

STANDARD OPERATING PROCEDURE
REFUNDS

1. PURPOSE

To outline the policy of Marion Soccer, Inc. (MSI) for issuing requested refunds.

2. SCOPE

This will apply to any parent/guardian or payee of a youth registered for a soccer season.

3. DEFINITIONS

Refund: pay back money used for registration, or other, fees.

4. RESPONSIBILITIES

The President of MSI has overall responsibility for this policy.

The Treasurer of MSI has authority to issue refunds without having to go through the Board as long as this policy is followed.

5. SPECIFIC PROCEDURE

- Refunds will not be given for reasons such as the child does not want to play, the family does not want the child to play, the family moved away, etc.
- The person who paid for a youth may request a full refund under the following conditions:
 - Request must be in writing; and
 - youth has not been assigned to a team and/or if youth was assigned to a team in the Fall, and the refund request is for Spring, then Practices/Games have not begun; and
 - MSI has not put forth any expenses (for the season refund is requested) for uniforms or equipment specifically related to the individual youth for which refund has been requested.
- MSI Treasurer will either credit the payees credit card used for payment or issue a paper check.
- MSI will then delete the registration from the system.

6. FORMS/TEMPLATES TO BE USED

N/A

7. INTERNAL AND EXTERNAL REFERENCES

N/A