

## **Registration, Payment and Refund Policy 2023/24**

The Sherwood Park Curling Club (SPCC) is a non-profit organization that strives to achieve comparable league, program and operation fees amongst all SPCC leagues and programs. The SPCC incurs an [Operations cost](#) for each member during registration including but not limited to staffing, credit card and debit fees, and equipment expenditures. It is because of these costs that the SPCC has and adheres to a Refund Policy.

### **1. LEAGUE & PROGRAM REGISTRATION: HOLD MY SPOT**

#### **a. Teams (Mens, Womens, Mixed, Open and Doubles)**

One team player commits to hold the team's spot

*For the 2023/2024 season, the Hold My Spot fee for each individual team.*

*Example -            2023/2024 - Tuesday Night Mens  
                             = **\$453.60** Hold My Spot fee*

*For the 2023/2024 season, the Hold My Spot fee for each individual team.*

*Example -            2023/2024 - Doubles  
                             = **\$340.20** Hold My Spot fee*

#### **b. Individual (Senior Mixed Leagues)**

Each individual participant commits to their league for their season.

*For the 2023/2024 season, the Hold My Spot fee for each individual is:*

*Example -            2023/2024  
- One Senior League  
                             = **\$75** Hold My Spot fee per league*

**c. Individual (Junior U12 / U15 / U18 / Junior plus Program & Learn to Curl)**

Each individual program member commits to hold their spot

*For the 2023/2024 season, the Hold My Spot fee for an individual program member is \$75.*

**2.0 REGISTRATION TIMELINES**

- a. DEADLINE FOR ALL HOLD MY SPOT registrations is noon, JUNE 15<sup>th</sup>, 2023.
- b. By June 21<sup>st</sup>, 2023 the SPCC Executive will determine whether the Club is in a position to proceed with full registration for the upcoming 2023-2024 season.
- c. By August 25<sup>th</sup>, 2023 the SPCC Board will determine whether the Club is in a position to proceed with the upcoming 2023-2024 season.

**3.0 PAYMENT DEADLINES**

- a. **Registration payment** deadlines for the 2023 / 2024 season are as follows:

**1. Teams (Mens, Womens, Mixed, Open and Doubles)**

- a. The 'Hold My Spot' is due by June 15<sup>th</sup>, 2023.
- b. The remaining 3 TEAM members individual fees due by August 15<sup>th</sup>, 2023.

**2. Individual (Senior Mixed Leagues)**

- a. The 'Hold My Spot' is due by June 15<sup>th</sup>, 2023.
- b. The balance of Senior Mixed League Fees are due August 15<sup>th</sup>, 2023.

**3. Individual (Junior U12 / U15 / U18 / Junior plus Program & Learn to Curl)**

- a. The 'Hold My Spot' is due by June 15<sup>th</sup>, 2023.
- b. The balance of the Program Fee is due by August 15<sup>st</sup>, 2023.

## **b. Late Fees 2023/24**

Individual, Leagues, and Programs fees increase **\$25 per member** between Aug 15 – Aug 31, 2023

Individual, Leagues, and Programs fees increase **\$50 per member** between Sept 1 – Sept 15 , 2023

Individual, Leagues, and Programs fees increase **\$100 per member** after Sept 16, 2023

## **c. Other Fees**

A \$15.00 administration fee will be added for processing of cheques or online registrations that are processed by SPCC administration.

A \$50.00 fee will apply to any NSF cheques received by the SPCC.

## **4.0 REFUNDS**

### **a. Teams (Mens, Womens, Mixed, Open and Doubles)**

**Hold My Spot** fee will be refunded if the SPCC Board decides to not proceed with the upcoming 2023-2024 season.

**Hold My Spot** fee is non refundable after June 21, 2023 if the SPCC proceeds forward with the upcoming 2023-24 season.

**Full League Team** Refund requests received between June 21 – August 15, 2023 are subject to the Hold My Spot Fee. If a replacement team can be found, the refund amount will be the Hold My Spot Fee minus \$200 (the Operations cost x 4).

**Full League Team** Refund requests received after **Aug 16, 2023 - season commencement** are subject to the Hold My Spot Fee plus an additional 25% of the league fee unless a replacement curler(s) can be found. If a replacement team can be found, only 25% of the league fee will be retained and the balance of league fees will be refunded.

**Full League Team** Refund requests received **after the season commencement** are not eligible for refund unless a replacement curler(s) can be found. If a replacement team can be found, the refund amount will be 50% of the Team League Fee minus (the per game cost for each game played). If half or more of the season has been played, no refund will be issued.

**b. Individuals (Seniors Mixed League)**

Hold My Spot fee will be refunded if the SPCC Board decides to not proceed with the upcoming 2023-2024 season.

Hold My Spot fee is **non refundable after June 21, 2023** if the SPCC proceeds forward with the upcoming 2023-24 season,

Full Individual League Refund requests received **between June 21 – August 15, 2023** are subject to the Hold My Spot Fee, unless a replacement curler is found to fill the individual's spot. If a replacement curler is found the refund will be the Hold My Spot fee less the Operation Cost.

Full Individual League Refund requests received **after August 16, 2023 - season commencement** are subject to the Hold My Spot Fee plus an additional 25% of the league fee, unless a replacement curler is found to fill the individual's spot. If a replacement curler is found the refund amount will be the individual league fee less the Hold My Spot Fee.

Full Refund requests received **after season commencement** are not eligible for refund unless a replacement curler(s) can be found. If a replacement curler is found the refund amount will be the individual league fee less the Hold My Spot Fee and less the per game cost for each game played.

**c. Individual (Junior U12 / U15 / U18 / Junior Plus Program & Learn to Curl)**

Hold My Spot fee will be refunded if the SPCC Board decides to not proceed with the upcoming 2023-2024 season.

Hold My Spot fee is **non refundable after June 21, 2023** if the SPCC proceeds forward with the upcoming 2023-24 season.

Program refund requests received **between June 21 – August 15, 2023** are subject to the Hold My Spot Fee.

Program refund requests received **after August 16, 2023 - season commencement** are subject to the Hold My Spot Fee plus an additional 25% of the program fee.

Program refund requests received after **the season has commenced** are not eligible for refund unless a replacement curler can be found. If a replacement curler is found the refund amount will be the individual program fee less the Hold My Spot Fee and less the per session cost for each program date.

**d. Refund of Fees due to a Medical Reason**

If there is a medical reason for a curler to not be able to continue to play in the league or program for the remainder of a curling season, then 100% of league fees for the remaining unplayed games in that season will be refunded to the curler.

**e. Bonspiels**

Bonspiel fees are assumed to be collected and refunded on a per team basis.

Bonspiel Refunds requested are subject to a \$50.00 Operations fee if requested more than 2 weeks before the event.

Bonspiel Refunds requested 2 weeks prior to start date are subject to a \$50.00 Operations fee and 25% of the event fee.

Bonspiel Refunds requested 1 week prior to start date are subject to a \$50.00 Operations fee and 50% of the event fee.

Bonspiel Refunds requested less than 1 week prior to start date are not eligible for refunds.

Exception - If a replacement team is available, a \$50 Operations fee will be withheld from the refund.

**f. Clinics**

Clinic fees are assumed to be collected and refunded on a per participant basis.

Clinic Refunds requested are subject to a \$50.00 Operations fee if requested more than 2 weeks before the event.

Clinic Refunds requested 2 weeks prior to start date are subject to a \$50.00 Operations fee and 25% event fee.

Clinic Refunds requested 1 week prior to start date are subject to a \$50.00 Operations fee and 50% event fee.

Clinics Refunds requested less than 1 week prior to the start date are not eligible for refund.

Exception - If a replacement participant is available, a \$50 Operations fee will be withheld from the refund.

**g. Corporate Rentals & Special Events**

For events where a group (corporate or other) has rented the SPCC facility and paid a 50% deposit to reserve the facility:

Rental refunds will be subject to 25% of the deposit paid if requested more than 1 month before the event.

Rental refunds will be subject to 50% of the deposit paid if requested more than 2 weeks before the event.

Rental refunds will be subject to 75% of the deposit paid if requested more than 1 weeks before the event.

Rental refunds will be subject to 100% of the deposit paid if requested less than 1 week before the event.

Alternate refund agreements may be made at the time of the rental agreement.

For events where the SPCC has collected individual registration fees for special events:

Special Events Refunds requested are subject to a \$50.00 Operations fee if requested more than 2 weeks before the event.

Special Events Refunds requested 2 weeks prior to start date are subject to a \$50.00 Operations fee and 25% event fee.

Special Events Refunds requested 1 week prior to start date are subject to a \$50.00 Operations fee and 50% event fee.

Special Events Refunds requested less than 1 week prior to start date are not eligible for refund.

Exception : If a replacement participant is available, a \$50 Operations fee will be withheld from the refund.

## **5.0 SPCC CLOSURE OR INTERRUPTION OF PLAY**

The Sherwood Park Curling Club may be required to cancel all leagues or programs due to circumstances beyond our control (AHS ruling regarding a pandemic such as COVID19, plant shutdown, waterline break, etc).

### **a. Before the commencement of the season**

If the Board decides to close the Club after the initial decision to open for the season (i.e. contracts and agreements have been signed and must honor our commitments) but before the commencement of the season an operations fee of \$50.00 per member per team will be withheld. The balance of the paid fees will be refunded.

### **b. After the commencement of the season**

If there is an **Interruption of Play or Closure occurs after the commencement of season**, refunds for games missed will be as follows:

1. The refund will be based on the remaining unplayed games. From that calculated amount a \$50 Operations fee will be withheld per member per league.
2. After 75% of games or program sessions have been completed, no refund will be given
3. All refunds will be made at the completion of season by SPCC Administration to all eligible players
4. All efforts will be made to make up the single game cancellations

Approved by SPCC July 8, 2021

Revised May 10, 2023 to reflect 2023/24 season rates and dates

## 6.0 REQUEST for REFUNDS

To receive a refund from the SPCC, the member/parent must make a request via email ([admin@sherwoodparkcurling.com](mailto:admin@sherwoodparkcurling.com)) or respond to the online form within the specified time.

The SPCC method of refund processing is to apply it directly back to the credit card that was used in the original payment. Contact [finance@sherwoodparkcurling.com](mailto:finance@sherwoodparkcurling.com) for all credit card inquiries or updates. Please note that the timeline for receiving refunds may be 4 to 6 weeks from receipt of refund request.

## 7.0 WAITLIST

**After June 15th, unreserved spots will be filled from the waitlist.**

All communications with waitlisted teams will be maintained by the SPCC office. Please contact [admin@sherwoodparkcurling.com](mailto:admin@sherwoodparkcurling.com) to arrange waitlist status with the exception of the Seniors Mixed Leagues.

All communications regarding waitlisted individuals for the Senior Mixed Leagues (SML) will be maintained by the SML Teams Committee. The SML Wait List becomes the SML Spare List. Please contact [seniors@sherwoodparkcurling.com](mailto:seniors@sherwoodparkcurling.com) for further information.