

Red Deer Pond Hockey

Policies and Procedures Manual				
Document Title	Registration Payment Policy	Date	June 24, 2026	
Document Type	Policy and Procedures	Revision	0	

1.0 PURPOSE

This policy establishes clear and enforceable requirements for the payment of registration fees for the participants of Red Deer Pond Hockey (RDPH), while providing flexibility to members through structured payment options.

2.0 COMMENCEMENT DATE

This Policy is effective June 24, 2026, and supersedes all prior registration payment policies and procedures, whether written or implied.

3.0 APPLICATION OF POLICY

This policy applies to the following RDPH groups:

- Parent(s)/legal guardian(s) registering players with RDPH

4.0 RATIONALE

RDPH acknowledges that participation in hockey may represent a significant financial commitment for families. Concurrently, the operation of a hockey program requires the organization to incur upfront expenses such as ice rental, insurance and equipment costs, which must be paid regardless of individual participant payment status. The establishment of a clear payment policy enables RDPH to meet its financial obligations while maintaining quality, consistent programming for all participants.

In recognition of varying financial circumstances, RDPH offers a structured installment payment option intended to enhance accessibility and support participation. This approach allows registration fees to be distributed over a defined period, while ensuring the ongoing financial stability and sustainability of the organization.

5.0 POLICY STATEMENT

RDPH requires that all registration fees be paid in full in accordance with the terms set out in this Policy. Parents/Guardians are solely responsible for the payment of all registration fees, regardless of any application for or receipt of financial assistance.

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6.0 PROCEDURE

6.1 Registration Requirement:

All players must be fully registered, and all registration costs paid in full, before a player participates in any on-ice or team activities, including but not limited to league camps, practices, games, and team events.

6.2 Accepted Methods of Payment:

RDPH does not accept registration payments in the form of cash, cheque or electronic funds transfers (e-transfers). All payments must be made by credit card, processed through the league's online registration portal (e.g. RAMP).

6.3 Payment Options:

Families may choose one of the following payment methods:

a) Full Payment:

- Total registration fees are due and payable in full at the time of registration.

b) Installment Payment Plan: At the discretion of RDPH, parents/guardians may choose to pay registration fees through an installment plan, subject to the following conditions:

- Installment plans are only available for registrations completed on or before August 31. Registrations submitted on or after September 1 require full payment at the time of registration.
- An initial payment of \$75 is required at registration.
- The remaining balance will be paid in no more than two (2) equal monthly payments.
- The number of monthly installments will be automatically calculated by the registration system based on the date the initial payment is submitted.
- Enrollment in pre-authorized automatic withdrawals (via credit card or debit) is required for all installment plans.
- By enrolling in the installment plan, parents/guardians authorize RDPH to process automatic withdrawals for all scheduled payments until the balance is paid in full.
- All installment payments must be completed no later than the date that regular registration closes in the current season.

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6.3 Missed or Declined Payments/Non-Payment:

In the event of a missed, declined or rejected payment, including but not limited to non-sufficient funds (NSF), expired cards, or incorrect account information:

- RPDH will notify the parent/guardian of the failed transaction.
- Outstanding payments must be resolved within five (5) days of notification.
- An administrative fee may be charged for each declined or rejected payment to recover banking and administrative costs.
- Players with outstanding balances or unresolved missed payments may be suspended from participation in RDPH activities until the account is brought into good standing.
- Continued non-payment may result in removal from RDPH at the discretion of the organization. In such cases, RDPH reserves the right to retain any fees paid to date to offset costs incurred.

6.4 Financial Assistance:

Parents/Guardians may independently apply for financial assistance through third-party funding organizations (e.g. KidSport, Jumpstart). All registration fees are required to be paid in full by the parent/guardian in accordance with this Policy, regardless of any application for, or anticipated receipt of, financial assistance.

- Submission of a funding application does not defer, reduce, or replace the obligation to pay registration fees in full or to remain in good standing under an approved payment option.
- Parents/guardians are responsible for registering the player, selecting a payment option and ensuring all required payments are made while funding applications are pending.
- Parents/guardians are solely responsible for applying to, maintaining eligibility for, and complying with the requirements of any third-party funding program. RDPH is not responsible for delays, denials, reductions, or discontinuation of funding.
- If funding is approved, the funding organization generally advises the parent/guardian of the approval. Funds are typically paid directly to RDPH.
- Where third-party funding is approved and received by RDPH, the approved amount will be reimbursed to the parent/guardian, provided the player's registration account is in good standing and the total reimbursement does not exceed the registration fees paid.

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6.5 Policy Acceptance:

By registering a player, parents/guardians acknowledge and agree to comply with this Policy, including authorizing automatic withdrawals where applicable.

7.0 REVIEW AND REVISION HISTORY

Revision	Scope of Revision	Approved By	Date
0	Initial Policy Development	BOD	June 24, 2026