



TITLE: REGISTRATION PROCESS, PAYMENT & POLICY #
REFUNDS

Created: April 14, 2023	Last updated: May 1, 2024	Approved: April 14, 2023
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Version no.	Effective Date:	Significant Changes:
1.1	April 14, 2023	Refund Policy updated Jan 2024

1. REGISTRATION

- a) All players MUST be in good standing with FSMH and FSMSA in order to register each season. The registration timeline is as follows:
 - i) April/Map - new fee schedule is determined and made available through the FSMH office and the FSMH web site. Advertise FSMH registration start of June.
 - ii) June - Team Snap packages open for registration for the Season, Camps and Tryouts
 - (1) Communicate with the elite and competitive (AAA and AA) stream coaches regarding registration procedures for local/import players.
 - (2) Elite and competitive stream team coaches send out invitations to tryout.
 - iii) July -late registration process begins. Additional fees may apply.
 - iv) July –Registration closes. Players wishing to register after this date will be placed on a waiting list.
 - v) All players must be registered with FSMH prior to stepping on the ice for the evaluation process. Failure to do so may result in a fine and/or the member being placed in poor standing.
 - vi) Registration Fees - Shortly after the AGM, FSMH will consider current and projected operating costs and prepare a fee schedule for the upcoming season. This information will be available to the general public through the FSMH office, and the FSMH website.
 - vii) Registration will be broken down into two categories:
 - (1) Regular Registration – will be offered during the period of June to mid- July when entered using the on-line registration system at www.fortsaskminorhockey.com. Specific dates are subject to change year after year.



- (2) Late Registration - Registrations must still be performed on-line at www.fortsaskminorhockey.com A \$200 additional fee will be charged to resident players who register after the registration deadline stipulated each year.
- viii) Until players are registered, and all players are paid in full, they will not be allowed to participate in any program activities unless other arrangements have been made with the General Manager. The player will not be entered into the Hockey Canada Registry and will not be submitted to Hockey Alberta until full payment is made to FSMH. If necessary, special payment plans can be worked out on an individual basis with the President and General Manager.
- ix) Appropriate forms must be used and completed in full. All players are required to complete on-line registration. All players will be able to review the FSMH registration policy when they register, either on-line, or by reading the FSMH Policies and Procedures that are posted on the FSMH website.
- x) Tryout fees are non-refundable
- xi) Should a player come in from another Zone to try out for one of the rep teams after their first round of releases, the tryout fee may be adjusted by consulting with the General Manager and the President.
- xii) Tryout fees MUST be paid in full or up to date dependent on the selected payment plan before any player is allowed on the ice.

2. REQUIRED FORMS

- a) Player Movement Form – To be completed by players who reside outside FSMH boundaries. Any player that resides outside FSMH boundaries is considered a non-resident or import player and must complete this form before participating in any team selection process.
- b) Parent Declaration Form – For players who have moved into FSMH boundaries. Hockey Alberta requires that this form must be accompanied by two additional pieces of documentation to verify the address information. This documentation can consist of:
 - i) A proof of sale document for a house or home with the family's name and address.
 - ii) A letter from a school indicating that the player is registered with the school.
 - iii) A utility bill, with the family's name and address.
 - iv) Any piece of Government issued document that contains the family's name and address (i.e., Driver's License, Tax Assessment, etc.)



- c) Notification of Try-Out Form (for AA and AAA Hockey only) – All players trying out for Elite Hockey who reside outside of FSMH boundaries must submit this form before try-outs.
- d) Any required releases or other documentation must be submitted to FSMH before the player's first ice-time and is the responsibility of the player. FSMH will, to the best of their ability, try and ensure that players are aware of all required documentation at the time of registration. However, it is ultimately the parent's and player's responsibility to read registration policies and complete any required documents.

3. PAYMENTS

- a) Payment of registration fees shall be made by credit card only. The date of payment shall be the same as the date of registration unless arrangements have been made with the General Manager.
- b) A payment plan is available. The payment plan consists of six approximately equal credit card payments.
 - i) the first on the date of registration
 - ii) August 1st
 - iii) Sept 1st.
 - iv) Oct 1st
 - v) Nov 1st
 - vi) Dec 1st

4. REFUNDS

Refund of fees for individuals dropping out of the program shall be a formal written notice via the online refund request form as per the following schedule:

- a. Registration refunds requested before participation in tryouts/evaluations/first practice will be refunded 90% of the total registration fee.
- b. Refunds requested after players participate in tryouts/evaluations/first practice but before October 31st will be refunded 65% of the total registration fee.
- c. Refunds requested after November 1st will be refunded 45% of the total registration fee.
- d. No refunds will be issued after December 1st except in a case where an injury may cause a player to miss the balance of the season. In this case, the Level Director and the General Manager will agree upon a prorated amount.
- e. Tryout and ID Camp fees are non-refundable.



- f. FSMH RAC players will receive a 100% refund of registration fees, less a 10% administration fee, should they secure a place on a team outside of FSMH, (but within Hockey Alberta) prior to the start of the season.
- g. Players suspended for disciplinary reasons shall be ineligible for a refund of fees.

5. OUTSTANDING FEES

During the hockey season Fort Saskatchewan Minor Hockey will work with all hockey families towards a resolution on paying outstanding hockey fees, including recommending them to other outside support & funding resources. There is a responsibility that lies with the hockey family to ensure they do their part to make payments on the agreed upon time frame.

All registration fees for the current season must be paid in full on or before Dec 1. If any payments including registration, rep, RAC, and team fees are outstanding by Jan 1 of the current season the player will be removed from all FSMH and team activities such as team practices, games, and camps. When the registration is paid in full, the player may return to all activities.

If any hockey fees including registration fees, rep or RAC fees, team fees, or any other applicable fees are outstanding from the previous season, the hockey family in question will not be able to participate in any hockey activities until those fees are paid in full prior to the new hockey season.

If any hockey family shows a regular occurrence of late payment of fees over a 2 or more-year period, that family will be required to pay their hockey fees in full at the start of the year or be current on their installment payments (Ex. If hockey begins on September 1st, all installment payments must be paid in full to September 1st). If this is not completed, the hockey family will not be able to participate in any hockey activities until fees are up to date.