



Quesnel Youth Soccer Association Refund Policy

Purpose: To provide guidelines to determine when a refund for registration fees is issued.

Definition(s): The “Registration Fee” is determined by the Board members before registration begins for the season. The Office Administrator and League Coordinator will determine if all team rosters for the age group are full.

Background: QYSA needs to assign a refund deadline date to discourage cancellations throughout the season and create stability on the team rosters. QYSA also need to identify the circumstances when a service fee will be charged against the refund and those where the service fee will be waived and a full refund is issued.

Policies:

Refunds will not be offered if any of the following conditions are met:

- Player has already been placed on a team.
- Player quits of their own accord.
- Player leaves QYSA to join another club or sporting activity.
- Player is dismissed for disciplinary reasons.
- Refund request is past team selection deadline.

A refund request must be submitted in writing to the QYSA office. Approved refunds would be subjected to an administration fee of \$20.00, costs incurred (including but not restricted to t-shirt, photograph and awards) and pro-rated for the duration of the season, i.e. if the reason is medical. BCSA fees are considered a separate cost.

A refund granted for medical purposes must be accompanied with written verification from an attending physician.

The Registrar and Executive of QYSA are permitted to review refunds on a case by case basis to determine that there are extenuating circumstances.

Procedure: The Registrar will identify the members requiring refunds and the amount to be refunded and submit the request to the Executive for approval/disbursement. For extenuating circumstances, both the Registrar and Executive will discuss the situation and decide on the amount. All refunds will be issued by cheque and mailed to the recipient.

Date approved by Board: April 18, 2007