

REGISTRATION INSTRUCTIONS

Payment

- **Full payment for registration must accompany the Registration Form**
- In order to reduce the administrative burden on our volunteers and staff we are **no** longer accepting any **post-dated cheques**
- Payment must be made by cheque or money order only. We are sorry, but **cash cannot be accepted**
- Outstanding fees shall be deducted from the registration fee accompanying the application and the balance of the said Club registration fee must be paid, in full, prior to attending practices and games.
- **Registration fee: \$245 on or before February 28th, 2009; \$270 after February 28th, 2009.**
- Please complete this form and sign the participation/waiver agreement. Include a cheque payable to **OISC** and mail to: **OISC , Box # 258, 99 Fifth Ave., Ottawa, ON K1S 5P5**
- An administrative fee of \$25 will be charged on all returned cheques. Replacement must be by certified cheque or money order.
- **All registration confirmations, competitive tryout details and other pertinent information will be sent by email. If you do not have an email, please provide email address of someone who can get the information to you.**

Refunds

- All refunds will be charged a \$25 administration fee
- All requests for refunds must be in writing to the appropriate V.P (youthrec@ottawasoccer.com.), indicating the reason for such request.
- Full refunds minus \$25 administration fee and \$30 competitive try-out fees (when applicable) will be provided only prior to the first full team practice and/or the Club is unable to offer a placement on a team within the player's age group.
- Refunds will **not** be made in the following circumstances:
 - a) After the start of the season regular schedule and/or where a player leaves the Club to play for another Club.
 - b) Where the player has been disciplined by an appropriate body governing soccer in Ottawa
 - c) When a competitive player requests placement on a youth REC team after April 15th, is placed on a team and then leaves the club.
- No refunds will be given after June 1st except where a player suffers a season ending injury prior to August 1st 2009. Any refund will be prorated by the number of weeks (May-July) up to the time of the injury, less an administration fee of \$50.
- All refund requests will be assessed on merit and must be approved by the respective Vice-President and Treasurer. During the busy registration period, there will be a delay before refund requests can be processed.