
**Policies & Procedures
of the
Vancouver Thunderbird
Minor Hockey Association**

P-3

REGISTRATION POLICY

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1. Registration Information

- 1.1. A parent or guardian of an eligible child who would like to play hockey, and who is currently not registered with the VTMHA, should contact the Administrator for further details:
 - Email: tbirdhockey@vancouverbirds.ca
 - Telephone 604 224 5891
- 1.2. Information on the VTMHA and registration is also available at:
 - www.vancouverbirds.ca

2. Priority Registration and Wait Lists

- 2.1. Registration will be made available to players in the following order, provided that each such player completes registration not later than May 14:
 - 2.1.1. A returning player who was registered with a VTMHA team until the conclusion of the previous season.
 - 2.1.2. A player who was previously registered with the VTMHA but was on a leave of absence for the previous season in accordance with section 3 below.
 - 2.1.3. A new player, who is a sibling, registering in Hockey 1 – 4 or Intro H3/4 of a returning player registering with the VTMHA for the following year.
 - 2.1.4. A player who registered with the VTMHA but played on a joint team with another association during the previous season.
 - 2.1.5. Players from another jurisdiction who move to VTMHA catchment as a result of a residential move. Player must have an active Hockey Canada Registration number, 2 proofs of residence (per PCAHA rules) valid within 60 days of May 14.
 - 2.1.6. Players from within VTMHA catchment or players Returning to Home Association
 - 2.1.7. New Players
 - 2.2. Any child who is not a registered VTMHA player wishing to play hockey with the VTMHA should register on the VTMHA application/waitlist, which is available at <http://www.vancouverbirds.ca/registration-> after January 15.

Separate lists will be kept by the Administrator for each division.
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- 2.3. On or about January 15 of each year, the Administrator will open up a wait list to be used for the balance of that calendar year.
- 2.4. In January of each year:
 - 2.4.1. The Administrator will invite those players with priority pursuant to section 2.1 above to either register on-line or to submit registration documents to the VTMHA office; and
 - 2.4.2. The Administrator will advise each player on the wait list of documents that will be required for registration. Each such player must then submit all such documents not later than May 14. After May 14, the Administrator will create an Eligible wait list of all players who registered on the waitlist and submitted all required documents not later than May 14. Names on the Eligible wait list are arranged in chronological order according to the date the player registered with the waitlist. When space becomes available in a division, the first child on the Eligible wait list for that division will be invited to register with the VTMHA.
- 2.5. A player who would otherwise have priority under section 2.1 above but does not complete all registration procedures by May 14 will be added to the Eligible wait list when any outstanding registration documents have been submitted to the Administrator and have priority from that date.
- 2.6. Any player who registered on the VTMHA wait list but failed to submit all registration documents by May 14 will be added to the Eligible wait list when any outstanding registration documents have been submitted to the Administrator and have priority from that date.
- 2.7. The VTMHA generally does not take underage players into Hockey 1. However, in the event that the VTMHA, after ensuring that all children of Hockey 1 age have had the opportunity to register, has available space in Hockey 1 after Labour Day then at the discretion of the Director H1-H4 such players may be considered for registration in the Hockey 1 program in accordance with the following:
 - 2.7.1. Any underage player must be able to skate forwards, turn and stop in order to be considered for registration.
 - 2.7.2. Underage players may register on the VTMHA wait list, and will be handled in the same manner as other players on the wait list, except that:
 - 2.7.2.1. Such players will not be asked to submit registration documents in accordance with section 2.4 above until August, and only if there appears to be a reasonable prospect that there will be available space in the Hockey 1; and
 - 2.7.2.2. Players who have been placed on the wait list as underaged players will be asked to reapply the subsequent year

2.7.3. In the majority of cases players who enter underage in Hockey 1 do two years at this level so that they enter Hockey 2 with their age related peers.

2.8. Any child who is Atom age or older and who has not previously played hockey in a CHA-sanctioned minor hockey program may be required to undergo a skating assessment before that player can be registered.

2.9. No priority is to be given to a child based on:

2.9.1. promises from parents to coach or volunteer in any other capacity; or

2.9.2. The fact that a player has previously played elsewhere.

3. Leave Of Absence Policy

3.1. A player who is unable to play for a season may request to remain on the VTMHA mailing list by submitting a letter of request to the Administrator and paying the appropriate fee at registration time. Such fee must be paid not later than May 14. It is the responsibility of the parent or guardian of the player to provide an email address to which application can be sent for the following season. A leave of absence under this section is not available to a player whose registration is transferred to another association.

3.2. A player who has registered with the VTMHA but suffers a season-ending injury may, at the discretion of the Board of Directors and by resolution of the Board, be granted a leave of absence for the balance of that season.

4. Joint Team Players

4.1. If a space is not available on a VTMHA team, it may be possible to place the player on a “C” team with another association (a “joint team”). The player joins that other association for that year only. Participation on joint teams is governed by PCAHA rules – for further information see Section P of the PCAHA Rules.

4.2. If a player is placed on a joint team, the player must remain with the joint team through the current season and cannot subsequently play on a VTMHA team during the current season even if a space becomes available at a later date.

4.3. After the season, a player who played on a joint team will be provided with information on how to register with the VTMHA for the next season.

5. Registration Fees

5.1. Registration fees are to be set each year by the Board of Directors. For more information on the types of fees that are charged, see policy P-4: *Fee Schedule*.

- 5.2. The fees to be charged for each season will be set out in registration information which shall be distributed by email and posted on the VTMHA website on or shortly after April 1st of each year.
- 5.3. No player will be registered with the VTMHA unless that player has paid all applicable fees due at registration, including but not limited to base registration fee, rep tryout fee and, as well as any outstanding costs for damage to VTMHA equipment or other such costs from previous years.

6. Payment of Fees

- 6.1. A player will not be allowed on the ice until all fees have been paid in full. In exceptional cases, contact the Administrator to make alternate arrangements.

7. Refund Policy

- 7.1. If a player decides to no longer play hockey with the VTMHA, a refund of the paid registration fee may be available. Requests for refunds must be in writing and sent to the VTMHA Administrator.
- 7.2. The amount of the refund is determined based on the date the request for a refund is received as follows:

Request Received By	Refund Amount
August 15	Fee less \$50
September 30	75% of Fee
October 31	50% of Fee
November 30	25% of Fee

- 7.3. No refunds will be issued after November 30, except at the discretion of the Board of Directors in the event of a significant injury or illness.
- 7.4. Notwithstanding section 7.2 above, a player who has registered with the VTMHA and makes a Major Midget or Junior team and requests a refund from the VTMHA not later than September 15 shall be refunded his or her registration fee less \$50.00.
- 7.5. Notwithstanding S.7.2, a ‘returning home player’ who is registered with the VTMHA and selects rep tryout, if such a player withdraws, no refund shall apply, including the rep tryout fee.

8. Proof of Residency Requirements for Transferring Players

- 8.1. Where a player applies to make a residential move (as defined by PCAHA) into the VTMHA or out of the VTMHA, the following documents must be provided to VTMHA by the custodial parent with which the player ordinarily resides:
 - 8.1.1. a residential tenancy agreement, property tax bill or land title search;
 - 8.1.2. 2 of these types of utility bills: gas, cable, landline telephone;
 - 8.1.3. new school registration confirmation;
 - 8.1.4. passport or driver's license of the custodial parent with new address (paper stickers attached to driver's license will not be accepted); and
 - 8.1.5. any other document that the VTMHA requests.
- 8.2. The VTMHA shall sign the player transfer form once the documents in section 8.1 are received by the VTMHA provided that the VTMHA is satisfied, on a review of all the evidence that a permanent residential move of the player has actually occurred.

9. Ongoing Compliance with Residency Requirements

- 9.1. Once a player is registered with the VTMHA, the player must continue to reside within the VTMHA zone boundaries for the entirety of the hockey season to play on a VTMHA team.
- 9.2. Where the VTMHA determines that a VTMHA registered player does not reside in the VTMHA zone boundaries, the player will be removed from his/her team for the remainder of the season.
- 9.3. The VTMHA will take necessary steps to ensure compliance with this Registration Policy 3, which may include, but is not limited to, unscheduled home visits or other investigative techniques.
- 9.4. In order to deter abuses of this Registration Policy 3, where the VTMHA or PCAHA determines that a VTMHA registered player does not reside within the VTMHA zone boundaries, the player may be denied registration with the VTMHA for the following year.