

Foxboro Youth Football & Cheerleading, Inc.

Standard Operating Policy (S.O.P.) FYFC-02

Refunds

Effective Date
4/7/20

Supersedes S.O.P.
Dated 3/4/20

POLICY

It is the policy of FYFC to limit any refunds, especially those regarding registration fees, in order to preserve the financial stability of the program. Successful planning and operation are based on yearly budgets. Registration fees alone do not cover all of the expenses FYFC incurs during the course of the year. Although fundraising activities and donations also support the budget, neither are predictable forms of income. Therefore allowing refunds without merit could be detrimental to the well-being of the program.

Standard Practices

1. The amount of a registration refund coincides with what was paid, regardless of the reason.
 - ◆ Registration fees paid as part of the family discount plan will be based on the discounted amount.
 - ◆ Paid volunteer fees will be included in any refund.
2. Not included in any refund:
 - ◆ Bank fees charged to FYFC as part of the registration process.
 - ◆ Any subsidized financial aid payment.
 - ◆ Paid late fees.
 - ◆ Any mandatory fundraiser fees.
 - ◆ Payments made for personal items (football or cheerleading apparel and equipment).
3. Refund of volunteer fees will be granted:
 - ◆ When minimum volunteer hours have been met for qualifying game day activities.
 - ◆ Once a completed refund request form has been submitted.
4. Before August 1st of the current calendar year, full refunds will be granted for any reason if requested in writing.
5. Beginning August 1st until the first game of the season, full refunds will only be granted for the following reasons:
 - ◆ If a participant moves out of Foxboro (requires proof and written request).
 - ◆ If a physical injury, or medical illness will prevent participation (requires proof and written request).
 - ◆ If a team or squad is disbanded due to lack of participants and movement to another team or squad is not feasible.
 - ◆ If a child on a waiting list is unable to be placed on a team or squad by the first game of the season.
6. NO refunds will be granted beginning August 1st of the calendar year for the following reasons:
 - ◆ Quitting.
 - ◆ Conduct or discipline issues resulting in expulsion from the FYFC. (Refer to S.O.P. FYFC-07)
 - ◆ Participation in another activity prohibited by American Youth Football rules.

Right to Amend or Terminate Policy

FYFC reserves the right to modify, amend, suspend or terminate this policy, its standard practices and its administrative procedures at any time, in its sole discretion.

Approved by the Board of Directors