ASSOCIATION REGISTRATION POLICY
Prince George Ringette Association

1. **Purpose**

   1.1.   The purpose of this policy is to outline the process for registration cancellations and refunds during the season by all members of the Prince George Ringette Association. Refunds must consider the PGRA fixed fees that are paid annually to Ringette BC (RBC) and the Northern Ringette League as well as administration costs.

2. **Cancellations/Refunds of Registration**

   2.1.   Refunds of registration applies to regular season registration in all age divisions- Fundamentals 1 to Open 18+. There are no refunds of registration for the FLEX recreational adult program.

   2.2.   Cancellation of registration on or before 14th September will not incur any penalty and is eligible for a full refund, minus a $25.00 administration fee.

   2.3.   Cancellations occurring between September 15th and November 30th will receive the prorated fee for the remaining season, minus a $25.00 administration fee.

   2.4.   Cancellations after December 1st are not eligible for any refund with the exception of medical reasons supported by a letter from a family physician. Medical cancellations will receive the prorated fee for the remaining season.

   2.5.   Refunds will only be issued after confirmation that the player's registration fee has been deposited into the Prince George Ringette Association bank account.

   2.6.   PGRA will issue eligible refunds within sixty (60) days of receiving the cancellation request. All cancellation requests must be sent to registrar@pgringette.ca.

   ### Example of a Prorated Refund

   If a player in U12 cancels their registration on October 5th, their refund would be calculated as follows:

   Prorate for Remainder of Season: Oct (26 days), Nov (30 days), Dec (31 days), Jan (31 days), Feb (28 days), Mar (31 days) = 177 days left in the season.

   No. of days left in the season (177) divided by total number of days (198) in a complete season multiplied by 100.

   177 ÷ 198 x 100 = 89.39%

   Prorated Fees for the season= Registration fee - less fixed fees (including RBC and Northern League fees), multiplied by prorate (89.39%) minus Administration fee ($25.00)

3. Registration Timelines and Late Registration

3.1. The roster deadline is January 1st of the current playing season for the U12 division. New players registering after this date are welcome to join and play with the team in sanctioned and unsanctioned events but are not eligible to participate in the Ringette BC U12 Year-end Event.

3.2. The roster deadline is November 1st for the U14 to 18+ age divisions. New players registering after this date are welcome to join and play with the team in unsanctioned and sanctioned events but are not eligible to participate in the Ringette BC Provincial Championships.

3.3. All players registered by the roster deadline of the playing season from U14 and up will be eligible to participate in the Ringette BC Provincial Championships provided they have participated in a minimum of four (4) counter games with their own Club association.
- "Counter Games" are games scheduled by a League or a tournament. To be considered a "counter game," the game in question must be at a Northern League game play weekend. Tournament games can be considered counter games as the games are posted and scheduled by an administrative body. Exhibition games organized outside of the league game play weekend are not classified as counter games.

3.4. Players will be evaluated based on Ringette BC's criteria which includes both skill assessment and game skill assessment and assigned to a team based on the individual's ordinal.

3.5. Fees will not be prorated for late registration. Players who register after season commencement will have to pay the following fee regardless of when they join:

- Players new to PGRA, will pay the regular registration fee for that year;
- Players new to the sport of ringette and the PGRA, will pay the early bird registration fee; and,
- Fees based on the PGRA Finance Guidelines.