

## 2010 ADULT 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 tryouts.
- **Registration fees and dates are found on the registration form.**
- Please complete this form, include a cheque payable to **OISC** and mail to: **OISC, 1237 Newmarket St., Ottawa, K1B 5N6.**
- An administrative fee of \$25 will be charged on all returned cheques. Replacement must be by certified cheque or money order.
- **All registration confirmations, 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.**

### Refund Policy

- All refunds will be charged a \$25 administration fee
- All requests for refunds must be in writing to the appropriate V.P., indicating the reason for such request:
  - a) Men's and Old-Timers – Mark Zamparo  
[zamparo.mark@rogers.com](mailto:zamparo.mark@rogers.com)
  - b) Women's – Dave Dolan [dolan.dave@sympatico.ca](mailto:dolan.dave@sympatico.ca)
- Full refunds (minus the \$25 administrative fee) will be made only where a player trying out for a competitive team is not selected and the Club is unable to offer a suitable alternative
- Refunds issued after a player has played a game will be minus the \$25 administrative fee, the appropriate OSA Fees and tryout fees where applicable.
- Refunds will **not** be made in the following circumstances:
  - a) Where a player leaves the Club.
  - b) Where the player has been disciplined by an appropriate body governing soccer in Ottawa
- No refunds will be given after June 1<sup>st</sup> except where a player suffers a season ending injury prior to July 1<sup>st</sup> 2007. Any refund will be prorated by the number of weeks (May-August) up to the time of the injury, less club administration fees and any fees paid to leagues or governing bodies.
- 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 may be a delay before refund requests can be processed.