

# KLM Registration Policy

## Registration

Registration is first come, first served – REGISTER EARLY for the best chance to secure a spot. A player's individual registration is deemed complete by KLM only when all of the following requirements have all been met.

- Player has registered online for the applicable season.
- All funds due at time of registration have been accounted for (or a special provision has been provided and approved by the club\*).

\*This may include: a Financial Assistance application by an equitable or sanctioned organization.

If a player needs financial assistance to meet the total fees required to be deemed registered by KLM, a copy of a completed financial application must be forwarded (email scanned copy) as proof of request for supplemental funds. Registration will not be deemed complete until funding has been received by KLM. Additionally, each and every player from U8-U18 is required to provide, at time of registration, a UNIFORM DEPOSIT. This Uniform Deposit will be paid to the club in the form of a post dated cheque or money order. The Uniform Deposit will be held in trust by KLM until the player returns the uniform/s at the end of the season. Uniform deposits will be returned, if the player is no longer registered with KLM, when an email request to that effect is made by the family. ALL FUNDS (i.e., registration fees, uniform deposit) must be received or accounted for before a player will be allowed to play soccer (games or practices) with any KLM team.

Any requests for assistance with payment or variances to this overall policy may be submitted in writing to the club. A request for assistance with payment or variance to the existing policy DOES NOT equate to permission to play. The club will make reasonable efforts to respond to all reasonable requests of assistance and/or variance within 10 business days of the received request.

# Registration Timelines

- KLM offers a discount to those families who register prior to Apr 1st. Regular registration rates will apply from April 1 to October 1st.
- Registration Opens: mid-February approximately

# Refund Policy

Our refund policy is changing for the 2018/2019 season.

Players withdrawing after teams have been formed and before the season begins create an administrative disruption for the club, league, and team, and in addition cause the potential for other players to be denied an opportunity to be added to a team roster at the time of selection. The purpose of our refund policy is intended to ensure that teams formed during the selection/registration process will have the stability to play when the season begins.

Refunds of the registration fee, less a \$45 administration fee, will be available to withdrawing players as follows:

- U11 to U18 (inclusive): Prior to June 5th of the upcoming season.
- U5 to U10 (inclusive): Prior to September 1st of the upcoming season.

Requests for refunds must be made via email to [registrar@klmsoccer.com](mailto:registrar@klmsoccer.com) prior to the deadlines above. There will be no refunds after the deadlines. Refunds will only be issued to the credit card that was originally used for the purchase/registration.