this Refund Policy.

The ASA Finance Manager is responsible for accurately reviewing Refund Requests for compliance with this Policy. All requests meeting the eligibility criteria established via this Policy shall be approved and paid by the ASA Finance Manager, per this Policy.

Any Refund Requests falling outside of this Policy may be submitted to the Travel Committee's Finance Subcommittee by the ASA Finance Manager for a possible policy exception. Any and all policy exceptions will be brought before the Travel Committee with a recommendation for approval / denial by the Finance Subcommittee. The Travel Committee, via majority vote, must approve any deviation from this policy.

4.0 ENFORCEMENT

Player Families who do not comply with this policy may be subject to the delay or withholding of reimbursement and/or the denial of a Refund Request.

This policy will take effect **December 16, 2015** and will apply beginning with the Summer 2016 Super Y Season.

5.0 APPROVAL

Adopted and Approved by the Travel Committee – **December 16, 2015**