



# Managers Package

**U13AA, U15AA, U16AA, U18AA  
U13 AA Female, U15 Female, U18 Female**

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[www.hockeyregina.ca](http://www.hockeyregina.ca)

Office hours: Mon. – Fri. 9:00-5:00

# Official Team Roster Forms

Included in your package is your Official Team Roster (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 [registrar@hockeyregina.ca](mailto:registrar@hockeyregina.ca) ASAP.

Also on the official team roster are the coaches/volunteers etc. who are registered on your team.

The form now includes the qualifications that the coaches/volunteers had completed by the time that the form was printed. Some clinics have multiple modules, so if a coach/volunteer needs clarification on what exactly they have completed they can contact Blaine at Hockey Saskatchewan [blaines@hockeysask.ca](mailto:blaines@hockeysask.ca)

2023-08-11 10:58:33

## TEAM OFFICIALS

| No  | Last Name | First Name | Gender | DOB (yyyy-mm-dd) | HCR Number | REGISTERED | POSITION         | STATUS |
|---|-----------|------------|--------|------------------|------------|------------|------------------|--------|
|   |           | COLIN      | M      |                  | 1500000    | 22-10-27   | Coach            | ☑      |
| Qualifications: COACH - DEVELOPMENT 1 (-)   *Respect In Sport (Activity Leader)   *HCSP Level 1 (Certified (HCSP-1))   OFFICIAL (JU)   COACH 2 LEVEL (-)   COACH - DEVELOPMENT 2 (-)   *Respect In Sport (Activity Leader)   *HU - Planning a Safe Return to Hockey (-)   HU - ONLINE Coach 1/Coach 2 (-)   *BRANCH PROFESSIONAL DEVELOPMENT (HOCKEY SASKATCHEWAN - Coach 1 Classroom)   COACH 1 - INTRO TO COACH (-)   |           |            |        |                  |            |            |                  |        |
|   |           | CHRIS      | M      |                  | 1500000    | 22-10-27   | On-ice Volunteer | ☑      |
| Qualifications: *Respect In Sport (Activity Leader)   *HU - Planning a Safe Return to Hockey (-)  |           |            |        |                  |            |            |                  |        |
|   |           | MICHAEL    | M      |                  | 1500000    | 22-10-27   | On-ice Volunteer | ☑      |
| Qualifications: PLAYER (JR)   *Respect In Sport (Activity Leader)   *HU - Planning a Safe Return to Hockey (-)  |           |            |        |                  |            |            |                  |        |
|   |           | ROGER      | M      |                  | 1500000    | 2022-10-28 | On-ice Volunteer | ☑      |
| Qualifications: PLAYER (MD)   PLAYER (BT)   *HU - Planning a Safe Return to Hockey (-)   HU - ONLINE Coach 1/Coach 2 (-)   *BRANCH PROFESSIONAL DEVELOPMENT (HOCKEY SASKATCHEWAN - Coach 1 Classroom)   |           |            |        |                  |            |            |                  |        |
|   |           | CRAIG      | M      |                  | 339800     | 2022-10-28 | On-ice Volunteer | ☑      |
| Qualifications: OFFICIAL (JU)   OFFICIAL (JU)   OFFICIAL (JU)   *HU - Planning a Safe Return to Hockey (-)   HU - ONLINE Coach 1/Coach 2 (-)   *BRANCH PROFESSIONAL DEVELOPMENT (HOCKEY SASKATCHEWAN - Coach 1 Classroom)   |           |            |        |                  |            |            |                  |        |
|   |           |            |        |                  | 1500000    | 2022-10-31 | Assistant Coach  | ☑      |
| Qualifications: *Respect In Sport (Activity Leader)   *HU - Planning a Safe Return to Hockey (-)   HU - ONLINE Coach 1/Coach 2 (-)   *BRANCH PROFESSIONAL DEVELOPMENT (HOCKEY SASKATCHEWAN - Coach 1 Classroom)   COACH 1 - INTRO TO COACH (-)  |           |            |        |                  |            |            |                  |        |
|   |           |            | M      |                  | 1500000    | 2022-10-28 | On-ice Volunteer | ☑      |
| Qualifications: *Respect In Sport (Activity Leader)   *HU - Planning a Safe Return to Hockey (-)   *HU - ONLINE Safety (-)   HU - ONLINE Coach 1/Coach 2 (-)   *BRANCH PROFESSIONAL DEVELOPMENT (HOCKEY SASKATCHEWAN - Coach 1 Classroom)   COACH 1 - INTRO TO COACH (-)   *BRANCH PROFESSIONAL DEVELOPMENT (HOCKEY SASKATCHEWAN - Coach 2 Classroom)   *BRANCH PROFESSIONAL DEVELOPMENT (HOCKEY SASKATCHEWAN - Goaltending 1 Classroom)   COACH - INSTRUCTIONAL STREAM (GOALTENDING 1)   COACH 2 - COACH LEVEL (-) |           |            |        |                  |            |            |                  |        |
| <b>TOTAL TEAM OFFICIALS: 7</b>  |           |            |        |                  |            |            |                  |        |

## SUMMARY

|        | Affiliates |       | Import   |       | Tryout   |       | Release  |       | Regular  |       | Total Cards |       |
|--------|------------|-------|----------|-------|----------|-------|----------|-------|----------|-------|-------------|-------|
|        | Approved   | Total | Approved | Total | Approved | Total | Approved | Total | Approved | Total | Approved    | Total |
| Player | 0          | 0     | 0        | 0     | 0        | 0     | 0        | 0     | 14       | 14    | 14          | 14    |
| Coach  | 0          | 0     | 0        | 0     | 0        | 0     | 0        | 0     | 2        | 2     | 2           | 2     |
| Bench  | 0          | 0     | 0        | 0     | 0        | 0     | 0        | 0     | 5        | 5     | 5           | 5     |

☑ Approved ☐ Pending ☐ Declined ☐ Ineligible ☐ Pending Deficient ☐ Underage / Overage ☐ Affiliate ☐ Tryout ☐ Import ☐ Pending Certification

Scanned with CamScanner

# Additions/Deletions

Any Additions/Deletions to the official team roster form included in your package must be e-mailed to [hrregistration@hockeyregina.ca](mailto:hrregistration@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 email [registrar@hockeyregina.ca](mailto:registrar@hockeyregina.ca)

## **IMPORTANT DATES:**

Final date to **REMOVE** a team official from your roster: **December 10**

Final date to **ADD** a team official to your roster: **January 10**

**Teams will pay \$54/person for Hockey Saskatchewan insurance on coaches/trainers/etc. over 5.**

- If you know that you have coaches who are also listed on other teams, please email registrar@hockeyregina.ca and we will make a note of it or make a list of those other teams when you come in to register your team.
- 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 \$54 insurance fee is non-refundable/non-transferable, even if a person is deleted.**

# Team Officials Form (example)

## Team Officials Form

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

|   |  |   |
|---|--|---|
| TEAM NAME:  | DIVISION:                                      | CATEGORY:                               |
| ↑<br><small>Example: Flyers, Stars, Rangers, etc.</small> | ↑<br><small>U7, U9, U11, U13, U15, U18</small> | ↑<br><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 out on our website under "FORMS".

<http://www.hockeyregina.ca/content/forms>

Please note: Manager and Treasurer should **NOT** be listed on this form; their names belong on the "Team Management Form".

# Team Management Form (example)

## Team Management Form

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

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

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

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



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

<http://www.hockeyregina.ca/content/forms>

## **Hockey Saskatchewan Coaching Certification Requirements**

**\*\*All certifications are required by December 20th of each hockey season\*\***

Final date for team officials to be **REMOVED** from a Team Certification Form is  
**December 10, 2023**

A listing of all coaching certifications and team requirements can be found on the Hockey Saskatchewan website. The onus is on the coaches to ensure that their team has met all of the requirements.

<https://hockeysask.ca/coaches/certification-requirements>

**Please note:**

**All female registered teams must have a minimum of one (1) registered female coach. They must be listed as either 'Coach' or 'Assistant Coach'\***

**NEW:** Some Respect in Sport certifications might show as expired. This would be because they were taken for another sport or another hockey branch. If you come across this the coach will need to re-certify.

\*All registered team officials aged 16 and over must, at the very minimum, have the Respect in Sport (coach version) online 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 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 or volunteer if they will be assisting on the ice at practice or even just swinging a gate during games.

**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 should qualify here. Please contact your old Branch office and ask them to transfer your certification to the Hockey Saskatchewan office.

Coaches/assistant coaches/on-ice volunteers are responsible for checking their own course requirements.

This link will take them to information regarding their personal spordle account.

<https://hockeysask.ca/members/find-your-profile>

**Questions regarding certifications?** Call Hockey Saskatchewan, 306-789-5101 and speak to Blaine ([BlaineS@HockeySask.ca](mailto:BlaineS@HockeySask.ca)).

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

Please note that these fines come from Hockey Saskatchewan, not Hockey Regina. The list of fined individuals is sent to the Hockey Regina office, and we pass them along to the teams.

**\*\*All certifications are required by December 20th of each hockey season\*\***

# CRIMINAL RECORD CHECKS (CRC)

**Due by November 15/2024**

**New:** Regina Police Service will be emailing as well as mailing out paper copies of some Criminal Record Checks. If received in an email, Hockey Regina will accept as an email. All paper copies must be brought into the HRI office.

- Cannot be older than April 01/2024.
- Everyone listed on the team official 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 Queries are a Hockey Saskatchewan requirement as well as a **YEARLY** coaching requirement with Hockey Regina.
- 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.policerightsolutions.ca/checks/services/regina/index.php>
- If doing the CRC online:
  - You must choose a **VULNERABLE SECTOR** query NOT just a volunteer check.
  - The CRC will be mailed to the individual, it will **NOT** be mailed directly to Hockey Regina; it will need to be delivered to our office.

If doing the CRC at the police station:

- You must make an appointment to have the criminal records check completed.
- 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 Hockey Regina office)  
<http://www.hockeyregina.ca/content/coaches>
- 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 it does not clearly state that a Vulnerable Sector Query has been completed, it can NOT be accepted.**



# Criminal Record Check Letter (example)



## **HOCKEY REGINA INC.**

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

September 1, 2024

To Whom It May Concern:

Re: Regina Police Service / RCMP Criminal Record Checks

Please be advised that \_\_\_\_\_

The \_\_\_\_\_ day of \_\_\_\_\_ in the year

A volunteer position with our organi-

Division/s to be volunteeri: \_\_\_\_\_

This position requires a crimir. \_\_\_\_\_ vulnerable sector query.

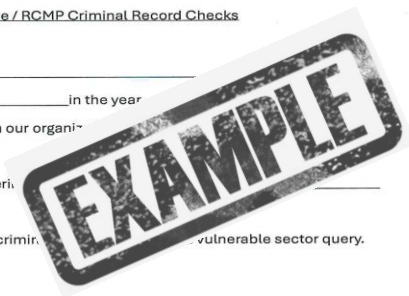
Yours truly,



Amanda Hungle M. Admin.  
Executive Director  
Hockey Regina Inc. (HRI)



[ahungle@hockeyregina.ca](mailto:ahungle@hockeyregina.ca)  
306-949-2577 ext 224  
[www.hockeyregina.ca](http://www.hockeyregina.ca)



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

**<http://www.hockeyregina.ca/content/coaches>**

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

## 2024/25 REGISTRATION FEES

The maximum that you can collect from parents is **COLUMN C** (total Columns A+B)

|                                       | A                                   | B                | C  | D   | E   |
|---------------------------------------|-------------------------------------|------------------|--|---|---|
|                                       | <u>Remaining Hockey Regina Fees</u> | <u>Team Fees</u> | <u>Maximum amount that you can collect</u> | <u>Initial HRI Fee (already paid at time of registration)</u> | <u>Non-refundable Registration/ Evaluation Fee (paid at time of registration)</u> |
| <b>U7</b>                             | 115                                 | 400              | <b>515</b>                                 | <b>350</b>  |   |
| <b>U9</b>                             | 100                                 | 800              | <b>900</b>                                 | <b>840</b>  | <b>100 to 150</b>   |
| <b>U11 A</b>                          | 150                                 | 950              | <b>1,100</b>                               | <b>1,000</b>  | <b>115 to 190</b>   |
| <b>U11 B</b>                          | 100                                 | 775              | <b>875</b>                                 | <b>1,000</b>  |   |
| <b>U11 C</b>                          | 50                                  | 500              | <b>550</b>                                 | <b>1,000</b>  |   |
| <b>U11 Female A</b>                   | 150                                 | 950              | <b>1100</b>                                | <b>1,000</b>  |   |
| <b>U11 Female B/C</b>                 | 100                                 | 775              | <b>875</b>                                 | <b>1,000</b>  |   |
| <b>U13 AA</b>                         | 400                                 | 1,150            | <b>1,550</b>                               | <b>1,200</b>  | <b>110 to 215</b>   |
| <b>U13 A</b>                          | 350                                 | 775              | <b>1,125</b>                               | <b>1,200</b>  |   |
| <b>U13 B</b>                          | 280                                 | 775              | <b>1,055</b>                               | <b>1,200</b>  |   |
| <b>U13 C</b>                          | 75                                  | 475              | <b>550</b>                                 | <b>1,200</b>  |   |
| <b>U13 Female AA (plays in U13 A)</b> | 400                                 | 1000             | <b>1,400</b>                               | <b>1,200</b>  |   |
| <b>U13 Female B</b>                   | 350                                 | 900              | <b>1,250</b>                               | <b>1,200</b>  |   |
| <b>U13 Female C</b>                   | 175                                 | 900              | <b>1,075</b>                               | <b>1,200</b>  |   |
| <b>U15 AA</b>                         | 680                                 | 1,950            | <b>2,630</b>                               | <b>1,300</b>  | <b>95 to 215</b>  |
| <b>U15 A</b>                          | 450                                 | 900              | <b>1,350</b>                               | <b>1,300</b>  |   |
| <b>U15 B</b>                          | 150                                 | 450              | <b>600</b>                                 | <b>1,300</b>  |   |
| <b>U15 Female AA</b>                  | 530                                 | 1,700            | <b>2,230</b>                               | <b>1,300</b>  |   |
| <b>U15 Female A</b>                   | 150                                 | 750              | <b>900</b>                                 | <b>1,300</b>  |   |
| <b>U16AA</b>                          | 650                                 | 1,600            | <b>2,250</b>                               | <b>1,100</b>  | <b>90 to 215</b>  |
| <b>U18AA</b>                          | 650                                 | 1,600            | <b>2,250</b>                               | <b>1,100</b>  |   |
| <b>U18 A</b>                          | 400                                 | 650              | <b>1,050</b>                               | <b>1,100</b>  |   |
| <b>U18 B</b>                          | 100                                 | 375              | <b>475</b>                                 | <b>1,100</b>  |   |
| <b>U18 Female AA</b>                  | 725                                 | 1,650            | <b>2,375</b>                               | <b>1,100</b>  |   |
| <b>U18 Female A</b>                   | 250                                 | 650              | <b>900</b>                                 | <b>1,100</b>  |   |

## **TEAM BUDGETS**

1. A team budget must be submitted to your division director at the beginning of your season.
2. A budget must be supplied to each parent at the beginning of the season.
3. A mid-season financial statement should be given to all parents in January.
4. 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.

Items not included in the team fees budget:

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

**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.**

### **Independent Coaches (Non-parent coaches)**

Teams are expected to pay 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 that regulation E.06 is used, these expenses must then 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.

# SAMPLE BUDGET

This is a very basic example for creating an initial team budget. Add in whatever specific team expenses or outside revenue that pertains to your team (sponsorship, fundraising etc.)

## Tigers Budget 2024/25

|                                   | <b>Budget</b> | Actual<br>Revenue | Actual<br>Expenses |
|-----------------------------------|---------------|-------------------|--------------------|
| Player team fees 17 @ 325.00      | <b>5,525</b>  | 5,525             |                    |
| HRI Registration Fees 17 @ 250.00 | <b>4,250</b>  | 4,250             | 4,250              |
| HRI Performance Bond              | <b>500</b>    |                   | 500                |
| Team Clothing 17 @ 60.00          | <b>1,020</b>  |                   |                    |
| Team Photos 17 @ 35.00            |               |                   |                    |
| Tournaments                       |               |                   |                    |
| Practice Ice                      |               |                   |                    |
| Team Bonding                      | <b>600</b>    |                   |                    |
| Banking costs                     | <b>50</b>     |                   |                    |
| Miscellaneous                     | <b>100</b>    |                   |                    |
| Fundraising- Bottle drive         |               | 500??             |                    |

**EXAMPLE**

## **FUNDRAISING**

**Fundraising is optional.** The team cannot force someone to fundraise.

**If your team chooses to fundraise, please figure out the details ahead of time.**

**These are just some examples of potential ways in 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.

## 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. Suspension 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 Hockey Saskatchewan as soon as possible.

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

Hockey Saskatchewan 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.

For more information on Hockey Canada insurance please follow the link or contact Hockey Saskatchewan with questions.

<https://hockeysask.ca/members/insurance>

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.  
[tammyh@hockeyregina.ca](mailto:tammyh@hockeyregina.ca)

### **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)

## **Game Sheet Reporting Procedure**

U13 AA, U15 AA, U16AA, U18 AA, U13AA Female, U15 Female and U18 Female will deal directly with their corresponding league as to what their game sheet reporting procedures are. These divisions do not send game sheets to Hockey Regina.

**Note that all Hockey Saskatchewan minimum suspensions are applied to all league, tournament, provincial or exhibition games.**

## **Penalty Box Personnel**

### **U11-U18**

No one is required at the Co-Operators Centre.

At the Al Ritchie and Mahon the **Home team** needs to supply **1 parent** to assist the timekeepers with the penalty boxes.

At the Al Ritchie it will be the Visitors box.

## **Game Changes**

U13 AA, U15 AA, U18 AA, U13AA Female, U15 Female and U18 Female deal directly with their corresponding league.



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

Hockey Regina teams **must** complete a Hockey Saskatchewan Tournament Sanction Application Form on-line. The sanction application can be found at [www.hockeyregina.ca](http://www.hockeyregina.ca) under 'FORMS'. <http://www.hockeyregina.ca/content/forms>

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

It is important to process the application form at least 5 business days prior to the tournament. Note the sanction fee is \$25.00.

All tournament game sheets must be returned to Hockey Saskatchewan 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 that to the team.

The Hockey Saskatchewan sanction number should be recorded on the top corner of each game sheet.

## **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' <http://www.hockeyregina.ca/content/forms>

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

It is important to process the application form at least 5 business days prior to the game.

All exhibition game sheets must be returned to Hockey Saskatchewan 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.

The Hockey Saskatchewan sanction number should be recorded on the top corner of each game sheet.

Teams are responsible for arranging their own officials and timekeepers. Teams can either email our referee and timekeeper 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'. <http://www.hockeyregina.ca/content/forms>

It is important to process the application form at least 5 business days prior to the travel. There is a \$25 fee for out of country travel permits.

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, melted due to an iron, adhesive residue left on the jersey, discoloration.
- 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 at the end of the season for each damaged or missing jersey, it is up to the team whether they then collect that money from that child's parents.
  - U7 - \$50.00
  - U9-U18 - \$75.00
- 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:

Registrar - [registrar@hockeyregina.ca](mailto:registrar@hockeyregina.ca) or  
Tammy Hollinger - [tammyh@hockeyregina.ca](mailto:tammyh@hockeyregina.ca)

## **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.

## **Spouses/Partners Volunteering**

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.

## **League Volunteer Awards**

As a 'thank you' to our wonderful volunteers Hockey Regina hosts a Volunteer Appreciation Night every year near the end of March.

This evening involves a banquet, entertainment, door prizes and the presentation of our League Volunteer Awards.

Nominations for these awards will open in February.

Our awards are as follows:

The **VOLUNTEER HONOUR AWARD** was established to pay tribute to an individual who has made an outstanding voluntary contribution to Hockey Regina for a considerable period of time. Their contribution could have come in several different areas such as player/coach development, team administration, coaching, officials, facilitation, planning etc.

The **VOLUNTEER OF THE YEAR AWARD** will be presented to a volunteer who has made an outstanding contribution to Hockey Regina during the current season; coach (team official), manager (team administrator), parent volunteer etc. This individual will have volunteered their time and will have received no monetary consideration.

The **COMMUNITY INVOLVEMENT AWARD** will be presented to a Hockey Regina team who has demonstrated a strong desire to help others in their community during the current season. It is meant to encourage our players to give back and hopefully they will carry that consideration and awareness forward with them throughout their lives.

For eligibility information and to see past winners please go to our website at [www.hockeyregina.ca](http://www.hockeyregina.ca) and click on 'Volunteer Awards.'

## **Spotlights**

Hockey Regina does several various spotlights, such as a Player Spotlight, Referee Spotlight and Volunteers Spotlights.

We like to do these weekly, pending nominations.

The Player Spotlight and Referee Spotlights must come from the coaches; however, the new Volunteer Spotlight can be a nomination from any member of our Hockey Regina membership.

More information on spotlights will be sent out as the season gets underway.