

Judo Alberta Membership Fee Billing and Payment

PURPOSE:

This policy ensures that Judo Alberta's membership fees are collected consistently every 4 months, facilitating ease of payment for its members. The Organization will diligently enforce this policy to maintain the financial stability of the organization while providing continued services and benefits to its members.

POLICY:

- 1) **Membership Fee Categories:** The Organization offers different membership fee categories based on age, membership type, and any other relevant criteria as determined by the Organization. The fee schedule and categories will be shared annually at the beginning of each season.
- 2) **Billing Cycle:** The Organization will charge membership fees 3 times throughout the year to lessen the administrative burden on the clubs and Judo Alberta. The billing cycles will be as follows:
 - a. The November invoice will be for the prior July-October registrations.
 - b. The March invoice will be for the prior November-February registrations.
 - c. The July invoice will be for the prior March-June registrations.
- 3) **Registration invoicing process**
 - a. Register your club and members as per normal.
 - b. Judo Alberta will invoice your club as per the frequency noted above.
 - c. Send payment to Judo Alberta either by cheque in the mail to our office at 11759 Groat Road Edmonton, Alberta, Canada, T5M 3K6, or E-Transfer ap@judoalberta.com, letting us know what the payment is for by referencing the invoice number(s).
 - i. Note: When sending any payment to Judo Alberta, please reference the invoice number(s)
- 4) **Late Payments:** Members who fail to submit their membership fees by the specified due date may be subject to late payment penalties or risk the suspension of their membership.
- 5) **Refunds and Cancellations:** The Organization's refund and membership cancellation policies remain in effect, allowing members to request refunds or cancel their memberships as per the terms and conditions outlined in the Organization's membership policy.
- 6) **Amendment of Policy:** This policy is subject to periodic review and may be amended or updated by the Organization's governing body or board of directors as deemed necessary.
- 7) **Communication:** The Organization will communicate changes to this policy, including any changes to membership fees or billing cycles, to its members through the official communication channels, such as the website, email, or other relevant means.