



FORT SASKATCHEWAN SOCCER

POLICY: WITHDRAWALS, CANCELLATIONS & REFUNDS

POLICY #: 140

Purpose: Policy Statement: This document outlines the process concerning withdrawals, cancellations and refunds.

Terms

Cancellation – refers to the cancellation of a registration in progress.

Withdrawal – refers to when a player no longer wishes to be registered but has completed the registration process with Fort Saskatchewan Soccer including providing payment of registration fees.

Medical – refers to an injury or other medical reason, confirmed by a doctor's note that will prevent the player from completing the season.

Relocation – refers to a player/family move where the player/family no longer resides in the Tri-County District and this move will prevent the player from completing the season.

NSF fee – refers to a \$35 fee charged by the Fort Saskatchewan Minor Sports Association on all player/family cheques which are returned by the payer's financial institution for non-sufficient funds (NSF) in the payers account.

Description

Cancellation: If a player registration form has been filled out, but payment for registration has not be provided to the Fort Saskatchewan Minor Sports Office within 72 hours of the close of registration the player registration may be cancelled without further notice.

Medical or Relocation: Should a player withdraw for medical or relocation reasons, a prorated refund will be issued, based on the following, and according to the date the *Withdrawal and Refund Request* and jersey are received by the Fort Saskatchewan Minor Sports Office:

- a) Before games are played: 100% of registration fee minus 10% administration fee
- b) After games have started:
 $(\# \text{ of games remaining } / \text{total } \# \text{ of games}) * \text{Fee minus 10\% administration fee}$

Withdrawal: If a player has completed the registration process and they wish to withdraw they must submit the Fort Saskatchewan Soccer *Withdrawal and Refund Request* form (available on our website) to the Fort Saskatchewan Minor Sports (FSMSA) Office.

Refunds are based on the date the withdrawal form and player jersey(s) are received by the Minor Sports Office. U10 to U18 jerseys are to be returned washed and in good condition. U4 to U8 t-shirts are retained by the player.

Refunds will be made either by cheque or refunded to the credit card on which the registration was initially paid. Cheques will be issued according to the FSMSA office payment schedule.



FORT SASKATCHEWAN SOCCER

Outdoor and Indoor Season withdrawal refunds will be subject to the following refund and calculation rules.

Outdoor Season Withdrawals:

- a) Before March 31.....100% of registration fee minus a 10% administration fee
- b) April 1 to April 1575% of registration fee minus a 10% administration fee
- c) April 16 to April 3040% of registration fee minus a 10% administration fee
- d) After April 30No refund

Indoor Season Withdrawals:

- a) Before September 15..... 100% of registration fee minus a 10% administration fee
- b) Sept. 15 to Sept. 30 75% of registration fee minus a 10% administration fee
- c) October 1 to October 31.... 40% of registration fee minus a 10% administration fee
- d) After November 1 No refund

Date Revised: May 2014

DATE APPROVED: June 1, 2014