

	APPROVED TOURNAMENT, CLINIC & SPECIAL EVENT CANCELLATION POLICY	POLICY NO.	23
		EFFECTIVE DATE	Sept 2, 2026
		REVISION DATE	

BVPA Mission

Our mission is to develop pickleball as a sport for all in the Bow Valley by promoting the health, physical and social well-being of its members through offering organized recreational and competitive play in an atmosphere of collegiality and sportsmanship.

Purpose

To establish a fair, transparent and consistent process for managing BVPA club tournaments, clinics and special events that may be affected by conditions or other circumstances beyond the organizer's control. The overall objective is to balance reasonable refunds while protecting the long-term sustainability of a volunteer-run, member-funded organization, maintaining strong sponsor relationships and member experience.

Scope

This policy applies to all BVPA tournaments, clinics, and special events organized or sanctioned by the Club.

Authority

The Tournament/Event Director, Play Committee and/or Board shall have the authority to delay, suspend, modify, reschedule, or cancel an event due to conditions or other circumstances beyond the organizer's control.

Conditions may include, but are not limited to:

- rain
- lightning
- extreme heat
- poor air quality
- high winds
- unsafe court conditions

Participant Safety:

- Participant safety will always take priority over event completion.

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Cancellation and Refund Guidelines:

1. Cancellation Prior to Start of Play

If an event is cancelled before play begins, registrants will receive one of the following, as determined by the Club:

- a credit less any non-recoverable administrative or event costs toward a future club event, or
- a refund less any non-recoverable administrative or event costs.

2. Partial Completion of Event

If play has begun but the event cannot be completed, the Club may provide:

- a partial refund,
- partial event credit, or
- no refund,

depending on:

- the portion of the event completed,
- costs already incurred by the Club, and
- the feasibility of rescheduling.

As a general guideline:

- Less than 25% completed: substantial credit or refund may be considered
- 25%–50% completed: partial credit or refund may be considered
- More than 50% completed: event may be deemed substantially completed with no refund.

3. Rescheduled Events

Where feasible, the Club may offer a rescheduled date. Registrations may automatically transfer to the new date unless a participant advises otherwise within the stated timeframe.

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4. Administrative Costs

The Club reserves the right to retain reasonable non-recoverable costs associated with the event, including but not limited to:

- payment processing fees
- permits
- court rentals
- supplies
- food and beverages
- prizes or event materials

Communication:

Participants will be notified of delays, cancellations, or schedule changes through available communication channels, which may include email, website postings, registration platforms, tournament apps, social media or posting at event venue.

Final Decision:

All decisions regarding cancellations, refunds, credits, and rescheduling are at the discretion of the Play Committee and/or Board. Decisions made in the interest of participant safety and event operations shall be final.

Revision History

Date	Rev. No.	Change

References

Bow Valley Pickleball Association Bylaws

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Definitions

BVPA Member – any person who has paid their membership fee for the current playing season and has executed the BVPA Member Release Agreement.