



# REGISTRATION POLICY

Policy number	BH9
Responsible person(s)	Board & General Manager
Version	1.0
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## 1. INTRODUCTION and PURPOSE

This Registration Policy establishes the structures, procedures and rules that apply for individuals for entries into Badminton Hobart (BH) programs.

This policy is formulated and enacted by BH in accordance with the powers set out in BH's constitution.

### DEFINITIONS

- BH Committee** the management Committee of BH as elected per the BH Constitution
- BH Management** the umbrella term for the BH Committee, BH Staff or any individual or group to which the BH Committee has delegated authority to manage the specific matter in question
- BH Staff** an individual who is employed by BH
- BH Program** any BH offering where registrations are required for participation, this may include (but is not limited to) Pennant Rosters, Lightning Rosters, Super Smash Rosters and Coaching Programs.

## 2. POLICY

### Eligibility to enter BH programs

To enter a BH program, the entrant must be a registered member of the Association (for the purpose of the BH By-Laws, any contrary regulations for any programs supersede this policy).

- a. If an individual has not registered for entry to the program prior to the second week of the program, they may be removed from the program.
- b. In a situation where (a) applies, their removal will be at the discretion of BH Management.
- c. There will be no refunds of program entry where an individual has been removed subject to (a) and (b) above.

Payment for Membership Registration, see [BH Constitution](#).

Resignation from Membership of the Association, see [BH Constitution](#).

## Payment for Entry to BH Programs

1. Payments are required prior to the commencement of an BH program.
  - a. Payment may occur through several methods, including (but not limited to):
    - i. PayPal via the online form gateway upon initial form submission.
    - ii. At the centre, via cash or card payment.
    - iii. Bank transfer, where organised prior to your payment.
2. The deadline for payments to be received is the first session of play.
  - a. Failure to pay by this date may result in an individual's removal from a program, subject to the discretion of BH Management.
  - b. In some circumstances, at the discretion of BH Management, individuals may be granted the option to pay in instalments, after contacting BH Management prior to the first session of play.

## Withdrawal from BH Programs

1. A registered participant may withdraw from the BH Program for any reason that they choose until the closing date of registrations.

In this situation, if a participant has paid, they will be entitled to a full refund.

2. Once registrations have closed, players will no longer be entitled to a refund unless granted due to extenuating circumstances as deemed so by BH Management.

BH Management also has the capacity to determine to what extent any individual will be refunded in this situation.

## 3. RELATED DOCUMENTS