

Title: Registration Process, Fee Structure & Refunds

Document Owner: Registration Committee Lead (*Luis Galvan – 2022*)

References: PCYF&C Bylaws - Article IX, Section 3 (Registration Committee)

Applies to: Football & Cheer

This document is intended to;

- Define the process for participant registration
- Identify registration dates for the *2022* season
- Define the fee structure for registration
- Define the refund policy

Background:

Participant registration will be offered through (2) scheduled “walk up” registration dates as well as online registration. A registration paperwork checklist will be provided to parents at the time of registration. The checklist will identify all required registration documents and forms (i.e. physicals, report cards, etc.) and instruct parents how to prepare a complete registration paperwork package. The registration paperwork package is to be turned in during a designated “registration paperwork turn in” to be scheduled in conjunction with uniform distribution.

Instructions:

- Work with the online registration vendor in early February to establish the online registration form and rules.

Sports Connect

866-258-3303

<https://sportsconnect.com>

- Mass email to prior year members on *2/21/22* announcing registration
- Online registration begins 3/1/22 for Football and Cheer
- Call-em-all announcement 3/21/22
- Two walk up registrations will be held on TBD

Standard Operating Procedure

- For online registration, members registering before 8/1/22 can participate in a payment plan which will deduct a downpayment based on time of registration and equal installment plans will be deducted the 1st of each month and ultimately paid in full by 8/1/22.
- For online registration after August 1st participants will be required to make full payment at that time.
- For walk up registration, members can pay in full or participate in the installment payment plan mentioned above (provided a board member is present to assist in online registration).
- For both online and walk up registration, an Early Bird Discount will be available from 3/1/22 to 3/15/22 for Football ONLY in the amount of \$200.00.
- All required forms must be available on the website as soon as TCFC updates them
- A registration checklist will be posted on the website by 3/1/22
- For walk up registration, a hardcopy of the registration checklist will be provided.
- All registration paperwork is to be turned in at the time of uniform pickup. Registration paperwork is only to be accepted at that time. Only COMPLETE packages will be accepted. No uniform/equipment will be assigned without complete packages and payment turned in. This will apply to both football and cheer.
- Once registration paperwork is collected, the registration committee will organize by division and then distribute to a single team mom representative for each division prior to the first day of practice. Once player placement has occurred, the team moms for each team within a division will work together to distribute and organize the team books.
- All registration paperwork will be destroyed at the end of 7 years, per TCFC Compliance rules, to protect the private information of the league's members
- Additional dates for registration may be considered based on recommendation by the registration committee to the Board
- Registration announcements (flyers) will be distributed to area elementary and junior high schools before April 1st
- Additional registration announcements will be made periodically through mass e-mail, website updates. Banners will be posted.
- Registration Fees:
 - One child - \$225.00 for Football and \$250.00 for Cheer
 - Families that have more than one child participating will be charged \$180.00 (Football) and \$205 (Cheer) for each additional child.
- Weight/Age Schematic will be posted but players will be auto-placed in lowest division and an announcement on the registration website will be made that the league places players in the safest division for their age/weight but will make the final determination of player placement during the first week of practice.

Standard Operating Procedure

- Refund Policy
 - For Football; 100% of registration paid to date will only be refundable up until the date that uniforms are **ordered**. For Cheer; 100% of registration paid to date will only be refundable up until the date that uniforms are **fitted**.
 - From August 1st until the date of the 2nd scheduled regular season game, a 50% refund of the registration fee paid is available for participants that have suffered a season ending football or cheerleading related injury (no processing fee applies). The child will not be permitted to return as an active participant for the remainder of the season including any post season competition. A doctor's note stating the severity of injury and prescribed period of inactivity is required.
 - No refunds in any amount for any reason are available after the 2nd scheduled regular season game.
 - **No refunds in any amount for any reason will be distributed until all equipment has been returned.**

Approved on _____ (March Board Meeting)

Luis Galvan
Registration Lead

Virginia Coleman
Secretary