

## **EHMHA Registration Policy**

**Purpose** - To ensure that EHMHA registration is done in a fair and consistent manner and that the Association has reliable revenue and cash flow through payment and refund policy.

**Scope** - This policy applies to all EHMHA members.

**Effective date** - November 5th, 2015 *Amended on Oct 18th, 2021: Large Family Discounts*

**Objectives:** To ensure the Association has registration numbers in a timely fashion to make teams and adjust the overall budget as necessary (ice contracts, league registrations, etc.). To set a payment policy that is adhered to by all members.

### **Registration Dates**

The Board shall, on an annual basis, set the following dates:

- Registration open date - the date when online registration is open
- Early Bird Registration deadline
- Registration deadline - the date by which all players should register and registration payment be received in full in order to avoid a late fee.
- Final installment due date - the date when all registration must be paid in full - October 31st each year.

### **Tryout Fee**

Each year the tryout fee will be set as part of the budget process. Players trying out for Rep teams will be required to pay the Tryout Fee before going on the ice for tryouts. Payment can be made online with registration or at the rink on the day of tryouts (cheque or money order only). This fee is non-refundable once a player has stepped onto the ice for tryouts and is subject to the payment policy.



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### **Late Fee**

To bring predictability and improved planning to the evaluation process, the Board may set a late fee and the VP Administration will set the date after which it applies. Players who register in the EHMHA database, either online or through the Registrar, before this deadline will not be subject to the late fee. This fee does not apply to new members to EHMHA, to any U7 Program registrations, and to players who have been involved in a tryout process elsewhere who wish to return to EHMHA to play (proof of process participation must be demonstrated to the registrar to have the fee waived).

### **Early Bird Registration**

At the discretion of the Board, the Board may set an Early Bird Registration deadline. Players who register and pay in full by this deadline will be entered into a draw for a free registration or partial registration. The player whose name is chosen will receive their prize (not including try-out fee) by way of payment towards the current year.

### **Large Family Discount**

The Large Family Discount will apply to the 2nd and subsequent registrations of children in the same family. Same family will be determined by the sharing of a parent or legal guardian. The Association reserves the right to request proof of relationship (birth certificate, guardianship, etc.) where the discount has been requested. The Large Family Discount is 25% of the lowest registrations first and applies to core registration only. The tryout fee will not be discounted 25%.

### **Third Party Assistance**

**Sipekne'katik Sports Assistance** - The EHMHA will work with the Community and Youth Recreation Coordinator to collect the Kids Sport contribution for members of the Sipekne'katik community. Where a Large Family Discount leaves a registration at less than the Band commitment, EHMHA will request only enough to cover the discounted registration. Excess contribution will not be allocated to a sibling and will be returned to the Band.



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**Sport Funding Agencies** - Families who have applied for financial assistance will be asked to provide copies of the documentation. EHMHA will work with outside funding agencies to process assistance cheques as part of a payment arrangement with the member family.

### **Payment Policy**

Adherence to the payment policy is mandatory for the timely collection of fees.

Late payments, no payments and cheques that are returned Non-Sufficient Funds (NSF) will result in the player not being allowed on the ice until payment arrangements have been made or until the payments have been received by / paid to the Association.

### **Payments:**

- No player will be allowed on the ice, including tryouts, until at least 50% of their registration payment is paid in full.
- No player will be allowed on the ice for tryouts unless their Tryout Fee is paid in full.
- Payments for registration are due in full at registration or they can be spread out into two installments.
- The first installment must be equal to at least 50% of the base registration fee plus the full tryout fee (if applicable). If choosing the two installment option, final payment must be submitted to EHMHA before October 31st, dated on or before October 31st.
- Any payment received that is returned NSF shall be replaced with a certified cheque or money order within 3 business days.
- The Association is not responsible for any cash payments made to any staff, any member of the Executive or Board or those left unattended in any mailbox or other space. The Association transacts by cheque, credit card or money order payments. Transactions that warrant cash payment will be at the discretion of the Treasurer and will be supported by official receipt.



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The Treasurer, in consultation with other members of the Board as required, may temporarily waive these requirements if there is a compelling reason to do so.

### **Refund Policy**

EHMHA recognizes that individual circumstances may change throughout the hockey season. The Association also recognizes the need for stable revenue that is required to meet commitments made once a season is up and running. As such, EHMHA has set parameters around the refund process.

- The try-out fee is non refundable as soon as a player steps on the ice for try-outs.
- The late fee is non refundable as soon as a player steps on the ice for any EHMHA reason.
- The Hockey Nova Scotia insurance fee is non refundable as soon as a player steps on the ice for any EHMHA ice time.
- A registered player who withdraws from the program prior to December 1st will receive a prorated refund for the remainder of the season.
- A registered player who is injured prior to December 31 and the injuries sustained do not permit return to play for the remainder of the season will receive a prorated refund.
- No refund will be issued to players who have missed time due to injury but who are able to return to play.
- No refund will be issued to players who are injured after December 31 and their injury prevents them from returning to play for the remainder of the season.
- No refund will be issued for a member who moves out of the EHMHA catchment area after December 31.
- No refund will be issued to any player/family who has been released from the Association following the steps of the Discipline Policy.



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