

Document Type	Policy	Document Title	4.0 Registration
Revision	0	Created On	April 30, 2017

Revision	Scope of Revision	Approved By	Date
0	Migration to new format from old policy manual	RD Ringette Executive	Apr 30, 2017

4.0 Purpose:

To define the registration process, fees, fines and reimbursements for Red Deer Ringette player registrations.

4.1 Player Registration:

- Red Deer Ringette registration will run from approx. June 1st to June 30th.
- Red Deer Ringette registration is completed via online registration.
 - Returning athletes
 - The registration deadline is June 30.
 - A late fee will be levied after June 30th as per Applicable Fees section below.
 - A player is required to declare their intent to try out for an A or B (U12) level team at the time of registration.
 - New athletes
 - Registration will be accepted for athletes new to Red Deer Ringette until September 30th.
 - If the athlete is registered prior to evaluations, every effort will be made to include them for proper placement on teams.
 - If athletes is registered after evaluations are complete, they will be placed on the lowest level team in the applicable division.
 - A player is required to declare their intent to try out for a team level (A, B, C) within their division at the time of registration if they register prior to evaluations.

4.2 Applicable Fees:

- A Standard membership fee based on level of play.
 - Rates are as per Appendix "A"
- A non-refundable try out fee based on division and level will be applied to the player's registration total when athletes declare their intent during the registration process.
 - Rates are as per Appendix "B"
- A late fee for returning players after the June 30th deadline will be levied
 - Rate is as per Appendix "C"
- A NSF fee will be levied for any NSF cheque received by the Association
 - Rate is as per Appendix "C"

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4.3 Fee Adjustments:

- Families having three or more participants registered with Red Deer Ringette in the current season will receive a 20 percent reduction of registration fees. Please contact the Registrar prior to submitting your registration to have this applied.
- Players new to Red Deer Ringette will have the late registration fee waived upon acceptance of their registration if they apply after the June 30th deadline (see 4.6 Late Registrations)
- Where the Evaluations Committee chooses to create only one team in a division and Try Out fees have been already been levied in anticipation of two teams, the Try Out fees will be returned to the team account and allocated by the team treasurer to the applicable registrants.

4.4 Payment of Fees:

- Registration fees will be paid online during the registration process.
 - Those who wish to pay by any other means are required to contact the Registrar directly and submit a formal request (letter/email) prior to the registration deadline.
 - Initial inquiries can be done via phone but a formal request will be required to complete the registration process.

4.5 Withdrawal from Program Reimbursements:

- Registrants withdrawing from the Red Deer Ringette program will surrender a portion of their registration fees as per Appendix “C” to cover administration and league fees. The balance will be returned.
- Concessions may be made for first-time registrants who withdraw after participating in less than four (4) ice times (practices).
- Concessions may also be considered for registrants who withdraw for extenuating circumstances such as medical issues, injuries or parental job relocation.
 - A written request for reimbursement must be forwarded to a member of the Executive of the Association.
 - Decisions will be made on a case-by-case basis with such decisions being the responsibility of a Committee made up of at least three members of the executive.
 - It is recommended that the Registrar and the President or Vice President be two members of this Committee.
 - Decisions of the committee are final.

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4.6 Late Registration:

- New athletes
 - Registration will be accepted for athletes new to Red Deer Ringette until September 30th.
 - If the athlete registers prior to evaluations, every effort will be made to include them in evaluations for proper placement on teams.
 - If the athlete registers after evaluations are complete, they will be placed on the lowest level team in the applicable division.
- Returning athletes
 - Late returning player registration may be accepted by Red Deer Ringette up until the first Association or League game depending on individual team requirements.
 - To ensure that teams remain equally divided, late registrants will be placed on a team with input from all Head Coaches in that player's division. Placement may be determined on a player's skill, history, team numbers, team strengths, etc.

4.7 Receipts:

- Receipts will be made available via the online registration process.
- Please print out your receipt at the end of the registration process as Red Deer Ringette will not issue hard copy receipts.
- Where arrangements have been made to pay by cheque or cash, a receipt will be issued by the Registrar or designate.