



Franklin County Hockey Association (FCHA)

P.O. Box 411

Greenfield, MA 01302-0411

www.fcha.org

June 22, 2012

UPDATED INVOICING SYSTEM AND PAYMENT POLICIES FOR HOUSE LEAGUE AND TRAVEL PROGRAMS

We want to welcome back our returning skaters and greet our new members for the coming hockey season. We would like to take this time to introduce some new policies for payments in effect for this coming season, as well as a reminder of our existing ones. We realize that change is often times a little challenging, but we feel that these new changes will allow us to better serve you in a cost effective and efficient way. They are also designed to keep your dues affordable, be environmentally friendly, and reduce volunteer personnel hours. Please note that any changes for this year will have a red star (*) next to them.

Over the past few years, we have found that having a monthly payment program has benefitted our skater families, as well as allowing us to vastly improve our cash flow. We will continue with this monthly breakout as follows:

- Pre-Season Midgets – Total Season's Dues broken into 5 equal monthly payments. The first invoice due on June 1 and the last one due on Oct 1.
- Mite through Bantam – Total Season's Dues broken into 10 equal monthly payments. The first invoice due on June 1 and the last one due on March 1.

If we have received a signed financial commitment letter for your travel team skater(s), you have already received an emailed invoice for that skater. Invoices are being sent to the email address that you provided on your registration form at spring tryouts.

INVOICING

- 1) *All invoices for travel and house league skaters will be sent via email as an attachment in PDF format. The invoices will show the current monthly dues, the current balance and any credits applied during that month.
- 2) *Any families with an overdue/late balance will receive an emailed statement on the 7th of the month. Skaters that are not current with their payments will not be allowed to take the ice per FCHA Policy.
- 3) Please notify the current Treasurer at treasurer@fcha.org 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.
- 4) Invoices will be sent on the 15th of the month and will be due on the 1st of the month. Example, the September invoice will be emailed on August 15, and is due on September 1st.
- 5) *You will receive an invoice via email every month. Last year, under our statement policy, if you were current, you did not receive a statement or an invoice.

PAYMENTS

- 1) Payments are due on the 1st of the month.
- 2) We will accept the following forms of payment:
 - a. Check
 - b. Credit Card
 - c. Online Bank Payment
- 3) Checks –All checks must be sent to the address on the invoice:
Franklin County Hockey Association
PO Box 411
Greenfield, Massachusetts
01302-0411
- 4) Credit Card –You may download and submit to us a credit card form from our website. We will then automatically withdraw your payments from your credit card on a monthly basis.
- 5) Online Bank Payments –If your financial institution offers online banking bill payment, and you would like to take advantage of this form of payment, you should set up the payment account with the following information:
 - a. Payee: Franklin County Hockey Association
 - b. Address: PO Box 411, Greenfield, MA 01302-0411
 - c. Phone Number: 413-772-6891
 - d. Name: enter your skaters name (not yours)
 - e. Account Number: enter your skaters name (not yours)

Some online paying systems will also allow you to schedule monthly payments. Please verify and understand the amount of time it will take for funds to be delivered to us from your bank account. This can range from 2-5 business days and can be electronic transfer or mailed bank check, done at the discretion of your bank.

- 6) *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. Any payment not received at the post office box or posted via online banking by the 1st is considered late. Skaters that are not current with their payments will not be allowed to take the ice per FCHA Policy.

FINANCIAL POLICIES

- 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. In the past, we have cooperated with the need to have multiple invoices sent to multiple addresses and negotiated and collected payments from multiple sources. This year 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 scheduled 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 payments are not up to date at the first practice.
- Late Payment: Skaters not current with their dues, will be ineligible to participate until account is up to date. Association Treasurer will provide statements to individuals and notices to the team managers by the seventh of the month if payment has not been received.
- Third Skater Discount Program: If you have 3 skaters registered in our hockey programs (Intro to Hockey, House League, and/or Travel) you are eligible for the 3rd skater discount. All payments must come from the same source and the discount is given to the youngest skater.
- 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.