



## COLLECTIONS POLICY

### **Purpose**

BTB Soccer Academy Collections Policy describes the way that BTB Soccer Academy collects and addresses non-payment of registration fees.

BTB Soccer Academy will undertake a 3 step collection procedure.

1. After the first missed payment, a grace period of a week will be given, after which a formal email from BTB Soccer Academy will be sent as a reminder to the registrant about the missed payment and outstanding balance.
2. If no communication/payment is received within a week, or a second miss payment occurs, BTB Soccer Academy will send communication regarding the missed payment/outstanding balance via the team's manager. In doing so, BTB soccer Academy ensures the registrant receives the reminder.
3. If no communication/payment received within a week after the second notice is sent via the team's manager, the registrant's child will not be permitted to continue practicing or participate in any games or club activities until miss payment is resolved.