



Billing/ Accounting Policies and Procedures

Approval by the SHAW board on 05-12-2025

Billing:

Ice Fees are broken down into three installment payments (if needed). These payment dates are:

- 1st payment – At Registration time - \$25 (registration fee)
- 2nd installment payment – October 31st
- 3rd installment payment – November 30th
- 4th installment payment – January 20th

When registering for the season on SportsEngine/CrossBar, there will be a \$25 Non-Refundable payment due. This \$25 payment must be paid online in SportsEngine/CrossBar to complete your skater's registration process. The remaining 2nd installment payment due at registration may be paid offline (with check). Statements/Invoices will be emailed to the family email entered during the registration process. Failure to receive a bill shall not be considered a valid excuse for non-payment of fees. Failure to make installment payments by the required dates listed above will result in the online form of payment entered at Registration time being automatically charged for the ice fees due.

If payments are not made toward ice fees the Treasurer may bring the outstanding accounts to the attention of the Executive Board for further action. **Unless an approved payment plan is accepted by the SHAW Executive Board and being followed**, a skater shall not be allowed on the ice until past due fees are paid. Payments of the fees in full shall restore all the skater's rights and skater's family's voting rights, subject to Board approval. No adjustments shall be made to the ice fees for games or practices missed during the period of unpaid fees.

The Executive Board reserves the right to collect monies owed by any legal measures it deems necessary.



Payments:

Payments shall be made online in CrossBar or mailed to SHAW, P.O. Box 210256, Milwaukee, WI 53221.

Payments are due at Registration time, October 30th, November 30th and January 20th. If the payment is not received by January 20th a one-time penalty fee of \$75.00 will immediately be assessed. Hockey fees are due in full for the entire season by January 20th, regardless of whether or not the skater completes the season.

If balances are not paid in full by Jan 21st, the skater(s) will lose access to all on ice activities. Once balances have been paid in full the skater(s) will be reinstated.

Skaters will not be allowed to participate in Playdowns or the SHAW Showcase if their ice fee balances not paid in full by January 20th. Failure to participate in Playdowns excludes the skater from participating in the State Tournament (WAHA book, page 84 Rule F).

Registration:

When registering for the season on CrossBar, there will be a \$25 Non-Refundable payment due. This \$25 payment must be paid online in CrossBar to complete your skater's registration process. The remaining 1st installment payment due at registration may be paid offline (with check). The 2nd installment payment of ice fees is due at registration time or no later than **October 31st**.

The 1st payment of ice fees is nonrefundable after Skills and Drills starts (See dropped skater policy).

- **Registration will not be accepted unless the prior year's ice fees are paid in full, regardless of arrangements made with the Treasurer.**
- **Any returning SHAW skater from the age groups of mini - HS that hasn't registered by mid-night on 08-15-2025 will be assessed an additional registration fee of \$100/per skater for the 2025-2026 season.**
- **Any skater new to SHAW will be assessed a late registration fee of \$150 if registered after mid-night on 08/15/2025.**
- **Any player that is registered with SHAW after August 31st at Midnight is obligated to pay their dues in full. Players that choose to leave to go to**



another organization September 1st or later will be required to pay their SHAW season ice fees in full to receive their financial release from SHAW, unless SHAW cannot support a team at said player level (example: Girls Only Team at correct level, Coed Team at correct level).

- Any girl that chooses to dual roster may be assessed a fee of \$250; this will be determined on a case-by-case basis by the executive board.
- There will be an early registration credit for anyone player squirts – Highschool that signs up within the first two weeks that registration opens (May 19th – June 3rd).
 - Coed – Squirt – HS - \$100 off
 - Girls only skaters – Squirts – Bantam - \$300 off

Returned Check Policy:

A \$35.00 returned check fee will be assessed for each returned check SHAW receives.

Fundraising:

By participating in fundraising events, families are able to lower the personal cost of hockey. Money/Credits earned through fund raising events will be reflected on the statements as they become available from the Director of Fundraising. There are many options to earn credits toward ice fees in SHAW:

- Candy sales
- Pizza sales
- Kringle sales
- Brewer game events
- Script Admiral game events

Fundraising credits are deducted from the member's total ice bill and are ***not reimbursable***. If a skater leaves SHAW and retains a credit, after a two-year period of inactivity, the credit amount will be placed into the Shaw general fund.

Fundraising credits may also be used for all family members for SHAW required and/or sponsored uniforms and events (ie: jerseys & SHAW sponsored camps).



Goalie Incentive Program:

Goalie credits will apply from the Squirt through High School level. The set goalie credit will be issued at the end of January in the season skated. To receive the credit the goalie position must be confirmed by the team's head coach. If there is more than one goalie per team both must be confirmed by the team's head coach and skate an equal share of the games to earn the credit.

Each team is limited to a maximum of 2 goalies per team.

Set goalie credit rates:

- 10U - Squirt (all levels): \$350/team
- 12U - Peewee (all levels): \$400/team
- 14U - Bantam (all levels): \$450/team
- 18U - High School (2-JV if applicable, 2-Varsity): \$1200/HS program (max \$300/goalie)

Injuries:

Injury credits will be issued for both on and off ice injuries according to the following guidelines:

- **Off ice** injuries will be considered for those skaters who have an illness or injury that keeps them off of the ice for a period of at least 5 weeks of consecutive duration. The injured skater must submit an injury form to the Executive Board for review. Injury forms can be found and printed from the "Form" section of the website. In order to return to the ice, the skater must furnish the Executive Board and the Coach with a written, signed MD release.
- **On ice** injuries will be considered for those skaters who are unable to skate for a 2-week consecutive duration. The injured skater must submit an injury form to the Executive Board for review. Injury forms can be found and printed from the "Forms" section of the website. In order to return to the ice, the skater must furnish the Executive Board and the Coach with a written, signed MD release.

Injury credits apply toward ice fees only and will not include the off-ice operating costs of SHAW.



Skater Referral Policy:

Families who have referred skaters to SHAW will earn a referral credit of \$50. The credit will be given after the referred skater has stayed with SHAW for a full season. Written referral notification must be submitted from the referred skater indicating which family referred them.

Letters are to be sent to the Treasurer. Immediate family members (ie: brothers, sisters) are not eligible for the referral credit.

New Skater to SHAW Policy:

- Eligible new skaters are those skaters who have never skated before with an organization in the game of hockey. Additionally, a new skater must skate the entire season to earn the credit. Skaters meeting those guidelines are entitled to a one-time ice fee credit of \$250 off their first-year ice fees as a skater with SHAW hockey. Credits start at the Mite level and will be issued at the end of the season. The Ice Chip program does not count as skating with an organization.
- Ice Chips for the 2024-2025 season will pay \$500 for their season fees, even if they move up to their age-appropriate level. If the Ice chip joins SHAW after September 1st, their fee will be pro-rated.

Rostered and Reimbursed Coaches Policy (revised Nov 2022):

- Starting with the 2022-23 season, SHAW will limit the number of rostered and therefore reimbursed coaches assigned to each team beginning at the Mite level.
- Teams will be allowed to officially roster a maximum of one (1-2) head coaches and up to five (5) assistant coaches for each team. Only coaches designated on the official USA Hockey Roster will be reimbursed their fees associated with the yearly required coaching certification and registration process.
- Teams may opt to have additional non-rostered/non-reimbursed coaches work with their team during practice sessions. Non-rostered/non-reimbursed coaches working with a team must continue to meet the certification and registration requirements as outlined by USA Hockey and WAHA. Non-rostered coaches may not be on the bench during games. Anything not covered in this document will be addressed by the Executive Board.

(Revised May 2025)