

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 1st.
 - 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 Deposit.
- 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.
 - 1.3.1 Any registrations that choose to be paid "off-line" or through e-transfer must be paid in full by September 15th annually to reduce the likelihood of unpaid registration amounts.
- 1.4 In the event that registrations are not paid in accordance with the deadlines provided within this Policy or as otherwise approved by the Board, Members are notified that their player will be unable to continue participation in Association activities until such time that payment, or applicable Board approvals, are in place.
- 1.5 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.
- 1.6 If the Board determines that a Fundraising Deposit is required to be submitted by the Members the following shall apply:
 - a) The amount for each player registered shall be established by the Board;

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- b) The terms required for the Fundraising Deposit to be returned shall be established by the Board, including the manner in which the deposit can be submitted;
- c) The Fundraising deposit will only be cashed in the event that the fundraising commitment as established by the Board are not completed in their entirety. No partial refunds will be granted. Any banking information will be destroyed at the end of the season.
- d) Elected and/or Appointed Members to the Board of Carstairs Minor Hockey shall not be required to submit a fundraising deposit.
- e) Volunteer Hours shall not be transferable to other Members.

1.7 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.

1.8 Unless otherwise determined by the Board, import players shall be subject to a surcharge as outlined in Schedule "A" at time of registration. An import player shall be defined as either:

- 1.8.1 A player, that has played within the Carstairs Minor Hockey Association previously but chose to register with another Minor Hockey Association in the previous year (excluding programming not offered by the Association); or
- 1.8.2 A player that resides outside of the Carstairs Minor Hockey Association geographical boundaries that wishes to join the Association for the current season.

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 31st annually.
- 2.4 Requests for refunds based on a league suspension or other disciplinary action will not be considered.

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- 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 August 31 | 100% of total registration fees paid |
| September 1 – September 30 | 75% of total registration fees paid |
| October 1 - October 31 | 50% of total registration fees paid |
| November 1 - December 31 | 25% of total registration fees paid |

SECTION 3: BEGINNING OF SEASON TEAM FUNDS

- 3.1 Recognizing that typically the beginning of the season is chaotic for many teams as they work through application for tournaments and other team expenses prior to having the opportunity to undertake fundraising endeavors and that the majority of teams establish an initial "cash call" to assist with this time period, the CMHA will annually establish an initial cash call to be paid during registration.
- 3.2 This annual amount may differ based on team age division at the discretion of the Board.
- 3.3 The cash call shall be permitted to be incorporated into the player's payment plan at the discretion of the Member.
- 3.4 Following the establishment of teams, the CMHA Treasurer shall transfer the corresponding amount of the cash call to that applicable Team Treasurer to manage in accordance with CMHA Policy.

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3.5 In the event that the team does not require the entire cash call amount, the team may choose to reimburse families an applicable amount at the conclusion of the team's season.

SCHEDULE A

IMPORTANT DATES FOR THE 2025/2026 SEASON

| Item | Date |
|----------------------------------|----------------------------|
| Registration Opening Date | June 1 st |
| Registration Early Bird Discount | June 30 th |
| Offline Payment Deadline | September 15 th |
| Online Payment Deadline | October 31 st |

RATES AND FEES FOR THE 2025/2026 SEASON

| Item | Amount Prior to Early Bird Deadline | Amount Following Early Bird Deadline | Initial Cash Call |
|--------------------------------------|--|--------------------------------------|-------------------|
| Pre Hockey Registration Fee | \$210.04 | \$233.38 | \$0.00 |
| U7 Registration Fee | \$546.30 | \$607.00 | \$150.00 |
| U9 Registration Fee | \$630.12 | \$700.13 | \$200.00 |
| U11 Registration Fee | \$787.64 | \$875.15 | \$250.00 |
| Fundraising Deposit Amount | \$300.00 - 1 st Child \$100.00 - Each Additional Child | | |
| Import Player Registration Surcharge | 15% | | |

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SCHEDULE B

FUNDRAISING / VOLUNTEER HOUR ALLOCATIONS

| Duty | Amount of Hours Allocated Against Fundraising Requirements |
|-------------------------------------|--|
| Head Coach | 8 hours |
| Assistant Coach | 6 hours |
| Team Manager (Split if Co-Managing) | 8 hours |
| Team Treasurer | 4 hours |
| Team Jersey Parent | 4 hours |
| Association Fundraising Activities | Hour for Hour |
| Other Association Duties | As approved by the CMHA Board of Directors |