



TRI-CITY EAGLES FIELD HOCKEY CLUB ONLINE REGISTRATION POLICY & PROCEDURES

IMPORTANT INFORMATION - READ CAREFULLY

IMPORTANT REGISTRATION DATES FOR THE 2011-2012 FALL FIELD HOCKEY SEASON ARE AS FOLLOWS:

- **Fri, July 1st** – Priority registration opens for returning players only from the 2010-2011 season – applicable to ALL DIVISIONS;
- **Tues, July 5th** – Priority registration for returning players closes. After this date, registration will be open to all registrants on a first-come, first-serve basis (regardless of previous program involvement). This priority registration is particularly applicable to all players who may be placed in Division 5 even if they assessed for a different division.
- **Weds, July 6th** – Registration for players who did not play the 2010-2011 season (new players) opens.
Due to system limitations, any new players registering prior to the designated date of Weds, July 6th will be date stamped as having registered on Sun, July 10th to ensure a fair process for all registrants.
- **Sunday, July 17th** – Registration closes for everyone.

1. REGISTER OR RENEW WITH FIELD HOCKEY BC

- FHBC's Online Registration opens JULY 1, 2011 for the upcoming Fall season.
- Participation in the Vancouver Women's Field Hockey League requires a valid membership with FHBC
- Membership is mandatory as this provides the insurance coverage during any field hockey activities.
- Cost of membership with FHBC and FHC (Field Hockey Canada) is \$66 for a Senior Player.
- Cost of membership with FHBC and FHC is \$43 for a Junior Player (U13-U18).
- Membership is valid from Sept 1, 2011 until Aug 31, 2012. Junior Players' fees will, therefore, be valid for this Fall Season as well as the 2012 Junior Season.
- FHBC membership from last season expires on Aug 31, 2011 so you must renew for this fall season.

Enter the FHBC online registration system through the following link:

<https://www.fieldhockeybc.ca/fhbc/membership.php>

(A)

- If you participated in any FHBC programs from 2005 onwards, you likely have a FHBC #.
- If you don't know your FHBC #, just enter your email address as prompted through the registration system and your # will be emailed to you.
- The email address you enter should be the one you have registered with the Club.
- If you absolutely cannot retrieve your FHBC #, send us an email and we will retrieve it for you OR call FHBC at 604-737-3046.

(B)

- If you are new to FHBC's registration system, follow the prompts on their web site:
- Everyone selects **VOTING (FULL MEMBERS)** and either **SENIOR PLAYER (\$66)** or **JUNIOR PLAYER (\$43)**.
- **ZONE** is Fraser North
- **CLUB NAME** is Tri-City Eagles Field Hockey Club
- **LEAGUE** is Vancouver Women's Field Hockey League
- We recommend you pay by Credit Card in order to receive immediate confirmation of your FHBC membership/renewal.
- If you pay by cheque, your membership with FHBC will not be confirmed until payment is received & cleared which will result in a 7 day delay **.

**** NOTE - YOU CANNOT REGISTER WITH THE CLUB UNTIL YOU HAVE A VALID (AS AT SEPT 1, 2011) FHBC # FIRST.**

2. REGISTER FOR THE FALL PROGRAM WITH THE TRI-CITY EAGLES FIELD HOCKEY CLUB



- Registration for the 2011-2012 Fall Field Hockey Program is \$220.
- All refund requests are subject to a \$25 administration fee.
- **Refund requests received 1 week after the ROSTER ANNOUNCEMENT date will receive 50% of paid registration (for this Fall season = \$115 which includes the administration fee).**
- No refunds will be issued after September 30, 2011.
- Practices will be held once a week, in the evening, at the fields at Town Centre in Coquitlam. Practice times and nights will be either Tuesday, Wednesday or Thursday nights, from 8PM to 10PM. Specific practice night for teams/divisions will be confirmed at a later date and is not guaranteed to be the same as last season. Participants register based on being available for any of these 3 practice nights.
- Registration for a division DOES NOT guaranty placement in that division - it only expresses intent by the player. Final team placement will be determined by the Club.
- Players cannot assume that they will be placed on the same team or division they have previously played on or for.
- If you cannot commit 100% to be at the practices or games, you should register for Division 5 where there will be a bigger roster to supplement player absences. Coaches are VOLUNTEERS and full commitment is expected in return for their time.
- Field hockey is a Saturday and Sunday sport. 40% of the fields available are on Sundays so players must be able to commit to games scheduled any of the weekend days.
- It is an expectation that every player MUST attend one (1) league meeting during the season.

Once you have a valid FHBC # (valid from Sept 1, 2011), proceed to the TRI-CITY EAGLES online registration system - <https://tcityfieldhockey.onlinesportsreg.net/account/login.php>

(A)

- If you participated in or registered your daughter for the **2011 SPRING SEASON**, you can **LOGIN** using your email address as an account was likely setup for you.
- Select **REGISTER MEMBER** if you did not play in the 2011 Spring Program OR **UPDATE/RENEW MEMBER** if you played in the 2011 Spring Program.

(B)

- If you did not participate in or register your daughter for the 2011 Spring Season, select **CREATE AN ACCOUNT** option and follow the prompts through the online process.

Payment by credit card is recommended. If you pay by cheque, there is a \$10 Administration fee and your registration will be incomplete until payment is received and the cheque has cleared your bank. This could be up to a 7 day delay in your registration.

- All registrants will receive a confirmation and WAIVER by email. The waiver is also available on our Club web site - www.tcityfieldhockey.com – under Senior Ladies Hockey, Registration.
- The **WAIVER** and **UNIFORM DEPOSIT** (\$60 for jersey & skirt, \$40 for jersey only, \$20 for skirt only) must be received before program registration is finalized.
- The Uniform Deposit Cheque is payable to **TRI-CITY EAGLES FIELD HOCKEY CLUB** and post-dated for **APRIL 1, 2012**.
- Mail your WAIVER and UNIFORM DEPOSIT CHEQUE to 1403 Brisbane Avenue, Coquitlam, V3J 7X3.

