



Registration Policy

1. Player Registration

- a. Each year the CMHA will make available to all members in its member list a registration package for the upcoming season. Registration is open to all eligible persons within the defined CMHA boundaries.
- b. It is the role of the Association Administrator and Operations Coordinator to implement this registration procedure.

2. Eligibility for Registration

- a. The Association provides programs for eligible players based on specific age ranges measured on December 31st of the current season's calendar year. A resident player is a player whose parents or guardians' primary residence is located within the membership boundaries or has been duly registered with the CMHA in the immediate previous year in regard to the year of registration request. An import player refers to all other players that seek registration in the CMHA and are not resident players.
- b. It is the policy of the CMHA that import players are not eligible for registration without prior approval of the President, the VP of Operations, and the Administrator.
- c. Notwithstanding the preceding paragraphs, CMHA will accept registrations for the Bow Valley Timberwolves AA program from player's resident in Banff, Canmore, Cremona minor hockey Associations in addition to Cochrane. It is understood that players who register for the AA program but do not make an AA team must return to their resident minor hockey association. It is further understood that a player who makes an AA team in one year but fails to make an AA team in a subsequent year may be required in that subsequent year to return to the minor hockey association in which they are resident.

- d. Non-resident players wishing to play AA hockey in Cochrane must provide the appropriate Permission to Try-out forms as well as complete the registration forms.
- e.
- f. Notwithstanding the above, CMHA reserves the right to refuse registration to any player who does not reside within the boundaries of the LMHA or if there is a suspicion of falsifying documents for the purpose of registration.
- g.
- h. You must be a member in good standing. III. BY-LAW 3 - MEMBERSHIP

3. Installment Procedures - final installment (Due by October 1):

- a. June 1st - June 15th Registration period for all returning in boundary players, please note returning members to guarantee your spot, register within the dates noted. - initial installment due day of registration.
- b. July 1st - 1st installment will process automatically
- c. August 1st - 2nd installment will process automatically
- d. September 1st - 3rd installment will process automatically
- e. October 1st - 4th and final installment will process automatically
- f. To participate in the Installment process you must register with a valid credit card
- g. Registration with outstanding balances after October 1st will result in players being ineligible to participate with their team and may be removed.
- h. If a longer installment plan is required please email the Administrator, requests for extended payment periods will be reviewed by the Finance Director and Administrator and submitted to the board for approval.

4. Late Payment Fee

- a. There is a late payment fee of \$50.00 for each installment if not processed on time which will be added as an admin fee to your RAMP account.
- b. Members are responsible for updating credit card information in their RAMP account for any changes. CMH office staff do not have access to update your credit card information.

5. Credit Card Requirement

- a. Registrations will not be accepted off line.
- b. Members must ensure a valid credit card is on file at all times via the member RAMP account.
- c. A valid Credit card or Visa Debit is required for ALL registrations
- d. If you opt to pay in full via e-transfer, rest assured that upon receipt of the payment by the CMH administrator, you will promptly receive a unique code

- enabling you to finalize the registration process and complete the online registration.
- e. Your cooperation in contributing to the success of Cochrane Minor Hockey is greatly appreciated!
 - f. Registration Period:
 - g. June 1st - June 15th: Returning players from 2023-2024 guaranteed a spot. This includes players that were part of higher level teams in other host Associations. i.e. Xtreme, Bisons, Female AA
 - h. June 16th - July 31st: Registration opens for new players within CMH boundaries.

6. Late Registration

- a. Online registration closes on July 31.
- b. Program fees will increase by \$250 after July 31st.
- c. Late registrants are not guaranteed a spot.
- d. Late AA Tryout registration (after July 31) incurs a \$250 fee.
- e. AA tryout registrations will not be accepted after August 15th.
- f. Pre-Season Camp registration (after July 31) incurs a \$50 fee.

7. Changes and Confirmations

- a. Changes in program selection or player's position after September 1st, 2024, incur a \$150 Program change fee.
- b. Please note on your pricing details the Admin fee is referring to Credit Card fee CMHA charges.

8. Registration Fees

- a. The registration fees shall be reviewed annually by the BOD and made available to the Association members. The registration fees are meant to reasonably reflect the costs associated with delivering each program, to be equitable amongst other CMHA programs and to offer good value when compared with the registration fees of similar programs offered by similar Associations to the CMHA. The registration fees shall be based on a forecast included in the Association budget.
- b. Registration fees shall cover all CMHA assigned practice ice, assigned game ice or allocated extra ice costs including referee expenses, insurance, league fees and other budgeted operating expenses. Individual teams are responsible for costs incurred for ice outside of CMHA assigned times, referee expenses outside of CMHA assigned or allocated game time, tournament fees including Provincials Tournament, travel expenses, dressing

room surcharges, team official cards more than five and other individual team expenses.

- c. Specifically, Provincials Tournament and associated play-down requirements are at the expense and organizational effort of the participating team, as these activities are outside the scope of standard registration fees therefore at the cost of the participating team(s).

9. Registration Timing - *Will be determined annually and will be communicated to the membership*

- a. All registrations received after the Registration Deadline will be placed on a waitlist and accepted only after review of registration numbers.
- b. Space permitting, applicants placed on teams after January 1st of the operating year shall be assessed a registration fee prorated by the number of days left in the hockey calendar year. (Regular season only includes the Evaluation period.)

10. NSF/CC installments failed

- a. Any NSF Cheques or credit card installments that fail will be assessed an \$50.00 additional processing fee.

11. Registration Refunds

- a. In all cases, the CMHA office must receive a written request for withdrawal. Such withdrawal will be granted or rejected at the decision of the Cochrane Minor Hockey Executive. In all cases in which a withdrawal is granted, a \$75 processing fee will be deducted from any refund.
- b. Refunds will be at the discretion of the Cochrane Minor Hockey Executive. The following schedule will be used as a guideline in all decisions:
- c. On or Before September 1st 100% less processing fee \$75
- d. After September 1st 75% less processing fee \$75
- e. Once you have been assigned to a team there will be NO refund.
- f. CMHA ADMINISTRATOR, MUST BE NOTIFIED IN WRITING OF THE REQUEST FOR WITHDRAWAL. A \$75.00 processing fee will be deducted from all refunds. administrator@cochraneminorhockey.com
- g. All camps and clinics are Non-Refundable unless accompanied by a doctor's note.
- h. These guidelines will be used in deciding on withdrawal refund NO MATTER the reason.
- i. If a player becomes injured during a refund period and there exists any suspicion that such injury may keep the player out long term and may lead to a refund request, CMHA must be notified within two weeks of the injury occurrence. Such notification will include written documentation from a physician detailing the

nature and typical recovery period of the injury. Failure to notify CMHA will result in the withdrawal refund decision being guided by the appropriate time category based on the TIME OF REQUEST. If proper notification is received by CMHA and the injury ultimately leads to the inability to compete for the remainder of the season, the withdrawal refund decision will be guided by the appropriate time category based on the TIME OF INJURY. After December 31st there will be no refunds.

12. Financial Aid

- a. The CMHA will operate a financial aid program to provide short-term assistance to those members who may require funding to supplement other local financial aid programs e.g., Kidsport. Financial aid requests will not be considered as a standalone financial aid request [without corresponding Kidsport application]
- b.
- c. The Cochrane Minor Hockey Administrator shall handle all applications confidentially and will grant requests based on funding available, individual need, income levels of applicants, and past assistance.
<http://www.cochraneminorhockey.com/content/Financial-Support>