



## **REGISTRATION INFORMATION**

(Please Read Carefully)

### **General Registration Information**

April 1<sup>st</sup> is the beginning of a new Season. Fees will be set based on the budget as determined by the executive or a committee of the executive. Registration will be open for the upcoming season once the budget is approved for the new year.

<b>OSMHG Players Attending Representative Tryouts</b>	<b>Players not Attending Tryouts</b> <i>(Initiation • Houseleague • Local League Registrations)</i>
<p>Tryouts are posted on the OSMHG web site.</p> <p>For those players wishing to try out for a representative team, you must be pre-registered and payment received (including tryout fee) before tryouts begin.</p> <p>If registration, initial payment and post-dated second payment** has not been received the day prior to tryouts <b><u>you will not be allowed to participate until the next skate and only if all requirements are then met.</u></b></p> <p><i>** Note: When paying by credit card, installments are created/processed automatically.</i></p> <p>Please make sure to bring your receipt to tryouts if registering online.</p> <p>In addition to the base registration fee, representative fees will be charged to your team based on age category. These fees will be collected by your team and paid to OSMHG on your behalf.</p>	<p>House League and Local League participants must be registered and fully paid prior to participating in the evaluation skates. All players are encouraged to register as soon as registration opens to avoid forgetting to register.</p> <p>A \$50 late fee may be imposed (returning players only) if player is not registered by a date that will be determined each year depending on when registration opens.</p> <p><b>Registration may be limited based on availability so it is important to register early to avoid disappointment.</b></p> <p>It may become necessary to suspend registrations in specific divisions. In this case players will be accepted to a waiting list on a first come first serve basis as received by the registrar. If registration is suspended, please complete the waiting list form available on the OSMHG web site under the registration tab.</p>
<b>Payment Installment Dates</b>	
<i>Payment Installment Dates to be established each year depending on when registration begins.</i>	

If you have any problems or questions, email the registrar at registrar@owensoundminorhockey.com.



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### **Payment Methods**

The preferred form of payment accepted is credit card (Visa & MC) paid through the online registration system. Payment by cheque will be accepted only if and when payment by credit card is not an option. Cheques can be made payable to "Owen Sound Minor Hockey Group". Any registration returned NSF will incur a \$10 NSF fee and the replacement method **MUST** be in the form of credit card - no exceptions. *(Credit card payment use 128-bit encryption, which is the same level of security as online banking. Transactions are processed live and no credit card information is stored on our system.)*

### **Registration Methods**

Online registration is the preferred method of registration and is the only form where credit card payments will be accepted. It is possible to pay by credit card installments automatically when registering online. It is safe & secure and is the quickest means to complete the registration. Receipts are generated when registering online, please make sure to print for your records. It is important when completing the registration that an active email account is used as this is what we use for most correspondence.

Manual paper registrations will be accepted; however, they must be received by the deadline in order to avoid the late fee. The manual registration can be obtained from the OSMHG website under the registration tab.

Regardless of the method used to register, it is important when submitting your registration to make sure that all conditions of acceptance have been met - *Payment (in full or with post-dated payments), no outstanding balance, and all required documentation provided. If it is found that you do not meet the acceptance conditions your registration will be considered incomplete and will not be processed until this has been rectified (provided room is still available).*

*Manual registrations or documents required for registration can either be emailed to [registrar@owensoundminorhockey.com](mailto:registrar@owensoundminorhockey.com) or send via postal mail. Please make sure all copies of the documents are clear and legible. **All payments can be sent to the address below.***

Owen Sound Minor Hockey, P.O. Box 13, Owen Sound, ON. N4K 5P1

### ***Subsidized Registrations***

If your registration is being subsidized by one of the programs available, please provide a receipt of subsidy to the registrar.

### ***Owen Sound Non-resident Cards***

*Players who live and pay taxes outside the City of Owen Sound will have to purchase a non-resident card from the City of Owen Sound. The transaction number from the receipt will need to be supplied during the registration process. Georgian Bluffs subsidizes this fee. Refer to the website under [Registration / Owen Sound Non-Resident Cards] for more information.*



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### ***New Registrants to Owen Sound Minor Hockey***

If you are new player to OSMHG you must provide a legible copy of the players [Birth Certificate](#) to the registrar.

### ***New Registrants to Owen Sound Minor Hockey (continued)***

One parent must complete the [Respect in Sport Parent Course](#). This is an online course. The link can be found on the OSMHG web site under Registration / Respect in Sport. Failure to complete this course will prevent your child from being able to participate. The course only needs to be taken once per family (not for every child).

### **Moving From Another Centre**

If you are moving from another Centre you must fill out the [OMHA Transfer Form](#) found under Forms on the OSMHG website and provide all pertinent documentation required.

### **Refund Policy**

House league or local league players who cease to play with OSMHG may request a partial refund of the registration fee for any reason as long as it is presented in writing (email) by October 31<sup>st</sup>.

All players who cease to play with OSMHG for one of the reasons listed below may request a partial refund of the registration fee as long as it is presented in writing (email) to the registrar by November 30<sup>th</sup>. No refunds will be given for the representative fee portion that is billed to teams. Extraordinary cases will be reviewed on an individual basis by the registrar.

- Serious Injury
- Program cancellation
- Ineligibility
- A serious health problem
- Family moving to another community

### **Refund Percentages**

Date Request Received	Refund %
Before any skates	100%**
Up to October 31 <sup>st</sup>	70%**
Up to November 30 <sup>th</sup>	50%**

\*\* A \$ 25.00 Administration Fee will be applied against all refunds.

OSMHG reserves the right to remove any participant from our programs for violating the OMHA code of conduct. A link to this code can be found on our website under the Parents/Players menu option.