

# Girls Registration Instructions for summer 2012

## 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.
- **Registration fees:**  
**U9 to U18 \$425 on or before Feb. 26th, 2012; \$455 after Feb. 26th, 2012**
- 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 an email address of someone who can get the information to you. It should be noted that Competitive Try-outs begin in early March so please register early.**

## Refund Policy

- Before March 1, 2012 all refunds will be charged a \$30 administration fee.
- After March 1<sup>st</sup>, 2012 once the spring session has started, all refund requests will be charged a \$80 administration fee.
- After March 1<sup>st</sup>, 2012 once the spring session has started, full refunds (minus the \$30 administrative fee) will only be made where a player trying out for a competitive team is not selected and the Club is unable to offer a suitable alternative.
- Refunds will **not** be made in the following circumstances:
  - a)** Where a player leaves the Club after being selected to a team.
  - b)** Where the player has been disciplined by an appropriate body governing soccer in Ottawa
- All requests for refunds must be in writing to the V.P. Girls, indicating the reason for such request: **girls-competitive@ottawasoccer.com**
- No refunds will be given after Jun 1<sup>st</sup>, 2012 except where a player suffers a season ending injury prior to July 1<sup>st</sup>, 2012. Any refund will be prorated by the number of weeks (May-July) up to the

time of the injury, less club administration fee of \$80 and any fees paid to leagues or governing bodies.

- All refund requests will be assessed on merit and must be approved by the Girls' Vice-President.
- During the busy registration period, there may be a delay before refund requests can be processed.