



10<sup>th</sup> July 2020

Dear Member,

**RE: Registration Refund Process**

Firstly, we would like to thank you for your ongoing support of our club during this difficult season.

We understand that due to the cancellation of the EDFL Senior Men's, Women's and Junior seasons in 2020 players / parents may be seeking refunds on paid registrations. In order to help manage this process earlier this year the club created a Business Continuity Management Policy which was advised to members via newsletters, website and our team app site. The purpose of the policy was to protect member funds and guide the clubs committee through difficult periods such as that caused by the current COVID19 pandemic. Initially the club was in stage 1 of the Business Continuity Management Policy and with the recent season cancellations and delays this was upgraded to stage 2.

The BHFC Executive Committee is currently working through all financial matters so we can determine all appropriate refunds for members. We understand that the delay in this process may frustrate some members however we need to be able to determine refund amounts based on any costs already incurred by the club on behalf of members. We hope you can understand the difficulties associated with this unprecedented situation.

The BHFC is a fully funded member club with registrations used to cover operation costs of the club. Whilst sponsorship, canteen income, functions and fundraising help cover some of these costs these revenue streams have been severely impact due to the COVID-19 crisis. Prior to the initial March lockdown the club was within 3 weeks of the start of the season so naturally many purchases (particularly equipment) had been purchased and ordered for teams. Since then in order to be in a position to train and play in the COVID-19 environment the club had to make additional purchases for the safety of our players and members.

Each year at our Annual General Meeting the club provides members with full details of our financial position, future plans and proposed registration fees for the following season. At our 2019 AGM we advised that Junior Registration fees would be \$390 of which \$50 was a Building Levy. The club did also offer a \$50 Early Bird discount for those members who registered prior to Christmas. Since 2012 the Bears have always provided our players with giveaways as part of the registration and this year all Junior players received their own club jumper along with a Players Pack. This is something unique that our club does which is why refunding registrations is not as simple as it sounds.

An initial examination of club expenses to date for 2020 shows that the club has spent more than \$50,000 for Football Operations which includes registration purchases, team equipment and general running costs such as council rates (which were kindly waived for the fourth quarter but not the previous three). Our Treasurer will be undertaking a full financial audit to determine what funds the clubs can cover for members which will help the club maximise refunds for members but also ensure the prosperity of the club for 2021 and beyond. Please note that it is the clubs intention to provide the maximum refund possible for all members.

In order to be transparent with all our members the club is planning on holding a 'Special General Meeting' to disclose our current financial position and explain the appropriate refunds to members. We expect to hold this meeting in late July or early August and then process refunds during August. The club will confirm the date of meeting over the next week. Due to our current lockdown we will need to hold a virtual meeting so we will investigate the best option for this.

Already we have had members propose several options in regards to their 2020 registrations and we will look to offer members any of the following choices;

- 1- Refund via Direct Deposit
- 2- Credit towards 2021 Registration
- 3- Donation to BHFC \*

*\*All donations will be acknowledged with a plaque on our wall in the clubrooms along with a take home plaque.*

A survey will be sent to members to provide us with some feedback as to these choices so we can plan appropriately.

Once again the BHFC Committee thank you for your support of our club in 2020 and also your patience as we work through this difficult time.

Regards,

**Justin Peagram**  
President BHFC

**Sam Costanzo**  
Treasurer BHFC

**Sharon Delgadilo**  
Secretary BHFC