

Memorandum



DATE: 07 December 2017
TO: St. Bede's CYO Parents and Guardians
FROM: Elaine Cawley, CYO Athletic Director
SUBJECT: Registration Refunds

In previous athletic seasons, the process for registration refunds was informal. The CYO Board had informal guidelines but the ultimate decision was at the discretion of each commissioner.

Recently the St. Bede the Venerable CYO Board has identified the need to have a formalized refund policy for registration in all sports. Given that some sports have tryouts and some do not, specific policies for each sport have been identified.

All refund requests must be received in writing (email is sufficient). Commissioners reserve the right to overrule any of the listed policies and grant or deny a refund as s/he deems appropriate. In the event of extenuating circumstances, the registration fee will be refunded in full or deferred to a following season subject to commissioner review. The refund policies are as follows:

Soccer

- In the case of Novice (i.e., 3rd – 4th Grade) Boys and Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st practice
 - No refund will be granted after the 1st practice
- In the case of JV (i.e., 5th – 6th Grade) and Varsity (i.e., 7th – 8th Grade) Boys and Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st tryout
 - No refund will be granted the 1st tryout
- In the case of High School (i.e., 9th – 12th Grade) Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st game
 - No refund will be granted after the 1st game
- In the case of Kindergarten – 2nd Grade Boys and Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st practice
 - A 50% refund of the registration fee will be granted to all requests received after the first practice
 - No refund will be granted after the start of the 2nd week of practice

Cross Country and Track & Field

- A 100% refund of the registration fee will be granted to all requests received prior to the 1st practice
- A 50% refund of the registration fee will be granted to all requests received after the first practice
- No refund will be granted after the 1st practice

Memorandum



Basketball

- In the case of 4th Grade Boys and Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st practice
 - No refund will be granted after the 1st practice
- In the case of JV (i.e., 5th – 6th Grade) and Varsity (i.e., 7th – 8th Grade) Boys and Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st tryout
 - No refund will be granted after the 1st tryout
- In the case of High School (i.e., 9th – 12th Grade) Boys and Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st game
 - No refund will be granted after the 1st game
- In the case of Kindergarten – 3rd Grade Boys and Girls:
 - A 100% refund of the registration fee will be granted to all requests received prior to the 1st practice
 - A 50% refund of the registration fee will be granted to all requests received after the first practice
 - No refund will be granted after the start of the 2nd week of practice

These policies were unanimously approved by the St. Bede the Venerable CYO Board.

Fr. Matthew Tralies

CYO Board Moderator
St. Bede the Venerable

Elaine Cawley

Athletic Director
St. Bede the Venerable CYO