

Oahe Futbol Club (OFC) Tournament Fee Policy:

Approved at 3/24/2020 Board Meeting

Disclaimer:

These instructions are to clarify policy and procedures OFC uses for tournament fee assignment and payment. The OFC Rules and Regulations document overrides all policy and procedures.

User Instructions:

Head Coaches, Team Managers and/or designee for applying payments to players participating in tournaments. Parents and Guardians making payments for tournament fees will find the information useful as well.

Background:

The OFC Board voted to use online tournament fee collection. The tournament fee collection process using checks or cash requires a lot of manual management on the part of Head Coaches, Team Managers and/or their designee, the Treasurer and parents or guardians.

Contacts:

The Treasurer coordinates signatures for checks. Also, it is the Treasurer's responsibility to add tournament fees to player online accounts but in the instance he or she cannot, the President also can set them up. The preferred method of communication is via email.

Tournament Registration:

Head Coaches, Team Managers and/or designees are responsible for tournament registration. Most tournaments allow registration fees to be paid by check. At times, tournaments will not allow checks. In this case the Head Coach, Team Manager and/or designee will make payment and request reimbursement from OFC. The process is almost identical.

Within five to seven days of team registration, the Head Coaches, Team Managers and/or designees will submit a copy of the tournament registration confirmation to the Treasurer to submit payment. The confirmation must include the following:

1. Tournament Name:
2. Division & Gender:
3. Tournament Fee:
4. Number of Teams:
5. Check payable to:
6. Address to Mail Check to:

Tournament Convenience Fee:

If the tournament charges a convenience fee for paying tournament registration fees online, the convenience fee is to be included in the tournament fee payment paid by players.

Tournament Fee Allocation:

At least seven days prior to the tournament start date, the Head Coach, Team Manager and/or designee will provide the Treasurer with the following tournament fee allocation information:

1. Tournament Name:
2. Division & Gender:
3. Player Names (First and Last):
 - a. Indicate if player is a guest or part time
 - b. Number the players (1, 2, 3)
4. Total Tournament Fee:
5. Applicable Credit Card Fee (3.4% for this example):
6. Total Tournament Fee:
7. Fee per Player:
8. Number of Players:

Example email to Treasurer:

Please apply tournament fees for:

1. Tournament Name: Tea Tournament Fee
2. Division & Gender: U10G
3. Player Names:
 - a. First Name, Last Name
 - b. First Name, Last Name – part time player
 - c. First Name, Last Name – guest player
 - d. First Name, Last Name
 - e. First Name, Last Name
 - f. First Name, Last Name
 - g. First Name, Last Name
 - h. First Name, Last Name
4. Tournament Fee: \$375.00
5. Applicable Credit Card fee (3.4% for this example): \$12.75
6. Total Tournament Fee: \$387.75
7. Fee Per Player \$32.32
8. Eight Players

Cash or Checks:

As previously stated, OFC voted to use an online fee collection system. All tournament fee collection (except guest players) will be done online.

Credit Card Fees:

NOTE: A credit card fee will be applied to the tournament fee and then equally split amongst the players.

Service Fee:

For all online transactions, a service fee is applied. If multiple fees are paid in one single transaction, the

fee is only applied once. This fee is payable by the user upon checkout.

At times, a division will elect to apply multiple tournament fees in advance to avoid additional service fees. Parents or Guardians can choose to pay the entire balance and avoid additional service fees OR, parents can pay for only the applicable tournament fee prior to the appropriate tournament but, will incur a service fee per transaction processed.

Tournament Fee Consolidation:

If a Parent or Guardian registered multiple players at the same time, tournament fees should automatically be combined to allow for one payment transaction where one service fee is applied. If a Parent or Guardian registered multiple players on an account but did so at different times, the online system does not connect or combine the two players tournament fees automatically. This results in processing two separate transactions each with its own service fee. If this has occurred, please contact the Treasurer and request fees be combined.

Payment:

Once the Treasurer applies the fees to the proper player accounts, the impacted parents or guardians will receive an email from "Oahe FC" requesting payment using the tournament name provided by the Head Coach or designee.

Using the example above, parents will see a "U10G Tempo Tournament Fee" for \$32.32 on their account. From the email, parents or guardians will need to click the "PAY NOW" button which will take them to their online account where they will need to log in. Note: Player online will show fees previously paid. Don't be alarmed.

The "**Open Balance Amount**" is the outstanding balance on their account. Parent or guardian users will locate the tournament name provided by the Head Coach, Team Manager or designee and pay that amount.

Once payment has been made, users will receive a payment confirmation email from "Oahe FC" with the subject "Oahe FC Payment Update." Included in the payment history will be a listing of all completed payments the parent user has made. Using our example, the payment for "U10G Tempo Tournament Fee" should so as "Completed" under the "Payment History" and include the date payment was submitted.

All tournament fees must be paid prior to the first game.

Note the "Pending" status for payment does not mean payment is being processed, it means fees have been applied to the account and the user has an outstanding balance.

Unpaid Orders:

Treasurer will notify Head Coach, Team Manager or designee of each team with outstanding unpaid orders prior to event. Players with outstanding balances after each event will not be added to next event roster until outstanding balances are paid.

Lost Fee Payment Request:

If the tournament fee payment request email has been lost, the user should log into the online player account (where user registered) click "My Orders." From there, a window with all payment info will

appear. Locate the appropriate player. There should be a "Balance" field showing outstanding invoices. Click the green "Make Payment" button. A "Manage Payments" window will open. Scroll down to the "Payment for Registrations" area. The "Balance Amount" is what needs to be paid. Ensure this is the amount in the "Payment Options" field. Enter appropriate payment information in "Registration Payment Information." Ensure the "Registration Billing Address" is correct. Check the "I agree to the terms and conditions" checkbox. Click "Submit." A payment confirmation should appear. The user will also receive an email confirming payment.

Part-Time Player Registration/Fees:

If a team is using new part-time players, Head Coaches, Team Managers or designees must ensure the part time players have completed the online registration process and paid the fee prior to requesting tournament fee application. Fees cannot be applied to a tournament until all of the players have completed registration.

Guest Player Tournament Fee:

Guest Players will not register using the online system. The Guest Player needs to be approved by the applicable tournament and state guest process. A Guest Player will pay the tournament fee via cash or check, not electronically. The "Team Remittance Form" from the "Forms" tab on the website. The fee needs to be paid prior to the first game of the tournament. The Head Coach, Team Manager or designee is responsible for making sure the Treasurer receives the fees promptly.

Uncommitting for Tournament /Sick/Bereavement Situations:

Each program year, each Head Coach will post tournament options for each family/player to select. Each tournament comes with a set of deadlines and each family is asked to mark their availability to which tournaments they would like to participate in. Once Coaches have determined the availability of their players allows them to register for a tournament as a team, players are committed to that tournament. Tournament fees will be divided by the number of players attending that event. Families/Guardians/Players are responsible for each tournament payment.

If an unforeseen circumstance prohibits a player from attending that tournament, the player remains responsible to pay the tournament fee. Coaches and Team Managers are welcome to find a replacement player. Even if a replacement player is found, the original player is responsible to pay the tournament fee.

Fee Corrections:

If fees were applied incorrectly, please contact the Treasurer to correct.

Refunds:

If refunds are to be issued, the Head Coach, Team Manager or designee will contact Treasurer to make the necessary changes. Please contact the Head Coach directly with refund concerns.