



1. The first invoice will be sent specifying the reason for the charge and the amount.
2. If not paid in the first 30 days, an Iowa Soccer staff member will make a courtesy communication in the form of email or phone call to the individual member, or the club's identified point of contact for invoices, defaulting to club treasurer in cases a club has not identified another individual, to remind them of this invoice and that it is now considered past due. Iowa Soccer staff member will remind the individual or the club that a late fee of 5% or minimum of \$10 comes at 60 days from date of invoice (30 days past due date).
3. The second invoice with the late fee added, will be sent 60 days after the first invoice with a note indicating the payment must be received within 30 days or member's services\* will be withheld until payment is received.
4. Near fiscal year end the member will be encouraged to settle the account prior to June 30.
5. Clubs with fees in arrears at the end of the seasonal year will not be allowed to register players for the new seasonal year until all prior fees have been paid.
6. Clubs with fees in arrears from the fall season will not be allowed to register players for the Spring season until all prior fees have been paid.

\* "Member services" will be interpreted as players, teams, or a club no longer able to participate in ISA activities (competitions, ODP) or receive ISA services.