



Kalonji Soccer Academy

Financial Policy					
Policy #	KSA-02	Effective Date	01 April 2023	Email	admin@kalonjisoccer.com
Version	2023.2	Contact		Phone	

Contents

1.1 Recitals	1
1.2 Purpose	2
1.3 Scope.....	2
1.4 Policy	2
1.4.1 Purpose and Utilization of Fees	2
1.4.2 Player and Family Financial Commitment and Obligation	3
1.4.3 Payment Schedule and Remittance of Fees	3
1.4.4 Refund Policy	4
1.4.5 Financial Assistance Program (Scholarships).....	5
1.4.6 Volunteering	6
1.4.7 Fundraising.....	6
5.5 Violations	6
5.6 Glossary.....	6
5.7 Related Documents.....	7
5.8 Approval and Ownership	7
5.10 Revision History	8
Appendix A – Refund Request Form.....	9

1.1 Recitals

Kalonji Soccer Academy (KSA) and any affiliated companies or organizations are hereafter referred to as the **Club**. Coaches, Players, Parents, and any volunteer personnel participating in activities operated by the Club are collectively referred to as **Members**. Refer to the Glossary for other terms used throughout this document.



Kalonji Soccer Academy

1.2 Purpose

This policy sets forth the Club's financial policies, in order to provide financial stability to all Club programs by outlining the financial commitment to the Members. This policy also establishes the protocols for requesting a refund for any portion fees paid and the requirements for a potential refund to be considered, and it ensures consistency and fairness in the implementation of all finance-related guidelines for the Club's Members.

1.3 Scope

This policy applies to all Members participating in Club activities.

1.4 Policy

1.4.1 Purpose and Utilization of Fees

When a Member (to include Family) accepts an invitation to join one of the Club's Programs, there are fees required as part of participation to cover materials and services associated with the Program. These fees include, but are not limited to:

1. **Program Registration Fees** – standard fee covering Member participation in the Program for the duration of the season (normally August 1 through June 30) These fees include:
 - a. Coach compensation
 - b. Athletic trainers (if applicable)
 - c. Field rentals for training and games
 - d. League participation and bond fees
 - e. League fines (if applicable)
 - f. Assignor and referee compensation (if applicable)
 - g. Member protection and risk management (concussion tests)
 - h. Video recording equipment and services

Registration fees do not include any portion of fees for uniforms (training kit, game kits, cleats, shin guards, ball, backpacks, warmups, goalkeeper gloves), additional training sessions, additional events or travel, participation in additional leagues, showcases or camps.

2. **Team or Travel Fees** – supplemental fees, calculated according to each team's unique training and tournament/showcase participation, covering event registration costs, travel (transportation, lodging, meals), Coach travel, hydration and ice.

Fees are calculated based on the total cost to the team for the travel, and the total is divided amongst all rostered players regardless of participation in the travel event (see section 1.4.2).

3. **Individual Fees** – expenses needed to participate in a program, calculated based on the club or teams training and tournament/showcase participation, covering uniforms kits (training, home, away, goalkeeper), warmups (tops and bottoms), backpack, additional individual training or group training sessions, or other items as determined by the Executive Director (i.e.: gloves, hats, shinguards, balls). Payment is due at the time of purchase for online orders or at the time items are received if part of a group order by the Club. Individual fees are non-refundable.



Kalonji Soccer Academy

1.4.2 Player and Family Financial Commitment and Obligation

Acceptance into Club Program assumes a substantial commitment of resources, both financially and in the amount of time to participate. Selection to participate in a Program is based on limited availability, and acceptance necessarily eliminates the opportunity for another player. The expectation is that upon accepting a position and completing registration, a player and their family agree to fulfill all financial commitments for that position for the entire seasonal year (normally August 1 – June 30).

Except in very rare circumstances, **a decision to leave the Club at any time during the seasonal year results in forfeiture of fees paid, invoices will be created for outstanding debts (to include future travel within the seasonal year), and the player will not be released during the seasonal year.**

1.4.3 Payment Schedule and Remittance of Fees

All Program Registration Fees are processed through the Club's online registration system.

1. **Payment Schedule Options** – There are two payment options available.
 - a. *Payment in full* – paying full fee amount at time of registration.
 - b. *Recurring Payment* – paying a deposit at time of registration, then a monthly payment plan (as determined by the Club) until balance is paid.
2. **Payment Methods** – It is the responsibility of the Member to ensure forms of payment are viable and up to date.
 - a. *Credit Cards* – Major credit cards and debit cards can be processed by the Club's online registration system. Any transaction fees are the responsibility of the Member.
 - b. *Electronic Funds Transfer (EFT)* – A direct EFT option is available for withdrawing funds directly from a bank account. Any transaction fees are the responsibility of the Member.
 - c. *Personal Check* – Personal checks for fees may be submitted to the Executive Director. Checks must be received on or before the due date to avoid late fees. Any returned checks will incur a late fee.
3. **Penalties for non-payment** – The Club depends on the collection of fees to cover operating costs; consequences are established for Members that fail to make payment in a timely manner.

A Member who is 45 days delinquent in payment of Program Registration Fees or Team/Travel Fees may be suspended from play – including trainings, games, showcases, and tournaments.

A Member who is not current at the end of the seasonal year is ineligible for end-of-season events, try-outs, or financial assistance the following season. The Member is eligible to return once all outstanding balances are paid in full or upon authorization of the Executive Director.

The failure of the Club to communicate or send reminders of an outstanding balance does not absolve the Member of non-payment of fees.



Kalonji Soccer Academy

4. **Assessment of late fee** – A late fee of \$25.00 will be assessed on the first of the month following a Member's late remittance.
5. **Co-parenting Families** – Member families that share expense between multiple parties (including separated and divorced families, shared custody situations, or others that assist with fees) must themselves determine the best approach while appointing one primary party responsible for making payments. The Club will not collect partial fees from multiple sources.

1.4.4 Refund Policy

There are a few exceptional circumstances where players and their families may qualify for a refund or partial refund of fees minus the initial deposit. The initial deposit is non-refundable. Any player meeting one or more of the criteria outlined below is eligible for a partial refund equal to a percentage of their Club Fees.

1. **Serious Injury** – Any player who incurs a serious injury lasting more than 3 consecutive months in duration across the August through June timeframe will be entitled to a refund equal to 15% of their Club Fee if no training or game participation has occurred for this period of time. Notification of injury is the responsibility of the Player and their family and is due to the Executive Director in writing within seven (7) days of the injury. Medical certification of injury making play impossible must accompany the refund request to be considered.
2. **Relocation** – Player families who relocate outside of the greater Atlanta area prior to October 1 will be entitled to a refund equal to 30% of their Club Registration Fee. Any player family residing in the greater Atlanta playing area as of October 1 of any given year will not be entitled to any refund due to relocation. Exceptions may be made on a case-by-case basis after review by the Executive Director.

Although other circumstances may arise that impact the ability of the Member to attend or the Club to host play, they are not circumstances that warrant a refund or credit, some of those situations are outlined below:

1. **Season Disruption** – In the event season disruption as a result of environmental factors outside the control of the Club (i.e. weather, health pandemic, Acts of God, etc.), the Club will make its best effort to make-up any lost playing time. If the disruption is significant and play cannot be made up, the Board of Directors will take into consideration all expenses incurred prior to determining any appropriate refund or credit. The majority of Club expenses are committed irrespective of closures – field maintenance costs, staff salaries, real estate costs, etc. all continue to accrue and must be covered.
2. **Personal Travel / Vacation** – The Club recognizes that families take vacations, travel on holiday weekends overlapping with games, tournament events or camps, have other sports obligations and have family celebrations such as weddings and other religious ceremonies. All of that said, players and families should be aware that **no portion of fees (Program Registration Fees OR Team/Travel Fees) are eligible for refunds due to missed events.**



Kalonji Soccer Academy

Refund requests are not automatic and are reviewed on a case-by-case basis by the Executive Director and/or Board of Directors. Until a written response is received from the Club, families should continue to remit regularly scheduled payments in accordance with this policy. **The Club recognizes the time and financial commitment associated; however, voluntary withdrawal or concerns surrounding player placement or playing time are not considerations for a refund.** Requests must be submitted on the Refund Request Form and submitted to the Executive Director or Board Member. Please allow 7-10 days for review of these requests.

1.4.5 Financial Assistance Program (Scholarships)

The Atlanta Youth Soccer Foundation (AYSF) is committed to its mission of making a positive impact on the lives of underprivileged kids from marginalized areas of metro Atlanta.

The Club believes that no deserving players should be restricted from participation based solely on the ability to pay and regardless of race, economic status, or physical limitations. The Club provides a robust Scholarship Program which is available to players seeking to participate who need financial assistance. Scholarships are provided from AYSF to KSA to cover Program Registration Fees and Team/Travel fees for the entirety of the seasonal year. To receive financial assistance (scholarships), certain expectations surrounding qualification and participation must be met:

1. **Eligibility** – All Members are eligible to apply. Applicants must reapply for a scholarship each seasonal year. Qualification is based primarily on verified family income and may consider extenuating circumstances as presented by the family and verified by the Club; therefore, Members applying for assistance should submit income information for verification purposes.
2. **Thresholds** – The eligibility threshold is not based on an annual gross income alone. Other factors such as unemployment or financial hardship will be considered and must be outlined in detail during the registration process.
3. **Verification** – Families applying for financial assistance may be asked to submit, for verification purposes only and to be handled confidentially, one or both of the following:
 - a. Medicaid documentation
 - b. Most recent 1040 Federal income tax form
4. **Approval** – The AYSF Board of Directors holds the authority to approve or disapprove a Member's application for scholarship.

Complete scholarship registrations must be submitted before July 31 of the upcoming season. Players joining the Club after July 31 in need of financial assistance will have applications reviewed as they are received. Per the budget process, the Club has a limited amount of funding available and may not be able to provide assistance to all that apply even if criteria for assistance is met. Families that experience a mid-season change in financial circumstances (medical emergency, loss of job, divorce, etc.) are encouraged to notify the Club and request a scholarship at the time of their change in circumstances; however, the Club may not be able to provide assistance even if criteria for assistance is met.



Kalonji Soccer Academy

1.4.6 Volunteering

The Club has no shortage of volunteer opportunities. Both parents and players are highly encouraged to volunteer and contribute to furthering the mission of Atlanta Youth Soccer Foundation by making a positive impact on the lives of underprivileged kids from marginalized areas of metro Atlanta. Historically, teams and players with consistent volunteer engagement find the most success on and off the field.

At a minimum, players are expected to volunteer and participate in all team and Club-wide fundraising initiatives.

1.4.7 Fundraising

To fulfill the Atlanta Youth Soccer Foundations' mission, significant effort goes into raising funding for programs, travel, and educational opportunities for scholarship players. Fundraising, donations, and sponsorship opportunities are a vital part of the Club. Club-wide fundraising is focused on generating funding to pay for the Program Registration Fees for underprivileged and refugee Members. Team fundraising is focused on generating funding to pay for the Team/Travel Fees for underprivileged and refugee Members of the team.

1. Fundraising is a non-negotiable part of being a Member of the Club.
2. All funds raised must be submitted to the Executive Director or Board Members within 3-days of fundraising event completion.
3. Funds raised are attributed to the Club or Team; funds are not directly applied to an individual Member to offset their costs.

5.5 Violations

Any violation of this policy may result in disciplinary action, up to and including dismissal from the Club. The Club reserves the right to notify the appropriate collections or law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity. The Club does not consider conduct in violation of this policy to be within a Member's course and scope of participation or volunteering, or the direct consequence of the discharge of the Member's duties. Accordingly, to the extent permitted by law, the Club reserves the right not to defend or pay any damages awarded against Members or partners that result from violation of this policy.

5.6 Glossary

Club Representative –any Club personnel or an individual who the Club knows represents themselves as such, including but not limited to, any Club employees, Coach, trainers, Team administrators, other support or volunteer staff that assist the Club or Game Official, parent, spectator, volunteer, independent contractor (including, but not limited to, security or medical personnel that are not otherwise directly employed by a Club), or other individual that attends or contributes to an AYSF Event.

Participant, Member – Any athlete or non-athlete participant who participates in any tryouts, practices, drills, instructional sessions, competitions, camps, clinics, tournaments, or non-sport outings including travel, lodging, and health or medical treatment sponsored by the organization.



Kalonji Soccer Academy

Child, Children, Minor, and Youth – Anyone under the age of 18. These terms are used interchangeably throughout this program.

Coach – Any adult who has or shares the responsibility for instructing, teaching, schooling, training, or advising athletes of the organization.

Activities, Programs – Any organized event operated by the Club to include tryouts, practices, drills, instructional sessions, competitions, camps, clinics, leagues, tournaments, or non-sport outings.

5.7 Related Documents

Appendix A – Refund Request Form

5.8 Approval and Ownership

Owners	Title	Date	Signature
Bruno Kalonji		1 May 2023	



Kalonji Soccer Academy

5.10 Revision History

Version	Description	Revision Date	Review Date	Reviewer/Approver Name
2023.1	Initial Policy	5/1/2023		Ryan Caldwell
2023.2	Added Individual Fees	5/30/2023		Ryan Caldwell



Kalonji Soccer Academy

Appendix A – Refund Request Form

Player Information	
First Name	_____
Last Name	_____
Date of Birth	_____
Program and/or Team	_____
Parent Information	
First Name	_____
Last Name	_____
Phone Number	_____
Email Address	_____
Reason for Refund Request	

By signing, you agree that you have read our Financial Policy - no refund will be processed without signature.

Signature _____

Date _____

Official Use Only		
Date Received	Fee Paid	
Refund Approval YES NO	Date of Refund	Refund Amount
Approver Initials: _____		