



Berowra Football Club Refund Policy

This policy outlines Berowra Football Clubs (BFC) position on eligibility for refund of registration fees and coaching fees should a player not complete a full season. Whilst BFC does not intend to unreasonably withhold payments made, administration costs and effort are incurred as a consequence of player withdrawals and there is a need to balance a player's entitlement to refunds, with the player's responsibility to consider BFC's interests.

A number of fees and levies are collected on behalf of our governing football bodies and are included in the breakdown of registration costs outlined on the Berowra FC website.

BFC will not be liable for refunding the following components of the season registration fee:

1. The National Registration Fee (FA)
2. The State Registration Fee (Football NSW)
3. The Player Insurance

A player requesting a refund will also incur a \$30 administration fee.

Refund calculations

The pro-rata refund calculations are as follows:

Registration Fee Refund due =

Registration fee paid x (Fixture games remaining ÷ Fixture games scheduled) Minus fixed associations costs and other costs incurred by BFC. Minus \$30 Administration cost.

Coaching Fee Refund due =

Coaching fee paid x (coaching sessions remaining ÷ coaching sessions scheduled) Minus costs incurred by BFC. Minus \$30 Administration cost.

Situations where refunds apply

- Injury or illness
- Transfer to another district
- Club is unable to place the player in a team
- Injury or illness

Where a player is forced to cease playing as a consequence of injury or illness.

A request for a refund must be made in writing to the Secretary and must be accompanied by advice from a medical practitioner regarding the player's inability to play.

- Transfers to another location

Where an adult player or the custodial parent of a younger player relocates to another city, state or country.

- When BFC is unable to place a player in a team

Where BFC has accepted part or full registration fees from a prospective player and is then unable to place that player in a team, a full refund will be made of all money paid by/for the player.

Situations where refunds do not apply

- Voluntary withdrawal
- The player's registration is withdrawn by BFC for breaches of Code of Behaviour or other reason.
- Withdrawals after two thirds of fixtures for any reason.

Procedures for refunds

Where a refund is sought, the Secretary must be contacted in writing or by email outlining the circumstances and enclosing/attaching any relevant documentation.

Applications for refunds will be referred by the Secretary to the Treasurer and President.

Right of appeal

Where an adult player or parent of a youth player applies for a refund and is not successful, they may appeal to the Club Secretary within 30 days from receipt of negative advice, in writing or by email.

Appeals regarding refunds will be considered by the Club's President, Treasurer and three other members of the Management Committee including Club Secretaries and a response to the appeal will be made within 30 days of its receipt.