



## POLICY #16: REGISTRATION POLICY

VERSION: 1

EFFECTIVE DATE: July 2025

### 1. Introduction

This policy is established in alignment with the regulations of Hockey Canada, BC Hockey, PCAHA, and the mission and values of the Vancouver Minor Hockey Association (VMHA).

VMHA strives to provide opportunities for all interested participants to register for our programs. However, as VMHA assesses the number of teams that it's able to form based on available ice and registration numbers for each division, both returning and new players could be placed on a waitlist. The final decisions on number of teams per division and roster sizes may not be finalized until mid to late July.

Players who are unable to register because a division is full may submit a Player Movement Form to the VMHA Registrar to request a release to register with a neighboring association for the current season only.

A player's **Home Association** is defined through BC Hockey and Hockey Canada as "*The Minor Hockey Association (MHA) that governs the geographic area in which a player resides.*" This designation determines the association with which a player must register unless otherwise approved through formal transfer or residential waiver processes.

### 2. Proof of Age

Player proof of age is required when registering with VMHA for the first time. Players must be five years of age or older as of December 31st of the current season to participate in PCAHA league play, unless provided specific approval by VMHA for early entry as a four (4) year old.

The age requirements for players in each Division will be in accordance with PCAHA, BC Hockey and Hockey Canada regulations. Underage and overage exemptions for U7 to U21 shall only be allowed with VMHA approval from the Director of Hockey Operations following an assessment and official approval by PCAHA.

### 3. Dates and Means of Registration

Registration may occur at such places and by such means as the Board may determine. Information concerning registration may be placed on the VMHA's website or other open

communication system; and may be advertised in such local media as deemed appropriate by the VMHA's Registrar.

The deadline for new registrations shall be in accordance with PCAHA and BC Hockey regulations, or such earlier date as the VMHA Board may determine.

The means by which players may register (whether it be in paper format, electronic registration, or otherwise) and how registration fees will be paid (whether it be by way of cheque, credit card, payment schedule, or otherwise) will be as determined each year by the Board, having reference to guidelines set by Hockey Canada, BC Hockey and PCAHA.

#### **4. Registration Priority**

This outlines the order of priority for accepting player registration applications with the VMHA, ensuring fairness, transparency, and alignment with VMHA's mandate to provide hockey opportunities to as many players as possible.

Players applying for registration with VMHA will be accepted in the following order of priority on a first come basis:

##### **4.1 Returning Players**

- Players who were registered with a VMHA team until the conclusion of the previous season. These players are granted priority through an early registration window. This priority expires once new player registration opens June 1<sup>st</sup>, and these players will be treated as new players. Exceptions may be made for extenuating circumstances at the discretion of the Board of Directors and by resolution of the Board.

##### **4.2 Joint Team Participants**

- Players who registered with VMHA but played on a joint team with another association during the previous season. These players are considered returning players and may register during the early registration window under the same conditions as outlined in 4.1.

##### **4.3 Leave of Absence Players**

- Players previously registered with VMHA who were on an approved Leave of Absence during the previous season (as per Section 5). These players are eligible for early registration beginning seven (7) days after the returning player registration opens. This priority also expires at the close of the early registration window.

##### **4.4 Returning Home Players**

- Players returning to VMHA from another association where VMHA is their Home Association.

#### 4.5 Siblings of Returning Players

- Siblings of players who are registered as returning players for the upcoming season.

#### 4.6 Waitlisted Applicants from the Previous Year

- Players who were on the waitlist in the previous season and were not placed on a team.

#### 4.7 Transfers with Previous Hockey Experience

- Players with prior hockey experience who have moved into the VMHA catchment area and are applying for registration.

#### 4.8 New Players

- Players new to hockey or new to VMHA, with available spaces awarded based on date registered onto the waitlist.

#### 4.9 Other Considerations

- **Sibling Priority Upon New Player Registration**

Once a new player is successfully registered, they are immediately considered a registered player. Any siblings on the waitlist will then be treated under the same priority as outlined in **Section 4.5 – Siblings of Returning Players**.

- **Encouragement to Seek Alternate Opportunities**

Where a waitlist exists, and a player has the opportunity to play elsewhere within an association or the Hockey Canada program, VMHA encourages the player to pursue that opportunity. This includes, but is not limited to:

- Players eligible for zone teams
- Female players eligible for female-specific organizations
- Players who may find space in other associations

### 5. Leave of Absence

A player who is unable to play for a season may request to remain on the VMHA member list by submitting a letter of request to the Administrator and paying a \$10 fee at registration time. Such fee must be paid not later than 11:59 pm prior to the start of the registration period for new players.

It is the responsibility of the parent or guardian of the player to provide an email address to which application can be sent for the following season. A leave of absence under this section is not available to a player whose registration is transferred to another association.

A player who has registered with the VMHA but suffers a season-ending injury may, at the discretion of the Board of Directors and by resolution of the Board, be granted a leave of absence for the balance of that season at no cost.

## **6. Registration Limits**

On or before June 1st of each year, the Board may establish maximum limits for registration for each Division, all Divisions, and/or teams. The date such limits are determined will be flexible based on volume of registrations received by such date, the availability of ice, and such other factors as the Board may consider relevant; however, the overriding premise will be to enable as many players as possible to participate in minor hockey.

Maximum player registrations per team shall be in accordance with PCAHA and BC Hockey regulations and in alignment with VMHA's mandate to provide hockey opportunities to as many players as possible.

## **7. Goaltender Registration Limits**

Players wishing to play as goaltenders in the Divisions of U11 and higher must declare their intention to do so when registering each year. A maximum of two goaltenders per team will be allowed during a season. An exception may be made in the situation where there's only one rep team in a division, but not if it leaves a C team without a goalie. All waitlisted goaltenders will be given every assistance to play for another minor hockey association, when possible, or a goaltender may, in this case choose instead to register to play as a skater, if space permits.

VMHA registration forms must provide the means for a registering player to declare his or her intention to play as a goaltender.

## **8. Registration Fees**

The Board shall periodically determine the registration fees, Rep fees, development camp fees, and other similar charges for each season. Until new fees are set, the rates from the previous season shall remain in effect.

The Board may approve payment plans for players / members in cases of economic hardship. Such plans may include monthly payments of registration fees by pre-authorized credit card payment or post-dated cheques.

Family discounts will be available for families with two or more children registered with VMHA each season as decided by the Finance Committee. Discounts will apply only to the base registration fees. (For more details, please visit the *Fees* section under *Registration* on the VMHA website).

The Treasurer or Registrar of VMHA is authorized to refuse the registration of a player or to suspend or terminate a membership at any time during the season. This authority applies to players, parents, or members who:

8.1 Have outstanding financial obligations, including but not limited to:

- Registration fees,
- Rep player fees,
- Team fees from the current season or any preceding season.

8.2 Submit falsified registration forms or supporting documentation, including but not limited to:

- Incorrect addresses,
- Incorrect birth dates,
- Inaccurate playing histories.

8.3 Remain non-compliant until such time as:

- All outstanding fees have been paid in full to the satisfaction of VMHA, and/or
- All registration forms and supporting information have been corrected to the satisfaction of VMHA.

Falsification of any registration information is grounds for suspension and may result in termination of membership.

Players who have not registered and paid all required fees or established a payment plan are not allowed on the ice for any VMHA tryout, practice or game.

## 9. Document Control

Version	Date	Author	Policy Owner
1.0	July 2025	Policy Review Committee	President