REGISTRATION PAYMENT POLICY

Effective as of September 2026

1. PURPOSE

At AS Laval, our goal is to maintain a well-organized and efficient club that provides members with a high-quality training experience. As a not-for-profit organization, we rely on registration fees, partnerships, events, and fundraising activities to cover operational expenses.

This policy outlines the financial obligations of all members. For purposes of this policy, “member” includes the registered player and, where applicable, the parent or legal guardian responsible for the player's registration and financial obligations.

2. IMPORTANT PAYMENT INFORMATION

If a member is unable to meet the established payment deadlines (see table below), an alternative payment plan must be requested and approved by AS Laval’s accounting department.
All payment plan requests must be submitted in writing by email to:
comptabilite@aslaval.com
Requests made by telephone or in person will be redirected to this email address.
Payment plans are subject to approval by AS Laval’s accounting department and are only valid once agreed to and confirmed in writing by both parties. If a member requires a modification to an approved payment plan, the request must be submitted by email to comptabilite@aslaval.com before the next scheduled payment date. Members should not wait until a payment is overdue to contact the Club.

3. OVERDUE ACCOUNTS AND SUSPENSION

An account that remains unpaid for more than ten (10) calendar days after a scheduled payment due date, and for which no payment plan has been approved, will result in the player's suspension from Club activities. A player who is suspended or blocked for financial reasons will not be permitted to participate in Club activities until the account has been brought into good standing.
A blocked or suspended player will be prohibited from participating in federated soccer activities, transferring to another club, or registering for a future season until the account is in good standing and any applicable federation requirements have been satisfied.
Any fines or penalties imposed by a governing body because of participation while suspended will be the responsibility of the member to pay, as applicable.

4. REINSTATEMENT

A player suspended for financial reasons will be reinstated once all outstanding fees have been paid in full and the account is confirmed to be in good standing.

Where a player passport has been blocked or suspended, reinstatement will also be subject to any applicable federation procedures.

AS Laval reserves the right to take any other measures permitted under applicable Club and federation rules to address outstanding financial obligations.

5. PAYMENT METHOD, TERMS, AND DEADLINES

All registration payments must be made online by credit card through the Spordle platform.
Members are responsible for ensuring that their payment information remains valid throughout the instalment period. If a credit card is set to expire before the next scheduled payment, the member must update their account with a valid credit card before the next payment date.

WINTER SEASON PAYMENTS				SUMMER SEASON PAYMENTS		
U5 TO U12 CC/CR/ELITE & 13+ (PLSJQ, LDP, LDIR, LR), U19, U21+				*U4 TO U12 CC/CR/ELITE & 13+ (PLSJQ, LDP, LDIR, LR, LL), U19, U21+*		
Payment	Due	Amount		Payment	Due	Amount
1	At registration	33%		1	At registration	33%
2	November 30	33%		2	May 30	33%
3	December 30	34%		3	June 30	34%

6. CANCELLATION AND REFUND POLICY

All cancellation requests must be submitted in writing by email to comptabilite@aslaval.com.

Cancellation requests must be received no later than:

- **July 31** — Summer season
- **January 31** — Winter season

Requests received after the applicable deadline will not be accepted, and no refund or credit will be issued. Cancellation requests made by telephone or in person must instead be submitted to the email address above. Members may inform their team's coaching staff of a player's withdrawal; however, coaching staff are not responsible for notifying the Club's administrative team. The cancellation request must be submitted directly to the Club at the email address above. No refunds will be issued for disciplinary suspensions.
All cancellation and refund requests are subject to review and approval by AS Laval's accounting department.

Refunds Before Services Begin
If a cancellation request is received before services have begun, the member will receive a refund, subject to the deduction of the following non-refundable fees and costs:

- Non-refundable Spordle platform fees;
- Non-refundable affiliation fees; and
- Any other non-recoverable costs already incurred by the Club.

For the purposes of this policy, the Club is considered to have begun providing services once administrative processing, affiliation, team placement, scheduling, or equipment/uniform ordering has commenced.

Refunds After Services Begin
If a cancellation request is received after services have begun but before the applicable cancellation deadline, the refund will be calculated based on the unused portion of the registration fees and will be reduced by:

- The cost of services already provided;
- A cancellation fee equal to the lesser of $50 or 10% of the value of the remaining services;
- Any non-refundable fees; and
- Any other non-recoverable costs incurred by the Club.

Refunds are calculated based on the date the written cancellation request is received by the Club and are not retroactive.

Non-Refundable Fees and Costs
The following are non-refundable:

- Affiliation fees;
- Spordle platform fees;
- Uniforms and equipment once ordered; and
- Other costs that cannot be recovered by the Club.

Affiliation fees are mandatory fees payable to governing organizations, including Soccer Canada, Soccer Québec, Soccer Laval, and AS Laval. These fees generally range from $75 to $80, depending on the player's age category, and are subject to change from one season to the next.

Injury or Illness
Refund requests related to injury or illness require a medical certificate confirming that the player is unable to participate for at least six (6) consecutive weeks during the applicable season. Requests must be submitted in writing by email to comptabilite@aslaval.com.
Any approved refund will be calculated based on the unused portion of the registration, less applicable non-refundable fees and costs.
If an injury begins during one season and extends into another season, each registration will be considered separately. An injury from one season does not automatically create a refund or credit toward a subsequent season.
All injury or illness-related refund requests are subject to review and approval by AS Laval's accounting department.

Circumstances beyond the Club's control
AS Laval shall not be responsible for cancellations, interruptions, or reductions in services resulting from circumstances beyond the Club's reasonable control, including but not limited to:

- Weather conditions;
- Field, facility, or school closures;
- Government restrictions or public health measures;
- Player absences;
- Participation in other activities; or
- Other circumstances beyond the Club's reasonable control.

7. REFUND METHOD

Refunds will be issued to the original payment method used for the registration.

8. MEMBER INSURANCE

For injuries sustained during a federated soccer activity, such as a league match, official team training session, or tournament match, the player's affiliation may provide access to sports accident insurance and group or team travel insurance through Soccer Québec, subject to the applicable insurance policy and eligibility requirements.

Important: Written notice of an insurance claim must be submitted to the insurer within thirty (30) days of the accident that caused the injury.

Members can access the applicable accident insurance policy, documents, and claim forms through the Soccer Québec website under the Insurance section.

9. FINANCIAL SUPPORT

For the most up-to-date information regarding available financial assistance programs, please visit the AS Laval website:

Soutien Financier - AS Laval

10. FINES

Any fines issued to a player or member of the coaching staff as a result of yellow cards, red cards, suspensions, or other disciplinary sanctions imposed by referees or governing organizations are the responsibility of the individual concerned and must be paid in full.

Any fine resulting from a forfeited or no-show game will be divided equally among the members of the team to be paid, in accordance with the Club's instructions.