



## Fort Saskatchewan Minor Football Association – Rules, Policies, and Procedures

Policy Category	
Policy Name	Withdrawals, Cancellations & Refunds
Source	
Origination Date:	January 2026
Revision Date:	

### Withdrawals, Cancellations & Refunds

#### 1. Policy Statement

- 1.1. To outline the Fort Saskatchewan Minor Football Association's policy on Cancellation, Withdrawals and refunds.
- 1.2. This policy does not apply to any other part of the registration process.

#### 2. Definitions

- 2.1. "Association" shall refer to the Fort Saskatchewan Minor Football Association.
- 2.2. "Board" shall refer to the elect officials of the Association as defined by the FSMFA Bylaws.
- 2.3. "Cancellation" shall refer to cancelling registration before the Association's season start date.
- 2.4. "CDMFA" shall refer to the Capital District Minor Football Association.
- 2.5. "FSMFA" shall refer to the Fort Saskatchewan Minor Football Association.
- 2.6. "Withdrawal" shall refer to cancelling registration after the Association's season start date.

#### 3. Applicability

#### 4. Withdrawals/Cancellations

- 4.1. To withdraw or cancel from a program please use the withdrawal form on the website.
- 4.2. No withdrawal or cancellation is final until all equipment is returned to the Association.
- 4.3. When a player is notified of coming off a waitlist; payment for that player must be received within 72 hours of notification or that registration shall be cancelled without further notice.

#### 5. Refunds

- 5.1. Cancellation will receive full refund less non-refundable fees.
- 5.2. Withdrawals when no practices have been attended and prior to the Association registration closing date shall receive a full refund of amount paid less non-refundable fees.
- 5.3. Withdrawal within 5 days of first attended practice and prior to Association registration closing date will receive a full refund of amount paid less non-refundable fees.
- 5.4. No Refunds shall be given for withdrawals after Association registration closing date.





- 5.5. No Refunds shall be given for medical, football related injury, non-football related injury or relocation.
  - 5.6. No Refunds will be issued until all property of the Association is returned to the Association including but not limited to player equipment.
6. NON-REFUNDABLE FEES
- 6.1. The following fees are non-refundable and are subject to increases and changes every season by the Association, Football Alberta, CDMFA or our suppliers.
    - 6.1.1. Association Administration Fee
    - 6.1.2. Football Alberta Insurance Fee
    - 6.1.3. CDMFA Membership Fee
    - 6.1.4. Any Non-Returnable Equipment
7. Responsibilities
- 7.1. The Registrar shall ensure that all registrations are accurate.
  - 7.2. The Registrar with the assistance of the Treasurer shall ensure that all registration fees are collected.
  - 7.3. The Equipment Director shall ensure all registrations receive their equipment before practices and/or games start.
8. Reporting
- 8.1. The Treasurer, Registrar and Equipment Director shall work together to ensure that all registration fees, fees, and lent out equipment are documented.
  - 8.2. The Treasurer, Registrar and Equipment Director shall work together to ensure that all cancellations, withdrawals, refunds, and equipment rental returns are documented.
9. Governance
- 9.1. The board has oversight over this Policy.
  - 9.2. This policy shall be reviewed and approved at least every year or as required.

