



I am registering a "NEW to SOUTHWEST" member, BUT they HAVE PLAYED with another Association

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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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PARENT DECLARATION FORM

Parents MUST submit a **PARENT DECLARATION FORM** in order for their registration to move forward.

Online fillable form MUST be completed IN FULL and include signatures of BOTH Parents/Guardians.

Form: https://www.hockeycalgary.ca/assets/file/Parent_Declaration_Form_2024_-_Fillable%281%29.pdf

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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 set up an HCR Account # for your Transfer-IN participant.

Subject Line	New 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 Birth Certificate OR Passport
Parent Declaration	Scan this declaration; ensuring it has signatures from BOTH Parent(s)/Guardian(s).
Proof of Residency (POR)	<p>Scan THREE (3) copies of ACCEPTABLE POR's. For a list of acceptable submissions: Click Here.</p> <p>NOTE: Members can be asked to provide acceptable 'Proof of Residency' at any time during the season; 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>

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REGISTRAR REQUESTS TRANSFER

AFTER the Parent/Guardian has completed Step 4, the Registrar will request the transfer from the Hockey Canada System, and will:

- Confirm approved residency requirements, legal name, age etc.
- Confirm Parent Declaration has been completed correctly
- Confirm RIS certification number has a valid expiry.
- Upload documents required for transfer, into Hockey Canada.
- Request participant file transfer, in HCR system.
- Notify parent that the transfer is 'Pending Approval'.

Approval time is out of the Associations' control.

Some transfers take up to seven (7) business days.

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TRANSFER APPROVAL RECEIVED

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

- 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**.

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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 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