Arlington Soccer Association (ASA)
Travel Program
GOVERNING AND OPERATING POLICIES

Section:	**Finance Policies**	**Number:**	
Subject:	**Travel Fee Refund Policy**	**Date:**	**11/20/2013**

1.0 PURPOSE

As stakeholders of the Arlington Soccer Association's (ASA) Travel Program, Player Families will have occasion to request refunds of their annual 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. These policies and procedures are based on comparable practices of neighboring Travel Soccer Programs and are in line with what is considered reasonable and customary.

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 Arlington Travel 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 AS Travel Team, the player takes a spot that could be offered to another qualified player. If, after accepting an invitation to join an ASA Travel team, the player withdraws from the ASA Travel 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 annual 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 Travel Team is a commitment to the Travel Program for the 12-month Soccer Year. The ASA commits to providing the staffing, fields, and overall player development for a 12-month period. Expenses of the Club are

incurred accordingly, with many expenses incurred 12-months in advance. As such, only in special situations will the Arlington Travel Soccer Program consider refunding a portion of the annual 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 Player Fee:

- Any player who incurs a serious injury lasting no less than three (3) consecutive months in duration during the September through June timeframe is eligible to receive a refund. Eligible Players missing three (3) consecutive months of play during the September through June timeframe will be entitled to a refund equal to 15% of their annual Player Fee. Eligible Players missing two separate periods of no less than three (3) consecutive months of play during the September through June timeframe will be entitled to a refund equal to 30% of their annual Player Fee. Under no circumstances will an injured Player be entitled to a refund greater than 30% of their annual Player Fee.
- Player Families who relocate out of the CCL, NCSL, WAGS, or ODSL areas prior to October 1 will be entitled to a refund equal to 15% of their annual Player Fee. Any Player Family who resides in the CCL, NCSL, WAGS, or ODSL area as of October 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 Travel 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 Fall League 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, with copies sent to the Chairperson of the Travel Committee's Finance Subcommittee and the Player's Team Manager. All Refund Requests must include support documentation as defined via this Policy.

Whenever possible, Player Families should attempt to file Refund Requests prior to the end of the Fall or Spring Seasons. Refund 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.

Any refund requests submitted due to relocation out of the CCL, NCSL, WAGS, or ODSL areas; or release of one's roster spot due to injury, must be accompanied by a valid VYSA Player Release Form signed by the Player and Player's Parent or Legal Guardian.

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.

3.0 RESPONSIBILITY

Each Player Family, the ASA Finance Manager, the Travel Committee's Finance Subcommittee, and the Travel Committee are 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. All refunds approved by the ASA Finance Manager shall be reported to the Travel Committee on a monthly basis.

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 04/17/12 and will apply beginning with the Spring 2012 Season.

Refund requests pertaining to the Fall 2011 Season may be submitted for consideration if submitted in compliance with this Policy as defined above, and received by the ASA Finance Manager prior to April 27, 2012.

5.0 APPROVAL

Adopted and Approved by the Travel Committee – 11/20/2013