



Policy Type: Operational

Policy Name: Cancellation, Withdrawal and Refund

Terms

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

'Withdrawal' refers to when a player no longer wishes to be registered with BSA but has completed the registration process including providing payment of registration fees and deposit cheques.

'Relocation' refers to where the player has had to relocate outside of the BSA Zone.

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

Description

Cancellation: If a player registration form has been filled out, but payment for the registration fee and the Jersey and Volunteer Deposit cheques have not been provided with 48 hours of the close of registration the registration will be cancelled without further notice. If the player wishes to continue with the registration they will have to re-register as a Late Registrant and a Late fee will be applied, no exceptions.

Withdrawal: If a player has completed the registration process and they wish to withdraw, they must submit the online Withdrawal Request Form. Withdrawal refunds will be subject to the following refund and fee calculation rules.

| Request Submission Date | % Refunded | Admin Fee |
|---|---------------------|-----------|
| Before close of Registration | 100% Reg and FC Fee | \$0 |
| After close of Registration and before the first scheduled game | 100% Reg and FC Fee | \$50 |
| After the first scheduled game | 0% | \$0 |

Late Registration fees will not be refunded under any circumstances.

Should a player withdraw for medical or relocation reasons, a prorated refund will be issued.



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Enforcement Procedure

Refunds and administration fees will be calculated according to the refund and fee calculation table.

All refunds are subject to BSA Executive approval.

Approved on Date: Approved Jan 24, 2013

Change Control

| Change Description | Approved on Date |
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