

# I have a NEW PLAYER IN MY FAMILY, that has NEVER registered with any Association



## CHECKLIST

- ✓ My player is a permanent resident in one of the approved Southwest Hockey communities.
- ✓ My player lives in one of these communities with a parent or legal guardian.
- ✓ My player is between the ages of 5 – 17 years of age as of December 31<sup>st</sup>.

If you have answered **YES** to all the above questions, please proceed below.

If you have answered **NO** to any of the questions above please refer to the Hockey Calgary website <https://www.hockeycalgary.ca/> for information on other Community Associations.

## REGISTRATION STEPS

**STEP 1 (PARENT TO COMPLETE):** I have reviewed the SW Hockey Registration Information document, found on the SWH website.

### **Part 1 - Is your “Respect in Sport – Parent Edition” (RIS) course VALID?**

- If you **HAVE** completed this course previously → **verify the expiry date.** The course requires re-certification every 4 seasons.
- If your course **IS** still valid, then add your new member to your account. Use the link provided below.
- If you need to re-certify: the course is 1 hour in length and is completed online.
- The nominal cost is the responsibility of the member.
  - No pre-registration codes are provided.
- You will need your username and password for the RIS account that you originally created.
- When entering your child’s name, please use their **legal first and legal last name.**
- **Be VERY careful** to select the **CORRECT ASSOCIATION** as → Southwest Hockey Association. Any other selection is wrong!!
- **Follow the instructions on the SW Hockey website, under the Parent > Registration > Respect in Sport tabs.**
- Southwest Hockey does **NOT** have access to your RIS account information. If you require assistance with RIS, please contact the Respect Group Inc. Help Desk. Contact information is provided below.

### **Part 2 - AFTER** verifying RIS, email Registrar: [registrar@southwesthockey.ca](mailto:registrar@southwesthockey.ca) the following:

- **Subject Line:** New Family Member - \*insert Last Name, First Name of Player\*
- **RIS Certification #:** Put this # in the body of the email, OR attach a scan of the certificate.
- **Parent Info:** Name (identify Mom/Dad/Guardian), an email address, & phone number
- **Siblings:** Names of all siblings who are playing
- **Scanned Copies:** Birth Certificate or Passport
- **Proof of Residency:** **two (2)** scanned copies of **ACCEPTABLE** Proof of Residency



Visit [www.southwesthockey.ca](http://www.southwesthockey.ca) under Parent > Registration > Proof of Residency tabs, for the list of **acceptable** submissions.

**NOTE:** Most household bills are **NOT** accepted, therefore use the list provided.

## STEP 2 (REGISTRAR WILL):

1. Confirm successful completion of RIS (with a valid expiry date) & Certificate number.
2. Confirm approved residency requirements, legal name, age etc.
3. Email parent with the player's Hockey Canada Registration # (HCR ID).
4. Provide the parent with the online registration link via TeamSnap.

## STEP 3 (PARENT TO DO):

1. Complete the online registration with TeamSnap.
  - a. **Be sure your TeamSnap account is created in the Parent / Guardian's name!**
2. Tips on how to register are found on the SW website, under Parent > Registration tab.

## RIS – HELP DESK

**Southwest Hockey DOES NOT have access** to your RIS user name, password or any account information. If you require assistance with RIS please contact the **Respect Group Inc. Help Desk**;



**Respect Group Help Desk support is available**

- Help Desk EMAIL: [info@respectgroupinc.com](mailto:info@respectgroupinc.com)
- Help Desk Toll-Free Contact: 1-866-945-9906



**Remember to have your HCR ID # ready BEFORE starting your registration!**

Your registration will be considered **“INCOMPLETE”** if you do not have a valid expiry date on your Respect in Sport certificate.

Incomplete means that your registration remains PENDING and will NOT be on the evaluation list.