Truro and Area Minor Hockey Association – Policy/Procedure

CATEGORY: ADMINISTRATION	TITLE: REGISTRATION
POLICY #: 1.2	LAST UPDATE: SEPTEMBER 27TH, 2020

POLICY:
Rules and payment procedures for all members registering for TAMHA hockey seasons

PURPOSE:
To ensure all members are registered prior to any on ice activities and ensure that payments for registration, 50/50, outstanding equipment and team fees are received in a timely manner so that members remain in good standing.

PROCEDURE:

1. Registration
   a. Members must be registered prior to any on ice activities.
   b. Online registration will be available with online and offline payment options
   c. The Office Administrator will continue taking player registrations in the TAMHA office and online until October 10th.
   d. After October 10th, acceptance of late registrations are not guaranteed and will be dependent on the capacity of TAMHA teams.

2. Fees
   a. General registration fees will be established annually.

   b. Members owing outstanding team fees, registration fees or equipment from the previous year must have those fees paid in full and any equipment returned before any player in the family can attend TAMHA ice for the current season.

3. Payment plans

   a. OPTION 1: Pay in Full by Check, Cash, E-transfer, and Credit Card

   OPTION 2: Monthly Payment Plan – October-February – Once registered online, you will be billed 20% of your registration cost on the 1st of every month beginning in October with the last payment being in February. If paying by credit card, these recurring payments will be automatic. If paying by

cash, cheque or e-transfer, your payment is required on or before the 1st of each month. For families applying for funding through programs such as Jumpstart or Kidsport, the maximum funding amount will be indicated by the funding organization each year. For the remaining balance, the family must make arrangements for the payment of the remaining balance using option 1 or option 2.

NOTE This process does not apply to team fees such as rep fees.

OPTION 3: Alternative payment plan proposal can be made to the TAMHA President which will be brought to the TAMHA Executive for review and approval.

4. Funding
    a. Members who have applied for funding must submit to the registrar the name of the player funding was applied for, the name of the funding program and the amount they expect to receive from the funder.
    b. Any balance above funding amount will be required to be paid out in accordance with Section 3 (Payment Plans)

5. Other
    a. No verbal or written reminders for unpaid fees are guaranteed by TAMHA. It is the members responsibility to ensure fees are paid and on time.
    b. Members paying by option 2 and 3 under Section 3 who have cheques returned due to NSF or declined credit cards, are not in good standing.
    c. Members not in good standing will be notified by the email address provided at the time of registration, that they have been suspended from all TAMHA activities. It is the responsibility of members to provide the registrar with a valid email for such communication and notify the registrar of any changes to that email.
    d. The Office Administrator will regularly generate lists of players not in good standing and distribute them to the board the day prior for player removal from TAMHA on ice and off ice activities.
    e. The Office Administrator will email the affected player and family, coach and division rep of the removal.
    f. If a player is removed for non-payment they cannot return to the ice until payments are up to date with the registrar who will then notify the affected player, coach and division rep that the member is again in good standing.

RELATED GUIDELINES: