



2024 - 2025 Registration Information

www.southwesthockey.ca

**'MAKING HOCKEY FUN AND REWARDING,
FOR ALL PARTICIPANTS'**

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1.0 WHAT'S NEW?

In a continued effort to improve; our governing bodies; Hockey Canada, Hockey Alberta and Hockey Calgary along with other member Association's review programs on an ongoing basis to ensure we are meeting the needs of our members. As we prepare to open for another season, here are notable upcoming changes;

What's New!	
CUBS	As of 2024-2025 this program will now be supported in the Hockey Canada Registry database. This means that the registration requirements for this program will follow that of House League and Community.
U11 AA	Hockey Alberta Information Bulletin dated on May 7, 2024. For the past two seasons, Hockey Alberta has worked with our Minor Hockey Leagues to operate the U11 HADP province wide. The Pilot explored the top level of U11 hockey in the province and provided results and feedback from the two seasons that are overwhelmingly positive. As a result, Hockey Alberta has decided to create the category of U11 AA, officially, for 2024-25 and beyond.

2.0 GENERAL

In addition to the information provided below, the Southwest Hockey website has lots of additional information on topics covered within this document; including a detailed TIP Sheet on how to register.

3.0 REGISTRATION DATES

June 15, 2024 – August 6, 2024

AFTER August 6th → Registrations will be permitted **BASED ON AVAILABILITY** and will be subject to a late fee for Returning Members. Refer to **SECTION 9.0** for late registration information.

4.0 ELIGIBILITY (AGE & RESIDENCE)

ALL participants registering with SW Hockey Association must meet eligibility requirements.

4.1 Age Eligibility

- All participants must be 3 to 17 years of age, as of December 31st.
- **Proof of Age** must be provided upon request.
- 3 & 4-year-olds can only participate in the CUBS Program, and must be 3 years old by the start of the program.

4.2 Residence

- Participants must be permanent residents; as defined by SW Hockey boundaries, and must live with one (1) of their Parents / Legal Guardians or have an approved 'Player Movement' from Hockey Calgary (HCAL).
- **Approved Player Movements** → Must be submitted to the SW Hockey Registrar at the time of registration.

4.2.1 Proof of Residency ('POR')

- Must be provided upon request; as per the Playing Rules & Regulations of Hockey Calgary. Failure to do so could result in the participant's suspension and or removal from the Association.
- POR's can be requested **ANY TIME** during the season, & can come from SW Hockey, or any of its governing bodies.

5.0 BOUNDARIES

Participants must register with the Association that has been assigned to your community as per the Playing Rules & Regulations of Hockey Calgary.

- Further boundary details can be found at: <http://www.hockeycalgary.ca/associationList.php>
- **CUBS Program Exception**: It does not matter what community the participant lives in.

Alpine Park	Bayview	Belmont	Braeside
Bridlewood	Canyon Meadows	Cedarbrae	Chinook Park
Eagle Ridge	Evergreen	Haysboro	Kelvin Grove
Kingsland	Millrise	Oakridge	Palliser
Pine Creek	Providence	Pump Hill	Shawnee Slopes
Shawnessy	Silverado	Silverton	Somerset
Southwood	Tsuut'ina Nation	Vermillion Hill	Woodbine
Woodlands	Yorkville	HCAL Approved Player Movements	

6.0 REGISTRATION SYSTEMS

Both the Hockey Canada Registry Database and TeamSnap are used.

- **TeamSnap (TS) Registration** → Is used to complete the online registration.
- **Hockey Canada Registry (HCR)** → Uses information from TeamSnap to support member registration, team rostering, certifications etc.

7.0 HOW TO REGISTER: USERNAMES & PASSWORDS

7.1 Method of Registration

ONLINE is the only method for completing registration. To begin the registration process, members will require **the HCR ID # for EACH participant**. Members would then click 'Registration' at the top of the home page of the website, or 'Menu' if using a mobile device.

7.1 Logging In

On the TeamSnap login page, the Member will complete one of the following:

Returning Members: Enter Username & Password used to create your profile. Once logged in, proceed with completing registration.

NEW Members: Create an account with a Username & Password. **Retain for future use!** **SECTION 7.2 & SECTION 7.3** has Username and Password guidance.

7.2 User Profile / Username

To access the system, the Member ('Parent / Guardian') will need to create a 'User Profile'. This profile will be used to register in future years, and to access invoices.

- **Do NOT create the User Profile using your child's name. Usernames must be in the Parent / Guardian's name. The Parent/Guardian is the person who signs the waivers, and makes the payments.**

The 'Username' is your email address, and we **STRONGLY** suggest using a **PERSONAL** email.

- If the email address has changed, the email address originally used to create the User Profile --- **is STILL your Username.**
- The email **SHOULD be ACTIVE** in order to retrieve forgotten passwords. For this reason, we **STRONGLY** suggest **NOT** using a work email.

7.3 Passwords

Forgotten passwords can be retrieved from the system, only if the email address that was used to create your User Profile is **still an ACTIVE email**; as indicated in **SECTION 7.2**

7.4 Forgot "Username" or "Password"

SW does **NOT** have access to members' TeamSnap account information. If Members are having problems retrieving their password, members need to **contact TEAMSNAPE** for assistance.

7.5 Legacy Emails

It was brought to our attention during the 2021-2022 season that "legacy emails", such as; **Hotmail, MSN, Live and Passport** email extensions **may not be delivered to the recipient.**

- The issue is if Microsoft detects frequent emails sent (as there can be at various times of the season) to those "legacy emails" they reject the emails (meaning the emails don't even make it to the person's inbox OR their spam folder) and then marks the sender (SW Hockey Association) as spam in their servers, which in turn rejects emails to all other Microsoft domains like outlook.com
- When creating / using a personal email address **aim to use alternate email options.**

8.0 REGISTRATION FEES

The SW Hockey Board of Directors have approved the following Community & House League Fees for the upcoming season. Fees include items such as, but not limited to:

SportsMate Team Photo	U9 to U18 Community Home & Away Socks	CUBS, U7 and House League One (1) pair of socks
Hockey Calgary Player Fees	Hockey Alberta Player Fees	Hockey Canada Player Fees
Insurance	Coaching Certifications	Ice Rentals (games & practices)
Evaluations	Officiating costs	Administrative Costs

COMMUNITY PROGRAM				
Division	Age as of Dec 31	Birth Year	Player Fees	Goalie Fees
U5 CUBS	3 – 4	2020 – 2021	\$325	N/A
U7	5 – 6	2018 – 2019	\$850	N/A
U9	7 – 8	2016– 2017	\$1150	N/A
U11	9 – 10	2014– 2015	\$1350	\$750
U13	11 – 12	2012 – 2013	\$1450	\$750
U15	13 – 14	2010 – 2011	\$1525	\$775
U18	15, 16 & 17	2007– 2009	\$1525	\$775
U21 JRC	Contact Southside Hockey Association for Registration.			
SOUTH CALGARY HOCKEY HOUSE LEAGUE PROGRAM				
SCHHL U9	7 – 8	2015 – 2016	\$815.00	N/A
SCHHL U11	9 – 10	2013 – 2014	\$815.00	N/A
ADDITIONAL FEES				
Type	Amount	Note		
Late Fee – Community	\$200.00	PER participant		
Late Fee – House League	\$150.00	PER participant		
Registration Change Fee	\$50.00	Registered Participants will be charged a fee if changing programs. This fee is PER change		

9.0 LATE REGISTRATION

After the Late Fee date, registrations will be accepted **BASED ON PROGRAM AVAILABILITY**.

Late Fees take effect at 12:01am for Returning Members. Refer to **SECTION 8.0** for Late Fees.

- **AUGUST 7, 2024** → Community Late Fee Date
- **SEPTEMBER 1, 2024** → House League (SCHHL) Late Fee Date

10.0 FINANCIAL ASSISTANCE



Many programs are available to help alleviate financial barriers to participate in organized sports. One of the main financial assistance programs is the **Flames EvenStrength Program** (FESP).

Financial Assistance is an application process; where families need to qualify. Therefore, it is **VERY IMPORTANT** to register **EARLY**, in order for families to have full access to **ALL** the financial assistance programs that are available.

11.0 RESPECT IN SPORT “PARENTS” (RIS)

RIS is **MANDATORY** under the Playing Rules & Regulations of Hockey Alberta and Hockey Calgary.

- One (1) Parent or Guardian **MUST** complete this 1-hour online program **BEFORE** registering.
- There is a nominal cost, and **NO pre-registration code is provided**.
- If the Member does not have a valid expiry date on the RIS Parent certificate at the time of the participants' registration → **the participants registration will be considered “incomplete”**.

12.0 METHOD OF PAYMENTS & INSTALMENT PLANS

- Pay by Credit Card to be **FULLY & immediately registered**.
- In TeamSnap, FULL payment by Credit Card is the 'default' option.
- If a member wants to use Money Orders, Credits or Honorariums as a method of payment, an immediate deposit is still required before the participant(s) registration will be processed.
- Members may make multiple payments with these options; however, → full payment is required **by SEP 15th**. Refer to **SECTION 12.1** for Instalment Plan details.

CREDIT CARD: VISA MASTERCARD	
Option 1 FULL Payment	<ul style="list-style-type: none"> ▪ This option allows a one-time FULL payment.
Option 2 Instalment Plan	<ul style="list-style-type: none"> ▪ This option allows for a maximum of FOUR (4) payments. ▪ Payments occur on the 15th of each month. ▪ Refer to SECTION 12.1 for Instalment Plan details.
MONEY ORDER // CASH // HONORARIUMS // CREDITS	
Money Order (MO)	<ul style="list-style-type: none"> ▪ Money Orders are payable to: Southwest Hockey Association. ▪ Ensure participant(s) names are written on the Money Order. ▪ Drop the MO off at Cardel Rec South, Guest Services and then email the Registrar to advise that it is there for pick up. ▪ Registration is PENDING until the MO has been posted to the account.
Cash	<ul style="list-style-type: none"> ▪ Email: admin@southwesthockey.ca to arrange a time for drop-off. ▪ Bring a copy of the invoice. ▪ Registrations is PENDING until the cash has been posted to the account.
Credits / Honorariums	<ul style="list-style-type: none"> ▪ Contact the SW Registrar to have the credit applied to the account AFTER you have registered your participant(s). <ul style="list-style-type: none"> ○ If Registration was paid FULL → Member will be refunded the value of the credit owing. ○ If Instalment Plan was chosen → Credit will be applied, and remaining payment plan amounts will be adjusted accordingly. ▪ If the honorarium does not cover the full fee, the minimum member portion must be received to complete the registration process. ▪ Members must arrange a DROP-OFF of the Credits/ Honorariums with the SW Administrator. They are NOT to be send via Canada Post. ▪ SW Hockey does not accept any responsibility for lost Money Orders, Cash, Credits or Honorariums. ▪ Honorarium credits are non-transferable and non-refundable ▪ Administrator can be reached at: admin@southwesthockey.ca

12.1 Instalment Plan Breakdown

Instalment Plans require an immediate deposit PER participant.

After the deposit is paid (as noted in the chart), the remainder of fees owing **will be divided into equal monthly payments until September 15th**.

To assist members with understanding 'Instalment Plan' breakdowns, see the chart below.

NOTE: If a member registers on the 14th of the month, and chooses the Instalment Plan, the deposit PER PARTICIPANT is due immediately, AND the next Instalment Plan amount WILL BE processed on the 15th of that month.

DEPOSIT DATES & AMOUNTS		
Hockey Program	Dates	Amount PER PARTICIPANT
Community	JUN 15 to AUG 6	\$350
Community	AUG 7 to AUG 31	\$500
Community	SEP 1 to SEP 14	\$765
House League (SCHHL)	JUN 15 to AUG 31	\$250.00
House League (SCHHL)	SEP 1 to SEP 14	\$400.00
BY SEPTEMBER 15 → ALL FEES are DUE IN FULL PER PARTICIPANT		

IMPORTANT: THE number of instalments DECREASE the LATER a member registers; resulting in HIGHER payment amounts.

INSTALMENT PLAN SCENARIOS			
Payment Plan	Register Between	# of Payments	Payment Breakdown PER PARTICIPANT
Option #1	JUN 15 – JUL 14	4	Payment 1: Initial deposit
			Payment 2: JUL 15 (equal payment)
			Payment 3: AUG 15 (equal payment)
			Payment 4: SEP 15 (equal payment)
Option #2	JUL 15 – AUG 14	3	Payment 1: Initial deposit AND July
			Payment 2: AUG 15 (equal payment)
			Payment 3: SEP 15 (equal payment)
Option #3	AUG 15 – SEP 14	2	Payment 1: Initial deposit, July AND August
			Payment 2: SEP 15 (balance owing)
Option #4	as of SEP 15	1	Payment 1: FULL payment required.

13.0 CUBS PROGRAM

- Is for 3- and 4-year-olds, and is a non-competitive 'Learn to Skate' with an introduction to the basics of hockey.
- There is **LIMITED space in this program**
- Participants must be 3 years old by the START of the program.
- No previous hockey experience is necessary.
- Participants must be able to get up and down on their own without assistance.
- Participants should be able to "shuffle" across the ice without assistance prior to registering.

NEW

There are no boundaries for the CUBS program; however, registration requirements have changed effective this season. Proof of Birth, Proof of Residency and Respect in Sport Parent are now required.

13.1 Withdrawal Process / Refunds for CUBS Program

Situations will arise where families choose to, or are required to withdraw from the Southwest Hockey Association for a variety of reasons. We understand that this will happen and have taken the time to formalize our policy surrounding this. Refer to **SECTION 21.0** for a breakdown of the Withdrawal Process, and refund conditions.

14.0 U7 TIMBITS PROGRAM

The U7 division continues to be sponsored by Tim Hortons! The U7 Timbits Program is a mandated program in Calgary for 5 and 6-years old. The program focuses on skill development and the **FUN**damentals of the game for the participants, coaches and parents. The U7 Program, and the Rules and Regulations including the "Intro to Hockey" guide is all outlined on the Hockey Calgary website.

U7 Junior (U7 JR) → Are **typically** made up of 5-year-olds.
U7 Senior (U7 SR) → Are **typically** made up of 6-year-olds.

However, it is possible to have **either age in each category**. Decisions for placement are determined through a simple evaluation process in September.

15.0 SOUTH CALGARY HOCKEY HOUSE LEAGUE (SCHHL)

SW Hockey is proud to be part of the SCHHL in conjunction with three (3) other Associations; Bow Valley, Knights and Wolverines. The SCHHL is only available in the U9 and U11 Age Division.

- There are **LIMITED** spaces available --- **REGISTER EARLY** to avoid disappointment.
- Registration for this league is based on a **'first come, first COMPLETED basis**.

15.1 House League vs. Community League

Which stream of hockey is right for your participant?

A detailed Comparison Chart is available on our website.



16.0 BODY CHECKING vs. NON-BODY CHECKING

Body Checking vs NON-Body Checking is applicable **ONLY** in the U15 and U18 Age Divisions. During registration members will be asked to register in a “Body Checking” or “Non-Body Checking” category.

16.1 Available Body Checking Teams

Evaluation rankings determine a participants final team placement. **Meaning**; a participant may be placed in a Non-Body Checking team even if they designated Body Checking at the time of registration.

There are a limited number of spots available in the Body Checking division, and the number of teams that SW registers within the checking divisions will depend on the total number of participants registered for the season.

16.2 U15 Checking Clinic

Checking Clinics are **mandatory** for all **1st year U15 participants**.

- Participants only ever need to attend a clinic once.
- **SW HOSTS a FREE** Checking Clinic for all 1st year U15 SW registered participants; although signing up for the clinic is required.
- Registered U15 participants will be contacted, and provided the specific information on how to register for the clinic.
- The Checking Clinic will be held before SW evaluations.
- If a participant has already attended a U15 clinic over the Spring/Summer, then proof of registration to that clinic (receipt) will be required and must be submitted to the Administrator.
- Questions regarding the clinic, please contact the Administrator at admin@southwesthockey.ca

17.0 U21 (JUNIOR C)

The Calgary Southside Hockey Association will exclusively host a JUNIOR C program for members in South Calgary. Residents from Southwest boundaries can register and try-out for JUNIOR C with Southside. For more information contact Southside at www.southsidehockey.ca

18.0 ELITE TRYOUTS (AA or AAA)

Participants wishing to try-out for the Elite Stream of hockey must be in the **U13, U15** or **U18** age division.

There are 3 Elite Associations in Calgary:

- Calgary Buffaloes Hockey Association (CBHA)
- Calgary Royals Athletic Association (CRAA)
- Girls Hockey Calgary (GHC)

18.1 Which Elite Association?

- The **community in which a participant resides** determines which Elite Association the participant would be eligible to try-out for; which is based on the community boundaries.

18.2 Elite Camps / Elite Tryouts

Elite Camps are held **PRIOR** to their tryout process. To register participant(s) to an Elite Association, the Elite Association needs to have access to a participant(s) Hockey Canada file.



The Parent/Guardian MUST contact the Elite Registrar to initiate the registration.

After the request is done **BY** the Parent/Guardian, **to the Elite Registrar**; the following occurs:

- The Elite Registrar will make a request for “shared access” with the SW Hockey Registrar through the Hockey Canada Registry system.
- Once the “shared access” has been granted, the Parent/Guardian will work with the Elite Registrar to complete the registration with the Elite Association

18.3 Elite Participants Registration Status with Southwest Hockey

- Participants can only tryout for **one (1)** Association at a time.
- In order for participants to reserve a spot with SW, in the event they are released from Elite tryouts --- **THEY MUST BE PRE-REGISTERED with SW Hockey**.
 - If a participant is released back to SW, and they were not pre-registered with SW, their registration with SW **will be reviewed based on availability**.
 - **A Late Registration Fee WILL BE applied; regardless if the participant is a Returning Member or a New Member to SW Hockey**, if not pre-registered.
- When selecting Calgary Buffaloes, Calgary Royals or Girls Hockey during the SW registration process, this only **INFORMS SW** of the participant(s) **INTENT** to tryout. **This does NOT register the participant with the Elite Associations**.
 - To register with an Elite Association, refer to **SECTION 18.2**
- If released from Elite Tryouts, **the Parent/Guardian MUST email** the SW Registrar.

18.4 Payment Process When Trying Out for Elite

If your participant makes an Elite team, Members will be refunded 100% of the fees that were paid to date, to Southwest.

PAYMENT OPTIONS – ELITE PARTICIPANTS
Option 1: No Payment Charged
IF a participant returns to SW, a minimum of 50% of the amount owing is due immediately. IF the participant returns to SW as of SEP 15, FULL payment is required IMMEDIATELY. FULL payment is required BEFORE the participant is permitted to participate in Pathway Skates and Evaluations.
Option 2: Instalment Plan
Payment Plan dates are outlined in SECTION 12.1 To access the Payment Plan in TeamSnap, DO NOT SELECT “Elite” ; the Payment Plan will then become available. Once registration is completed → Email the SW Registrar to notify which Elite Association your participant is trying out with.

18.5 Refunds for Elite Participants

Refer to **SECTION 21.0** of this document for details.

19.0 EQUIPMENT

Full equipment is **ALWAYS MANDATORY!** It is important to wear equipment properly and to **keep the equipment clean.**

20.0 RECEIPTS FOR REGISTRATION

ALL SW receipts can be obtained **from TeamSnap ONLY.** The Registrar can **NOT** forward your receipt(s) because the receipt is already in your TeamSnap account.

21.0 WITHDRAWAL PROCESS / REFUND FEES

The Administration fee is \$100.00 non-refundable **PER** participant.

Situations will arise where families choose to, or are required to withdraw from the SW for a variety of reasons. The Association understands that this can happen and have taken the time to formalize a policy surrounding this. **NOTE:** Team placement is **NOT** a valid reason for withdrawing.

21.1 Withdrawal Process

Refunds or withdrawals are determined independently, **PER PROGRAM.** The time and date stamp when the **Withdrawal Form** is submitted will be used to determine the applicable refunds, where necessary.

Withdrawal Form

- 1) Parent/Guardian must complete the Withdrawal Form, through the SW website.
- 2) A notification is sent to the SW Registrar.
- 3) The Registrar will withdraw the participant.

Effective Immediately – After Withdrawal Form is Submitted

- 1) There is a “**Waiting Period**”, where participant(s) **are NOT permitted** to register again until the following season, unless there are unique circumstances; SW may choose to waive the “Waiting Period” but would be determined on a case-by-case basis.
- 2) **Participants are NO LONGER PERMITTED** to participate in **ANY** Association ice times or activities → **NO Exceptions.**

Volunteer Bond Responsibility

When a family officially withdraws from SW, through the online Withdrawal Form, for any reason during the season, the Registrar will notify the Director of Volunteers of this withdrawal. The family will not be required to complete the Volunteer Bond if at the time of withdrawing the bond had not yet been completed.

If a family has not officially notified the Association they are no longer participating; the Volunteer Bond requirement may be applicable & would be reviewed on a case-by-case basis.

Tsuut’ina Members

Must email Kyle Dodginghorse to advise there is a Withdrawal Form that was completed.

21.2 Refund Fees (Community, House League & CUBS)

SW reserves the right to review and adjust withdrawal fees based on individual circumstances including but not limited to health-related circumstances, relocations etc.

21.2.1 Method of Returning Fees

Credit Card Payments: Refunds will be provided back to the member's Credit Card account used to pay the fees.

Refund Cheques: Will only be made payable to the person identified on the invoice, unless the notes indicate that the payment was provided by someone different. Cheques will only be issued at the discretion of the Association.

21.2.2 Refund Amounts

Refunds will be based on the timeline stamp in which the Withdrawal Form was submitted. For a breakdown of the refund amounts; refer to the following chart:

COMMUNITY & HOUSE LEAGUE PROGRAM	
Withdrawal Timeline	Refund Amount
Up to ONE DAY PRIOR to the start date of the participants age group evaluation/placement sessions.	Full Refund, Minus \$100.00 admin fee.
DURING the participants age group evaluation/placement sessions.	50% Refund. Minus \$100.00 admin fee.
UPON CONCLUSION of the participants final age group evaluation placement skate.	100% Non-Refundable

CUBS PROGRAM			
Withdrawal Timeline	Withdrawal Deadline		Refund Amount
Up to ONE DAY PRIOR to the start date of the program.	FALL	OCT 11	Full Refund Less \$50.00 admin fee.
	WINTER	JAN 3	
DURING the first two (2) weeks of the program.	FALL	OCT 26	50% Refund Less \$50.00 admin fee.
	WINTER	JAN 18	
ON or AFTER →	FALL	OCT27	100% Non-Refundable
	WINTER	JAN 19	

21.3 Refund Fees (Elite Association)

It is the **PARENTS' / GUARDIANS'** responsibility to complete the SW Hockey Withdrawal Form; indicating that your child will be playing with the Calgary Buffaloes, Calgary Royals or Girls Hockey for the current season.

ALL Elite participants receive a 100% refund from SW, **of the fees paid to date.**

- If a member paid by Credit Card (either in full or on the installment plan); the refund of fees received will be returned to the member's Credit Card used to pay the fees.

- If a member paid by Money Order or Cash, a Refund Cheque will only be made payable to the person identified on the invoice, unless notes indicate that the payment was provided by someone different. Cheques will only be issued at the discretion of the Association.

To complete the 'Withdrawal Form' visit the SW website.

21.4 Program Cancellation

If the Association is forced to cancel a program due to lack of participation a 100% refund would be provided. The form in which the refund would be returned, would follow **SECTION 21.2.1**

If SW Hockey is forced to cancel any program(s), due to circumstances that are out of its control (e.g., but not limited to; COVID), all financial requirements and obligations of the Association will be reviewed first, and then SW Hockey will make every effort to pro-rate fees, and be fair and equitable to its members.

22.0 REGISTER FOR SOUTHWEST HOCKEY PROGRAMS

More specific programming details, visit: www.southwesthockey.ca, and to also register.

Programs will have a **SPECIFIC STATEMENT** that will apply to your participant(s). It is possible that a different statement could be applicable for each participant you are registering; based on the situation for that specific participant.

OPTION	SPECIFIC STATEMENT	
OPTION 1	U5 CUBS	I am a NEW U5 CUBS Participant
OPTION 2	NEW MEMBER	I am NEW to HOCKEY and have NEVER registered with ANY Association before.
OPTION 3	TRANSFER	I am NEW to SOUTHWEST BUT I HAVE played with another Association before.
OPTION 4	IIHF	I played in ANOTHER COUNTRY and have NEVER previously played in Canada.
OPTION 5	ADD'L MEMBER	I am registering a NEW FAMILY MEMBER that has NOT registered with ANY Association before.
OPTION 6	RETURNING	I am a RETURNING MEMBER to SOUTHWEST HOCKEY

PROGRAM	WEBSITE PATH
CUBS	Registration > CUBS > Ready to Register
Community League	Registration > Community League > Ready to Register
House League	Registration > House League > Ready to Register