

## **2023 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 CAMP - WEEKLY**
  - All Weekly Canoe Kids participants must be between the **ages of 6 and 8** on January 1st of the programming season
- **CANOE KIDS CAMP - FULL SUMMER**
  - All Full Summer Canoe Kids participants must be between the **ages of 6 and 8** on January 1st of the programming season
- **YOUTH CANOE/KAYAK CAMP - WEEKLY**
  - All Weekly Youth Canoe Kayak Camp participants must be between the **ages of 9 and 13** on January 1st of the programming season
- **YOUTH CANOE/KAYAK CAMP - FULL SUMMER**
  - All Full Summer Youth Canoe and Kayak Camp participants must be between the **ages of 9 and 13** on January 1st of the programming season
- **U10 YOUTH SPRINT**
  - All U10 Sprint Racing participants must be between the **ages of 8 and 9** on January 1st of the competition year.
    - **PLEASE NOTE:** Participants aged 7 **may be permitted** to register in the U10 Youth Sprint program if they have completed at least one season of Canoe Kids Full Summer Camp
- **U12 YOUTH SPRINT**
  - All U12 Sprint Racing participants must be between the **ages of 10 and 11** on January 1st of the competition year
- **U14 YOUTH SPRINT**
  - All U14 Sprint Racing participants must be between the **ages of 12 and 13** on January 1st of the competition year
- **U16+ SPRINT HIGH PERFORMANCE**
  - All U16+ Spring High-Performance participants must be **14 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. Parents 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/SEASON PROGRAMS – PAYMENT POLICY**

**All registrants must be in good standing with the Carleton Place Canoe Club, Eastern Ontario Division of Canoe Kayak Canada, Canoe Kayak Ontario Sprint, and all other member clubs, with no pre-existing membership, camp or race fees overdue at registration.**

To secure your enrollment, you must provide the following, either online, or at the CPCC office:

1. **A minimum 25% payment deposit of total program costs**, payable online via the website, by cheque, or by email transfer to [finance@cpcanoeclub.com](mailto:finance@cpcanoeclub.com)
2. **\$100 volunteer cheque post dated for September 30th OR \$100 volunteer deposit by email transfer to [finance@cpcanoeclub.com](mailto:finance@cpcanoeclub.com)**
  - a. Cheque to be destroyed, or email transfer deposit to be returned the week of October 2nd if volunteer commitment is fulfilled
3. Signed registration waiver(s), concussion code of conduct, & code of conduct (**see website under IMPORTANT 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@cpcanoeclub.com](mailto:finance@cpcanoeclub.com)), or by cheque (dropped off in the CPCC office)
  - b. Payment plans may be arranged by request (email [finance@cpcanoeclub.com](mailto:finance@cpcanoeclub.com) for more information)

**PLEASE NOTE:** Payments may be sent at any time throughout the Spring. Failure to meet the commitments above will result in a cancellation of your registration.

### **WEEKLY CAMP PROGRAMS – PAYMENT POLICY**

**All registrants must be in good standing with the Carleton Place Canoe Club, Eastern Ontario Division of Canoe Kayak Canada, Canoe Kayak Ontario Sprint, and all other member clubs, with no pre-existing membership, camp or race fees overdue at registration.**

To secure your enrolment, you must provide the following, either online, or at the CPCC office:

1. **100% payment of total program costs** must be made a **minimum of four weeks** prior to the program start date
  - a. Payment can be made online at registration checkout, by email transfer ([finance@cpcanoeclub.com](mailto:finance@cpcanoeclub.com)), or by cheque (dropped off in the CPCC office)
2. Signed registration waiver(s), concussion code of conduct, & code of conduct (**see website under IMPORTANT INFO: Waivers & Forms**)



**PLEASE NOTE:** 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 Program Manager by email at [cpcanoeclub@gmail.com](mailto:cpcanoeclub@gmail.com) and are subject to a cancellation fee as outlined below.

### **FULL SUMMER PROGRAMMING - CANCELLATION 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 **within 4 weeks** of the program start date
- There will be **NO REFUND...**
  - Once the program has begun;
  - For no-shows;
  - For suspensions as a result of members violating safety policies and/or Code of Conduct.
- A **pro-rated refund** will be issued if **injury or prolonged illness occurs**. A doctor's note will be required.
- All cancellation/refund requests must be made in writing to the CPCC Program Manager by email via [cpcanoeclub@gmail.com](mailto:cpcanoeclub@gmail.com).
  - **PLEASE NOTE:** All refund requests may take up to 1 week to process.

### **WEEKLY SUMMER CAMP PROGRAMMING - CANCELLATION CONDITIONS**

- If cancellation is **done at least 3 weeks before** the start of the camp program, a refund will be issued less a \$50 administration fee.
- If cancellation is done **between 1 and 3 weeks before** the start of the camp, a refund of 50% will be issued.
- There will be **NO REFUND...**
  - If cancellation is done **within 1 week** of the camp start date or once the camp has already started;
  - Once the camp has started;
  - For no-shows;
  - If a participant has to leave a camp due to disciplinary issues and/or, members violating safety policies and/or Code of Conduct.
- A **pro-rated refund** will be issued if **injury or prolonged illness occurs**. A doctor's note will be required.
- All cancellation/refund requests must be made in writing to the CPCC Program Manager by email via [cpcanoeclub@gmail.com](mailto:cpcanoeclub@gmail.com).
  - **PLEASE NOTE:** All refund requests may take up to 1 week to process.