

PAPAMOA FOOTBALL CLUB - MEMBERSHIP REFUND POLICY

Policy

The club MAY offer partial or full refunds of subscription (Subs) paid by members (registered players), when they leave the club, or where other relevant special circumstances arise. An administration charge will be deducted from any agreed refund.

Purpose

To recognize that there may be circumstances where a full Sub is inequitable (e.g. where a member moves out of the club for personal reasons, or they have special circumstances like a major or season-ending injury), but that there are also costs associated with refunding members.

Process

Refunds will be considered upon written request (email) by members, and will incur the deduction of an administration fee.

Procedures

Refund requests must be made in writing to the Club administrator or club accounts person stating the reason for the refund request.

Refund requests will be dealt with on a case by case basis.

If a member withdraws from the club prior to the club making full and final payment to Waibop and NZ Football then they can be refunded any subs paid on a pro rata basis of games played to date to the scheduled number of games in the full season.

If a member withdraws from the club after the club has been invoiced by Waibop and NZF then a refund will not be granted as all expenses have been paid for the season.

A charge of \$25 (can be waived) will be made against any agreed refund as an administration charge.

Refunds will only be paid to a nominated bank account.

Approval Date: 04/12/2024

Approval Signature:

Approval Name and Position: Rob Schoonderwoerd, Secretary

Ref: PFC 07

Review Date: 01/08/2025

