



**Policies and Procedures of the Abbotsford Minor Hockey Association**

**P-4**

**Registration Policy**

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Version 1.0

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## **Registration**

### **1.1. General Registration Information**

- 1.1.1. No player may participate in Association activities unless he/she is properly registered and is a member in good standing. A player is registered when a completed registration has been filed with the Registrar of the Association and registration fees have been paid in full.
- 1.1.2. Incomplete registration will be returned.
- 1.1.3. Each player must be properly registered and insured through the Association with Hockey Canada, BC Hockey and PCAHA.

### **1.2. Returning Registration**

- 1.2.1. Online registration must be completed between April 1st and April 30th in order to receive priority as a returning player. Upon completion of online registration, full payment, post-dated for August 1, must be received by May 31st.
- 1.2.2. Online registrations for returning players received after April 30th until midnight May 15th will be assessed a \$50 late fee.
- 1.2.3. Returning players who do not register by May 15th will no longer hold the status of a "returning player" and will be required to register as a new player at open registration, on a first come first served basis.

### **1.3. Sibling Registration**

- 1.3.1. Registration for siblings of existing AMHA members will be accepted during registration sessions during the month of May as specified. The following will be required:
  - 1.3.1.1. Registration form.
  - 1.3.1.2. Player's Birth Certificate and BC Care Card.
  - 1.3.1.3. Proof of Residence (any two of: residential hydro, gas or cable bill dated within 30 days) Phone bills (solely) of any type will not be accepted.
  - 1.3.1.4. Registration fees-paid in full at the time of registration either by one post-dated cheque dated August 1st, or if registering after September 1st, payment in full paid by bank draft, money order or cash only.

### **1.4. New Member Registration**

- 1.4.1. Registration for new players to the Association will be accepted during open registration.

- 1.4.2. Notice of open registration sessions will be advertised throughout the community and on the AMHA website.
- 1.4.3. The following documents will be required for new player registration:
  - 1.4.3.1. Registration Form.
  - 1.4.3.2. Player's Birth Certificate and BC Care Card.
  - 1.4.3.3. Proof of Residence (any two of: residential hydro, gas or cable bill dated within 30 days) Phone bills (solely) of any type will not be accepted.
  - 1.4.3.4. Registration fees (paid in full at the time of registration either by one post-dated cheque dated August 1st, or if registering after September 1st, payment in full).
- 1.4.4. Registration will not be accepted until the Association is provided with all of the above.
- 1.4.5. Additional proof of residence may be required at the discretion of the Association or at the request of PCAHA.
- 1.4.6. All new players must meet a minimum skating/ability requirement as determined by a committee to be eligible to play.

## **2. New Members Transfer From Other Associations Within BC and Canada**

- 2.1. Players are required to submit all documentation as required by PCAHA in addition to the Application for Player Movement form.
- 2.2. A \$15.00 movement fee is required at time of registration payable to AMHA.
- 2.3. All player movement must be approved by PCAHA before a player can go on the ice.
- 2.4. Players transferring in from other associations may tryout for a rep team provided their transfer is approved by PCAHA.

## **3. Players Born Outside of Canada Registration (Permanent Residents, Work Visa and International Students.)**

- 3.1. Must contact the AMHA Registrar no later than to June 1st as approval can take up to 4 months to complete.

## **4. Late Registration**

- 4.1. Registration during September will not be prorated. Registration after October 1st will be prorated by the month for each division from the month in which registration takes place.

- 4.2. A late registrant who transfers in who wish to be evaluated for Rep Hockey will be required to pay a late tryout fee.

## **5. Waitlist**

- 5.1. Any player registering to a division that is full will be placed on a waiting list until such time as space becomes available.
- 5.2. Registration from the waitlist will take place as spots become available.
- 5.3. No names will be held for next season.

## **6. Re-entry of Junior Players**

- 6.1. Returning Midget players who will be attending Junior, Major Midget or U16 camps and would like a spot held for them must register online as per regular registration procedures and state they request a hold.
- 6.2. Hold Fees are non-refundable.
- 6.3. Only those players who have requested a hold fee will have a spot reserved for them until January 10th.
- 6.4. Up to and including November 1st in any given year, players who have requested the Hold, will be allowed to return to the Association, whether they have been released or decide not to continue with the Junior Team and attend tryouts for their age level rep team.
- 6.5. After November 1st up to and including January 10th, the player that quits the Junior, Major Midget or U16 Team is ineligible to play either on a rep team or "C" team for his division but must move up to the Juvenile team (if space available).
- 6.6. After November 1st up to and including January 10th, players who have requested the hold fee will be allowed to return to AMHA and play on their age level rep team, if they have been cut from a Junior, Major Midget or U16 Team. (maximum 19 players rostered; including 2 goalies)
- 6.7. Players who have requested a hold fee must pay the full pro-rated registration fee (7 months September - March) plus the prorated carding fee for the balance of the season. Players who return prior to the last Saturday in September will also pay a prorated tryout fee.
- 6.8. Released players are required to notify AMHA within 48 hours with their intent to return. Failing to do so, will result in forfeit of the hold fee.
- 6.9. Returning players who have not requested the hold by the start of Rep Tryouts will be placed in the C division if space permits and will be required to pay pro-rated registration fee (7 months September - March).
- 6.10. Players must contact Registrar prior to going on ice.

## **7. Payment of Registration Fees**

- 7.1. AMHA will accept payment for registration in the form of one (1) cheque, post-dated for August 1<sup>st</sup>. Payment by money order or bank draft will also be accepted.
- 7.2. Late Payment Fee-- All payments received after August 1<sup>st</sup> will be subject to a \$50 late payment fee.

## **8. Registration Refund**

- 8.1. Members will be eligible for a full refund for the upcoming season if the request is made in writing to the Registrar before midnight July 31<sup>st</sup>.
- 8.2. Members will be eligible for a full refund, less insurance fee (\$50.00), for the upcoming season if the request is made in writing to the Registrar on or after August 1st but before the commencement of Rep tryouts.
- 8.3. Members will be eligible for a partial refund for the upcoming season if the request is made in writing to the Registrar after Rep tryouts have commenced and up to midnight on September 15<sup>th</sup> (Atom and above) or September 30<sup>th</sup> (Hockey 1-4). Insurance is deducted plus the prorated monthly amount (7 months - September to March) for Midget Recreational division and below for the month of September.
- 8.4. No refunds of registration on or after September 14<sup>th</sup> (Atom and above) or September 30 (Hockey 1-4) will be issued except for cases of injury or serious illness and for Midget/Juvenile players rostered to Major Midget or Junior teams.
- 8.5. Refunds will NOT be pro-rated to less than one month.
- 8.6. The date that the request is made is the date from which the refunds will be adjusted. Times actually on the ice will NOT be considered.
- 8.7. All requests for registration refunds must be in writing and either mailed to the Minor Hockey Office at P.O. Box 114, Abbotsford, BC. V2T 6Z5 or emailed to the Registrar. Requests sent by mail will be received according to the post office date stamped on the envelope and will be the date from which the refund will be adjusted. Only requests sent via one of these two options will be considered.
- 8.8. Refund cheques will be made payable and mailed to the payee.
- 8.9. Refunds for players that transfer to another Association because of a family move will be considered on a case by case basis. To be eligible for such a refund, the family must send a letter to the AMHA Board of Directors requesting the refund. Refunds will then be pro-rated (less insurance) and forwarded to the new Association for payment towards the player's fees, once AMHA has received

confirmation from the new Association and you are a member in good standing of the player's accepted registration. All arrangements for such a refund and transfer must be coordinated through the Registrar.

## **9. Registration Refunds due to Injury or Serious Illness**

- 9.1. Refunds due to injury or serious illness on or after October 1st that will not allow the player to continue playing hockey for the current season will be provided upon receipt by the Minor Hockey Office of a letter from the doctor noting the date of the injury. Refunds will then be pro-rated less insurance from the date of injury.
- 9.2. A player who is unable to return for the remainder of the season due to injury or serious illness will maintain their "returning player" status with respect to registration for the following season.
- 9.3. If a player misses 50-75% of the calendar weeks consecutively in a season due to injury or serious illness and returns to finish the season then he/she is entitled to a 25% refund.
- 9.4. If a player misses more than 75% of the calendar weeks consecutively in a season due to injury or serious illness and returns to finish the season then he/she is entitled to a 50% refund.
- 9.5. A player is deemed to have returned from injury or serious illness as soon as they step on the ice regardless of whether it is for games or practices.
- 9.6. For the purposes of this section the calendar season commences on the first day of Rep tryouts or in the case of the C Division, on the first day of evaluations.
- 9.7. or the purposes of this section the season is concluded following playoffs as stipulated in the PCAHA League Schedule.
- 9.8. Refunds for players due to injury or serious illness will be considered on a case by case basis.

## **10. REP Tryout Refund**

- 10.1. Member will be eligible for a full refund of rep tryout fees if the request is made in writing to the Registrar prior to August 15<sup>th</sup>.

## **11. NSF Cheques**

- 11.1. Upon notification that a cheque has been returned as NSF, the member must immediately rectify the situation. No member will be permitted to step on the ice until full payment is received.
- 11.2. A member will be ineligible to try out for rep if all outstanding amounts are not received prior to the commencement of rep tryouts.

- 11.3. All NSF cheques must be made good by a certified cheque, bank draft or money order, or cash.
- 11.4. The Registrar will inform the member once the player is again eligible to play.
- 11.5. There is a \$50.00 NSF charge.
- 11.6. Fees payable and outstanding at the end of the season will place the "member family" not in good standing and no registrations will be accepted for any member of the family until the monies owing are paid.
- 11.7. Under special circumstances, at the discretion of the President, Treasurer and Registrar, alternate payment arrangements may be considered. All payment arrangements must be ratified one week prior to the player's first scheduled ice time.

## **12. Financial Assistance**

- 12.1. Financial assistance for "basic registration fees" may be available through AMHA for families who are experiencing personal financial hardship. Members who are requesting financial aid to assist with the cost of basic registration fees must apply to the Treasurer or Registrar in writing. Applications must include sufficient detail of financial circumstances including household income, expenses and whether or not other avenues of assistance (ie: KidSport, Pucks, etc.) were pursued prior to applying to AMHA for assistance. All personal information will be kept confidential.
- 12.2. Families making application for financial assistance must first make application to KidSport, Jumpstart, Pucks or some other charitable community entity. Families may then apply for additional assistance from AMHA.
- 12.3. All requests will be considered on a case by case basis. If approved for assistance the Treasurer will provide the recipient's name and contact information to the Sponsorship & Fundraising Director for scheduling of work duties for the upcoming season. Families approved for financial aid from AMHA are expected to volunteer between September 1st and August 31st of the following year.
- 12.4. Tax receipts will not be issued for the registration fees sponsored by AMHA or other outside assistance programs.