



I am a NEW Coach to Southwest Hockey

REGISTRATION PROCESS



SW Hockey
Registration



Completed in
TeamSnap



Communicates with
Hockey Canada Database



Confirms if there are existing
Certification(s), Police Checks,
Playing History, and / or Officiating.

PART 1

Coach Information

Email the following information to: registrar@southwesthockey.ca

DO NOT CREATE A NEW HCR ID! This WILL DELAY the coach registration process.

Email Subject Line	Coach Registration - <Insert> LAST Name, FIRST Name
Government Issued ID	Scan a copy of YOUR Birth Certificate OR Passport
Proof of Mailing Address	Scan a copy of any bill showing your COMPLETE mailing address.
Hockey Canada ID (HCR#)	Include your HCR ID# in the body of the email. <ul style="list-style-type: none"> - If you <u>DON'T have an existing HCR#</u>, the SW Registrar will create an HCR# for you. - If you <u>DO have an existing HCR#</u>, the SW Registrar will request a transfer of the file from your previous organization.
Contact Information	Email – Is one you will check on a regular basis.
	Phone number(s) : Cell, Home, Work (identify each one).

PART 2

Further Instructions

AFTER the complete information above is sent to the SWH Registrar, the Registrar will:

1. Email you an HCR ID# (if you required a number).
2. Email you the TeamSnap "Register to Coach" link, including further instructions for completion.