



## NEW TO HOCKEY, and NEVER registered with ANY Association

# 1

## CONFIRM THE FOLLOWING STATEMENTS

1. The participant **IS** a permanent resident in one of the approved Southwest Hockey communities.
2. The participant **LIVES** in one of these communities with a parent or legal guardian.
3. The participant **IS** between the ages of 5 – 17 years old as of December 31<sup>st</sup>.

If you answered **“YES” to ALL three (3) statements**, proceed to **Step #2**.

If you answered **“NO” to ANY of the three (3) statements**, refer to the following Hockey Calgary link for information on other community Associations: <https://www.hockeycalgary.ca/association>

# 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	<b>New to Hockey - &lt;Insert&gt; Last Name, First Name [of the PARTICIPANT]</b>
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> <b><u>that are checked on a REGULAR basis.</u></b></li> <li><b>Phone number:</b> Indicate if it is a home, cell, or work number.</li> </ol>
Government Issued ID	<b>Scan a copy of the new participant's Birth Certificate <u>OR</u> Passport</b>
Proof of Residency (POR)	<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> <p><b>NOTE:</b> Members can be asked to provide acceptable 'Proof of Residency' <b>at any time during the season</b>; by your Association, Hockey Calgary or Hockey Alberta. Failure to comply could result in the participant(s) suspension and/or removal from the Association.</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 approved residency requirements, 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 TEAMSAP – 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 TEAMSAP**.

- 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.

# 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