



## Athabasca and District Minor Hockey Association (ADMHA)

**APPROVED:** April 23, 2024

**POLICY:** REGISTRATION

**PURPOSE:** To provide understanding and guidance for the associations registration practices

**RESPONSIBLE:** ADMHA MEMBERSHIP & EXECUTIVE

1. The Executive shall set a registration date each year. Each player must provide a fully completed online registration form signed by a parent or guardian together with payment and additional forms or information required by the Executive on or before the registration date.
2. Any player who has not registered on or before the registration date shall have his/her registration request reviewed by the Executive at a regularly scheduled meeting. The player may be charged an additional fee up to \$200.00 and shall not practice or play until his/her registration request has been reviewed and approved by the Executive.
3. Payment of registration fees may be deferred until the registration date set each year if payment is made by post-dated cheque(s).
4. The Executive may refuse any registration request due to extenuating circumstances.
5. Payment of registration fees, fundraising, and volunteer deposits must be received in full prior to the player participating in any ADMHA activities. The Executive may grant an exception due to extenuating circumstances.
6. Refunds
  - 6.1. All refunds are subject to a \$50 administration fee. Refund for withdrawal of membership shall be determined as follows:
    - 100% of registration fees refund on or before September 30
    - 75% of registration fees refund on or before October 31
    - 50% of registration fees refund on or before November 30
    - 25% of registration fees refund on or before December 31
    - No refund on or after January 1
    - Full refunds for fundraising except hockey pools and volunteer commitments shall be provided in all cases
  - 6.2. Refund for withdrawal based on injury or medical reasons

- 6.2.1. The amount refunded to the member will be determined by date of injury, provided the following has taken place:
- a) A medical note is provided to ADMHA President,
  - b) A "return to play" medical note is provided to ADMHA President with a date of return on it,
  - c) Request for refund is received no later than seven days after the return to play date listed on the medical note, and
  - d) Hockey Canada and/or Hockey Alberta injury report is filled out and handed to coach or team manager.

***~ Example: If a member (player) gets injured November 21 and date of clearance to return to play is January 18th, but instead the player decides not to return. A 50% refund is what the member is entitled provided the member has submitted the above requests by January 25th ~***

- 6.2.2. Official date of request will be determined on the date the member submits request via email to one of the following: President, Vice President, and/or registrar.

- 6.2.3. All medical information will be handled in accordance to Freedom of Information Protection regulations.

***\*\* Reminder that for all injuries or situations that required medical assistance the member must produce a medical note with a return to play date listed on it. Member is also responsible to submit a copy to his/her team manager and head coach \*\****

- 6.3. Official date of request to withdrawal will be determined on the date the member submits their request via email to one of the following: President, Vice president, and/or registrar. If the member accesses the use of ADMHA services after the requested date of withdrawal, the requested date will no longer be valid.