

KGHA REGISTRATION POLICY

JULY 17, 2022



1. Statement of Purpose

1.1. This policy is to support KGHA objectives, as set out in the KGHA Constitution.

2. General

2.1. All KGHA players, team staff and Executive must be registered with the Ontario Women's Hockey Association (OWHA) through the KGHA registration system.

2.2. All registered KGHA players, team staff and Executive are covered by HC insurance.

2.3. Registered team staff means they are included on an OWHA approved team roster form.

3. Registration

3.1. All players and team staff must use the registration process identified by the KGHA.

3.2. Required documentation for registration will be identified by the Registrars or through the registration system.

3.3. A member will not be allowed to register if they, or a member of their family, are in financial arrears to either the KGHA or a KGHA team, or if all equipment has not been returned to the KGHA.

3.4. Harassment, abuse, bullying and misconduct as defined in the [OWHA Harassment, Abuse, Bullying and Misconduct Policy](#) will not be tolerated. A member may not be allowed to register if they have been deemed, by the KGHA Executive, to have exhibited such behavior towards members of the KGHA Executive, team staff, players, referees, timekeepers, or other volunteers.

3.5. The member must take the corrective action identified by the Executive to be allowed to register.

3.6. Incomplete registration, depending on the circumstances, may result in player being placed on a waitlist or removed from a team, as determined by the KGHA Finance and Administration Committee.

4. Fees

4.1. Fees will be determined by the Finance and Administration Committee and assigned to all registration packages in the KGHA registration system.

4.2. Separate registration packages will be available for tryout and season registration; fees will be assigned to each package.

4.3. Registration fees, as guided by the Constitution, are to be equitable to the program in which player's participate.

4.4. Payment options will be identified in the KGHA registration system.

4.5. Failure to make a payment, including a failed credit card payment, may be subject to a \$50 penalty, unless payment is made upon a first request by the Registrar.

- 4.6. Full-time house league goalies, assigned the goalie position on an OWHHA approved roster, will be eligible for a 50% (full-time) discount on registration fees, processed at the end of the season.
- 4.7. Part-time goalies who play a minimum of 9 games (league, tournament and exhibition) as a goalie will be eligible for a 25% (part-time) discount on registration fees, process at the end of the season.
- 4.8. Requests for goalie discounts will be approved by the VP, House League and submitted to the Registrar for processing.
- 4.9. Novice house goalies are ineligible for a full-time discount, as the goalie position is not assigned to one player.
- 4.10. Bereavement financial assistance will be given to any member of the KGHA who loses an immediate family member. The amount of the assistance will be the cost of the current year's registration fees. Immediate family members are defined as child, sibling, parent, legal guardian, or spouse who reside in the same household.
- 4.11. A sibling discount will be offered to families who have three or more players registered in the KGHA and must be requested by November 15 of the current season. Amount of discount will be determined by the Executive.

5. Tryouts and Competitive League

- 5.1. Players must register for a tryout package in the KGHA Registration system to participate in tryouts.
- 5.2. Tryouts fees cover a minimum of 2 hours ice time, combined at all levels, a tryout jersey, and other fees associated with tryouts.
- 5.3. Tryout fees must be paid in full to participate in tryouts.
- 5.4. A player will not be allowed to participate in tryouts or register for the competitive season if they, or a family member, are in financial arrears to either the KGHA or a KGHA team, or if all equipment has not been returned to the KGHA.
- 5.5. All players who played with another OWHHA recognized association in the previous season must provide either a Release or Permission to Skate to the Registrars to be eligible to participate in tryouts.
- 5.6. All Tier 1 teams have open tryouts, where any female player may register to tryout provided they are the correct birth year and have provided either a Release or a Permission to Skate.
- 5.7. The competitive teams for each age level have import player restrictions, as defined in the Import Policy.

6. House League

- 6.1. Players must be fully registered prior to the start of house team sort outs to participate in sort outs.

- 6.2.** A player will not be allowed to register for the house league season if they, or a family member, are in financial arrears to either the KGHA or a KGHA team, or if all equipment has not been returned to the KGHA.
- 6.3.** A waitlist may be used to manage registration numbers to ensure there are enough teams for players. Every effort will be made to find a team for each player, and may include team sizes of up to the maximum numbers set out by the OWSA. Players on a waitlist are not considered to be fully registered.

7. Refunds

- 7.1.** Refund requests are to be made in writing to the Registrar.
- 7.2.** Refunds will only be made after payments for the player have been received in full, KGHA equipment returned, and all team fees have been paid.
- 7.3.** Tryout fees are non-refundable after tryout jersey pickup.
- 7.4.** Refund schedule will be set annually by the Finance and Administration Committee, and included in the KGHA registration system annually.

Version History:

Revision Number	Date	Description	Approved by
1	13 July 2022	Update to plain language	Board of Directors
2	17 July 2022	Adjustment to goalie discount	Registrars