



Policies and Procedures

Name:	Approved:	Replaced:
Fee Payment Policy	November 2014	

1.0 Preamble

Canoe Kayak BC (CKBC) promotes sound financial practices, both in our own daily operations as well as in the operations of our member clubs. As such, it is essential that CKBC establishes strong business policies and practices to ensure fair and timely payment and collection of fees.

With that in mind, the following policy has been developed to encourage prompt payment of amounts owed by clubs and individuals. This policy aims to reward prompt payment, while applying penalties to those clubs or individuals that fail to make appropriate timely arrangements for invoice payment.

CKBC acknowledges that occasional financial challenges may occur in any business or personal setting. If a club or individual anticipates that it will have difficulty making full invoice payment on time, then within the stated 30-day time period, then the club or individual is required to contact CKBC to establish a payment schedule. In these circumstances, CKBC will work with the club or individual to establish reasonable invoice payment options where necessary.

In accordance with the By-Laws of the Society: all members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt owing by the member to the Society, and the member is not in good standing so long as the debt remains unpaid. Members of our member clubs must also be in compliance.

2.0 Policy

All payments are due, and are expected to be paid, within 30 - days of the invoice date. If a club or individual anticipates that it will have difficulty making full invoice payment on time, then within the stated 30 - day time period, then the club or individual is required to contact CKBC to establish a payment schedule.

From time to time early payment discounts may be offered by CKBC as an incentive for prompt payment.

If payment or appropriate payment arrangements are not made within 60 - days of the invoice date, the club (and all club members and affiliated participants of the club including but not limited to athletes, coaches, volunteers and staff) or the specific individual will not be permitted to participate in CKBC sanctioned and/or hosted events until payment arrangements have been made with CKBC.

If payment or appropriate payment arrangements are not made within 90 - days of the invoice date, all sanctioning of club activities, including insurance coverage and event sanctioning will be revoked by CKBC. Where specific individuals have failed to pay in full or make payment arrangements with CKBC, they will not have insurance coverage and will not be permitted to participate in CKBC sanctioned and/or hosted events.

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Any club, or specific individual, that has missed the 90 day deadline without making payment arrangements with CKBC, will be placed on 6 - months probation with CKBC, during which time all invoices must be paid within 30 - days of invoice date (no discount will be applied). Failure to remit payment within 30 - days will result in an immediate revocation of individual or club membership privileges including insurance coverage and event sanctioning.

Clubs having their sanction revoked 3 or more times in a 5 - year period will be subject to disciplinary action including possible suspension of club membership by the CKBC Board of Directors.

CKBC will continue to apply for, and receive transfer grants however, it will withhold club and individual payments until all outstanding club and individual debts are paid in full to CKBC or are in compliance with the applicable payment schedule that has been agreed upon.

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