

# REGISTRATION, FEES AND REFUNDS



## PURPOSE

The purpose of this policy is to outline the process used by Carstairs Minor Hockey Association around registration, determination of fees and processing refunds

## SECTION 1: REGISTRATION GUIDELINES

- 1.1 In accordance with CMHA Bylaws, the Board shall annually establish the following as contained within Schedule A prior to June 1<sup>st</sup>.
  - a) Registration Opening Date
  - b) Registration Early Bird Discount Date
  - c) Registration Deadline
  - d) Registration Fees for each Age Division
  - e) Requirement for, and amount of, a Fundraising Cheque.
- 1.2 The Board shall be responsible for advertising the above information on the CMHA website.
- 1.3 All registrations are required to be submitted through the CMHA website. Registration fees may be submitted via the CMHA website or by e-transfer as directed by the Board.
- 1.4 If a Registration Early Bird Discount Date is established by the Board, the Board shall determine the discount that shall be received off the total registration costs of that respective player if payment in full is received prior to the date established by the Board in Schedule A.
- 1.5 If the Board determines that a Fundraising Cheque is required to be submitted by the Members the following shall apply:
  - a) The cheque amount for each player registered shall be established by the Board;
  - b) The terms required for the Fundraising Cheque to be returned shall be established by the Board;
  - c) The Fundraising cheque shall only be returned if the terms as established by the Board are completed in their entirety. No partial refunds will be granted.
  - d) Elected and/or Appointed Members to the Board of Carstairs Minor Hockey shall not be required to submit a fundraising cheque.
- 1.6 The Board may establish a payment plan for Members to spread out the registration fees associated with their player(s). The amount of payments available is based on the time of registration and as such Members are encouraged to register as early as possible to take advantage of multiple prepayment dates.

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- 1.7** Unless otherwise determined by the Board, players from outside of the Carstairs Minor Hockey Association boundaries shall be subject to a surcharge as outlined in Schedule "A" at time of registration.

## SECTION 2: REFUNDS

- 2.1 All requests for refunds must be provided in writing via email to both the Registrar and Treasurer.
- 2.2 For the purposes of establishing the refund request date, the latter of the following shall be used:
- a) The date on which the written refund request is received by the Registrar and Treasurer; or
  - b) The last on-ice date for the player;
  - c) Another date as established by the Board accounting for an injury to a player.
- 2.3 No refunds shall be accepted or processed after December 31<sup>st</sup> annually.
- 2.4 Requests for refunds based on a league suspension or other disciplinary action will not be considered.
- 2.5 No administration fee will be charged on any refunds, with the exception of any credit card processing fees that may be withheld by the CMHA's third party vendor.
- 2.6 The CMHA Board shall be presented with all refunds that were received by the Treasurer for consideration.
- 2.7 Should the CMHA Board agree to the refund request, the following table will apply:

Refund Request Date (As outlined in Section 2.2)	Refund Amount
Up to September 30 (covers conditioning and evaluation)	100% of total registration fees paid
October 1 - October 31	75% of total registration fees paid
November 1 - December 31	50% of total registration fees paid

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## SCHEDULE A

### IMPORTANT DATES FOR THE 2023/2024 SEASON

Item	Date
Registration Opening Date	May 15 <sup>th</sup>
Registration Early Bird Discount	June 30 <sup>th</sup>
Registration Deadline	October 31 <sup>st</sup>

### RATES AND FEES FOR THE 2023/2024 SEASON

Item	Amount Prior to Early Bird Deadline	Amount Following Early Bird Deadline
Pre Hockey Registration Fee	\$204.00	\$224.40
U7 Registration Fee	\$530.40	\$583.44
U9 Registration Fee	\$612.00	\$673.20
U11 Registration Fee	\$765.00	\$841.50
U13 Female Registration Fee	\$867.00	\$953.70
U15 Female Registration Fee	\$918.00	\$1,009.80
Fundraising Cheque Amount	\$300.00 - 1 <sup>st</sup> Child \$100.00 - Each Additional Child	
Out of Boundary Registration Surcharge	15%	

## SCHEDULE B

# REGISTRATION, FEES AND REFUNDS



## FUNDRAISING / VOLUNTEER HOUR ALLOCATIONS

Duty	Amount of Hours Allocated Against Fundraising Requirements
Head Coach	8 hours
Assistant Coach	4 hours
Team Manager (Split if Co-Managing)	8 hours
Team Treasurer	2 hours
Team Jersey Parent	2 hours
Association Fundraising Activities	Hour for Hour
Other Association Duties	As approved by the CMHA Board of Directors