



## NEW PARTICIPANT IN MY FAMILY Who has NEVER registered with ANY Association

**IMPORTANT:** Accounts are set up BY PARTICIPANT, and NOT by family. ALL information referenced below IS REQUIRED when registering a NEW participant.

# 1

## RESPECT IN SPORT (RIS)

To add the **NEW** participant:

- Login to your RIS account – **Check that your RIS certificate is still valid and not expired.**
- Go to 'Child Management' → Enter your child's **LEGAL** first and last name.
- **Caution! Use correct Association as: "Southwest Hockey Association" [Select Full Name]**
- Further instructions &/or to take the course: <https://www.southwesthockey.ca/respect-in-sport/>

# 2

## PARENT SUBMISSION

Parent / Guardian **MUST** email information listed in the chart to: [registrar@southwesthockey.ca](mailto:registrar@southwesthockey.ca)  
**AFTER** this has been sent, the Registrar will issue a NEW HCR # for the NEW participant.

Email Subject Line	New Family Member - <Insert> Last Name, First Name [of the PARTICIPANT]
RIS Certification	Put the <b>VALID RIS #</b> in the body of the email, <b>OR</b> attach a scan of the certificate.
Parent/Guardian Information	<ol style="list-style-type: none"> <li>1. <b>Name(s):</b> Parent/Guardian First &amp; Last name, <b>AND</b> indicate the relationship.               <ol style="list-style-type: none"> <li>a. Example: Mom / Dad / Legal Guardian etc.</li> </ol> </li> <li>2. <b>Email address(es)</b> <b>that are checked on a REGULAR basis.</b></li> <li>3. <b>Phone number:</b> Indicate if it is a home, cell, or work number.</li> </ol>
Siblings Information	<b>FIRST &amp; LAST names of ALL siblings who are playing.</b>
Government Issued ID	<b>Scan a copy of the new participant's Birth Certificate OR Passport.</b>
Proof of Residency (POR)	Scan <b>TWO (2)</b> copies of <b>ACCEPTABLE</b> POR's.  For a list of acceptable submissions: <a href="#">Click Here.</a>

# 3

## SW REGISTRAR CONFIRMATION

**AFTER** the Parent / Guardian has completed Step 2, the Registrar will:

1. Confirm successful completion of RIS with a VALID expiry date & Certification Number.
2. Confirm approved residency requirements, legal name and age.
3. Email the Parent / Guardian, the participant's Hockey Canada Registration # (referred to as **HCR ID**).
4. Email the Parent / Guardian **the registration link**, which is completed **via TeamSnap**.

Community League	Registrar will Email Link
House League	Registrar will Email Link

# SOUTHWEST PROGRAMS



**In-House Development opportunities are provided to SW Hockey Members, once the Community or House League registration has been completed.**

**The Association has partnered with some great professional instructors.**

**More details available on the website.**

In-House Programs	Website Path
Prep Camp	Registration > Prep Camp
CUBS	Registration > CUBS
Academy	Registration > Academy
Blueliner	Registration > Blueliner
Cougars Club	Registration > Cougars Club
Power Skating	Registration > Power Skating