



Managers Package

U7, U9, U11, U11 Female, U13 A/B/C, U13 Female B/C, U15 A/B, U18 A/B

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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 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

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	2022-10-27	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	2022-10-27	On-ice Volunteer	☑
Qualifications: *Respect In Sport (Activity Leader) *HU - Planning a Safe Return to Hockey (-)								
		MICHAEL	M		1500000	2022-10-27	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) COACH 1 - INTRO TO COACH (-)								
					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 (-)								
TOTAL TEAM OFFICIALS: 7								

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

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

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

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

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#
MANAGER				
MANAGER'S CHILD				
Only if applicable				
CO-MANAGER				
CO-MANAGER'S CHILD				

	LAST NAME	FIRST NAME	E-MAIL ADDRESS	CONTACT PHONE#
TREASURER				
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).

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.policeremissions.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 _____ born on
The _____ day of _____ in the year _____ has applied for
A volunteer position with our organization for the 20____ '25 season.

Division/s to be volunteering for (eg: I _____

This position requires _____ ble sector query.

Yours truly,

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



ahungle@hockeyregina.ca
306-949-2577 ext 224
www.hockeyregina.ca

EXAMPLE

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>
U7	115	400	515	350	
U9	100	800	900	840	100 to 150
U11 A	150	950	1,100	1,000	115 to 190
U11 B	100	775	875	1,000	
U11 C	50	500	550	1,000	
U11 Female A	150	950	1100	1,000	
U11 Female B/C	100	775	875	1,000	
U13 AA	400	1,150	1,550	1,200	110 to 215
U13 A	350	775	1,125	1,200	
U13 B	280	775	1,055	1,200	
U13 C	75	475	550	1,200	
U13 Female AA (plays in U13 A)	400	1000	1,400	1,200	
U13 Female B	350	900	1,250	1,200	
U13 Female C	175	900	1,075	1,200	
U15 AA	680	1,950	2,630	1,300	95 to 215
U15 A	450	900	1,350	1,300	
U15 B	150	450	600	1,300	
U15 Female AA	530	1,700	2,230	1,300	
U15 Female A	150	750	900	1,300	
U16AA	650	1,600	2,250	1,100	90 to 215
U18AA	650	1,600	2,250	1,100	
U18 A	400	650	1,050	1,100	
U18 B	100	375	475	1,100	
U18 Female AA	725	1,650	2,375	1,100	
U18 Female A	250	650	900	1,100	

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

	Budget	Actual Revenue	Actual Expenses
Player team fees 17 @ 325.00	5,525	5,525	
HRI Registration Fees 17 @ 250.00	4,250	4,250	4,250
HRI Performance Bond	500		500
Team Clothing 17 @ 60.00	1,020		
Team Photos 17 @ 35.00			
Tournaments			
Practice Ice			
Team Bonding	600		
Banking costs	50		
Miscellaneous	100		
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 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

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

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

Games Sheets

Before the game the home team should get 1 game sheet:

- Co-operators Centre – from the main desk
- City facilities – from the office
- U9 – the teams are responsible for timekeeping their own games.
- U11-U18 – both teams must sign the game sheet and then it needs to be given to the timekeeper.

After the game:

- Each team gets a copy of the official game sheet, and one copy must be left at the rink. At the Co-Operators Centre it needs to be left at the main desk; at the city facilities it gets left at the rink attendant's office.

Game Sheet Labels

- 2x4 labels are the size that work best.
- Labels with team lists are permitted.
- List your goaltenders first.
- List your remaining players in numerical order.
- 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.
- Ensure that you have 3 for each game, one for each copy of the game sheet.

Tips For Filling Out Games Sheets

- List your goalie/s first.
- 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 coaches' names clearly.
- Suspended players should be written as:
SUSP 1 of 2 in the correct space.
- Cross players off 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.
- 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

U13 – statsu13@hockeyregina.ca

U15 – statsu15@hockeyregina.ca

U18 – statsu18@hockeyregina.ca

Teams do NOT enter in a game sheet.

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 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

GAME CANCELLATIONS WILL NOT BE TOLERATED.

All parties involved must complete the game change form or forward an email, with all parties agreeing to the change.

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.).

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 **gamechange@hockeyregina.ca** for schedule updating.

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

Game Change Form (example)



Hockey Regina Game Change Form

e-mail completed form to: gamechange@hockeyregina.ca

ORIGINAL GAME

Division	Game #	Away team	Home team	Day	Date (dd/mm/yr)	Rink	Start	Finish
CHANGED TO:								

TEAM APPROVALS (Signature):

Away Team: _____

Home Team: _____



ORIGINAL GAME

Division	Game #	Away team	Home team	Day	Date (dd/mm/yr)	Rink	Start	Finish
CHANGED TO:								

TEAM APPROVALS (Signature):

Away Team: _____ Date: _____

Home Team: _____ Date: _____

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

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 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 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 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 or
Tammy Hollinger - 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

U9-U18 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.

***U13AA, U15AA, U18AA, U15 Female and U18 Female will not receive logins from Hockey Regina as their contact information will be on their league sites.**

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.

RAMP Team App

This season Hockey Regina will be offering the RAMP Team App at no cost to the teams.

This app will sync to our website, and for divisions U9-U18 the games will automatically load into the app. Teams will still have to manually add their practices and extra events.

If you would like to see more details on it there is a tutorial [RAMP Team App Video Tutorial - RAMP InterActive - YouTube](#)

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 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.