

Financial Hardship Policy

Introduction

Upper St. Clair Athletic Association (USCAA) is organized as 501-c(4), tax-exempt association. USCAA's social welfare purpose is to organize and administer youth recreational sports for the residents of Upper St. Clair, PA on behalf of the Township's (USC) Recreation Department. Although Upper St. Clair is recognized as an affluent community, families, households and individuals may suffer financial difficulty from time to time. Financial hardship can present challenges to meeting primary needs, much less discretionary activities.

USCAA acknowledges the role of youth sports in the personal, physical and emotional development of a child. It is the philosophy of USCAA that no youth should be turned away from recreational sports activities due to cost or affordability. As a fiduciary, each sport Commissioner manages the expenses of their respective sport to deliver a quality program at a reasonable cost. Although each sport is managed such that the collective program fees meet the expenses of administration, USCAA will consider various forms of scholarships and payment plans to ensure that all children can participate.

Process

1. To be considered for a financial hardship waiver, the parent, guardian or a concerned third party (Applicant) of a youth athlete must submit a letter to the respective sport Commissioner requesting consideration. **The financial hardship request will be kept confidential.** Only the sport Commissioner and the Executive Committee will have knowledge of the request.
2. The letter must include the following:
 - Child's name,
 - Parent's name, phone number and e-mail address,
 - Sport,
 - Reason for the request,
 - Amount of waiver, and
 - Proposed payment plan.
3. Upon receipt of the letter, the sport Commissioner will call for a meeting of the Executive Committee (President, Vice President, Treasurer and Secretary).
4. The Executive Committee will convene a meeting to discuss the Financial Hardship request.
 - a. The President, Vice President, Treasurer and Secretary will attend a meeting to consider the request. A quorum of three (3) is

required for an official meeting. One attendant must be the sport Commissioner.

- b. The sport Commissioner will present the Financial Hardship fee waiver request to Committee.
 - c. The applicant's attendance is optional and not required.
 - d. After the presentation of the request, the Committee, along with the sport Commissioner, will vote to approve or deny the request.
 - e. A simple majority vote is required for action on the request.
5. The Treasurer will communicate the Executive Committee's decision and any related payment plan by letter to the Applicant.

Monitoring

1. The Applicant shall make payment, if any, as stipulated in the decision letter, to the sport Commissioner.
2. The sport Commissioner shall remit the payment to the Treasurer within one week.
3. The Treasurer shall report to the Executive Committee the status of all Financial Hardship fee waiver plans on a regular basis.

General Considerations

1. This policy must be reviewed and approved annually by the Board of USCAA.
2. This policy applies to USCAA operated sports only. It does not include sports administered by USCAA on behalf of the Township of Upper St. Clair Recreation Department. USCAA will work with the USC Recreation Department to develop similar financial relief plans as necessary.
3. This policy does not apply to extraordinary youth sports tournaments or activities such as Cooperstown and the PA West Open.