



## Managers Package

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# **Team Certification Forms**

**(Contact Amanda @HRI: 306-949-2577 ext 227)**

Included in your package is your Team Certification form (inside front cover.)

These are the players who are registered with your team.

- Please check to make sure that this is accurate and if there are missing/incorrect players listed please email Amanda at [amandaa@hockeyregina.ca](mailto:amandaa@hockeyregina.ca) ASAP.

Also on the form are the coaches/trainers/etc. who are registered on your team.

## **Additions/Deletions**

Any Additions/Deletions to the Certification form included in your package must be e-mailed to

[\*\*hriregistration@hockeyregina.ca\*\*](mailto:hriregistration@hockeyregina.ca)

Include the following in the e-mail:

- Team name + division
- Player/Coach name to be added/deleted
- Date of birth
- Date of addition/deletion

If you do not get a reply e-mail within 3 days, please contact Amanda Ardell at [amandaa@hockeyregina.ca](mailto:amandaa@hockeyregina.ca)

**Teams will pay \$45/person for SHA insurance on coaches/trainers/etc. over 4.**

- If you know that you have coaches who are also listed on other teams please email Amanda and she will make a note of it, or list those other teams when you come in to register.
- The Head Coach is always covered under his own team insurance, if he is also listed as an Assistant Coach or Volunteer on other teams then those other teams do not have to pay for insurance on him.

**The \$45 insurance fee is non-refundable/transferrable even if a person is deleted.**

**PLEASE NOTE: Final date for team officials to be removed from a Team Certification Form is **DECEMBER 10, 2021****

# Team Officials Form

COMPLETE THE FORM AND E-MAIL TO: [hriregistration@hockeyregina.ca](mailto:hriregistration@hockeyregina.ca)

TEAM NAME:	DIVISION:	CATEGORY:
↑ <small>Example: Flyers, Stars, Rangers, etc.</small>	↑ <small>U7, U9, U11, U13, U15, U18</small>	↑ <small>AA, A, B, C, Female</small>

TEAM OFFICIAL	SURNAME (LAST NAME)	GIVEN NAME (FIRST NAME)	BIRTHDAY			EMAIL ADDRESS	PHONE #	CHILD'S NAME (on this team)
			MON	DAY	YEAR			
Head Coach								



Team official options are: Head Coach, Assistant Coach, Trainer/Safety, Volunteer, Stick boy (under 16 yrs)  
Every team must have one person listed who has taken the Hockey Canada Safety course

\*DO NOT list anyone on this sheet who will not be on the bench and/or ice with the team (ex: Manager, Treasurer)\*

TEAM OFFICIAL(who filled out this form): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Anyone over 18 yrs old and listed on this form **MUST** provide an original Criminal Record Check by Nov. 15.  
 No scans, faxes, pictures etc., must be the original and be dated after April 01/2020.

Coaches were already given this form, it can also be filled in on our website under “FORMS”

Please note: Manager, Treasurer, COVID Team Representative should **NOT** be listed on this form, their names belong on the “Team Management Form”

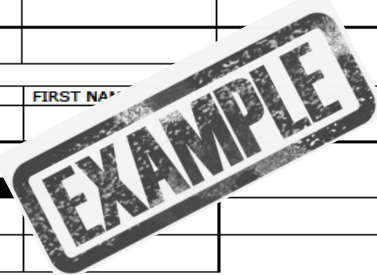
# Team Management Form

COMPLETE THE FORM AND E-MAIL TO: [hrregistration@hockeyregina.ca](mailto:hrregistration@hockeyregina.ca)

TEAM NAME:	DIVISION:	TIER:
Monarchs, Blues etc.	U18, U11 etc.	AA, A, B, C, Female (leave blank for Initiation)

	LAST NAME	FIRST NAME	E-MAIL ADDRESS	CONTACT PHONE#
<b>MANAGER</b>				
MANAGER'S CHILD				
<b>Only if applicable</b>				
CO-MANAGER				
CO-MANAGER'S CHILD				

	LAST NAME	FIRST NAME	E-MAIL ADDRESS	CONTACT PHONE#
<b>TREASURER</b>				
TREASURER'S CHILD				
<b>Only if applicable</b>				
CO-TREASURER				
CO-TREASURER'S CHILD				



	LAST NAME	FIRST NAME	E-MAIL ADDRESS	CONTACT PHONE#
<b>COVID TEAM REP</b>				
COVID TEAM REP'S CHILD				

Coaches were already given this form, it can also be filled in on our website under "FORMS"

## **SHA Coaching Certification Requirements**

**\*\*All certification is required by **January 10th** of each hockey season\*\***

**(NOTE: At present ALL courses are valid for an unlimited amount of time)**

### **U7 (ALL LEVELS)**

Head coaches – must have Coach 1 – Intro, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Assistant coaches - must have Coach 1 – Intro, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Volunteer, Trainer– must have Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Hockey Canada Safety Program (HCSP Level 1 or HU SAFETY) – at least **1** of the registered team officials (coach, trainer or volunteer) must have this certification

### **U9 (all levels – male & female teams)**

Head coaches – must have Coach 1 Intro, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Assistant coaches – must have Coach 1 Intro, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Volunteer, Trainer– must have Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Goalie Certification– either the Head Coach or an Assistant Coach must have this certification

Hockey Canada Safety Program (HCSP Level 1 or HU SAFETY) – at least **1** of the registered team officials must have this, (coach, trainer or volunteer)

### **U11 (all levels – male & female teams)**

**\*\*can take the Online Checking\*\***

Head coaches – must have Coach 2 Level, Respect in Sport, Checking, Hockey Canada: Planning a Safe Return to Hockey (online)

Assistant coaches – must have Coach 2 Level, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Volunteer, Trainer– must have Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Goalie Certification– either the Head Coach or Assistant Coach must have this certification

Checking certification (HU ONLINE CHECKING or Checking Skills 1) – the **HEAD COACH** must have

Hockey Canada Safety Program (HCSP Level 1 or HU SAFETY) – at least **1** of the registered team officials (coach, trainer, volunteer) must have this certification

**U13 AA (male & female teams)**

**U18 AA (male & female teams)**

Head coaches - must have Development 1 or HP1, Respect in Sport, Checking, Hockey Canada: Planning a Safe Return to Hockey (online)

Assistant coaches - must have Coach 2 Level, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Volunteer, Trainer– must have Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Goalie Certification– either the Head Coach or Assistant Coach must have this certification

Checking certification (CHECKING SKILLS 1) – the **HEAD COACH** must have

Hockey Canada Safety Program (HCSP Level 1 or HU SAFETY) – at least **1** of the registered team officials (coach, trainer, volunteer) must have this certification

**U13 A, B, C (male & female teams)**

**U15 A, B (male & female teams)**

**U18 A, B (male & female teams)**

Head coaches – must have Coach 2 Level, Respect in Sport, Checking, Hockey Canada: Planning a Safe Return to Hockey (online)

Assistant coaches - must have Coach 2 Level, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Volunteer, Trainer – must have Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Goalie Certification– either the Head Coach or Assistant Coach must have this certification

Checking certification (CHECKING SKILLS 1) – the **HEAD COACH** must have

Hockey Canada Safety Program (HCSP Level 1 or HU SAFETY) – at least **1** of the registered team officials (coach, trainer, volunteer) must have this certification

**U15 AA (male teams)**

Head coaches - must have High Performance 1 certified, Respect in Sport, Checking, Hockey Canada: Planning a Safe Return to Hockey (online)

Assistant coaches - must have Development 1 or HP1, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Volunteer, Trainer – must have Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Goalie Certification– either the Head Coach or Assistant Coach must have this certification

Checking certification (CHECKING SKILLS 1) – the **HEAD COACH** must have

Continued ...

Hockey Canada Safety Program (HCSP Level 1 or HU SAFETY) – at least **1** of the registered team officials (coach, trainer, volunteer) must have this certification

### **U15 AA (female teams)**

Head coaches - must have HP1, Respect in Sport, Checking, Hockey Canada: Planning a Safe Return to Hockey (online)

Assistant coaches - must have Development 1 or HP1, Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Volunteer, Trainer – must have Respect in Sport, Hockey Canada: Planning a Safe Return to Hockey (online)

Goalie Certification– either the Head Coach or Assistant Coach must have this certification

Checking certification (CHECKING SKILLS 1) – the **HEAD COACH** must have

Hockey Canada Safety Program (HCSP Level 1 or HU SAFETY) – at least **1** of the registered team officials (coach, trainer, volunteer) must have this certification

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### **\*NEW FOR THE 2021-22 SEASON: FEMALE REGISTERED TEAMS MUST HAVE A MINIMUM OF ONE (1) REGISTERED FEMALE COACH\***

\*All registered team officials aged 16 and over must have the Respect in Sport online course certification. A registered team official is any individual listed for insurance purposes. This is an individual who will be on the ice with the team at practice or on the bench during games.

Please remember: If an individual will ever be on the ice with the team or on the bench with the team, they must be registered with Hockey Canada for insurance purposes. Any unregistered individual who is injured on the ice or on the bench may NOT BE INSURED. A helper can be listed as a stick boy, volunteer, trainer if they will be assisting on the ice at practice or swinging a gate during games. This individual does require Respect in Sport if they are 16 or older.

**ALL** listed team officials and guest coaches (professional instructors, older players etc.) **MUST** be wearing a CSA approved hockey helmet with the chin strap attached.

Please Note: If you have just moved to Saskatchewan and have taken a Coaching clinic or any clinic from a different province, your certification will qualify here. Please contact your old Branch office and ask them to transfer your certification to Saskatchewan Hockey Association office.

**Questions regarding certifications?** Call Hockey Sask, 306-789-5101 and speak to Blaine ([blaines@sha.sk.ca](mailto:blaines@sha.sk.ca)).

**There will be a \$60 fine for each instance of non-compliance to the above certification requirements.**

# CRIMINAL RECORD CHECKS (CRC)

Everyone listed on the team officials form **MUST** have a CRC done.

Managers and treasurers do not need one done unless they will also be coaching.

Criminal Record Checks and Vulnerable Sector Query's are now Hockey Sask requirement's as well as a **YEARLY** coaching requirement with Hockey Regina.

## **Due by November 15/2021**

- **MUST** be the original
- NO copies, scans, faxes, jpgs
- Cannot be older than April 01/2021
- We have a secure mailbox to the right of our office door where they can be dropped off after hours.

Regina City Police offers online CRC's as an option.

<http://www.policesolutions.ca/checks/services/regina/index.php>

If doing the CRC online:

- You must choose a **VULNERABLE SECTOR** check NOT just a volunteer check
- The CRC will be mailed to you, it will NOT be mailed directly to Hockey Regina, you will need to deliver it to us.
- If you do not meet certain criteria online you might still be required to go into the police station in person to get the check done.

If doing the CRC at the police station:

- Please make sure that you take a Criminal Record Check Request Letter with you (located on our website under 'Coaches Corner', 'Forms' or in the office)
- The CRC will **NEVER** be mailed directly to Hockey Regina, you will need to deliver it to us.

**If an online Criminal Record Check is done, but does not show that a Vulnerable Sector Query has been completed, it will not be accepted.**

**Please give a volunteer letter to all of your registered team officials or they can find all this info on our website under "COACHES CORNER"**





## HOCKEY REGINA INC.

PO Box 348 Stn Main, Regina, SK S4P 3A1  
Phone (306) 949-2577 Fax (306) 545-8255  
www.hockeyregina.ca

August 05, 2020

To Whom It May Concern:

Re: Regina Police Service / RCMP

Please be advised that \_\_\_\_\_ born on  
the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ has applied for  
a volunteer position with our organization for the 2020/21 season.

This position requires a criminal record check and vulnerable sector query.

Yours truly,

Blair Watson  
Executive Director  
Hockey Regina Inc.

**This can be found on our website under “Forms” or “Coaches Corner”**

**Every volunteer needs one to potentially save them from paying full price for a Criminal Record Check.**

## 2021/22 REGISTRATION FEES

- The **maximum** that you can collect from parents is **COLUMN C** (total Columns A+B)
- COLUMNS A+E - Total Hockey Regina fees for the 2021/22 season
- COLUMNS D/E – Just for reference.

Already collected by HRI from EVERY player when they registered.

	A	B	C	D	E
	<b>Remaining Hockey Regina Fees</b>	<b>Team Fees</b>	<b>Maximum amount that you can collect</b>	<b>Initial HRI Fee (already paid at time of registration)</b>	<b>Non-refundable Registration/ Evaluation Fee (paid at time of registration)</b>
<b>U7</b>	125	375	<b>500</b>	<b>250</b>	<b>50</b>
<b>U9</b>	300	775	<b>1,075</b>	<b>650</b>	<b>85 to 135</b>
<b>U11 A</b>	375	900	<b>1,275</b>	<b>800</b>	<b>85 to 175</b>
<b>U11 B</b>	325	750	<b>1,075</b>	<b>800</b>	
<b>U11 C</b>	275	475	<b>750</b>	<b>800</b>	
<b>U11 Female</b>	325	750	<b>1,075</b>	<b>800</b>	
<b>U13 AA</b>	725	1,075	<b>1,800</b>	<b>950</b>	<b>80 to 200</b>
<b>U13 A</b>	675	750	<b>1,425</b>	<b>950</b>	
<b>U13 B</b>	625	750	<b>1,375</b>	<b>950</b>	
<b>U13 C</b>	400	450	<b>850</b>	<b>950</b>	
<b>U13 Female AA (plays in U13 A)</b>	675	875	<b>1,550</b>	<b>950</b>	
<b>U13 Female B</b>	675	875	<b>1,550</b>	<b>950</b>	
<b>U13 Female C</b>	500	875	<b>1,375</b>	<b>950</b>	
<b>U15 AA</b>	1,025	1,850	<b>2,875</b>	<b>1,050</b>	<b>80 to 200</b>
<b>U15 A</b>	775	875	<b>1,650</b>	<b>1,050</b>	
<b>U15 B</b>	425	425	<b>850</b>	<b>1,050</b>	
<b>U15 Female AA</b>	800	1,650	<b>2,450</b>	<b>1,050</b>	
<b>U15 Female A</b>	425	725	<b>1,150</b>	<b>1,050</b>	
<b>U18 AA</b>	775	1,550	<b>2,325</b>	<b>1,050</b>	<b>75 to 200</b>
<b>U18 A</b>	525	625	<b>1,150</b>	<b>1,050</b>	
<b>U18 B</b>	225	350	<b>575</b>	<b>1,050</b>	
<b>U18 Female AA</b>	800	1,600	<b>2,400</b>	<b>1,050</b>	
<b>U18 Female A</b>	300	625	<b>925</b>	<b>1,050</b>	

## **TEAM BUDGETS**

1. A budget must be supplied to each parent at the beginning of the season.
2. A mid-season financial statement should be given to all parents in January.
3. A final financial statement must be supplied to all parents at the end of the season.

Items in the team's budget **include**, but are not limited to the following:

- Registration fees
- Tournament fees
- Practice ice costs / gym rentals
- Team outings or meals
- Non-Parent Coach(s) accommodation and meals (where applicable); and any other costs associated with the operation of the team
- **All** team clothing
- Team pictures etc.

**Note: Team pictures and team apparel purchases are included in the budget but they are strictly voluntary and a family may wish to not participate.**

Transportation costs such as bus rental are not included but must be agreed to by the participating parents.

Teams are expected to pay for out of pocket expenses for registered coaches who do not have a child on the team. These expenses will include, but may not be limited to, out of town travel costs and over-night tournament accommodation (based on shared accommodation) and meals. In the event this regulation is used, these expenses must be factored into the overall team budget and the entire team is responsible for these expenses. Maximum number of non-parent coaches covered will be 3.

**Teams or team officials not conforming to HRI budget guidelines or exceeding team maximums may be subject to disciplinary action (suspension or dismissal).**

## SAMPLE BUDGET

### U7, U9, U11

	U7	U9	U11 A	U11 B U11 AF	U11 C
Players /team (apprx)	13	13	16	16	15
<b><u>TEAM COSTS</u></b>					
Practice		1,600	1,800	1,800	600
Tournament	2,000	2,800	3,500	3,500	3,000
Windup/Dryland/etc	700	700	1,275	1,275	800
Total team costs	2,700	5,100	6,575	6,575	4,400
<b>Team cost / player</b>	<b>\$208</b>	<b>\$392</b>	<b>\$411</b>	<b>\$411</b>	<b>\$293</b>
<b>Individual costs</b>					
(Clothes/pictures/etc)	<b>\$110</b>	<b>\$185</b>	<b>\$185</b>	<b>\$185</b>	<b>\$110</b>
<b>Total team fees/player</b>					
	<b>\$318</b>	<b>\$577</b>	<b>\$596</b>	<b>\$596</b>	<b>\$403</b>

**This is just an example as to how your funds could be allocated.  
The figures in this chart are not your exact costs.**

## SAMPLE BUDGET

### U13

	U13 AA	U13 A	U13 B	U13 C	U13 F AA/A	U13 F B
Players /team (apprx)	17	17	17	16	16	16
<b><u>TEAM COSTS</u></b>						
Practice	2,600	2,000	2,000	1,000	1,800	1,800
Tournament	4,000	4,000	4,000	3,500	4,000	4,000
Windup/Dryland/etc	1,600	1,600	1,600	1,025	1,575	1,575
Total team costs	8,200	7,600	7,600	5,525	7,375	7,375
<b>Team cost / player</b>	<b>\$482</b>	<b>\$447</b>	<b>\$447</b>	<b>\$345</b>	<b>\$461</b>	<b>\$461</b>
<b>Individual costs</b> (Clothes/pictures/etc)	<b>\$235</b>	<b>\$185</b>	<b>\$185</b>	<b>\$110</b>	<b>\$285</b>	<b>\$285</b>
<b>Total team fees/player</b>	<b>\$717</b>	<b>\$632</b>	<b>\$632</b>	<b>\$455</b>	<b>\$746</b>	<b>\$746</b>

**This is just an example as to how your funds could be allocated.  
The figures in this chart are not your exact costs.**

## SAMPLE BUDGET

### U15

	U15 AA	U15 A	U15 B	U15 FAA	U15 FA
Players /team (apprx)	17	17	16	17	17
<b><u>TEAM COSTS</u></b>					
Practice	2,000	1,600	800	2,000	1,000
Tournament	4,000	3,000	2,500	4,500	4,000
Windup/Dryland/etc	1,600	1,600	925	1,700	1,700
Bus cost (league only)	9,500	-	-	9,500	-
Ref cost (BAA)	3,700	-	-	-	-
Total team costs	20,800	6,200	4,225	17,700	6,700
<b>Team cost / player</b>	<b>\$1,224</b>	<b>\$365</b>	<b>\$264</b>	<b>\$1,041</b>	<b>\$394</b>
<b>Individual costs</b> (Clothes/pictures/etc)	<b>\$335</b>	<b>\$185</b>	<b>\$110</b>	<b>\$335</b>	<b>\$185</b>
<b>Total team fees/player</b>	<b>\$1,559</b>	<b>\$550</b>	<b>\$374</b>	<b>\$1,376</b>	<b>\$579</b>

**This is just an example as to how your funds could be allocated. The figures in this chart are not your exact costs.**

## SAMPLE BUDGET

### U18

	<b>U18 AA</b>	<b>U18 A</b>	<b>U18 B</b>	<b>U18F AA</b>	<b>U18F A</b>
Players /team (apprx)	19	18	18	18	17
<b><u>TEAM COSTS</u></b>					
Practice	1,000	600	600	1,600	800
Tournament	4,600	3,500	1,500	3,000	3,000
Windup/Dryland/etc	1,750	1,150	1,050	750	750
Bus cost (league only)	9,500	-	-	9,500	-
Ref cost (BAA)	5,000	-	-	-	-
Total team costs	21,850	5,250	3,150	14,850	4,550
<b>Team cost / player</b>	<b>\$1,150</b>	<b>\$292</b>	<b>\$175</b>	<b>\$825</b>	<b>\$268</b>
<b>Individual costs</b> (Clothes/pictures/etc)	<b>\$285</b>	<b>\$185</b>	<b>\$110</b>	<b>\$285</b>	<b>\$185</b>
<b>Total team fees/player</b>	<b>\$1,435</b>	<b>\$477</b>	<b>\$285</b>	<b>\$1,110</b>	<b>\$453</b>

**This is just an example as to how your funds could be allocated. The figures in this chart are not your exact costs.**

## **FUNDRAISING**

**Fundraising is optional.** The team cannot force someone to fundraise.  
If fundraising is done it is to be used to offset the maximum team fees.

**If your team chooses to fundraise please figure out the details ahead of time.**  
**These are just some examples of potential ways which the funds can be distributed.**

- A) Families keep what they sell.  
You keep track of the amount of funds brought in by each family. End of season individual refunds may now vary depending on their funds raised.
- B) All funds are divided equally between all players, regardless of the family's participation.
- C) Funds are only divided between participating families.

## **SPONSORSHIPS**

If any funds are received as a team sponsorship they should be used to help offset the maximum allowable team fees.

These funds can assist in paying for:

- Team clothing
- Extra ice
- Tournaments
- Team bonding activities
- Travel
- Etc.

**Teams or team officials not conforming to HRI budget guidelines or exceeding team maximums may be subject to disciplinary action (suspension or dismissal).**



## **PAYMENT POLICY**

1. Registration as a player in HRI involves more than just playing in league and playoff games. A player is expected to participate in the league games, playoff games, the minimum number of practices and tournaments as per HRI Regulations and is responsible for costs thereof.
2. Each team is required to establish a team budget at a parent's meeting early in the season. The team budget will specify the dollar figure that each player is to contribute.
3. Player/parents that anticipate having difficulty being able to contribute the funds required for the team fees are to discuss the situation with the team manager, treasurer and/or coach at the earliest possible time. Upon this notification, it is recommended that the team provide opportunities for an installment payment plan and/or fund-raising alternatives. **If a player/parent is unable to fulfill their team fee obligations via installment payments or fund-raising alternatives, the team is to contact Tammy at HRI by December 15.**  
It is the expectation of HRI that all possibilities be explored prior to the player being suspended.
4. Teams cannot suspend a player. Suspensions can only come from Hockey Regina.

## **REFUND POLICY**

The effective date for all refunds shall be the date that the HRI office is informed via e-mail, (**by the players parent**), to [tammyh@hockeyregina.ca](mailto:tammyh@hockeyregina.ca) that the player has quit. Refunds are calculated as follows:

1. A refund of 75% of the HRI registration fee will be issued if the player quits after placement on a team and before November 15.
2. A refund of 50% of the HRI registration fee will be issued if the player quits after November 15 and before December 15.
3. A refund of 25% of the HRI registration fee will be issued if the player quits after December 15 and before January 15.
4. No refund will be issued if a player quits after January 15.

Long term Injury: Should a player receive a long term injury, during the season, that is not a season ending injury and it requires the player to miss **two (2) consecutive months** or more of the season, the player will be eligible for a rebate of their HRI registration fees based on the amount of regular season games missed. Medical documentation will need to be supplied to receive the rebate; again an email must be sent to [tammyh@hockeyregina.ca](mailto:tammyh@hockeyregina.ca)

## **INJURY REPORTS**

1. For all injuries (minor or major) complete a Canadian Hockey Injury Report Form and forward to SHA as soon as possible.

Forms must be received **by SHA** within 90 days of the accident.

Saskatchewan Hockey Association Address:  
2-575 Park Street  
Regina, SK  
S4N 5B2

For injury report form go to:

<https://hockeysask.ca/pub/Members/MHA%20Portal/injury-report-pdf-fillable.pdf>

Forms must be completed in their entirety or the forms will be returned. Only original receipts and/or invoices are acceptable.

Hockey Canada is strictly a supplement Insurer. If you have access to any other insurance, you must pursue it through them first. Hockey Canada shall cover those costs not covered by your primary insurance to our policy limits.

Please contact Hockey Sask with questions.

2. For any injuries that could potentially extend past a 2 month consecutive time frame, Tammy at Hockey Regina must also be notified **by email**.

Long term Injury: Should a player receive a long term injury, during the season, that is not a season ending injury and it requires the player to miss **two (2) consecutive months** or more of the season, the player will be eligible for a rebate of their HRI registration fees based on the amount of regular season games missed. Medical documentation will need to be supplied to receive the rebate; again an email must be sent to [tammyh@hockeyregina.ca](mailto:tammyh@hockeyregina.ca)

## **Tips For Filling Out Games Sheets**

- Labels with team lists are permitted.
- List your goaltenders first and circle the starting goalies number
- List your remaining players in numerical order.
- Do not use a suspended player's number for another player.
- Print player names clearly.
- Print coach's names clearly.
- Suspended players should be written as:  
SUSP 1 of 2 in the correct space.
- Cross players off of the game sheet labels if they are not in attendance.
- Cross off any coaches who will not physically be on the bench for that specific game.
- Do not list managers and treasurers on your game sheet labels unless they are going to physically be on the bench and are also listed on your team officials form.
- If using labels ensure that all changes are made on every page, the carbon copy will not work if there is a label in the way

## **Game Sheet Reporting Procedure**

### **U11, U13, U15 and U18**

Within 12 hours of game completion the **HOME** team is to e-mail the game sheet to the corresponding stats e-mail.

A scanned PDF is preferred however a CLEAR picture will also work.

Please note that if the game sheet cannot be clearly read by our statisticians after it is enlarged then you will be asked to re-submit a different picture.

U11 – [statsu11@hockeyregina.ca](mailto:statsu11@hockeyregina.ca)

U13 – [statsu13@hockeyregina.ca](mailto:statsu13@hockeyregina.ca)

U15 – [statsu15@hockeyregina.ca](mailto:statsu15@hockeyregina.ca)

U18 – [statsu18@hockeyregina.ca](mailto:statsu18@hockeyregina.ca)

Teams are not required to enter in game sheets any longer.

Teams will be notified by the director of Suspensions within 24 hours.

A \$25 team fine will be given if the game sheets are not received within 24 hours.

**Note: U13 AA, U15 AA, U18 AA, U15 Female and U18 Female do not follow this procedure. They deal directly with their corresponding league.**

**Note that all SHA Minimum suspensions are applied to all league, tournament, provincial or exhibition games.**

## **Penalty Box Personnel**

Teams do not require parents in the penalty boxes this year.

## **Game Changes**

### **GAME CANCELLATIONS WILL NOT BE TOLERATED.**

All parties involved must complete the game change form.

If a team does not follow the game change procedure or chooses to participate in other events, rather than scheduled league games, the Division Director in coordination with the Director of Officials/Suspensions may suspend the coach (eg) for a minimum of two games. Recurring suspensions may result in the coach(s) being suspended for the remainder of the season. The team will be responsible for all costs normally incurred for that game (ice rental, referees, timekeepers, etc.). Hockey Regina Inc.

League and playoff games take precedence over all tournament and exhibition games.

Teams must be available for all scheduled playoff games. Teams forfeiting playoff games will be subject to disqualification from the remainder of the playoffs.

Teams are responsible for their own game changes; not the HRI office.

When both teams have signed off on the game change, e-mail the game change information (either by game change form or email chain) to **hrigamechange@hotmail.ca** for schedule updating.

**Note: The game number and teams never change only the date, time & rink will change.**



## Hockey Regina Game Change Form

e-mail completed form to : [briguamechange@hotmail.ca](mailto:briguamechange@hotmail.ca)



### Original Game

Division	Game #	Away Team	Home Team	Day	Date (d/m/y)	Rink	Start	Finish

**Changed to:**

Team Approvals (Signature):

Away Team: \_\_\_\_\_ Date: \_\_\_\_\_

Home Team: \_\_\_\_\_ Date: \_\_\_\_\_

### Original Game

Division	Game #	Away Team	Home Team	Day	Date (d/m/y)	Rink	Start	Finish

**Changed to:**

Team Approvals (Signature):

Away Team: \_\_\_\_\_ Date: \_\_\_\_\_

Home Team: \_\_\_\_\_ Date: \_\_\_\_\_

## **Hockey Saskatchewan Tournament Sanction Application Form**

Hockey Regina teams or committees hosting a tournament **must** complete a Hockey Sask Tournament Sanction Application Form on-line. The sanction application can be found at [www.hockeyregina.ca](http://www.hockeyregina.ca) under 'FORMS'

Once the form is completed it will be forwarded to Hockey Saskatchewan for approval.

It is important to process the application form as early as possible. Note the sanction fee is \$25.00.

All tournament game sheets must be returned to Hockey Sask within 72 hours of completion of the event. Game sheets can be picked up from the Hockey Regina office. If the 72 hour rule is not observed Hockey Saskatchewan will charge Hockey Regina \$100.00 and then Hockey Regina will invoice the team.

## **Hockey Saskatchewan Exhibition Game Sanction Form**

Hockey Regina teams hosting an exhibition game **must** complete an Exhibition Game Sanction Application Form on-line at [www.hockeyregina.ca](http://www.hockeyregina.ca) under 'FORMS'

Once the form is completed it will be forwarded to Hockey Saskatchewan for approval.

It is important to process the application form as early as possible.

All exhibition game sheets must be returned to Hockey Sask within 72 hours of completion of the event. Game sheets can be picked up from the Hockey Regina office. If the 72 hour rule is not observed Hockey Sask will charge Hockey Regina \$100.00 and then Hockey Regina will invoice the team.

Teams are responsible for arranging their own officials and timekeepers. Teams can either email our referee and time keeper assigners for assistance or book their own registered officials. The refs and timekeepers will need to be paid cash at the game, the teams will not be billed through HRI.

## **Hockey Saskatchewan Out Of Province/Country Travel Permit**

Hockey Regina teams **must** all complete a Hockey Saskatchewan Travel Permit Application when leaving the province.

The Travel Permit Application Form can be found on-line at [www.hockeyregina.ca](http://www.hockeyregina.ca) under 'FORMS'

Once the form is completed it will be forwarded to Hockey Saskatchewan for approval.

## HRI Jersey Care

### DO's and DON'T's

- **DO NOT permanently alter any jerseys**
- No jerseys can be cut.
- Any stitching to tack them up must be very loosely done and must be removed before they are returned without damaging the jersey.
- No letters (C & A's) can be permanently added. They must all be removed prior to jersey return.
- The team is responsible for any damage caused by removing letters. ex: ripped due to stitch removal or melted due to iron
- All jerseys must be washed, hung on wire hangers and put in the jersey bags in numerical order before return. The team will be charged \$100 if the jerseys are returned unwashed.
- DO NOT let the players get the jerseys signed ex: by the Regina Pats. If this happens the parents will be purchasing that jersey.
- The team will be charged \$75 at the end of the season for each damaged or missing jersey so collect that money from that child's parents.
- Do not bleach the jerseys
- Do not dry them on a hot dryer setting

Teams must let us know of any damaged or missing jerseys/equipment at the **BEGINNING** of the season. If you do not notify us by **email** of any issues then your team is going to be held responsible at the end of the year.

Email either:

Amanda Ardell - [amandaa@hockeyregina.ca](mailto:amandaa@hockeyregina.ca) or  
Tammy Hollinger - [tammyh@hockeyregina.ca](mailto:tammyh@hockeyregina.ca)

## Third Jerseys

If a team resolves to purchasing 3rd jerseys, the jerseys must comply with the following:

1. **Third jerseys are NOT allowed to be worn in HRI league or playoff games.**

## **Respect Your Arena Facilities**

All players, coaches, officials, parents, fans, etc. are to treat all arena facilities and equipment with the utmost respect. Failure to do so may jeopardize HRI's opportunity to utilize these facilities in the future.

The coach or designated team official is responsible for walking through the arena dressing room and shower facilities before and after games to check for any damage or unclean conditions. Any damage is to be reported to arena personnel and the HRI Office immediately. Dressing rooms are to be left in a clean condition (tape, garbage, etc. is to be picked up).

HRI and Associate Member teams are accountable for payment of all clean up and repairs to arena equipment and facility damages that their players/team are responsible for. Damages are to be reported to the HRI office immediately. HRI will levy a minimum \$50.00 fine against teams identified as responsible for damage and/or clean up by the arena staff.

### **REMINDER:**

There is no smoking or vaping allowed in any of the facilities.  
Players caught doing either in a facility could face suspension.



## **Team Contact Information**

Teams will be sent a login to enter their contact information onto the Hockey Regina website. There must be at least one email address so that the team can be contacted.

This information is the only way that teams will know how to contact your team in regards to game changes, exhibition games, tournament invites etc.

Hockey Regina does not give out contact information for the teams.

**EXCEPTIONS** - U13AA, U15AA, U18AA, U15 Female and U18 Female will not be sent logins as their contact information will be on their league sites.

## **Spouses/Partners**

Managers or Treasurers cannot be related to or in a relationship with the Head Coach.

This is one of Hockey Regina's regulations:

E.03 ... Teams cannot appoint a person as manager or treasurer that is in the same family (spouse/partner, etc.) as the Head Coach.

## **COVID Team Representative**

As per Hockey Canada Safety Guidelines all teams require a designated COVID safety person. Joanne at HRI will be the Hockey Regina Association COVID Representative and will provide the team reps with the information that they require.

Once Joanne receives the name of your COVID Team Rep then information will be forwarded to them.

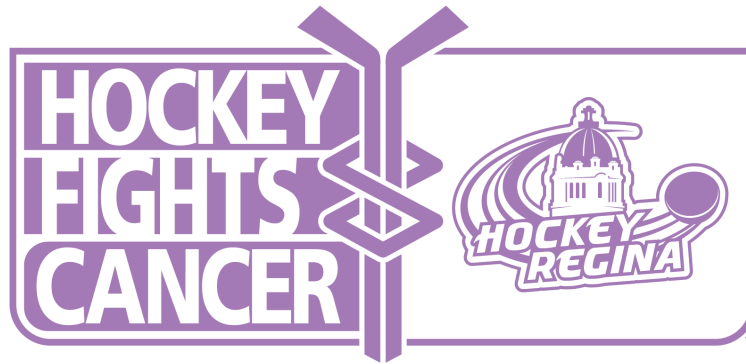
AT THIS TIME, the COVID Team Rep's duties will include:

1. Advise team at the beginning of the season of any restrictions/requirements. Update as you are provided changes.
2. Notify Joanne at HRI of any **positive** cases on the team ASAP.
3. Will be the liaison between HRI and the team for all COVID info and requirements

AT THIS TIME health checks and contact tracing are not required. However, if a team chooses to still do them that is completely up to them.

**It is the responsibility of the team to make themselves aware of the potential restrictions/guidelines at the out of town facilities that they will be attending.**

**Hockey Regina does not have a listing of restrictions at out of town arenas.**



We are extremely proud to acknowledge the fact that in 2019 and 2020 our Hockey Regina teams raised and donated over **\$25,000** to the Canadian Cancer Society.

This is incredible!!!

This year all funds raised will be split and donated to Breast Cancer, Prostate Cancer and Childhood Cancer. We encourage all teams to participate in whatever capacity they can. No effort is too small!

We are hoping that we will be able to have some 'Lavender Games' this year. Fingers crossed!

Just some of the wonderful ideas that our teams have had in the past are:

- Lavender Games
- Bake Sale
- Push up contest
- Read-a-thons
- Walk-a-thons
- Pie the coach
- Shovel snow
- Rake Leaves
- Etc.
- Shave the coach's head
- Bottle Drive
- Skills competitions (during a practice)
- Raffle off donated item/s
- Sell team buttons
- 50/50
- Candy guess jar
- Donate allowance

Joanne will be in contact with the managers in the next couple weeks with more details on 'Going Lavender'.

If you would like to see pictures/information from previous year's then please go to 'Hockey Fights Cancer' on our website.