

## **London Rep Hockey Association Registration and Tryout Fees – Policy & Process**

Each spring, a budget is prepared for the organization for the following season. As part of this budget process, registration and tryout fees are set (including adjustments for increases) in order to cover all planned expenses of the organization. In order to pay ongoing expenses on a timely basis, the organization must collect tryout and registration fees based on a set schedule. Delays or non-payment of such fees affects the ability of the organization to meet its obligations.

### **Tryout Fees:**

All individuals trying out for the London Jr. Knights must be registered in advance of the tryout sessions and all associated fees must be paid in full before the individual trying out is allowed to participate in the tryout process. For clarity, the individual will not be allowed on the ice to participate in the tryout process without the full settlement of all tryout fees; no exceptions. Individuals that have not paid the tryout fees are not covered by Hockey Canada insurance coverage.

### **Registration Fees:**

Full registration fees are due and payable for all players that are successful in being chosen to play for a London Jr. Knights team. The registration fees are due and payable based on the instalment schedule established by the association. Registration fees that are not received by the team's Manager and forwarded to the association's VP Administration in accordance with the registration payment schedule will result in the suspension of the respective player. The player will not be allowed to attend practices, play in any games (exhibition, regular season, playoff or tournament) or participate in off-ice team activities, until all fees are paid in full.

The application of this policy applies to a payment that is received in the form of a personal cheque that is not honoured due to insufficient funds. Under such circumstances, settlement of the registration fees that are due must be paid by a bank draft or money order. Delays in providing the required bank draft or money order will result in the enforcement of the suspension policy noted above.

### **Collection of Registration Fees:**

The Association is implementing a new process for the collection and payment of registration fees. The process will be based on the following:

1. Registration payments are to be made in two installments:

For players at the Minor Atom through Major Midget level:

- September 15, 2013 instalment
- November 15, 2013 instalment

2. The Team Manager is responsible for collecting and organizing the registration payments for each player.

3. Registration payments are to be made payable to the Team account. Please note that this is new starting this season.

4. Once each instalment is collected from all players, the Team Manager will prepare one cheque for each of the two instalments made payable to London Rep Hockey Association. Payments are due to the Association on or before the instalment dates noted above.

5. The Team Manager must advise both the coach and the VP Administration if/when a player's registration fee is not received in full on either of the two instalment deadline dates. Any player whose registration fees remain outstanding after the instalment dates will be suspended from play or practice until such time as the fees have been brought up to date. If extenuating circumstance exist, the Team Manager and/or Coach must contact the VP Administration to review the player's situation. The VP Administration and the Treasurer, in their sole discretion, may allow alternative payment schedules based upon the individual/family circumstances. If such alternative payment schedules are approved, the player's family must meet the payment terms (timelines, payments, etc.) in order for the player to remain in good standing.

6. The Team Manager will provide a list with each instalment payment which will detail the following information. This information is necessary for the completion of the registration fee receipts:

- Player's first and last name
- Amount of the registration fee paid
- AAA up fee paid (AAA players only)
- Name of person paying the registration fee (required for tax purposes)