



Brattleboro Hockey Association

*2017 UPDATED
INVOICING AND PAYMENT POLICIES
(Adopted by the Board of Directors March 1, 2017)*

Dear Members,

In an effort to streamline the invoicing process and help alleviate issues related to outstanding balances, the following payment procedures will be in place for the 2017-18 BHA season, effective July 1, 2017

- **Pre-Season Midgets** – Full Amount Due at Registration.
- **Mite through Bantam** – One-half of program fee due at registration. The remainder of the balance will be invoiced November 1st and due before Thanksgiving Weekend. Skaters not paid in full before the resumption of practices will not be eligible to participate in practice or games until the entire balance is paid.

-Please plan accordingly-

FINANCIAL POLICIES, DISCOUNTS, and SCHOLARSHIP

- Single invoice per skater: We will invoice the responsible party for the individual skater. Therefore, if you have 2 skaters in the program, you will get 2 separate invoices. One for each skater and not just one for the family.
- Split Families and Split Payments: *Only one invoice will be sent and processed per skater. We will be issuing only one invoice to whichever party has signed the commitment letter for the skater and whichever address has been provided for contact information.
- Start of Season Balance: All payments must be made before the first on-ice practice. Any past due balances must be paid prior to the first practice. Skaters will not be allowed to take the ice if accounts are not up to date at the first practice.
- Late Payment: Skaters not current with their accounts will be ineligible to participate until account is up to date.
- Multi-Skater Discount Program: If you have 2 or more skaters registered in our hockey programs (House League, and/or Travel Teams) you are eligible for \$100 multi-skater discount. All payments must come from the same source and the discount is given to the youngest skater and applied to the final payment.

- Travel Team Goaltenders **with their own equipment**: 50% off of season's dues. This is a good faith effort to help offset the high cost of goalie equipment.
- Any skater new to the hockey or the BHA will *for the first year* pay 50% of the scheduled fee for the Peewee (U12), U12 and U14 Girls, and Bantam (U14) programs.
- Partial and full Scholarships for any program costing \$350 or more are available. Application information is posted at www.brattleborohockey.org on the Team Registration Page. The Scholarship Committee is made up of qualified local people and non-board members. Awards are kept strictly confidential.

-All discounts and scholarships are applied to the final payment-

INVOICING

- 1) All invoices will be sent via email **to the email address designated on the registration form** as an attachment in PDF format. The invoices will show the balance due only.
- 2) Please notify the Treasurer of any and all changes to your email account so that we can process the invoices correctly. If you wish the invoices to be sent to an email address other than the one you provided at registration, please let us know as soon as possible.
- 3) Invoices will be sent on the 1st of November and will be due on the last day of business before Thanksgiving weekend.

PAYMENTS

- 1) We will accept the following forms of payment:
 - a. Check
 - b. Credit Card thru PayPal
 - c. Online Bank Payment [Not yet available]
- 2) Checks – All checks must be sent to the address on the invoice:
 Brattleboro Hockey Association
 PO Box 1
 Brattleboro, VT 05302
- 3) No payments will be accepted in person. All payments must be submitted via the PO Box or electronically per above. This will allow all payments to be applied consistently and accurately by the bookkeeper. If mailing your payments, please be mindful of the amount of time it takes for delivery, pickup and processing. Skaters that are not current with their payments will not be allowed to take the ice per BHA policy.

Thank you for helping us keep youth hockey available and affordable to everyone.

Sincerely,

BHA Board of Directors