



**BOW RIVER BRUINS HOCKEY ASSOCIATION**

**REFUND POLICY**

**Introduction**

The Bow River Bruins Hockey Association (BRBHA) is a non-profit hockey association that relies on funds provided through the registration of its members to maintain a positive hockey experience for our membership. As an association run by volunteers and parents of children playing the game, we understand that on occasion, a need may arise for a member to leave the association. Whether through injury, or personal reasons, this policy establishes an understanding between the BRBHA and its membership outlining the guidelines for the refunding of fees. This policy deals directly with fees collected by the association, and not any additional collection of fees by a team.

**Registration Fees**

Registration fees will be refunded based upon the following schedule:

<b>U7 Timbits</b>	
<b>Withdrawal Timeline</b>	<b>Refund Amount</b>
Up to 1 day prior to the start of the participants age group assessment	Full refund Minus \$100 admin fee
Any time during the participants age group assessment, prior to team assignment	25% refund Minus \$100 admin fee
After team assignment	100% non-refundable
<b>U9, U11 and U13</b>	
<b>Withdrawal Timeline</b>	<b>Refund Amount</b>
Up to 1 day prior to the start of the participants age group evaluation	Full refund Minus \$100 admin fee
Any time during the first 3 evaluation placement sessions in the participants age group, prior to team assignment	25% refund Minus \$100 admin fee
After the conclusion of 3 evaluation placement sessions in the participants age group	100% non-refundable
<b>U15 and U18</b>	
<b>Withdrawal Timeline</b>	<b>Refund Amount</b>
Up to 1 day prior to the start of the participants age group evaluation	Full refund Minus \$100 admin fee
Any time during the first 3 evaluation placement sessions in the participants age group, prior to team assignment	25% refund Minus \$100 admin fee
After the conclusion of 3 evaluation placement sessions in the participants age group	100% non-refundable

No refunds will be provided after teams have been formed except for withdrawal due to medical reasons or family relocation out of BRBHA boundaries. These exemptions are outlined below:

- In the event of notice provided of a medically documented withdrawal prior to December 1, subject to BRBHA Board of Directors approval, 50% of fees may be refunded.
- In the event of notice that a player has moved out of BRBHA boundaries prior to December 1, subject to BRBHA Board of Directors approval, 50% of fees may be refunded.
- Notice provided after December 1st – no refund provided.



## **Notice of Withdrawal**

A notice of withdrawal must be submitted in the form of a written notice of a player's intent to withdraw. The notice should be addressed to the BRBHA Board of Directors and must be submitted via email to all of the following:

president@bowriverhockey.ca  
treasurer@bowriverhockey.ca  
BRBHAAAdmin@bowriverhockey.ca

After receipt of the notice of withdrawal, a refund will be issued as per the schedule listed above. Refunds will not be processed until after October 15<sup>th</sup>.

It is acknowledged extenuating circumstances can exist. Refunds for medical reasons and outside the time frames outlined, will be subject to approval by the Board of Directors.

## **Contact**

If you have any questions regarding this policy, please contact the BRBHA Administrator at:  
BRBHAAAdmin@bowriverhockey.ca