

## **WCMHA Policy Manual**

### **REGISTRATION**

#### **1. How is hockey funded in the WCMHA?**

Each player's hockey in the WCMHA is funded in several ways:

- Fundraising
  - Telephone Book Sales
- Association Sponsors
  - Telephone Book Sponsors
- Registration Fees
- Rep Tryout Fees

#### **2. Where do my Registration fees go?**

Registration fees go towards paying the following:

- ODMHA membership fees and liability insurance
- LCMHL membership fees and liability insurance
- Coach's clinics, police checks, Referee Clinics
- Administration costs
  - i. Advertising
  - ii. Printing of handbooks
  - iii. Printing of forms and documents
  - iv. Office equipment/supplies
  - v. Online registration
  - vi. Ice scheduler
- Equipment costs: Jerseys, Goalie Equipment, pucks, etc...
- Referee costs
- Timekeepers/Scorekeepers
- Ice costs

#### **3. How are fees established?**

Fees are established by the Budget Committee and approved by the Board of Directors by taking into account all of the above noted expenses combined with expected revenues from Sponsorship and Fundraising. The outgoing Board of Directors makes this decision at the end of the season for the upcoming season.

#### **4. Registration**

WCMHA offers two methods of registration:

- On-Line registration
- Live Registration Windows

Registration ends June 30<sup>th</sup>.

Late registration is July 1<sup>st</sup> to 31<sup>st</sup>.

Registration is officially closed on August 1<sup>st</sup>.

Registration is not complete until payment in full is received by August 1<sup>st</sup>.

**If paying by cheque, they should be made payable to:**

West Carleton Minor Hockey

**Applicable Payment Schedule when paying by cheque:**

Cheque Dates:

June 30<sup>th</sup> – Registration

July 31<sup>st</sup> - Late Registrants

Optional payment schedule for pre-registrants:

June 15<sup>th</sup>

July 15<sup>th</sup>

August 15<sup>th</sup>

*\*Cheques will only be cashed on the above dates.*

Competitive players anticipating release that played elsewhere the season before will be expected to pay their WCMHA fees in full.

Once the player is confirmed playing at a higher level offered than WCMHA, the released player's fees will be transferred to the organization (Ottawa Valley Titans MHA and Ottawa Valley Silver Seven MHA) once confirmed by the Association Registrar.

**Of Important Note:**

Registration forms and cheques submitted to Coaching Staff/Team Management/Referees/Level Coordinators/Board of Directors/Sports Club – will not be deemed acceptable. The two methods of registration are online or via a live registration window. All cheques must be submitted to the Registrar via the Association mailbox along with the printed online confirmation or a paper indicating the player's name, DOB, telephone number, address and the guardian name.

WCMHA Mailbox:  
Registrar, WCMHA  
Box 406, Carp, ON  
K0A 1L0

**5. Registration Forms**

Registration forms are available for download online.

**6. Return Registration**

Registrations will be declined and or returned unless accompanied with full payment of fees or if an unpaid outstanding balance exists from the previous season.

Payment with cheque from online registrants MUST be received in the WCMHA mailbox no later than July 1<sup>st</sup>. Any missing monies will result in the player being placed on the registration waiting list.

Payment with cheque from online late registrants MUST be received in the WCMHA mailbox no later than August 1<sup>st</sup>. Any missing monies will result in the player being removed from the WCMHA registration process.

WCMHA Mailbox:  
Registrar, WCMHA  
Box 406, Carp, ON  
K0A 1L0

**7. New Member Registration**

New members registering are exempt from late fees and will be required to provide proof of age.

### **8. Registration/Late Registration**

Registrations received before June 30<sup>th</sup> will receive the pre registration rate established by the Board of Directors for that season. Registrations received after that date will not receive the pre registration rate regardless of circumstance. See the WCMHA website for "pre-registration" details. Registering late is counter-productive to the pre planning activities, which need to take place during the off season. Members are encouraged to register on time.

A late fee of \$50 will be imposed for late registrants from July 1<sup>st</sup> to July 31<sup>st</sup>. Registration officially closes August 1<sup>st</sup>.

Any registrant after August 1<sup>st</sup> must contact the Registrar directly, there will be an applicable \$60 late charge that is non-refundable and they will be placed on a wait-list if the program is full.

The Initiation and Juvenile Programs are not subject to late fees.

### **9. Registration Refund**

If for any reason a member decides to terminate or cancel his membership, a Registration Refund Form can be obtained from the WCMHA web site [wcmha.ca](http://wcmha.ca), filled out and submitted to the WCMHA processing. A \$40 administrative fee will apply and refunds will be prorated based on the following timeline.

Before Season Start (September 30<sup>th</sup>) – 90% less \$40 admin fee

During the month of October 75% less \$40 admin fee

During the month of November 50% less \$40 admin fee

After December 31<sup>st</sup> – NO REFUNDS

Rep Tryout Fees are non refundable.

Full refunds (no admin charge) are granted to players that leave WCMHA for a higher level of play that WCMHA does not offer.

### **10. NSF Checks**

If checks are returned to the league during the registration process as No Sufficient Funds (NSF) the member will be deemed as unregistered and will be placed on a waiting list. A \$35 administrative fee will be attached and the payee may be asked to submit payment in cash only.

### **11. Forms – Waiver/Code of Conduct**

All participants will agree via online registration to the WCMHA Waiver and the WCMHA Code of Conduct.

Those attending live registration windows shall review a copy of the WCMHA Waiver and the WCMHA Code of Conduct available online.

### **12. Monthly Plan**

#### **January**

- Board of Directors to determine the next season's registration fees.

#### **February**

- Book live registration windows at local Sports Club
- Create and distribute the "Pre-Registration newsletter"
- Add "Pre-Registration newsletter" to the website
- Do up posters and school flyers announcing registration. Bundle School flyers into bundles of 30 for each classroom send 1 extra bundle per school for in the office. Have these delivered to each school by last week of February

### **March**

- Setup online registration
- Contact community papers with registration information. Have them put announcement in the paper for March – July. Community papers are:
  - o West Carleton Weekender
  - o Kanata EMC
- March 31<sup>st</sup> go-live online
- Mass email members a reminder of online registration

### **April/May**

- Collect online registrations.

### **June**

- Host live registration window.
- Ensure you have:
  - o Extra pens
  - o Calculators
  - o Highlighters
  - o Stapler
  - o Copies of the following:
    - Registration forms
    - Code of Conducts
    - Waivers

### **July**

- Host one LATE live registration window.

### **August**

- August 1<sup>st</sup>, registration is closed.

## **13. Team Carding**

- All Rep Players must sign an ODMHA team roster once the approved roster is received from the ODMHA.
- All house league teams will be required to submit a WCMHA team roster to the Registrar complete with player and all team staff information/certification for the purpose of submission with the ODMHA. Teams not filing a team roster by October 1<sup>st</sup> will result in games being forfeited until a roster is received. ROSTERS MUST INCLUDE ALL COACHING CERTIFICATION NUMBERS OR THEY WILL BE RETURNED.