

I am NEW TO SOUTHWEST HOCKEY, BUT I HAVE PLAYED with another 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 31st.

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 – Complete the Parent Declaration Form.

- Print AND signed by BOTH parents.
- Follow this link: https://www.hockeycalgary.ca/assets/file/Parent_Declaration_Form_2020_-_Fillable.pdf

Part 2 – Complete the Respect in Sport – Parent Edition (RIS) course.

- If you HAVE completed this course previously → **verify the expiry date.** This course requires re-certification every 4 seasons.
- 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.
- 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 below.

Part 3 - AFTER verifying RIS, email Registrar: registrar@southwesthockey.ca the following:

- **Subject Line:** New Transfer - *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.
- **Scanned Copies:** Birth Certificate or Passport.
- **Proof of Residency:** **two (2)** scanned copies of **ACCEPTABLE** Proof of Residency.

Visit www.southwesthockey.ca under Parent > Registration > Proof of Residency tabs, for the list of **acceptable** submissions.

**KNOW THE
RULES!**

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

STEP 2 (REGISTRAR WILL):

Part 1: Request Transfer in Hockey Canada

1. Confirm approved residency requirements, legal name, age etc.
2. Confirm Respect in Sport Certification number has a valid expiry date.
3. Upload documents required for transfer, into Hockey Canada.
4. Request player file transfer for new player(s), in Hockey Canada.
5. Notify parent that the transfer is 'pending approval'.



Certain transfers can take up to 7 business days. International Transfers can take significantly longer and the approval time is out of our control.

Please don't delay in sending in your transfer requests.

Part 2: Transfer approval received in Hockey Canada

1. Registrar will email the parent, the player(s) Hockey Canada Registration ID # (referred to as the HCR ID#).
2. Provide the parent with the online registration link via TeamSnap.

STEP 3 (PARENT TO DO):

1. Complete the online registration with TeamSnap.
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
- 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.