

Peel Region Football Registration Policy

Policy Number	PRF-POL-001
Policy Owner	Registrar
Applies To	All Athletes, Parents/Guardians and Club Officials involved in registration
Approved By	Board of Directors
Effective Date	September 22, 2026
Last Reviewed	September 22, 2026
Next Review	Annually, before registration opens

1. Purpose and Acknowledgement

Peel Region Football (“PRF” or the “Club”), home of the Peel Panthers, is a volunteer-run Canadian not-for-profit organization and a member of Football Canada and Football Ontario. This policy sets out how PRF registers Athletes, sets and collects registration fees, supports families facing financial hardship and protects the personal information collected at registration. Its aim is to make registration fair, transparent and consistent for every family, and to ensure the Club meets its legal and governing-body obligations, including as a member club of the Ontario Summer Football League, Ontario Fall Football League and Ontario Women’s Football League (together, the “League”).

Based in Brampton, PRF serves families in Brampton, Caledon and Mississauga. Registration fees are the Club’s main source of revenue and pay for League and governing body fees, insurance, field permits, officials and equipment.

Families acknowledge this policy, together with the Refund Policy (PRF-POL-002), as part of the registration requirements in section 4.4.

2. Scope

This policy applies to:

- all Athletes who register in a PRF program across Brampton, Caledon and Mississauga, including flag and tackle football for Athletes aged 7 to 19, the Club’s women’s teams, and camps and clinics;
- the Parents/Guardians of Athletes under 18 years of age; and
- all Club Officials, including the Registrar and Treasurer, who administer registration on the Club’s behalf.

Refunds, withdrawals and cancellations are governed by the Refund Policy (PRF-POL-002).

3. Definitions

- **Athlete** – any person registered in a PRF program.

- **Board** – the Board of Directors of Peel Region Football.
- **Club Official** – any director, officer, coach, manager or volunteer acting on behalf of the Club.
- **Club or PRF** – Peel Region Football, a not-for-profit corporation governed by the Canada Not-for-profit Corporations Act.
- **Equipment Deposit** – the refundable deposit for Club equipment, as set out in the Equipment Policy (PRF-POL-003).
- **League** – Ontario Summer Football League, Ontario Fall Football League and Ontario Women’s Football League, the leagues that sanction the Club’s regular-season and playoff play.
- **Parent/Guardian** – the parent or legal guardian of an Athlete who is under 18 years of age.
- **Registrar** – the Club Official appointed by the Board to administer registration, or that person’s designate.
- **Season** – the period of a PRF program, from the first scheduled practice to the last scheduled game, as published by the Club.
- **Treasurer** – the Club Official appointed by the Board to manage the Club’s finances, or that person’s designate.

4. Eligibility and Registration

4.1 Eligibility and Divisions

PRF offers programs for Athletes aged 7 to 19 in flag and tackle football, as well as women’s teams. Athletes are placed in age divisions by birth year, as set by Football Canada and Football Ontario for the Season. After consulting the Parent/Guardian, the Club may move an Athlete to another division where this is needed for safety or development, in accordance with Football Ontario and League rules.

An Athlete may register with only one tackle football club in the same Season unless Football Ontario or the League permits otherwise.

4.2 Inclusion and Accommodation

Registration is open to every eligible Athlete regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, family status or disability, in accordance with the Ontario Human Rights Code. Athletes may take part in the program that matches their gender identity, subject to Football Canada and Football Ontario rules. The Club will make reasonable accommodations on request and will provide registration information in an accessible format on request, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

4.3 Registration Process and Deadlines

Registration opens and closes on the dates published on the Club website for each Season. Registration is completed online. Only a Parent/Guardian, or an Athlete who is 18 years of age or older, may complete a registration or sign any related waiver, release or acknowledgement.

Families must keep their contact, medical and emergency information up to date and must tell the Registrar promptly of any change.

4.4 Required Documents and Acknowledgements

A registration is complete only when the Registrar has received all of the following:

- a completed online registration in PlayMetrics, including the Athlete's player information, medical information and emergency contacts, submitted by the Parent/Guardian for an Athlete under 18;
- proof of age, such as a birth certificate, passport or health card, for first-time Athletes;
- the Athlete's Football Canada national registry membership through Football Ontario;
- confirmation that the Athlete, and the Parent/Guardian of an Athlete under 18, have reviewed the Rowan's Law information and concussion education resources, as required by Rowan's Law (Concussion Safety), 2018;
- acknowledgement of the Football Ontario Concussion Protocol/Policy;
- acknowledgement of the Football Ontario policies and the Football Canada policies;
- the Football Ontario waiver and the Football Canada waiver for the Athlete's age group (Under 18, signed by the Parent/Guardian, or 18 and Over, signed by the Athlete);
- acknowledgement of Football Canada's Long-Term Athlete Development (LTAD) model;
- acknowledgement of the Guidelines for Being a Great Teammate;
- acknowledgement of the Football Ontario Code of Conduct – Players & Spectators;
- acknowledgement of the Club's Discipline and Complaints Policy and Pay to Play Policy;
- acknowledgement of this Registration Policy, including the Refund Policy (PRF-POL-002), and of the Equipment Policy (PRF-POL-003);
- a selection of "Agree" or "Do not agree" to the Photograph and Media Consent and Release (PRF-POL-005), made by the Parent/Guardian for an Athlete under 18 or by an Athlete 18 or older; and
- payment in full, or an approved payment plan or financial assistance arrangement.

The Club will not register an Athlete, and the Athlete may not take part in any Club activity, until registration is complete.

4.5 Waitlists and Team Placement

Where a division is full, the Club will keep a waitlist in the order that complete registrations are received. A waitlisted Athlete will not be charged until a place is offered. Team placement is made by the Club's coaching staff based on age, division rules, safety, roster numbers and Athlete development. Placement decisions are not a reason for a refund except as set out in the Refund Policy (PRF-POL-002).

5. Fees and Payment

5.1 Registration Fees

The Board sets registration fees each year and publishes them on the Club website before registration opens. As a not-for-profit organization, PRF sets fees to recover the cost of its programs, not to make a profit.

For clarity, the following requirements apply:

- early-registration and late-registration rates may apply, as published for the Season;
- families registering more than one Athlete in the same Season will receive a multi-athlete discount, as published for that Season; and
- the Equipment Deposit of \$750, provided by post-dated cheque or credit-card pre-authorization as set out in the Equipment Policy (PRF-POL-003), is separate from and in addition to the registration fee.

5.2 Payment

Registration fees may be paid by credit card, debit or pre-authorized debit (PAD). The Club does not accept cash. Pre-authorized debits are processed in accordance with Payments Canada Rule H1. The PAD agreement will set out the payment schedule and the payor's notice and cancellation rights.

All registration fees must be paid in full, or be current under an approved payment plan, before equipment pick-up. No Club equipment will be issued until this requirement is met.

5.3 Returned or Declined Payments

If a payment is returned or declined, the Club may charge an administration fee and may suspend the Athlete from Club activities until the balance is paid. The family remains responsible for all unpaid fees. The Club will provide a receipt for registration fees on request. Registration fees are not charitable donations and are not eligible for a donation tax receipt.

5.4 Financial Assistance

PRF is committed to ensuring that cost is not a barrier to participation. A family experiencing financial hardship may contact the Registrar or Treasurer in confidence to request a payment plan or fee reduction, or for help applying to programs such as Canadian Tire Jumpstart, KidSport or municipal fee-assistance programs. Any arrangement is at the discretion of the Board and will be kept confidential.

6. Refunds and Withdrawals

Refunds, withdrawals, and outstanding balances are governed by the Refund Policy (PRF-POL-002).

7. Health, Safety and Insurance

7.1 Concussion Safety

PRF follows Rowan's Law (Concussion Safety), 2018 and has adopted the Football Ontario Concussion Protocol/Policy as its concussion code of conduct and removal-from-sport and return-to-sport protocol. Each year, before registering, the Athlete and the Parent/Guardian of an Athlete under 18 must confirm that they have reviewed the Rowan's Law information and concussion education resources, and must review the Football Ontario Pre-season Concussion Education Sheet and give a signed copy to their coach before the first practice of the Season. Coaches and team trainers must make the same Rowan's Law confirmations each year when they register in the Football Canada national registry through Football Ontario, before serving with the Club, and coaches must complete the Making Headway in Football e-learning module and the Football Canada Safe Contact workshop as required by Football Ontario. Any Athlete suspected of having a concussion will be removed from play immediately. The Club applies the removal-from-sport and return-to-sport requirements of the Football Ontario Concussion Protocol/Policy and will name designated persons to apply them. An Athlete removed for a suspected concussion may not return to training, practice or competition until medically cleared by a medical doctor or nurse practitioner. Where a concussion is diagnosed, the Athlete must also complete the Return-to-School and Football-Specific Return-to-Sport Strategies and give their coach a Medical Clearance Letter before returning to full-contact practice or games.

7.2 Medical Information

Families must disclose any medical condition, allergy or medication that may affect an Athlete's safe participation. This information is shared only with the Athlete's coaching staff and designated persons, as needed to keep the Athlete safe.

7.3 Insurance

Athletes are covered by the Football Canada insurance program only while they are properly registered and taking part in Club-sanctioned activities. Coverage does not extend to activities outside sanctioned play, which are governed by the Equipment Use Outside of Sanctioned Play Policy (PRF-POL-004).

7.4 Volunteer Screening

Coaches and volunteers who work with Athletes must complete the Club's screening requirements, including a Vulnerable Sector Check where required, and Football Ontario Safe Sport training, before having contact with Athletes. PRF follows the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

8. Privacy and Communications

The Club collects only the personal information needed to register, insure, place and safely supervise Athletes, and to meet Football Canada, Football Ontario, League and Rowan's Law requirements. This includes names, dates of birth, contact information, emergency contacts, relevant medical information and payment details.

For clarity, the following requirements apply:

- personal information is shared only with Football Canada, Football Ontario, the League, the Club's insurer and the Athlete's coaching staff, as needed, and is not otherwise disclosed without consent unless required by law;
- records are accessible only to authorized Club Officials, are stored securely, and are kept for seven years, or longer if required by law or an open insurance claim, and then securely destroyed;
- the Club never stores payment card information; and
- the Club follows the fair-information principles of the Personal Information Protection and Electronic Documents Act (PIPEDA).

The Club's electronic messages comply with Canada's Anti-Spam Legislation (CASL). Families may unsubscribe from non-essential messages at any time. The use of Athlete photographs and video is governed by the Photograph and Media Consent and Release (PRF-POL-005).

9. Non-Compliance

Failure to comply with this policy may result in one or more of the following, as determined by the Board: withholding of Club equipment, suspension from Club activities until the matter is resolved, cancellation of registration, or refusal of registration for future Seasons. Providing false information at registration may result in removal from the Club. Any discipline will be applied fairly and in accordance with the Club's by-laws and the rules of Football Ontario and Football Canada.

10. Responsibilities

- **Athletes and Parents/Guardians** – provide accurate and complete information, keep it up to date, and pay fees when due.
- **Board** – approves registration fees and this policy, approves financial assistance arrangements and decides appeals.
- **Head Coaches** – ensure that only Athletes whose registration is complete take part in Club activities.
- **Registrar** – administers registration, verifies documents and Rowan's Law confirmations, ensures the registration system records each family's photo and media consent choice and gives the Opt-Out List to the President and head coaches, confirms when registration is complete, manages waitlists and maintains confidential registration records.
- **Treasurer** – processes payments and pre-authorized debits, manages returned payments and oversees payment plans and financial assistance arrangements.

11. Questions and Appeals

Questions about this policy should be directed to the Registrar at registrar@peelregionfootball.ca. A family that disagrees with a decision made under this policy may submit a written appeal to the Board within 14 days of the decision. The Board's decision is final.

12. Policy Review and Administration

This Registration Policy is subject to change at the discretion of the Board and will be reviewed annually before registration opens. The current version is posted on the Club website.

Decisions under this policy will be made in accordance with the Club's commitment to athlete safety, fairness, transparency, and responsible program management.