

CANCELLATION & REFUND POLICY

POLICY 8

POLICY GUIDELINES TO BE USED FOR CANCELLATION & REFUND OF A SPORT

1. The Purpose

To provide a framework for undertaking decisions and process should a Sport Event need to be cancelled.

2. Organisational Scope

This policy includes all group entities that are wholly managed by the AP & ES 2023. It shall apply to all staff or individuals (including the Directors) arranging, undertaking or approving AP & ES 2023 event cancellations and refunds.

3. Definitions

For purposes of this Policy, unless otherwise stated, the following definitions shall apply:

Approving Manager: This shall be the AP & ES 2023 Games Director.

Policy Content and Guidelines

1. Any sport or event may be cancelled by mutual agreement between the AP & ES Games Director and the ANZPGF.
2. The AP & ES Games Sport Manager shall initiate steps to notify all affected entrants and return appropriate fees.
3. If the Event is cancelled by the AP & ES Games Director and an alternative event is not available, entrants will be notified a minimum of two weeks prior to the commencement of the Games (20 February 2023) and the entry fees refunded.
4. It is the responsibility of the entrant to notify the Games Director in writing if the refund has NOT been received. Written notification must be received no later than 30 days after the end of the Games (10 April 2023).
5. If a competitor withdraws from the Games prior to 1 December 2021, all registration and Sport fees will be refunded by the AP & ES Games 2023 (less any fees associated with collection of said fees).
6. If a competitor withdraws from the Games between 1 December 2021 & 1 January 2023, all Sport fees will be refunded by the AP & ES Games 2023 (less any fees associated with collection of said fees).
7. If a competitor withdraws from the Games after 1 January 2023, no fees will be refunded by the AP & ES Games 2023.
8. All requests to withdraw from an event(s) must be made in writing.
9. Should any Games event be cancelled for any reason during the week of competition, AP & ES 2023 will, on written application, refund all sports fees to the competitors and officials.

10. AP & ES 2023 will not be liable for the reimbursement of any costs associated with travel, accommodation, vehicle lease or hire, or any other related travel or accommodation costs incurred by competitors or officials in this instance.

AUTHORITY

Date Approved: *15 November 2022*

Review History

Date	Action	Signed
15 November 20	Reviewed / Approved	Dave Gallagher (Games Director)
20 October 2021	Updated to 2023	Tracey McCarthy
3 February 2022	Reviewed	Graham Perks
11 November 2022	Reviewed & updated	Amy Brighton