



Cochrane Minor Hockey Association (CMHA)

Policy Title: Registration Policy

Effective Date: September 15, 2024

Website: www.cochraneminorhockey.com

1.0 Overview

Each year, CMHA will communicate registration information to current members for the upcoming season. Registration is open to eligible players within CMHA's defined boundaries. The Association Administrator and Operations Coordinator are responsible for the implementation of this registration procedure.

2.0 Process for Registration

- Programs are based on player age as of December 31st of the current season.
 - Resident players are defined by their parent/guardian's primary residence within CMHA boundaries or prior CMHA registration.
 - Import players (outside CMHA boundaries) require prior approval from the President, VP of Operations, and Administrator.
 - Players from Banff, Canmore, Cremona may register for Bow Valley Timberwolves AA, but must return to their home association if not selected.
 - Players not selected to AA teams in subsequent years may be required to return to their resident MHA.
 - Permission-to-Tryout forms are required for non-resident AA players.
 - CMHA reserves the right to refuse registration to non-residents or if documents are suspected to be falsified.
 - Members must be in good standing (See Policy 3.3).
-

3.0 Installment Procedures (Final Installment Due October 1st)

- June 1–15: Registration for returning in-boundary players – initial payment due at registration.
 - June 16: New player registration opens
 - July 1: 1st installment auto-processed
 - August 1: 2nd installment auto-processed
 - September 1: 3rd installment auto-processed
 - October 1: 4th and final installment auto-processed
 - Valid credit card is required for installment plans
 - Players with outstanding balances after October 1 may be deemed ineligible.
 - Extended plans may be requested via email and must be approved by the Finance Director and Administrator.
-



4.0 Late Payment Fee

- A \$50 late fee applies to each missed installment.
 - Members are responsible for keeping credit card information updated in RAMP.
-

5.0 Credit Card Requirement

- A valid credit card or Visa Debit is required.
 - Offline registrations submitted to avoid administrative fees will only be processed once the required e-transfer has been received; upon confirmation, the administrator will provide a unique code to complete the online registration process. Members are fully responsible for ensuring all payments are made in accordance with the selected installment plan and submitted on time. Failure to comply may result in cancellation of the registration or reinstatement of applicable administrative fees. Members wishing to pay in full via e-transfer or without a credit card must contact administrator@cochraneminorhockey.com to initiate this process.
-

6.0 Registration Period

- June 1st - June 15th: Returning players from 2024-2025 guaranteed a spot. This includes players that were part of higher level teams in other host Associations. i.e. Xtreme, Bisons, Female AA
 - June 16th - July 31st: Registration opens for New In-Boundary Players: (This includes players transferring from other programs like the Cougars, first-time hockey players, and players who didn't play minor hockey last season.)
 - After July 1st, we will review Out-of-Boundary Requests - Elite, Rep, Female, RHL, or Intro Hockey: Starting July 1, CMHA will look at out-of-boundary requests on a case-by-case basis, depending on space in our programs and overall needs. These requests will need to be accompanied by appropriate paperwork.
-

7.0 Late Registration

- Online registration closes July 31. Please email registrar@cochraneminorhockey.com for a unique link to access a registration package.
 - No guaranteed spot for late registrants.
 - AA tryout late fee (after July 31): \$250
 - AA tryout registration closes July 31.
 - Pre-season camp late fee (after July 31): \$50
-

8.0 Changes and Confirmations



- Program or position changes after September 1 incur a \$150 change fee.
 - Admin fees on registration refer to credit card processing fees.
-

9.0 Registration Fees

- Fees are reviewed annually by the Board of Directors.
 - Fees are based on forecasts in the Association budget and intended to reflect value and fairness.
 - Fees cover CMHA-assigned ice, referees, insurance, and league costs.
 - Teams are responsible for extra ice, tournament costs, and non-CMHA expenses.
 - Provincial tournaments are the full responsibility of the participating team.
-

10.0 Registration Timing

- Late registrations will be waitlisted and accepted based on team capacity.
-

11.0 NSF/Credit Card Failures

- Failed installments or NSF cheques incur a \$50 processing fee.
-

12.0 Registration Refunds

- Please refer to the [Refund Policy](#)
-

13.0 Financial Aid

- CMHA provides short-term financial aid to supplement other programs (e.g., KidSport).
- Financial aid is not available as a standalone request.
- All requests are confidential and reviewed by the Administrator based on:
 - Need
 - Income level
 - Funding availability
 - History of previous aid

More info: [CMHA Financial Aid](#)