

# Summer Season Refunds Policy

## A) All refunds are:

I. Subject to a \$30.00 administration fee,

II. Must be made ON LINE via email to the club registrar by the parent / guardian / senior player, clearly indicate the reason for withdrawal,

III. All requests for a refund MUST BE MADE IN WRITING to the club Registrar BY:

**1 June for Adults and Mini's.**

**15 July for U16 and U18 players.**

- DO NOT ASK A COACH OR OTHER VOLUNTEERS TO PASS ON VERBAL REFUND REQUESTS.
- VERBAL REQUESTS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE.
- REQUESTS MADE OVER THE PHONE OR THROUGH VOICE MAIL WILL NOT BE ACCEPTED

IV. Refunds will be recorded and tracked by the Registrar, processed by the Treasurer, and requested via Rugby Canada's online portal, within one week of the request.

V. Your refund will be processed direct to your credit card through Rugby Canada. Less the \$30.00 administrative fee.

\*Note that once the refund is sent to Rugby Canada by the club Treasurer the processing time is the responsibility of Rugby Canada and Sport Ngin, who is the online portal administrator.

## B) FULL REFUNDS

less the \$30.00 administration fee will be processed based on:

I. Where a player wishing to play rugby and subsequently decides to leave the OIRFC prior to the cut off dates noted above. The refund request MUST be made in writing to the OIRFC Registrar.

II. Where a player suffers a season ending injury, attested to by the attending physician prior to the cut off dates noted above. The refund will be prorated by the number of games up to the time of injury.

## C) ZERO REFUNDS

Refunds will NOT be processed under the following conditions:

I. Written requests received after the cut off dates noted above.

III. Where a player transfers to another club after OIRFC has registered them with the governing Rugby organizations, NO EXCEPTIONS

IV. Where a player has been disciplined by one of the governing Rugby organizations, the club or has outstanding debts to the club.

E) All other refund requests will be assessed on merit by the club executive.

## **Outstanding Fines**

A player may NOT be registered for their respective team or permitted to play if outstanding fines or fees are not addressed.