



POLICY TITLE: REGISTRATION POLICY

Effective Date: August 30, 2017

PURPOSE

Provide a clear process and requirements for members to register themselves and their teams, players, team staff and officials with SGRA.

SCOPE

All categories of membership as defined in the SGRA Bylaws.

REQUIREMENTS

- The SGRA office shall maintain a record of teams by age and category and shall forward this information, appropriate registration forms, and payments as set out by Ringette Alberta [2.0-Registration-Policy](#) and [Critical Date](#) schedule.
 - SGRA is required to register all players within their Association according to the Ringette Alberta Registration procedure.
 - SGRA is required to register all team staff.
 - SGRA is required to register all officials.
1. Timelines
 - Players registering before June 30th of each year may receive a discount in fees from SGRA. The amount and process is set annually by SGRA and subject to change.
 - All SGRA player registrations must be received by October 1 of each playing season.
 - Ringette Alberta [2.0-Registration-Policy](#) will be followed and adhered to by SGRA. Please refer to this policy for full details.
 - All team staff documentation and any team staff changes must be submitted to the Ringette Alberta office as per the RAB [Critical Date](#) schedule.
 - Any player changes must be submitted by SGRA to the Ringette Alberta office no later than as set by RAB [Critical Date](#) schedule of the current playing season. Any changes of players on a roster that affects its approved status after the RAB [Critical Date](#) schedule deadline are subject to approval by RAB and an administrative fee in the amounts specified by Ringette Alberta Rates and Fees Schedule.
 - Registration dates and deadlines must be advertised and clearly known.

2. Team Staff

All team staff members that will be on the player's bench must be registered on the appropriate team as team staff members. Staff shall be registered in accordance with the RAB Team Staff Certification requirements. Any team staff found in non-compliance with Ringette Alberta Team Staff Certification requirements and RAB deadlines will have team staff privileges and duties suspended. This suspension will remain in effect until RAB Team Staff Certification requirements are completed or attempt has been made to schedule for completion.

3. Late Player Registration

All SGRA player registrations must be received by October 1st of each playing season; however, late player registrations may be reviewed and considered on a case by case basis. Late registration requests will be reviewed by the Director of the Division for which the player is registering, the registrar and at least two of the following: SGRA President, Vice President, Treasurer or Secretary.

For players that were registered with another Association in Alberta, the appropriate release forms must accompany documentation sent to Ringette Alberta.

For players that were registered in another Province, the signed Ringette Canada Transfer form must be received by Ringette Alberta.

4. Refunds

There will be a non-refundable \$50 administration fee for any registration withdrawal once player evaluations and/or on-ice activity have commenced, with the exception of a medical notice from a doctor.

Refunds will be given, only after receiving a written request to the Registrar, as per the following:

- Requests received prior to September 1 of current playing season: Full Refund;
- Requests received prior to October 1 of current playing season: 75% Refund;
- Requests received prior to November of current playing season: 50% Refund;
- No refunds after December 1 of current playing season.