**Purpose**

**Greater Kingston Girls Hockey Association**

**Policy on Payments and Refunds**

**Approved by: GKGHA Board of Directors July 2021**

This policy identifies the standards and process for payment and refunds of League Registration Fees.

**Covid-19 Consideration**

Due to the changing landscape of the current pandemic the GKGHA understands that there may be drastic and frequent changes which could impact programming provided at all levels of programming. If the season is impacted or shortened for any reason related to the COVID-19 pandemic the GKGHA Board may provide prorated refunds. Refunds may will be different based on division and program.

**Payments**

League Registration Fees shall be set annually by the Board of Directors.

House League

League Registration Fees are due as follows for all players:

* $200 non-refundable deposit with each House League
* The balance of the registration fees shall be paid in full at registration or deferred in 3 equal payments due on August 15th, September 15th, and October 15th
* For registrations made after August 15th the deposit payment shall include any deferred payments due as of the date of registration

Player registration is not complete until the GKGHA has received the $200.00 non-refundable deposit and any deferred payments due as of the date of registration. Payment of fees may be made in full or deferred using a credit card via the online registration provider. Cash and cheque payments will not be accepted. Deferred payments can only be made by credit card.

The deferred payment of registration fees is a privilege. Failure to follow the Payment Policy may result in the forfeiture of your privilege to defer registration payments for the following season.

Representative

League Registration Fees are due as follows for all players:

* If selected the player will be required to pay a commitment fee of $500 within 24 hrs of selection to confirm their place on the team. All fees are non-refundable once confirmed.
* The balance of the registration fees shall be paid in full at registration or deferred in 3 equal payments due on October 15th, November 15th, and December 15th.

The deferred payment of registration fees is a privilege. Failure to follow the Payment Policy may result in the forfeiture of your privilege to defer registration payments for the following season.

Intermediate AA

Payment amounts and due dates for Intermediate AA will be set annually by the IAA team management in consultation with the GKGHA Executive and communicated to IAA registrants prior to the start of registration.

**Refunds**

House League

Refunds will only be considered with written requests made to the VP Admin at [gkgha.vpad@gmail.com](mailto:gkgha.vpad@gmail.com) by e-mail from the e-mail account linked to the registration. Refunds will be issued only after the player’s registration fees have cleared the GKGHA bank account, all outstanding team fees and/or GKGHA charges have been paid and all GKGHA equipment and or jerseys have been returned. OWHA fees and HC insurance fees are non‐refundable.

For refunds requested prior to September 1, all the fees paid, less the $200.00 non-refundable deposit shall be refunded.

For House League and Senior refund requests submitted between September 1 – October 1, 75% of the fees due less non-refundable fees will be returned. For refund requests submitted between October 1 – November 15, 50% of the fees due less non-refundable fees will be returned. **No refunds will be issued after November 15th**.

Representative

Due to the commitment level and selection process involved in representative hockey no refunds shall be given to players who withdraw for any reason after registration is completed. Once registered all payments must be made even if the player chooses or is unable to participate. No player shall be released until they are in good standing.

**Suspension**

Fees are due in full and on time as per the Payment Policy. Players whose fees are not received on time shall not be rostered or permitted to skate until all fees have been received.

Failure to pay fees will result in players being suspended from all GKGHA activities.

The GKGHA Executive may accept payment conditions. Any requests for special consideration regarding the Payment Policy must be made in writing through the VP of House League or the VP of Representative Hockey.

**Fee Reductions**

All players are expected to pay the fees as set annually. For parents requiring financial support, the GKGHA will work with PRoKids in the City of Kingston or other such organizations. Under no circumstances will the GKGHA offer fee reductions outside of recommendation from ProKids or other programs that assess ability to pay.