

## 9 REGISTRATION POLICIES

TCFIHA believes in a fair and equitable Registration Policy. Following are the details.

### 9.1 REGISTRATION

In order to register with the TCFIHA;

**A Player new to the TCFIHA Organization must:**

Complete the most current Player Registration Form as approved by the Association Executive, click here to download the [2019-2020 Registration Form](#). Submit the Registration Form by scanning and emailing to the TCFIHA Registrar. The email address for the registrar is available at [www.tricitiesfemaleicehockey.ca](http://www.tricitiesfemaleicehockey.ca)

1. Submit satisfactory proof of:
  1. Player's Age (Birth Certificate)
  2. Residency per the requirements of the Pacific Coast Amateur Hockey Association (PCAHA) or the BC Amateur Hockey Association (BCAHA). (Acceptable proof of Residency is a recent Electric or Gas Utility Bill.) If a player does not satisfy Residency requirements please refer to the section below titled A New/Existing Player (outside the catchment)
  3. Once the TCFIHA Registrar has created a Hockey Canada #, the New Registrant can complete the Online Registration Process (see registration of an existing player).

**All Existing Players within the catchment (Coquitlam, Port Coquitlam, Anmore, Belcarra and Port Moody) must:**

1. Complete the Online Registration Process posted on the association website; ([www.tricitiesfemaleicehockey.ca](http://www.tricitiesfemaleicehockey.ca))
  1. On the Online Registration Form you must attest that you do reside within the catchment. Satisfactory proof of Residency per the requirements of the Pacific Coast Amateur Hockey Association (PCAHA) or the BC Amateur Hockey Association (BCAHA) may be requested during the year. If requested, Members are obligated to provide it. Acceptable proof of Residency is a recent Electric or Gas Utility Bill.
  2. Returning Players who have not registered by June 30 will be considered New Players and will be added to the New Player Waitlist.
  3. Any Player that wishes to attend the Association's Tryouts for a Tier 1 Team must notify the Association Registrar by August 15
  4. For financial and equipment assistance for families in need, we can help them get in touch with Kids Sport.
2. Any Player wishing to register to play for a TCFIHA Team in the upcoming season must:
  1. Complete the Credit Card Payment portion in the Online Registration System.
  2. If you are unable to complete the Credit Card Payment portion in the Online Registration System you are required to contact the Association Registrar.
  3. Prior to receiving your team jerseys each player must provide their Team Manager with a cheque for Jersey Deposit for \$100, payable to TCFIHA, post dated for April 1 of the following year. Note; all cheques are shredded upon return of jerseys.
  4. All cheques to be presented in person to your Team Manager.
  5. Make payment in full of the Player Registration Fee and other associated fees as established on an annual basis by the Association Executive.

6. Make payment of the Player Evaluation fee as established annually by the Association Executive if the Player indicates that they will try out for a Tier 1 Team in their Division. This fee is non-refundable.
7. Pay any applicable Late Registration Fees as established by the Association Executive.
8. Make payment of any outstanding fees from the previous season. Payment of any past due amounts should be paid in full by certified cheque, bank draft or money order. Cheques or money orders need to be mailed to: 34A-2755 Lougheed Hwy., #609, Port Coquitlam, B.C., V3B 5Y9. **No Player will be allowed on the ice until past due payments are paid in full.**
9. Return any TCFIHA property (Jerseys, Equipment) on loan to the player from the previous season.

Registrations will always be accepted, but after June 30th you will be placed on a waiting list. New registrations should be emailed to the Association Registrar.

**A New/Existing Player (outside the catchment area) must:**

1. Complete a PCAHA Application for Player Movement Form if residing in a neighbouring catchment without a female team. The link to the player movement form is posted on the TC Preds website.
  1. Players who live outside of the TCFIHA Catchment area (even though they may be Returning Players) will be considered New Players and will be added to the New Player Waitlist.
  2. Any Player that wishes to attend the Association's Tryouts for a Tier 1 Team must notify the Association Registrar by August 15.
  3. Once PCAHA approves the transfer, you will be contacted by the Association Registrar and will then be able to proceed with the Online Registration above (see registration of an Existing Player)

**A Player transferring from another organization within the catchment (Coquitlam, Port Coquitlam, Anmore, Belcarra, and Port Moody) must:**

1. Complete a PCAHA Application for Player Movement Form if previously registered with another Association.
  1. Players previously registered with another Association will be considered New Players and will be added to the New Player Waitlist.
  2. Any Player that wishes to attend the Association's Tryouts for a Tier 1 Team must notify the Association Registrar by August 15.
  3. Once PCAHA approves the transfer, you will be contacted by the Association Registrar and will then be able to proceed with the Online Registration above (see registration of an Existing Player)

## 9.2 LATE REGISTRATION

A \$100 late fee applies to all Players not abiding by the following; Have completed their Online Registration Form by July 31st. Note; this does not apply to a Player outside the catchment awaiting approval of a PCAHA Application for Player Movement Form or a Player within the catchment awaiting approval of a PCAHA Application for Player Movement Form.

**GET YOUR REGISTRATION IN BEFORE AUGUST 1<sup>st</sup> AND AVOID LATE FEES!**

If a Player wished to register after November 1, they must first get approval from the Association Executive. If accepted, their registration fee will be pro-rated over the length of the season.

### 9.3 NEW PLAYER WAIT LIST

For New Players, once the Registration is received the Player is placed on a waiting list which is prioritized per the following:

1. Formerly Returning Players who could not register the previous season due to substantiated medical reasons;
2. Siblings of currently Registered Players;
3. Residency in the TCFIHA Catchment Area (Coquitlam, Port Coquitlam, Port Moody, Anmore or Belcarra);
4. Date and time that the Registration Form is received by TCFIHA.

The Association Registrar will distribute Wait Lists to the Association Executive and to all Division Coordinators. The Association Executive must approve all New Registrants; if a Player's registration is accepted after the start of Tryouts, she may be placed in the Tryout Process at the Executive's discretion. Any changes to the Wait List must be approved by the TCFIHA Executive.

Players will be notified of the registration status by August 15. Note; any registrations taken after August 15<sup>th</sup> may be put on a waitlist until it is determined that room for the Player exists on a team.

### 9.4 CANCELLATION OF REGISTRATION

Players wishing to cancel their Registration should notify the TCFIHA Registrar and President in writing. Refunds of Fees are per the following:

1. Before August 15 – 100%
2. August 16 – Sept 30 – 75%
3. October 1 – December 31 – 50%

All of the above are less the \$60.00 non-refundable Administration and Insurance Fee.

Players who are accepted on a Major Midget Team after registering with TCFIHA will receive a full refund. Withdrawal from the Association due to medical issues will be reviewed by the Association Executive on a case by case basis. Please contact the Association Registrar for more information.

### 9.5 NSF CHEQUES

Should the Association receive a NSF cheque, the following procedure will apply:

1. Upon notification in writing by the Association, the Member has two weeks from the date noted on the letter to rectify the situation.
2. All NSF cheques must be cleared by mailing a certified cheque, bank draft or money order to the TCFIHA Registrar within two weeks of the date of the written notice.
3. After this date, the President (on advice from the Association Treasurer) will notify the Member that the Player is ineligible to attend any games or practices until the situation is rectified.
4. The President will inform the Member once the Player is again eligible to play (i.e. full payment has been received)

5. All NSF cheques are subject to a \$30 administration fee

**The Tri Cities Female Ice Hockey Association reserves the right to consider extenuating circumstances in applying the registration policies and procedures**