



BFC Registration Policy

“Burnaby FC strives to provide a fun, safe and rewarding experience for every player. When building our programs our goal is for every child to be appropriately placed, coached, and trained, ensuring an enriched sporting and community experience for all participants.

Fees:

Payment methods:

- **Cheques:** Not accepted
- **Credit Cards:** Accepted (subject to a 2.9% surcharge)
- **Electronic Fund Transfer:** Offered for select programming

Refund Policy: See our BFC Refund Policy below for full details. In general, and if granted, a full refund (subject to a minimum 20% administration fee) is possible up to 30 days prior to the commencement of a program. After that, if granted, any refund will be pro-rated and less any administrative fees and non-recoverable costs. All refunds are at the final discretion of the Executive Director.

We encourage participants to register early so that we can effectively create teams and rosters and meet league-imposed deadlines to confirm teams we will field next season. We will offer our Early Bird discount until April 31, 2024, and then an additional \$50 for all registrations. No players will be guaranteed a place with a BFC team if they register after June 15, 2024, due to the fact we must begin to roster and build our teams to meet league deadlines or face significant fines.

Player Placement: Players may be moved from team to team or program to program as required or determined by Burnaby FC Technical staff. In general, the following applies:

Group based programs: Example: U5, Club-wide programming, Development Centre

- Players are placed in programs or on teams based on Club criteria which includes field / venue location, days, and times.

Team based programs:

Select Player Programming:

- Players selected for teams, or programming levels, will be assigned to appropriate teams based on BFC Technical staff evaluations.





Non-Select Player Programming:

- For non-select programming we will firstly try to balance our teams. If possible and appropriate, we will place players on teams from their local / school area.
- Div-3 teams' rosters which have been together for several years will, wherever possible, be kept together.
- Players will be assigned to their proper Age-Group wherever possible.
- Players may **request** to play on a team younger than their Age-Group, but any such placement is subject and dependent on a BFC Technical staff evaluation of the player **and requires permission from BC Soccer.**

Practices & Games - Days and times: Scheduling of our programming is done in consideration of the Club as a whole. There are multiple factors involved and as such we don't entertain requests. The only general rule is that for team-based programs, boys' games are usually Saturday while girls are usually on Sunday.

Kit: All new players registering for the 2024-2025 season will receive new game kit which will be worn for the 2024-2025 season. All returning players will wear their current BFC training and match kit. All players will also receive a BFC training shirt for the 2024-2025 season. Players requiring a new uniform (lost, outgrown etc.) will be required to purchase from the Club and may contact the [BFC Equipment Manager](#). BFC has committed to purchasing uniforms which will have at minimum a two-year shelf life and are of the highest quality to ensure availability across the next two seasons.





Refund Policy

Members are encouraged to review this refund policy carefully prior to completing registration. All refund requests **must** be submitted [here](#).

The Club follows this *General Refund Guide* when granting refunds. Not every scenario can be described, and as such, **refund amounts are at the Club's discretion**.

General Refund Guide:

FULL Refund: A full refund (subject to minimum 20% administration fee) **may** be granted up to 30 days prior to the commencement of the registration program provided the withdrawal doesn't jeopardize the program's viability or incur *unrecoverable costs*. * A full refund will be provided up to 72 hours after the practice schedule for the respective registered program is published.

PARTIAL Refund: Refunds after commencement of the registration program **may** be granted and if so, will be pro-rated and subject to a minimum 20% administration fee as well as any *unrecoverable costs*. *

FAMILY RELOCATION Refund: Refunds **may** be granted if the participant's family is relocating outside of the soccer district. Refunds of this type are subject to the same guidelines as FULL and PARTIAL refunds.

MEDICAL Refund: Burnaby FC recognizes there are times in a player's career where they may miss a large amount of time due to injury or sickness. Refunds **may** be granted if the participant's physical or mental health precludes their participation in a program. Requests must be accompanied by a doctor's note describing the injury/illness and should include an outlined recovery period. Refunds of this type are subject to the same guidelines as FULL and PARTIAL refunds.

The Club is committed to maintaining the roster spot for the injured/sick player until their return and will not look to replace that player during their injury. If a player is still injured at the start of a season or Phase, the Club is required to charge a minimal fee to cover kit/admin and possible travel costs given the Club is not replacing them on the roster and is foregoing a full registration fee. An adjusted registration fee will be provided for the new season based on when the player returns to training.





BCCSL/Spring Season

Should a player miss at least half of the season they will be entitled to a 50% refund. Any player who misses less than half of the season will not be refunded. If a player is still injured at the start of the season, they will be charged 50% of the registration fee for the upcoming season to a maximum of \$400.

BCSPL

Should a player miss an entire Phase they will be entitled to a full refund (minus a kit/travel/admin fee of \$500). Any player who misses less than an entire Phase will not be refunded. If a player is still injured at the start of the Phase, they will be charged \$500 for the upcoming Phase to cover kit/admin/travel costs).

It is the responsibility of the team head coach to notify their respective TD of any long-term or potential long-term injuries or sickness.

Notes:

Events or circumstances beyond the Club's control (weather, health orders, etc.) will not be considered cause for refund. The Club will look for reasonable opportunities to provide make-up sessions for cancelled sessions, however, there is no guarantee that fields will be available.

- Uniforms / Kit cannot be returned once they have been worn by a player.
- BFC is not responsible for additional money paid directly to team officials for team extras (tournaments, team gear, etc.) or funds raised via sponsorship/fundraising.
- No refunds for suspended or expelled players.
- A full refund will be granted (with no administrative fee) if BFC cannot field a team or provide a suitable program alternative.

* **Unrecoverable Costs:** These are expenses the Club will not be able to recoup, such as uniforms, equipment, governing body fees, photo day costs, and other similar expenses.

Burnaby FC

