Mt Spokane-Mead Pop Warner

Standard Operating Procedure Refunds Policy

Effective Date: 1/1/2014

UPDATED: 1/8/2016

# Policy

It is the policy of the Mt. Spokane-Mead Pop Warner Association (MSMPWA) to limit any refunds, especially those regarding registration fees, in order to preserve the financial stability of the program. Successful organization and planning are based on yearly budgets. Registration fees alone do not cover all the expenses MSMPWA incurs during the course of the year. Therefore, allowing refunds without merit could be detrimental to the success of the program**.**

# Procedure

1. Full refunds will be granted for any reason up until April 15th of the current calendar year.
2. After April 15th the amount of a registration refund will coincide with what was paid, regardless of the reason:
	* A $25.00 administration fee as well as a $40.00 jersey charge will be assessed on all refunds.
	* Registration fees paid for additional family will be refunded based on the amount paid minus admin fees and jersey costs noted above.
	* Paid late fees will not be included as part of any refund.
3. After April 15th up to August 15th of the current calendar year, a refund will only be granted if requested in writing, for the following reasons:
	* If a player or cheerleader move out of state.
	* If a physical injury, or medical illness will prevent participation.
4. Full refund not requiring written permission will be granted for the following reasons:
	* To anyone with a child on a waiting list that was unable to be placed on a team or squad by July 31st.
	* For a Football player who was unable to meet the minimum or maximum weight for his or her team and cannot be placed on another team due to weight or age restrictions, or lack of a roster opening on another team.
5. **No** refunds will be granted at any time for the following reasons:
	* Quitting for any reason after August 15th of the current calendar year.
	* In season discipline issues resulting in expulsion from the MSMPWA.
6. MSMPWA reserves the right to modify, amend, suspend, or terminate this policy at any time, in its sole discretion.

MSMPWA complies with the Washington State “Fair Play in Community Sports Act” (Chapter 467, 2009 Laws, effective date July 26, 2009)