



Policy 5: League Registration and Payment

Updated and approved by Board of Directors: Updated January 2025

Purpose

The Registration and Payment Policy of the Kitchener Minor Baseball Association (KMBA) aims to ensure transparency, fairness, and financial stability within our organization. This policy outlines the procedures and expectations regarding payment schedules, fee assistance options, consequences of non-payment, and refund guidelines for players rostered to a team. By establishing clear guidelines, we strive to facilitate smooth operations, maintain accountability, and provide support to all participants, while upholding the integrity of our programs.

League Fees

League fees are adjusted annually and are based on league expenses for the year and the number of players per team. League fees include the following costs:

- Diamond expenses for 15 home games and 20 practices per season per team (10 games and 15 practices for Select)
- Umpires expenses for Kitchener-based games, includes umpire equipment and training.
- Indoor training (8U/9U/T2: 2x per week Jan-April; T1 10U+: 2x per week Nov-April)
- Baseballs (3 dozen per team), equipment repairs, etc.
- Intercounty Baseball Association (ICBA) and Baseball Ontario fees
- Capital project savings (\$25 per player)
- Player, coach, volunteer, batting cages, and umpire insurance
- Administration expenses (hired support, banking fees, repairs and maintenance, office supplies, legal and auditing expenses)

Registration and Payment Process

Once a player is rostered onto a team, they will be required to pay their league fees over 3-4 payments as follows:

Invoice Date	Tier 1 (10U +)	Tier 2/3 (all division) Tier 1 8U,9U	Select
October (\$500 deposit)	X	X	
November 1	X		
January 15	X	X	X
March 15	X	X	X

Additional Athlete Expenses

In addition to the league, players are responsible for:

- Team fees as outlined by the coach and approved by parents.
- Additional travel and accommodation costs associated with tournaments.
- Personal equipment (bat, glove, helmet, cleats, etc.).
- Uniform
- Any other specialized

Late Payments

Regular Season

Payments not received within 30 days of an invoice will incur a \$25 late penalty on a monthly basis. Players with unpaid balances by April 15 will be removed from a roster, unless advanced payment arrangements have been made. As this could impact participation in upcoming tournaments and games, a final roster is required. For payment arrangements or alternative payment dates, please contact the KMBA Treasurer.

Fall Ball

Failure to make full payment within 7 days of registration, player registration will be canceled.

Refund

Refunds will be issued in accordance with the following guidelines:

- Requests for refunds must be submitted in writing to admin@kitchenerminorbaseball.ca for approval by the Board.

Regular Season

- Refund requests made prior to indoor training commencing may be eligible for a full refund minus a \$150 administration fee.
- Refunds requested after January will be considered on a case-by-case basis by the Board.
- No refunds will be issued after May 1st of each year, regardless of the circumstances.

Fall Ball

- Refund requests made prior to the start of Fall Ball practices or games may be eligible for a full refund minus a \$50 administration fee.
- No refunds will be issued once Fall Ball practices or games have begun.

Fee Assistance

If a family is able to secure fee assistance from other programs (e.g., Jumpstart), they may be eligible to receive some fee assistance. Please contact admin@kitchenerminorbaseball.ca to inquire about the KMBA fee assistance program.

Review and Updates

This policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws, regulations, and best practices. Updates or revisions to the policy will be incorporated into KMBA's governance practices as necessary.

By adhering to this policy, we uphold the values of integrity, accountability, and transparency within KMBA and demonstrate our commitment to serving the best interests of the organization and its members.

Any questions, concerns, or requests regarding this policy, please contact the President or the Treasurer. We will update this policy periodically to reflect any changes in our practices or legal requirements.