

****Brookings Figure Skating Club Membership Withdrawal & Refund Policy****

1. Purpose

This policy establishes clear expectations for members who choose to withdraw from the Brookings Figure Skating Club (BFSC) and outlines how membership fees, volunteer requirements, and related obligations are handled. The goal is to ensure fairness, transparency, and consistency for all members.

2. General Membership Policy

Membership in BFSC is annual and follows the Ice Sports Industry (ISI) membership year (September 1- August 31). Membership fees support club operations, insurance, ice access, coaching opportunities, testing, and administrative costs. Because these expenses are incurred at the start of each season, membership fees are generally non-refundable.

3. Membership Withdrawal

A member may withdraw from BFSC at any time by submitting written notice to the Board of Directors. Notice may be sent via email to the club's official address or delivered in writing to a board member.

Withdrawal becomes effective on the date the written notice is received.

4. Refund Policy

4.1 Membership Fees

Membership fees are non-refundable, except in the following limited circumstances:

- **Administrative Error:** If BFSC processes a membership incorrectly or charges the wrong category, the club will correct the error and issue an appropriate refund.
- **Duplicate Membership:** If a member accidentally purchases multiple memberships for the same season, the duplicate fee will be refunded.
- **Board-Approved Hardship Exception:** The Board may consider partial refunds in extraordinary circumstances (e.g., severe injury, relocation).
 - Requests must be submitted in writing.
 - Refunds, if granted, will be prorated based on the remaining season and the club's non-recoverable expenses.

4.2 Ice Fees, Class Fees, and Program Fees

Refunds for ice time, Learn-to-Skate classes, or special programs follow the refund policy of the specific program. Unless otherwise stated:

- Fees for sessions already completed are non-refundable.

- Future sessions may be refunded only if the spot can be filled from a waitlist or if the Board approves a hardship exception.
- Processing fees or administrative costs may be deducted from any refund.

4.3 Fundraising Buyouts

Fundraising buyout fees are non-refundable, as they directly support club operations and are often committed to expenses early in the season.

5. Volunteer Requirements

BFSC relies on volunteer support to operate events, testing sessions, fundraising, and club activities.

5.1 Volunteer Hours Already Completed

Volunteer hours completed prior to withdrawal are eligible for credit toward the published annual requirement.

5.2 Unfulfilled Volunteer Requirements

If a member withdraws before completing required volunteer hours:

- The member remains responsible for any volunteer buyout fee associated with the membership category.
- If the buyout fee was paid at the start of the season, it is non-refundable.
- If the buyout fee was not yet paid, the Board may prorate the requirement based on the portion of the season completed.

6. Skater Eligibility After Withdrawal

Upon withdrawal:

- The skater's BFSC membership affiliation ends immediately. The affiliation with ISI will remain effective until the term expiration, unless communicated otherwise.
- The skater may not represent BFSC in competitions, testing sessions, exhibitions, or club events.
- Any outstanding fees must be paid before BFSC will release a skater to another club.

7. Board Discretion

The BFSC Board of Directors reserves the right to interpret and apply this policy, including granting exceptions in unique or unforeseen circumstances. All decisions of the Board are final.

8. Policy Review

This policy will be reviewed annually and updated as needed to ensure alignment with U.S. Figure Skating guidelines and the needs of the Brookings Figure Skating Club.