

# PMBA Refund Policy

Approved by PMBA Executive: January 15, 2026

Applies to all Baseball and Softball Divisions

## Purpose

This policy outlines the conditions under which registration and team-related fees may be refunded to participants. PMBA recognizes that unforeseen circumstances can impact a player's ability to participate, but also must ensure program sustainability and fairness to all members.

### 1. Definitions

- **Base Registration Fees:** The standard season registration fee paid at the time of enrollment.
- **Provincial/Rep Fees:** Additional team-specific fees for provincial 'A', 'AA', or other competitive play (e.g., tiering weekends, tournaments).
- **Team-Specific Fees:** Optional extras (e.g., hoodies, team jackets, tournaments not covered by PMBA, year-end parties, etc.) collected by the coach or team manager.
- **Refund Request:** A written request submitted to PMBA by a registered parent or guardian.

### 2. Base Registration Refunds

*(Includes Community, REP AA/AAA Programs and is subject to approval from PMBA Executive)*

| Timing of Withdrawal                                  | Refund Amount   |
|---|---|
| Before evaluations/indoor sessions begin              | Full refund minus a \$20 admin fee                                      |
| Within 1 week after evaluations/indoor sessions begin | Full refund minus a \$30 admin fee (and minus tryout fee if applicable) |
| Between days 8–21 of indoor                           | 85% refund (minus tryout fee if applicable)                             |
| Within last 7 days of indoor                          | 75% refund (minus tryout fee if applicable)                             |
| Within first 7 days of outdoor                        | 65% refund (minus tryout fee if applicable)                             |
| Between days 8–14 of outdoor                          | 50% refund (minus tryout fee if applicable)                             |
| Between days 15–21 of outdoor                         | 40% refund (minus tryout fee if applicable)                             |
| More than 21 days into outdoor                        | No refund unless approved by executive                                  |

### 3. Provincial 'A' Player Fees

Refunds for Provincial 'A' program fees will only be considered **after the first week of tiering** if:

- The player is injured and cannot continue (doctor's note may be required),
- The player is removed from the team without cause or due process,
- The executive determines special circumstances warrant a refund.

In cases of voluntary withdrawal or team removal due to disciplinary reasons, **no refund is guaranteed** and will be evaluated on a case-by-case basis.

### 4. Injury or Medical Withdrawals

- Refunds due to injury or health-related reasons will be reviewed if:
  - A doctor's note is provided (where applicable), and
  - The player will miss the remainder of the season.
- Partial refunds may be issued based on timing and whether fixed costs (jerseys, insurance, etc.) have already been incurred.

### 5. Team-Specific Fees

- PMBA does **not manage or guarantee** refunds for team-specific extras organized independently by coaches or parents.
- Coaches/managers are encouraged to maintain clear records and refund policies for items they collect funds for (e.g., clothing orders, tournament top-ups).

### 6. Refund Request Process

- All refund requests must be **submitted in writing** to the PMBA Executive at [ponokamb.president@gmail.com] or through the relevant division coordinator.
- Requests should include:
  - Player name and division,
  - Reason for withdrawal,
  - Date of last participation (if applicable),
  - Any supporting documents (e.g., medical note).

### 7. Refund Approval and Timelines

- Refunds must be approved by the PMBA Executive (quorum may be required for exceptional cases).
- Approved refunds will be processed within **21 days** of approval.
- All refunds will be issued via e-transfer or original payment method unless otherwise agreed.

## 8. Non-Refundable Situations

Refunds will not be provided under the following circumstances:

- A player voluntarily withdraws after the deadlines outlined in Section 2.
- A player is removed from a team due to disciplinary action, lack of attendance, or failure to meet player/parent expectations.
  - **Note:** In such cases, decisions will be guided by the **PMBA Attendance Policy**, **Player Discipline Policy**, and **Parent Code of Conduct** as applicable.
- A player is dissatisfied with coaching decisions, team placement, playing time, or perceived fairness.
- Weather-related cancellations, league decisions, or shortened seasons (e.g., due to poor air quality or lightning).

## 9. Discretionary and Special Circumstances

- PMBA reserves the right to approve or deny any refund based on the **individual circumstances**, the **impact on team/association finances**, and the **conduct or reason for withdrawal**.
- Refunds may also be prorated based on how much of the season or program has been completed.