

## Standard Operating Guidelines

# Refunds

*This is a District and State Policy. Only if the District has written and shared guidelines outside of this policy, will an alternative practice be considered.*

### 1. Registration Fees

Oregon High School Equestrian Teams (OHSET) believes that in order to facilitate interscholastic competition, promote a sound program of educational enrichment and encourage a cooperative, democratic process of fair and good horsemanship with a youth focus, it is important to be a good steward of financial resources.

- a. To this purpose, OHSET will not refund any State or District registration fees after the first meet of the participant's district season begins.
- b. The only exception to this rule will be when the athlete did not compete in any class at the first meet and follows the appropriate procedure outlined below.
- c. Process
  - i. Refund must be applied for in writing to the District Chair, within one week of the first meet. (Postmark or e-mail date will determine date of request).
  - ii. If the refund is approved by the District Chair, all refunds will be minus a \$75 charge to cover administrative costs, including purchase of liability insurance that was in effect for the rider, whether they competed or not. (\$65.00 to State and \$10.00 to District)

### 2. Stall and Camping Fees

- a. District Stall Fees:
  - i. District policy for stall refunds will be defined separately by each district in writing and shared.
    1. If district stall fee refunds are not identified in writing, the following state policy will also be the district policy.
- b. State Stall and Camping Fees
  - i. State Stall and Camping Fees are non-refundable
- c. PNWIC Stall and Camping Fees
  - i. PNWIC Stall and Camping Fees are non-refundable

### 3. Exceptions

- a. Occasionally, it will be necessary to consider an exception to the non-refundable policy.
  - i. Reasons for exceptions may include, but are not limited to
    1. Sick or injured equine
    2. Sick or injured athlete
    3. Death in the family
    4. Non-predictable schedule change

## Oregon High School Equestrian Teams, Inc.

- ii. The above reasons, along with other not included reasons are NOT a guarantee that an exception will be granted.
- iii. All potential exceptions must be presented to the OHSET volunteer in charge of the event (State Chair/District Chair, etc.) in writing, within 7 days of the cancellation.
  1. Once the potential exception has been presented, the authorizing Board Chair will share the written request at the next regularly scheduled meeting of the Board, and a vote of the Board may (or may not) grant the exception.
  2. Granted refunds may be in full or in part at the Board's discretion.
  3. Standard majority rules and quorum will be accepted.
  4. If the refund is granted, it should be delivered by check within 15 days of the vote of approval.