



## High Country Minor Hockey New Player Registration Information

Welcome to High Country Minor Hockey Association. (HCMHA) This is your pre-registration guide for the 2024 – 2025 season if you are NEW to HCMHA or NEW to Hockey. Please read through the information carefully. This is required prior to Registering with HCMHA.

The following is required prior to registering with HCMHA

### 1. Valid Respect in Sport Certificate. (RIS)

- Complete the Parent Respect in Sport Certification by Hockey Alberta
- Here is the link:  
[https://hockeyalbertaparent.respectgroupinc.com/koala\\_final/](https://hockeyalbertaparent.respectgroupinc.com/koala_final/)
- Follow the instructions to create an account and complete the course for New to hockey players. This will generate a Hockey ID
  - Select High Country for the Association
- For existing players, Check the Expiry date of your RIS. If it expires in 2024, 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 2024, 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.

### 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 land description of the permanent residence
  - If you have moved into High Country boundary, you must complete a parent declaration form and provide proof of residency. The form can be accessed here: <https://www.hockeyalberta.ca/parent-declaration-form/>
  - Once the parent declaration form has been received by the Registrar and the address is verified, your player will be transferred from your old Minor Hockey Association to High Country. Registration cannot be completed until the Registrar verifies the transfer is complete.

### 4. Birth Certificate

- Provide a copy of the birth certificate to the Registrar by email. You will also need to upload it in the documents section of the registration process later.
- This is needed to confirm the players birth year.

Please email the RIS, Hockey Canada ID and Birth Certificate to the Registrar- (registrar@highcountryrockies.ca). Indicate the Players **Full Name in the Subject Line of the email.**

Once the Registrar has reviewed and validated the information you will receive an email to proceed with the registration process.

Thank you,

Registrar