

# Airdrie Little League Player Registration Fee Refund Policy

Airdrie Little League aims to provide all participants with a fair and transparent refund policy. This policy outlines the conditions and procedures for refunds in cases of cancellations and injuries.

## Cancellations:

- **Until Registration Closes**
  - **Full Refund:** If a player cancels their registration before registration closes, they are eligible for a full refund of the registration fee, minus a \$25 administrative fee to cover processing costs.
- **After Registration Closes:**
  - **Partial Refund:** If a player cancels after registration closes, they are eligible for a refund of the registration fee minus a \$150 administrative fee. This is to account for the costs already incurred by the league.
  - **For divisions with no evaluations,** cancellations must be received before April 1st to be eligible for a 50% refund of the registration fee. This is to account for the costs already incurred by the league.
- **After Teams Are Formed or April 1st:**
  - **No Refund:** No refunds will be issued once teams have been formed or after April 1st, regardless if the season has officially started.

The season start is defined as the date of the first scheduled team event- either game or practice.

## Injuries:

- **Before Season Start:**
  - The cancellation section above is applicable.
- **During the Season:**
  - **First Half of Season- 50% Refund:** If a player is injured during the season and cannot continue playing, they may be eligible for a 50% refund of the registration fee. This is to account for the costs already incurred by the league, including uniforms and administrative expenses.
  - **Second Half of Season:** No refund will be issued to account for the costs already incurred by the league, including uniforms and administrative

expenses. Half of the season will be identified by calendar date from the first scheduled team event, not by the number of events or games.

- Exceptions may be made in extraordinary circumstances, which the Board of Directors will review on a case-by-case basis.
- A medical certificate must accompany requests for refunds due to injury.

### Procedure for Requesting a Refund:

- All refund requests must be submitted in writing to the Airdrie Little League Treasurer at [treasurer@airdrielittleleague.ca](mailto:treasurer@airdrielittleleague.ca)
- The request must include the player's name, team, reason for the refund, and any supporting documentation (e.g., medical certificate).
- Refunds will be processed within 30 days of receipt of the request.

### Appeals:

- The decision can be appealed to the Board of Directors if a refund request is denied. The appeal must be submitted in writing within 14 days of the denial notification.
- The Board of Directors will review the appeal and make a final decision, which will be communicated in writing.

### Contact Information:

For any questions or clarifications regarding this refund policy, please contact the Airdrie Little League Treasurer at [treasurer@airdrielittleleague.ca](mailto:treasurer@airdrielittleleague.ca)

### Policy Review:

This refund policy will be reviewed annually and is subject to change based on the discretion of the Airdrie Little League Board of Directors.

### Effective Date: January 2026

Approved by: Airdrie Little League Board of Directors