



INTERNATIONAL ICE HOCKEY FEDERATION (IIHF) TRANSFER REQUEST

International transfers are for participants who have played hockey in another Country and are requesting to play hockey in Canada for the first time.

The IIHF has developed Guidelines and instructions to effectively operate the online transfer system.

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CONFIRMATION OF THE FOLLOWING IS REQUIRED

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 31st.

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>

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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**.

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

1. Completing RIS: **Parent to Complete** → **“Respect in Sport – Parent Edition”**
 - 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:



Available	6:00am to 10:00pm MST
Email	helpdesk@respectgroupinc.com
Toll-Free	1-866-956-9791
FAQ / Live Chat	Click Here

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PARENT SUBMISSION

Parent / Guardian **MUST** email information in the chart to: registrar@southwesthockey.ca

AFTER this has been sent, the Registrar can initiate the IIHF Transfer request.

Subject Line	IIHF Transfer- <Insert> Last Name, First Name [of the PARTICIPANT]	
RIS Certification	Put the VALID RIS # in the body of the email, OR attach a scan of the certificate.	
Parent/Guardian Information	<ol style="list-style-type: none"> Name(s): Parent/Guardian First & Last name, AND indicate the relationship. <ol style="list-style-type: none"> Example: Mom / Dad / Legal Guardian etc. Email address(es) that are checked on a REGULAR basis. Phone number: Indicate if it is a home, cell, or work number 	
Government Issued ID	Scan a copy of the new participant's Passport	
Parent Declaration	Scan this declaration; ensuring it has signatures from BOTH Parent(s)/Guardian(s). If you can't get both signatures please explain why. Link to access the Form: CLICK HERE	
Proof of Residency (POR)	Scan THREE (3) copies of ACCEPTABLE POR's. For a list of acceptable submissions: Click Here .	
Letter of Release	Contact your existing hockey association to request a letter of release	
IIHF Form Letter of Approval Transfer Application		The Letter of Approval is required for all International Transfers – Click Here The Parent DOES NOT obtain the signature of the outgoing Federation. Hockey Canada will complete this step as part of the review process.
IIHF Form Unlimited Transfer Card		 The requirement of this form is based on your response in the Letter of Approval. If you have selected “Unlimited Transfer” on the Letter of Approval you must also provide this Unlimited Transfer Card Form – Click Here

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REGISTRAR REQUESTS THE TRANSFER

AFTER the Parent/Guardian has completed Step 3, the SW Registrar will initiate the transfer by providing the following documents to the Hockey

Calgary Registrar:

1. Parent Declaration and RIS
2. Residency Requirements
3. Government Issued ID
4. Letter of Release
5. Letter of Approval
6. Unlimited Transfer Card; *if applicable*
7. Notify Parent/Guardian that the IIHF transfer is 'Pending Approval'.

Approval Time is out of our control.

IIHF transfers can take a couple weeks to go through the approval process.

Please DO NOT delay sending your transfer request in.

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ELITE HOCKEY INFORMATION

U13, U15 & U18 Participants born 2007 to 2013

Now that the transfer has been submitted, and if your child is of age, and ability to try out for Elite hockey you may contact the Registrar **of the Elite Association** based on where you reside.

For information on Elite Hockey or the boundaries for each Elite Association please visit the website for details, at the following link: [Click Here](#)

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TRANSFER APPROVAL RECEIVED

The Hockey Calgary Registrar will advise the SW Registrar once Hockey Canada has made a decision on the request.

AFTER the transfer has been approved in Hockey Canada, the SW Registrar will:

1. Upload required documents into Hockey Canada Registry.
2. Email the parent, with the player(s) Hockey Canada Registration ID# (referred to as the HCR ID#).
3. Registrar will provide the Parent/Guardian **the registration link** which is completed **via TeamSnap**.

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PARENT TO COMPLETE TEAMSAP – ONLINE REGISTRATION

With the **HCR ID # AND registration link that was provided by the Registrar**, from Step 6, the Member now completes the online registration – **IN TEAMSAP**.

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