



## I am a NEW U5 CUBS Participant

### 1

### CONFIRM THE FOLLOWING

The participant **WILL BE 3 years old as of the START DATE** of the CUBS Program.

**Start Dates:**

- Fall Program – 2024 OCT 12
- Winter Program – 2025 JAN 4

If you answered **“YES”**, proceed to Step #2.

If you answered **“NO”**, registration will need to be postponed till the registrant will be 3 years old as of the start date of the CUBS Program.

### 2

### RESPECT IN SPORT (RIS)

RIS is a **mandatory program** under the Playing Rules & Regulations of Hockey Alberta and Hockey Calgary. A minimum of one (1) Parent / Legal Guardian **MUST HAVE a VALID certificate BEFORE registering.**

**Parent to Complete → “Respect in Sport – Parent Edition”**

This RIS course requires re-certification every four (4) seasons.

1. Completing RIS:
  - a. The online course is 1-hour in length.
  - b. The minimal cost is the responsibility of the member. No pre-registration code is provided.
  - c. When entering your child’s name, you **MUST** enter their **LEGAL** first and last name.
  - d. **Caution! Use correct Association as: “Southwest Hockey Association” [Select Full Name]**
2. To take the course: <https://southwesthockey.ca/respect-in-sport/>

**RIS – Help Desk**

Southwest Hockey **DOES NOT** have access to members RIS username, password or any account information. If you require assistance with RIS, you must contact the Respect Group Inc. Help Desk:

<b>Available</b>	6:00am to 10:00pm MST
<b>Email</b>	<a href="mailto:helpdesk@respectgroupinc.com">helpdesk@respectgroupinc.com</a>
<b>Toll-Free</b>	1-866-956-9791
<b>FAQ / Live Chat</b>	<a href="#">Click Here</a>

# 3

## 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 an HCR # for the NEW participant.

Subject Line	CUBS - <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><b>Name(s):</b> Parent/Guardian First &amp; Last name, <b>AND</b> indicate the relationship.               <ol style="list-style-type: none"> <li>Example: Mom / Dad / Legal Guardian etc.</li> </ol> </li> <li><b>Email address(es)</b> <u>that are checked on a REGULAR basis.</u></li> <li><b>Phone number:</b> Indicate if it is a home, cell, or work number</li> </ol>
Government Issued ID	Scan a copy of the new participant's Birth Certificate <b>OR</b> Passport
Proof of Residency (POR)	<p>This program has NO boundaries, but we do require residency documentation.</p> <p>Scan <b>TWO (2)</b> copies of <b>ACCEPTABLE</b> POR's.</p> <p>For a list of acceptable submissions: <a href="#">Click Here.</a></p>

# 4

## SW REGISTRAR CONFIRMATION

**AFTER** the Parent / Guardian has completed Step 3, the Registrar will:

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

# 5

## PARENT TO COMPLETE TEAMSNAPE – ONLINE REGISTRATION

With the **HCR ID # AND registration link that was provided by the Registrar**, from Step 4, the Member now completes the registration online **IN TEAMSNAPE**.

- If the Parent/Guardian already has a TeamSnap account you can use that for registration.
  - If you need to create a **TeamSnap account**, make sure it's **IN the Parent / Guardian's NAME!**
- Remember to have your participant(s) HCR ID # ready **BEFORE** starting.
- Tips on 'How to Register' can be found on the registration tab.