

HILLSBOROUGH SOCCER CLUB

Policy Document



Title	Financial Assistance
Policy Owner	HSC Treasurer
Last Revised	New

1. Purpose

- 1.1. The Financial Assistance policy outlines the guidelines and standards for offering financial assistance to HSC members with demonstrated need. Financial assistance is provided in the form of a discount off the full cost of HSC registration.

2. Scope

- 2.1. This policy applies to all current HSC members in good standing within a given fiscal year.
- 2.2. This policy applies only to the full cost of registration within a given fiscal year.
- 2.3. This policy does not apply to special programs such as Winter Skills, Summer Select, Striker Clinic, etc.

3. Policy Statement

3.1. Demonstrated Financial Need

- 3.1.1. HSC members with demonstrated financial need may apply for financial assistance to reduce the cost of registration within a fiscal year. The request for financial assistance should be made in writing (electronic or physical media) to the HSC Treasurer prior to or upon acceptance of the HSC program offering.
- 3.1.2. The HSC Board of Trustees shall request formal documentation from the HSC member and review for demonstrated financial need. The HSC Board of Trustees reserves the right to request any and all documentation necessary to determine financial need. Strict confidentiality will be maintained between the HSC member and the HSC Board of Trustees.
- 3.1.3. Financial assistance will be provided as a reduction in the cost of registration and the remaining balance will be paid in agreed upon monthly installments.

3.2. Financial Hardship

- 3.2.1. Should an HSC member experience sudden financial hardship and request assistance in paying HSC registration costs, the HSC Board of Trustees may conduct a special review to determine if financial assistance can be provided on a case by case basis.
- 3.2.2. The HSC member shall make a formal request for assistance in writing (via electronic or physical media).
- 3.2.3. The HSC Board of Trustees should request formal documentation to assist in determining if assistance should and can be given. Strict

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confidentiality will be maintained between the HSC member and the HSC Board of Trustees.

- 3.2.4. In accordance with the power entrusted to the HSC Board of Trustees in the By-Laws of Hillsborough Soccer Club, the decision of the HSC Board of Trustees is final.

4. Responsibilities

4.1. HSC Board of Trustees

- 4.1.1. The HSC Board of Trustees will review and approve all requests for financial assistance as outlined in this policy document.

4.2. HSC Treasurer

- 4.2.1. The HSC Treasurer will receive all requests for financial assistance and notify the HSC Board of Trustees upon receipt.
- 4.2.2. The HSC Treasurer shall review the threshold and the amount of available financial assistance each fiscal year and recommend any changes to the HSC Board of Directors as needed.
- 4.2.3. Approval of the financial assistance threshold and amount will be concurrent with the approval of the HSC annual fiscal budget by the HSC Board of Directors.

4.3. HSC Registrar

- 4.3.1. The HSC Registrar will administer the approved discount in the current HSC registration system.

4.4. HSC Secretary

- 4.4.1. The HSC Secretary will revise this policy as needed.

5. Definitions and Abbreviations

5.1. Definitions

- 5.1.1.1. HSC member is as defined by the By-Laws of Hillsborough Soccer Club.
- 5.1.1.2. HSC Board of Trustees consists of the President, Vice President, Secretary, and Treasurer as defined by the By-Laws of Hillsborough Soccer Club.
- 5.1.1.3. HSC Board of Directors are as defined by the By-Laws of Hillsborough Soccer Club.
- 5.1.1.4. HSC Fiscal Year is from July 1st to June 30th.

5.2. Abbreviations

- 5.2.1. HSC = Hillsborough Soccer Club

6. References and Related Documents

6.1. References

- 6.1.1. The By-Laws of Hillsborough Soccer Club, adopted June 21, 2016
- 6.1.2. US Department of Agriculture, Child Nutrition Programs: Income Eligibility Guidelines, 83 FR 20788.

6.2. Attachments

- 6.2.1. None.