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### **EVENT ATTENDANCE AND LATE CHARGE POLICY**

The following represents the Registration and Late Charge Policy of the Club, as voted on by a majority of the attending members of the ARPCA at a regular meeting of the Club, held on January 11, 2024.

Over time the ARPCA has evolved to a point where most functions (social and track related) now provide for advance registration and payment through the Club electronic registration portal (currently MSR). This has resulted in efficiencies for the Club volunteers planning these various events, and to allow for more accurate planning and budgeting for food and Club merchandise and gifts. Under this system, for those events requiring a registration fee, the charge is paid for at the time of registration. Nevertheless, the Club has seen members on occasion who have not registered in advance but who attend such functions. The Club may or may not recover the registration fee from those members, and it can cause shortage issues with food and swag.

In an effort to further incentivize electronic registration for Club functions, which also typically include a registration cut-off date, the Club desires to impose automatic charges on any member (or such member's guest) who attends an event without having first registered and paid.

It is therefore the ***Policy of the ARPCA*** that for those ARPCA Club events which provide for advance registration through the Club electronic registration platform, whenever a member or the member's guest attends such an event without previously paying and registering, ARPCA reserves the right to "Back-Charge" that member's account via the electronic registration portal (MSR at present) to cover the member's attendance and/or the attendance of the member's guest. Such participant will be assessed the full registration fee for the event, PLUS an Administrative Late Fee equal to the lesser of \$25 or 30% of the full event charge, per person. This Late Fee will be processed automatically through MSR, or in the case where the member does not maintain an active MSR account, then via personal check payable to ARPCA within 15 days after the event. **Failure to pay may result in the member's restriction to attend future ARPCA events.**

***NOTICE – This POLICY upon the effective date shall be published simultaneously on the Club's Website and in Club e-blasts, and shall be deemed to constitute full notice to Club members of the intent to impose such charges under the circumstances described in this Policy; any member who thereafter registers and/or attends Club events acknowledges that s/he understands and agrees to these charges. If a member does not agree to these charges, the member shall not register or attend the event. This Policy shall remain on the website and published via Club Newsletter and e-blast annually thereafter.***

In addition to the above, ARPCA in its sole discretion has the right to limit participation to events that are "Sold Out" and/or to provide for premium charges for late registrations.