

CPCC Registration, Payment, & Cancellation Policy

REGISTRATION AND AGE CLASS

When registering in CPCC programs, participants must register in their appropriate age classifications. These age classifications are as follows:

- Canoe Kids Weekly: All Weekly Canoe Kids participants must be between the ages of 5 and 7 on January 1st of the programming season
- Canoe Kids FS: All Full Summer Canoe Kids participants must be between the ages of 5 and 7 on January 1st of the programming season
- U10: All U10 Sprint Racing participants must be between the ages of 8 and 9 on January 1st of the competition year
- U12: All U12 Sprint Racing participants must be between the ages of 10 and 11 on January 1st of the competition year
- U14: All U14 Sprint Racing participants must be between the ages of 12 and 13 on January 1st of the competition year
- U16 SR: All U16 Sprint Racing participants must be between the ages of 14 and 15 on January 1st of the competition year
- Senior HP: All Senior High Performance participants must be 16 or older on January 1st of the competition year, and must also confirm registration with the Head Coach before it can be completed

Within sprint programming, participants MAY be asked by coaching staff to train with a different age class. These decisions will be at the discretion of the club Head Coach and will be based on ability, maturity, and appropriate athlete development. These training groups will be set by the Head Coach and his/her staff at a time they deem appropriate. Parent's of the athletes being asked to move training groups will be consulted prior to moving any athlete.

It is the goal of the CPCC to prepare athletes for long-term success in sport. Our program framework is supported by Canoe Kayak Canada's Long Term Athlete Development Plan, and is intended to help our athletes progress to their full potential.

FULL SUMMER PROGRAMS – PAYMENT POLICY

PLEASE NOTE: Due to COVID-19, the CPCC Board of Directors have made changes to some of our payment policies. These changes have been identified in **RED below.**

You must be in good financial standing with the club, with no pre-existing membership, camp or race fees overdue at registration.

In order to secure your enrolment, you must provide the following, either online, at the CPCC office, or by attending a registration night at CPCC:



- ~~1. 25% payment deposit of total program costs, payable online via the website, cheque, or point of sale machine at the CPCC office (accepts interac and credit card)~~
- ~~2. \$100 volunteer cheque postdated for August 31st OR \$100 volunteer fee deposit (either returned, or destroyed the week of Sept 1st after volunteer commitment is fulfilled)~~
3. Signed registration waiver(s), concussion code of conduct, & code of conduct (see website under Parent Info: Waivers & Forms)
4. Payment in full must be made a minimum of TWO weeks prior to program start date
 - a. Payment can be made online at checkout, by email transfer (finance@cpcanooclub.com), cheque, or credit/debit machine in the office

Payments may be sent at anytime throughout the Spring. Failure to meet the commitments above will result in a cancellation of your registration.

Late Registration

Members who register after April 31, 2020 will be subject to a late fee increase of \$25.

WEEKLY CAMP PROGRAMS – PAYMENT POLICY

You must be in good financial standing with the club, with no pre-existing membership, camp or race fees overdue at registration.

In order to secure your enrolment, you must provide the following, either online, at the CPCC office, or by attending a registration night at CPCC:

1. 100% payment of total program costs must be made a minimum of two weeks prior to the program start date
 - a. Payment can be made online at registration checkout, by email transfer (finance@cpcanooclub.com), cheque, or credit/debit machine in the office
2. Signed registration waiver(s), concussion code of conduct, & code of conduct (see website under Parent Info: Waivers & Forms)

Registrations are only considered final when full payment is made and all necessary forms have been properly submitted.

CANCELLATION POLICY

All cancellations must be submitted in writing to our Registrar at registrar@cpcanooclub.com and are subject to a cancellation fee as outlined below.

Full Summer Program Conditions

- If cancellation is done at least 4 weeks before the start of the program, a refund will be issued less a \$50 administration fee.
- A 25% cancellation fee will be applied to cancellations made between 2 weeks prior and the program start date
- There will be no refund once the program has begun



- A pro-rated refund will be issued if injury or pro-longed illness occurs. A doctor's note will be required.
- There will be no refund for no-shows
- There will be no refund for suspensions as a result of members violating safety policies and/or Code of Conduct.

Weekly Summer Camp Program Conditions

- Registrations are only considered final when full payment is made and all necessary forms are properly submitted.
- There is no refund available for weekly summer camp programs once the camp has started.
- If cancellation is done at least 4 weeks before the start of the camp, a refund will be issued less a \$50 administration fee.
- If cancellation is done between 2 and 4 weeks before the start of the camp, a refund of 50% will be issued.
- A pro-rated refund will be issued if injury or pro-longed illness occurs. A doctor's note will be required.
- NO REFUND will be issued if cancellation is done within two weeks of the camp start date or once the camp has already started.
- NO REFUND will be issued if a participant has to leave a camp due to disciplinary issues and/or, members violating safety policies and/or Code of Conduct.
- There will be NO REFUND for no-shows.
- All cancellation/refund requests must be done in writing to the CPCC Registrar and Program Manager. All refund requests will take 1 to 2 weeks to process.