

NAVAN CURLING CLUB REGISTRATION / PAYMENT AND REFUND POLICY

INTRODUCTION

The members of the Navan Curling Club are responsible for ensuring that their annual dues are paid on time to avoid the assessment of a late payment fee. Any member resigning from the Navan Curling Club should notify the Club as soon as possible to be entitled to the benefits outlined in the policy statements below. A member is deemed to have resigned from the Club if he or she doesn't reapply and pay the sums specified on the registration form in the next year.

The Executive Board of the Navan Curling Club has a responsibility to the membership to:

- a) provide consistency of registration policy/procedure for all members (both returning and new members);
- b) provide, to the greatest extent possible, certainty of revenue from membership fees for operation of the club;
- c) minimize disputes over the payment of dues and refund of monies; and
- d) provide fairness to both returning members and new members.

POLICY

REGISTRATION / PAYMENT:

- 1) Registration of all members (both returning and new members) will only be confirmed upon receipt of **full** payment of all fees (including any late payment fee). Registrations received without payment are **not** considered confirmed until payment has been received.
- 2) All registrations for **returning members** must be received by the registration deadline as specified on the registration forms. Any registrations received after such date will be subject to an additional late payment fee (as specified on the registration form) being charged to them. These registrations will not be considered confirmed until full payment is received (including the late payment fee).
- 3) **Fixed Team Leagues** - The Navan Curling Club requires two (2) returning members of each team to register (with full payment) before the date specified on the registration form (the registration deadline) each year, to hold their team's spot in their league for the upcoming season. The same person may hold spots in one or more different leagues with payment of his/her full dues for each league. For any individual members (both returning and new members) wishing to join a new fixed-team league, a waiting list will be created based on date-of-receipt of the members **full** payment (including any late payment fee) for the fixed-team league he/she has registered to join. Any remaining spots in the fixed team league will be filled with names from the waiting list. Registrations received without payment are **not** considered confirmed and will not be added to the league waiting list until full payment (including any late payment fee) has been received. In the event that individuals on the waiting list cannot be added to a new fixed team, a full refund of the league fees will be provided.
- 4) **Non-Fixed Team Leagues** – The Navan Curling Club requires returning members to register (with full payment) before the date specified on the registration form (the registration deadline) each year, to hold their spot in their league for the upcoming season. The same person may hold spots in one or more different leagues with payment of his or her full dues for each league. After the registration deadline date, as specified on the registration form, all registrations for members (both returning and new members) wishing to join a non-fixed team league will be added to a waiting list based on date of receipt of the members **full** payment (including any late payment fee) for the non-fixed team league he/she has registered to join. Any remaining spots in the non-fixed team league will be filled with names from the waiting list. Registrations received without payment are **not** considered confirmed and will not be added to the league waiting list until **full** payment (including any late payment fee) has been received. In the event that individuals on the waiting list cannot be added to a non-fixed-mixed team, a full refund of the league fees will be provided.
- 5) New members joining the club for the first time are not subject to the late payment fee.
- 6) Half-year memberships are only applicable to Membership Base Fees and League fees as indicated on the registration form. All other fees (Association fees, Capital Expenditure Fund fees and Locker fees) are **not** subject to discount for half-year memberships.

REFUNDS:

- 1) If a returning member pays early and then resigns from the Navan Curling Club before the registration deadline date, as specified on the registration form, the Club will refund all monies that such a member may have paid.
- 2) If a returning member resigns after that date but on or before October 1st, the Navan Curling Club shall refund the full annual membership and league fees, excluding the Association fees, and Capital Expenditure Fund fee.
- 3) If a member resigns after October 1st, the Navan Curling Club shall only refund one-half of the annual league fees. Membership base fee, Association fees, and the Capital Expenditure Fund fee will **not** be refunded.
- 4) No refunds will be made for any member after January 1st.
- 5) Requests for refund due to medical reasons will be assessed on a case-by-case basis.