



# EDMONTON AND DISTRICT QUILTERS GUILD

<b>Policy Type</b>	Operational
<b>Policy Name:</b>	<b>2.14 Services - Registration Protocols</b>
<b>Approval Date:</b>	March 28, 2018 & May 23, 2018
<b>Revision Date(s):</b>	May 27, 2020
<b>Review Date:</b>	Annually or upon request for review

## 1. Purpose

To identify registration protocols for an EDQG Sponsored Event

## 2. Policy Details

### A. Event Registrations

- Members of EDQG will have the first opportunity to sign-up for EDQG sponsored activities.
- If space permits, activities will be made available to non-members, but it *may* be offered at a higher cost.
- Registration process will be defined by the committee responsible for that activity.
- Registration requires full payment.
  - Participants are not considered registered until full payment is received.
  - Registration is non-refundable.

### B. Event Registrant Transfer

After contacting the event coordinator, any registered participant may arrange for a transfer of their registration to another EDQG member, following established protocol.

- Priority must be given to those listed on the wait list.
- Notice of transfer of registrant must be sent to the event organizer prior to the event.
- The event organizer may help to facilitate the transfer of registration, but it is not their sole responsibility.



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## C. **Event Registrant Refund**

A refund request must be made by the registrant in writing (email acceptable) to EDQG Secretary for decision by the Board.

## D. **Event Postponement by EDQG**

- Should circumstances arise that result in the postponement of an event, registrations will be transferred to the same event at the new-future date.
- In the event the new date does not work for the registrant, a full refund will be provided.

## E. **Event Cancellation by EDQG**

- EDQG reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable.
- If EDQG cancels an event, EDQG will make every effort to provide registrants with a full registration refund.

### EDQG:

- is not responsible for travel arrangements or any other actual or perceived loss due to postponement/cancellation of a training event.
- may waive all or a portion of registration upon written request to and approval by EDQG Board.

## 3. **Policy Scope**

EDQG Sponsored Events

## 4. **Related Policies**