



Charlestown Youth Hockey Association
PO Box 712
Charlestown, Ma. 02129
WWW.CYHA.COM

CYHA Dues Assistance Fund 2018-2019 Season

General Overview/Purpose

The CYHA Dues Assistance Fund has been created through CYHA's general operating fund and generous donations from private business and other community-focused benefactors. In particular, CYHA would like to gratefully recognize Frankie's Friends whose generosity and partnership is a true reflection of the magnanimous character of the Charlestown community. Please visit our web-site to learn more about Frankie's Friends.

The general purpose of the program is to provide assistance to families living in Charlestown and others whose children currently participate or wish to participate in Charlestown Youth Hockey programs, but may be unable to do so due to a lack of financial resources or other hardship.

Applicant Requirements

Any person applying for financial assistance through the CYHA Dues Assistance Fund should generally meet the following requirements:

- Be a Charlestown resident or have played in Charlestown Youth Hockey Association (CYHA) programs for more than one full season, including the previous season.
- Be a current member of CYHA in good standing at one of the following levels:
 - Mite, Squirt, PeeWee, Bantam, Girls U10, Girls U12, Girls U14.
- Complete and submit a CYHA Dues Assistance Fund application (attached) to be considered for a disbursement award from the Fund.
- Completely satisfy additional requirements for consideration as may be determined by the CYHA Board of Directors Executive Committee in conjunction with the primary designee of Frankie's Friends.
- Current members of CYHA Board of Directors and their immediate family members are generally not eligible for the Dues Assistance Fund.

Notwithstanding, CYHA reserves the right, in its sole discretion, to waive one or more of the above Requirements when a disbursement is deemed to otherwise be consistent with the general purpose of the Dues Assistance program.

Disbursement Types

Disbursements from the CYHA Dues Assistance Fund may take a variety of forms. The general types of disbursements available from the Fund include, but are not limited to, the following:

- Full Disbursement - A full disbursement would cover 100% of a player's dues for the current season.

- Partial Disbursement - A partial disbursement would cover a portion of a player's dues for the current season.
- Hardship Disbursement - A hardship disbursement would be a "one-time" disbursement brought about by an unexpected hardship or other extraordinary circumstance.

All disbursements will be applied directly to balances currently owed to CYHA. If the member has paid all or a portion of their current season dues, any amounts above the total amount owed for the season will be refunded to the member.

Consideration will be given to the general criteria noted below when reviewing an application. It is important to note that each application will be considered on a case-by-case basis due to the unique facts and circumstances each situation may present. For this reason, the following list is more of a general guideline and should not be considered all-inclusive:

- Does the applicant meet all the CYHA Dues Assistance Fund requirements?
- What are the nature and the severity of the hardship encountered by the applicant or the applicant's family?
- Can the severity of the hardship be verified with information provided through the Fund application or other means?
- Is additional information required?

Notwithstanding, CYHA reserves the right, in its sole discretion, to make disbursements outside of the application process in light of unique, extraordinary circumstances which come to its attention and when a disbursement is deemed to otherwise be consistent with the general purpose of the Dues Assistance program.

CYHA Dues Assistance Fund General Review Process

The following review process will generally be used when considering applications for disbursements or awards from the Dues Assistance Fund:

- The CYHA Treasurer and Frankie's Friends designee will review all submitted applications. If necessary, the review may include verifying the information provided on the applications, follow-up on any incomplete information and/or resolving any questions or issues related to the application. In addition, members of CYHA's Executive Committee (President, Vice President, Secretary and Treasurer) may be asked to provide guidance during the review process.
- Upon completion of the review process, the CYHA Treasurer in collaboration with the primary designee of Frankie's Friends will make all decisions related to the disbursement of funds.
- All applicants receiving a disbursement will be notified in writing regarding the final disposition of their request for assistance.
- The CYHA Treasurer will be responsible for executing all disbursements from the CYHA Dues Assistance Fund.

The CYHA Board of Directors acknowledges that asking for assistance may be difficult for some members. We want to assure you that it is our general intention that all information related to a submitted application will be kept confidential and through our best efforts will only be shared with the applicant, primary designee of Frankie's Friends and the members of the CYHA Board of Directors Executive Committee, as applicable.