

# YOUTH REC REGISTRATION INSTRUCTIONS FOR SUMMER 2011

## Payment Policy

- **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**
- All outstanding amounts owed to the club must be paid in full before new registrations will be processed and the balance of the said Club registration fee must be paid, in full, prior to attending tryouts or first practice.
- **Registration fee: \$270 on or before March 12th, 2011; \$300 after March 13th, 2011.**
- Please complete this form, include a cheque payable to **OISC** and mail to: **OISC, 1237 Newmarket St., Ottawa, Ontario 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. It should be noted that Competitive Try-outs begin the first week of March so please register early.**

## Refund Policy

### Refunds

- All refunds prior to April 1<sup>st</sup> will be charged a \$25 administration fee, and \$50 administration fee after April 1<sup>st</sup>.
- 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 an administration fee and \$40 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 1<sup>st</sup>, is placed on a REC team and then leaves the club.
- No refunds will be given after July 1<sup>st</sup> except where a player suffers a season ending injury prior to August 1<sup>st</sup> 2011. Any refund will be prorated by the number of weeks (May-July) 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 will be a delay before refund requests can be processed.