



Carleton Place Soccer Club Inc.

Box 85, Carleton Place, Ontario K7C 3P3

(613) 257-8618

www.cpsoccer.ca



Policy #02-2017-01

Registration Policy

1. Registration with the Carleton Place Soccer Club (CPSC) is valid once all documents and fees are received and processed. All membership rights and privileges will then be fully extended for a 12-month period.
2. All documents associated with the registration process will be kept in strict confidence. The following are the steps required to becoming a member of the CPSC:
 - a. For players, all documentation must be filled out by the player (if over 18 years of age), or legal guardian if under the age of majority. This includes the registration form and code of conduct for players and parents when applicable. For volunteers, the volunteer screening form and police reference check are to be completed. Additional forms may be required by individual leagues;
 - b. All fees including evaluation/tryout fees, spring training fees, club registration fees, and any other fees, as applicable, must be paid before the start of the regular winter or summer seasons, or by any due date if indicated. If accommodations have not been made, the individual/player for whom fees have not been paid will not be allowed to enter the field of play until such time as the fees have been submitted; please note, this includes if paying by cheque that the cheque has cleared;
 - c. All fees from any previous season(s) must be paid in full before registration for any subsequent season is permitted. If any previous season(s) fees are not paid by the date registration opens for any subsequent season, the member account will be suspended and registration for the individual/player will not be enabled until such time as the fees have been submitted; please note, this includes if paying by cheque that the cheque has cleared;
 - d. All registrations are considered for a full season of play. The CPSC does not offer partial registration/fees for a half season. The only exception to this policy is for the adult recreational league, for which a part-time player fee is available; and

- e. Once a. b. c. and/or d. are completed, the CPSC will register the individual/player with the Ontario Soccer Association (OSA). Once registered and confirmed with an ID number from the OSA the individual/player will become a member.
- 3. The above process is the procedure for the CPSC's Registrar, Directors and/or Staff involved in the registration process.
- 4. The Club President will monitor and oversee this process on an ongoing basis.

Policy voted/accepted at the Board of Director's meeting:

2017-02-01

Policy Signed by: Jayne Behrens on Feb 2/2017
Jayne Behrens, Treasurer Date

Policy Signed by: Anita Ruus on 02 Feb 2017
Anita Ruus, Registrar Date

Policy Signed by: Todd Campbell on 2017-02-01
Todd Campbell, President Date