



## **HORNETS LACROSSE ASSOCIATION – REGISTRATION POLICY (Effective Season 2025-2026)**

### **PURPOSE**

To establish the process and fee structure for program registrations with the Hornets Lacrosse Association. This policy ensures fair, consistent, and transparent registration procedures while maintaining the financial stability necessary to deliver quality lacrosse programs to all participants.

This policy outlines registration requirements, deadlines, payment procedures, and support options to ensure all eligible players have the opportunity to participate in Hornets lacrosse programs.

### **REGISTRATION OVERVIEW**

The Hornets Lacrosse Association offers various lacrosse programs for players of all ages and skill levels. Registration is required for all participants and includes access to:

- Age-appropriate lacrosse instruction and development
- League games and tournaments
- Professional coaching and supervision
- Equipment and facility usage
- Insurance coverage and safety protocols
- Association events and activities

### **ELIGIBILITY REQUIREMENTS**

Age Eligibility:

- Players must meet age requirements as of December 31st of the current year
- Age verification may be required through birth certificate or government-issued ID
- Players may only register in their designated age division
- Age exceptions require CDLA approval through ~~release~~ exception process

Residency Requirements:

- Players must reside within Hornets designated boundaries
- Boundary maps available on Association website
- Players outside boundaries require release from home association
- Proof of residency may be required

Previous Season Standing:

- All fees from previous seasons must be paid in full

- No outstanding volunteer commitments from prior years
- Compliance with all Association policies and codes of conduct
- Good standing with CDLA and governing bodies

## **REGISTRATION PROCESS**

### Online Registration System

#### Registration Platform:

- All registrations must be completed online through the Association website
- Registration system opens in early mid-December to early January each year
- Secure payment processing and data protection
- Immediate confirmation and receipt provided

#### Required Information:

- Player personal information (name, address, contact details)
- Parent/guardian information and emergency contacts
- Medical information and special needs
- Previous lacrosse experience and skill level
- Photo release and waiver agreements
- Volunteer commitment acknowledgment
- One parent from each family must have taken the Respect in Sport for Parents and upload it in Ramp registration system

#### Required Documentation:

- Birth certificate or government-issued photo ID
- Proof of residency (utility bill, lease agreement, etc.)
- Medical clearance if returning from injury
- Release forms if transferring from another association
- Financial assistance documentation if applicable

### Registration Timeline

#### Key Dates:

- Mid-December to Early January: Registration opens online
- February 14h: Early registration closes
- February 15 – March 15: Regular registration period begins (increase in fees). After March 15 only if there is room available in the respective division
- April 1<sup>st</sup> (approximately) team formation and communication
- May 15<sup>th</sup>: Final registration deadline

#### Early Registration Benefits:

- Avoid late registration fees
- Access to early season communications

## **REGISTRATION FEES**

### Fee Structure

Program Fees: Fees vary by division and are posted on the Association website under the "Registration" tab. Fees include:

- League (player and team) registration and insurance
- Facility and equipment usage
- Professional coaching and instruction
- Administrative and operationa=====
- Volunteer Commitment Fee: As per Volunteer Policy
- Special Program Fees: Tournament teams, camps, clinics

### Payment Methods

#### Accepted Payment Methods:

- Primary: Secure online credit card processing
- Alternative: E-transfer, cash, cheque (with prior approval)
- Financial Assistance: KidSport, other approved programs
- Payment Plans: Available with credit card setup

#### Payment Requirements:

- Full payment required before participation
- Payment plans available for families in need and for those that want to pay in installments via credit card
- All funds collected in Canadian dollars
- Receipts provided for all payments

## **PAYMENT PLANS AND FINANCIAL ASSISTANCE**

### Payment Plan Options

#### Standard Payment Plans:

- Full payment at time of registration
- Three Payment Plan (registering between Mid December and January 31 – 40% at time of registration, 30% on February 14 and the balance March 15)
- Two-Payment Plan (registering between February 1 and March 15) : 50% at registration, 50% by March 15
- Registering after March 15 – all fees due at time of registration
- Monthly Plan: Available for financial hardship cases

#### Payment Plan Requirements:

- Credit card information required for automatic payments
- 3% administrative fee charged on all credit card transactions
- All payments must be current before season start. Any outstanding fees from previous years, account locked or contact [registrar@hornetslacrosse.com](mailto:registrar@hornetslacrosse.com)

#### Financial Assistance

KidSport or Jump Start Programs: Families unable to afford registration fees must first apply to KidSport or Jump Start

- Contact Executive Director before applying
- Complete KidSport application process
- Kidsport or Jump Start will contact the Club once approved and payment received
- Pay any remaining balance not covered by KidSport

Association Financial Assistance: If KidSport or Jump Start is unsuccessful, families may apply for Association assistance:

- Formal written request to Board through Executive Director
- Documentation of financial need required
- Review by Executive Committee
- Volunteer hours still required regardless of assistance

#### Other Support Programs:

- Community sponsorship opportunities
- Equipment lending program
- Volunteer hour credits for additional service
- Scholarship programs (when available)

### **LATE REGISTRATION**

#### Late Registration Policy - After February 15

- \$100.00 late registration fee applies

#### Late Registration Policy – After March 15

- Subject to space availability in requested division and would be placed on the lowest level if evaluations have concluded
- Registration fees higher by \$100
- May be placed on waiting list
- Team formation may be complete

#### Division Coordinator Discretion:

- Acceptance of late registrations at division coordinator's discretion

- Consideration of team balance and numbers
- Impact on evaluation and team formation process
- Available coaching and facility resources

Wait List Process:

- Late registrants placed on division wait lists
- Contacted if spots become available
- Priority based on registration date and payment
- No guarantee of placement
- Would be placed on the lowest level

## **REGISTRATION CONFIRMATION**

Player Status

Fully Registered Status: A player is NOT deemed "registered" until:

- Complete registration form submitted online
- Full payment received (or payment plan established)
- All required documentation provided
- Confirmation email received from Association

Unregistered List: Players remain on "unregistered list" until full compliance:

- Cannot attend evaluations or practices
- Not eligible for team placement
- No insurance coverage provided
- Must complete registration before participation

Participation Requirements

Before First Activity:

- Registration must be 100% complete
- All fees paid in full (or payment plan current)
- Required waivers and forms signed
- Medical clearances provided if required

Payment Plan Participants:

- Considered fully registered if plan is current
- NSF payments result in immediate suspension
- Must resolve payment issues before next activity
- No exceptions for games or tournaments

## **NSF PAYMENTS AND COLLECTIONS**

### **NSF Payment Policy**

#### **NSF Fees:**

- \$25.00 fee assessed for each NSF payment
- Applies to cheques, credit cards, and e-transfers
- Fee charged to family account
- Must be paid before participation resumes

#### **Outstanding Fee Process:**

- First Notice: Email from Registrar within 24-48 hours
- Payment Required: 5 business days from notification
- Second Notice: Contact from President or Executive Director
- Suspension: Player suspended until payment received

#### **Acceptable Payment for NSF Resolution:**

- Cash payment in person
- Money order or bank draft
- E-transfer (if previously approved)
- Certified cheque
- Credit card (if NSF was not credit card related)

## **SPECIAL CIRCUMSTANCES**

### **Medical Exemptions**

#### **Medical Registration:**

- Players returning from injury may require medical clearance
- Physician's note required for participation restrictions
- Modified participation plans when appropriate
- Regular medical updates may be required

#### **Transfer Players (if this is approved by the CDLA in March)**

#### **Release Requirements:**

- Must obtain release from previous association
- CDLA approval required for transfers
- Cannot participate until release approved
- May register conditionally pending release

## **DATA PROTECTION AND PRIVACY**

### **Information Security**

#### Personal Information:

- Collected only for registration and program purposes
- Stored securely with restricted access
- Not shared with unauthorized parties
- Retained as per Privacy Policy requirements

#### Photo and Video Release:

- Separate consent required for media use
- Right to withdraw consent at any time
- Used only for Association promotional purposes
- Respect for family privacy preferences

### **COMPLIANCE AND ENFORCEMENT**

#### Policy Adherence

##### Registration Requirements:

- All families must comply with registration policies
- Failure to comply may result in suspension
- False information may result in removal
- Regular policy updates communicated to members

#### Appeals Process

##### Registration Disputes:

- Appeals submitted in writing to Executive Director
- Review by Executive Committee
- Decision communicated within 10 business days
- Final appeal to Board of Directors if required

### **CONTACT INFORMATION**

Executive Director Email: [executivedirector@hornetslacrosse.com](mailto:executivedirector@hornetslacrosse.com)

Division Coordinators Contact information available on website by division

### **ACKNOWLEDGMENT**

By completing registration with the Hornets Lacrosse Association, all families acknowledge they have read, understood, and agree to comply with this Registration Policy and all associated Association policies

