



High Country Minor Hockey Player Registration Information & Instructions

Welcome to another great season with High Country Minor Hockey Association. This is your guide to the 2023 – 2024 Registration process. Please read through carefully and ensure your information is up-to-date to avoid registration delays.

The following is required prior to registering with HCMHA

1. Valid Respect in Sport Certificate. (RIS)

- Log into your RIS account with Hockey Alberta. Link is here: https://hockeyalbertaparent.respectgroupinc.com/koala_final/
- Check the Expiry date of your RIS. If it expires in 2023, you need to recertify.
- Click on Program Access to re-certify your RIS, Save a copy of the certificate once completed.
- If your RIS is valid for 2023, go to Profile, click on Certificate and Takeaways tab
- Select Print Certificate, download to computer
- Save a copy
- You will need to upload a copy of the RIS later when you register

Stay logged in! Next...

2. Hockey Member ID (HMID)

- You can locate your player Hockey Canada ID in your Hockey Alberta Respect in Sport or Parents account (Link under RIS above)
 - Go to Profile
 - Go to Child Management Tab
 - The Players Full Name, DOB, Association, Gender and HMID is displayed.
 - Write down the HMID number carefully.
 - It is recommended that you keep this browser open and use the copy and paste function (Control C or right click mouse and copy) the HMID when you get to the HCMHA registration portal.

3. Profile/Child Management – Address, Association information validated

- Go to Profile/Child Management Tab – select child's name and click update profile
- Verify your address in RIS Portal. Ensure that the Players's physical address, land description is entered in the address fields (PO Box # and 911 # are not valid addresses)
 - **Note: Your child can not be placed on a roster if your profile is not updated.** (Physical Address, Phone, Email, Parent/Guardian Names)
 - BOX #, Acreage 911 Address **are not** valid addresses to register. You must provide a physical address or legal land description
 - If you have moved, you must provide the registrar with proof of address.
 - Ensure that the association is High Country



If you have the following you can now Register with HCMHA

- 1) Valid RIS Certificate**
- 2) Hockey Member ID**

To Register Click here: [2023 - 2024 Season Registration](#) and complete **all** the fields. Your registration is not valid if the fields are not completed.

STEP 1

1. Participant Info:

- Player's Name, DOB, Physical Address, Email, Contact phone numbers
- Parent contact information
- Upload a picture of the player – this is not mandatory or required.

2. Sport Info

- Hockey Canada Registry Number – This is the HMDI from RIS portal. (Copy and Paste)
 - This mandatory field validates the HMID directly with Hockey Canada and must be accurate, do not add spaces. If the ID is not working, delete the information in the field and re-enter.
- Read Hockey Canada Policy by clicking on the ? and check the box to accept
- Identify if the players is going to tryout for AA
- Provide the position of the player for U11- U18 Only

3. Additional Participant Info

- Hockey Canada Division: Select the Hockey Canada Division the player is participating in for the 2023 – 2024 Season
- Medical Concerns: Type in the player allergies and medical concerns or type in NONE if not applicable
- New to Hockey or HCMHA: select one of the following options:
 - Yes New
 - Returning Rockies



STEP 2

1. Enter Parent Information

- Name, Relation to player, Email and contact phone numbers.

2. Additional Parent Information

- High Country Minor Hockey is a volunteer run association. Each family is expected to support the team to have a successful season for the players.
- Select a volunteer position you are interested in
- Photo & Media Consent
 - Authorizes HCMHA to use a video, photo or conversation for interviews, social media & newsletters to promote HCMHA from time to time.
 - Select “I Provide” or “I do not provide” consent

STEP 3

1. **Show of Hide Contact Information** – Select field to keep contact information private for the Team Snap app.

2. **Documents** – Review each document.

- Birth Certificate – NEW to High Country Players ONLY – upload copy
 - Click Done
- Respect in Sport – Upload a Valid RIS Certificate
 - A Valid RIS is needed to finalize your registration
 - Click Done
- Review the Photograph & Media Consent Form – Click Done
- HCMHA Policies & Bylaws
 - Go to www.highcountryminorhockey.ca and review the HCMHA Policies and Bylaws
 - Click Done
- Player Code of Conduct
 - Review the player code of conduct with the player.
 - Check the box to confirm you have read and agree to the terms of the policy
- Parent Code of Conduct
 - Each parent should read through the code of conduct
 - Check the box to confirm you have read and agree to the terms of the policy



STEP 4

Registration Fee & Conditioning Camp

Select the registration fee for the player. Conditioning camp is optional, select the fee for the player.

STEP 5

Check Out – All Fees must be paid by July 31 to Finalize Registration. Players can not participate in camps, evaluations or practices.

Payment methods:

- Pay Online
 - Use if you want to pay by credit card
 - The fee associated to process credit card payments are in addition to the registration fee and conditioning camp.
 - Select if you want to make 3 payment installments and your credit card will be charged on June 15, July 6th & July 31st.
- Pay Offline
 - Use to pay by Etransfer, Cheque, Registered Cheque and Financial Assistance Programs
 - **E-transfer Payments**
 - All E-transfer payments require the following information
 - Players Full Name
 - Division Name (eg: U11)
 - Indicate what the payment includes (Fee's & Camp) & if making installments (Payment 1, 2 or 3)
 - **Cheques** – Make payable to High Country Minor Hockey Association
 - Mail to Box 1004, Turner Valley, AB T0L 2A0
 - **Financial Assistance Programs**
 - Email confirmation of approval by the program to treasurer@highcountryrockies.ca
 - The program will send payment directly to High Country
 - Payment Installment arrangements and inquiries can be made by email to: treasurer@highcountryrockies.ca
 - Payment Installment dates are:
 - June 15th
 - July 6th
 - July 31st

Lastly, Review Payment details and What's Next section! See you on the Ice!