

TREASURERS PACKAGE

Contents

TEAM REGISTRATION	1
2024/25 REGISTRATION FEES	2
TEAM PAYMENTS	3
HRI Team Registration Summary Form 2024/2025 – 1 Payment	4
HRI Team Registration Summary Form 2024/2025 – 1 Payment - Example	5
HRI Team Registration Summary Form 2024/2025 – 2 Payments	
HRI Team Registration Summary Form 2024/2025 – 2 Payments - Example	7
BANKING	
Pre-Authorized Payment Form (example)	
CONTACT INFORMATION SHEET	10
Hockey Regina BINGO Program	
Hockey Regina BINGO Credit Submission Form	12
HOCKEY RECEIPT	
TEAM BUDGETS	14
SAMPLE BUDGET	
FUNDRAISING	
PAYMENT POLICY	
REFUND POLICY	17
INJURY REPORTS	
HRI Jersey Care	
RESPECT YOUR ARENA FACILITIES	20
League Volunteer Awards	21
Spotlights	21

www.hockeyregina.ca Office hours: Mon. – Fri. 9:00-5:00

TEAM REGISTRATION

Contact Tammy @ HRI: 306-949-2577 EXT 221 or tammyh@hockeyregina.ca

HRI team registrations are to be brought to the HRI office (1700 Elphinstone St, Co-Operators Centre, 2nd Floor).

EARLY DROP OFF:

- You are now able to include Bingo Vouchers with your registration fees.
- Early drop off is Monday-Friday 9-5 in the office, or we have a secure mailbox located to the right of our office door if teams wish to leave it after hours.
- Please note the Team Registration Summary form will not be completed during office hours when you use the drop off option; you will just be leaving the forms and your payments.

If YOU WISH TO SUBMIT IN PERSON, please see the dates below:

Friday Oct 25: 1:00 pm - 4:30 pm U18AA, U18 Female AA, U16AA, U15 AA, U15

Female AA, U13 AA, U13 Female AA

Friday Nov 8: 1:00 pm - 4:30 pm U18A, U18B, U18 Female A, U15 A, U15 Female A,

U13 A, U11 A, U11 B, All of U11 Female, U13

Female B, U13 Female C

Friday Nov 22: 1:00 pm – 4:30 pm U15 B, U13 B, U13 C, U11 C, U9 A, U9 B, U9 C, U9

Female, U7 co-ed/female

For both Early Drop-Off and In Person team registration, you should include or bring with you:

- 1. Completed Contact Information Sheet.
- Completed Team Registration Summary Form [fill out to the best of your knowledge] Dependent on # of payments, use either the 1 or 2 payment form (examples can be found
 on pages 5 and 7).
- 3. If applicable: <u>Completed</u> Bingo Credit Submission Form and <u>completed</u> bingo vouchers (filled in with player's name/division/team).
- 4. If applicable: A note with the names of players who you believe are getting some sort of outside funding (First Nations, KidSport etc.).
- 5. Signed **BLANK (amount) cheque or cheques** made out to <u>Hockey Regina</u>, the first one dated for the date you are dropping them off or bringing in and (if making 2 payments) the date for the second cheque would be December 15th.
 - For early drop off, once the registration form has been processed in the office, we will fill in the amounts of the cheque(s) and a copy will be emailed to the treasurer.
 - At the time of in person registration, <u>you will fill in the amounts</u> after the Team Registration Summary form and Bingo Credit Form have been processed.

REMEMBER Not all divisions are making 2 payments

OR the **Pre-Authorized payment form** if you are not paying by cheque. If you have any questions about using the pre-authorized payment option contact Tammy for details.

No E-transfers can be accepted.

6. Team officials form (if not already submitted). Your Team Registration Summary Form cannot be completed if your Team Officials form has not been sent in yet. Your coach was given one to submit.

2024/25 REGISTRATION FEES

The $\underline{\text{maximum}}$ that you can collect from parents is COLUMN C (total $\underline{\text{Columns}}$ A+B)

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

TEAM PAYMENTS

1 PAYMENT	2 PAYMENTS	
U7	U13 AA	
U9	U15 AA	
U11 A	U15 A	
U11 B	U15 Female AA	
U11 C	U16 AA	
U11 Female A	U18 AA	
U11 Female B	U18 A	
U11 Female C	U18 Female AA	
U13 A		
U13 B		
U13 C		
U13 Female AA		
U13 Female B		
U13 Female C		
U15 B		
U15 Female A		
U18 B		
U18 Female A		

Deadline for all outside funding to be in place will be Oct 15th.

HRI Team Registration Summary Form 2024/2025 – 1 Payment

TEA		

DIVISION CATEGORY # OF PLAYERS \$ PER PLAYER TOTAL					
U9	DIVISION	CATEGORY	# OF PLAYERS	\$ PER PLAYER	TOTAL
U11	U7			\$115	
U11	U9	A, B, C		\$100	
B \$100 C \$50	1111	Λ.		\$150	
C \$50	011			-	
U13					
A \$350 B \$280 C \$75 U15 AA \$680 A \$450 B \$150 U16 AA \$650 U18 AA \$650 B \$100 B \$100 FEMALE U9 \$100 U11 B/C \$100 U13 AA \$450 U13 B \$330 U15 AA \$350 U15 AA \$550 U18 AA \$550 EMALE U9 \$100 TIA B \$150 U1 B/C \$100				· · · · · · · · · · · · · · · · · · ·	
B \$280 C \$75	U13				
C \$75					
U15				·	
A \$450 B \$150		C		\$ 75	
B	U15	AA		\$680	
U16		Α		\$450	
U18		В		\$150	
A	U16	AA		\$650	
A	U18	AA		\$650	
B					
FEMALE U9 \$100 U11 A \$150 U11 B/C \$100 U13 AA \$400 U13 B \$350 U13 C \$175 U15 AA \$530 U15 A \$150 U18 AA \$725 U18 AA \$250 TEAM OFFICIALS MORE THAN 5 \$54 PERFORMANCE BOND \$500 \$500.00 TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE					
U11 A	FEMALE	110			
U11 B/C U13 AA U13 B U13 C U15 AA U15 A U18 AA U18 AA V18 A V18	FEMALE				
U13 AA \$400 U13 B \$350 U13 C \$175 U15 AA \$530 U15 A \$150 U18 AA \$725 U18 AA \$250 TEAM OFFICIALS MORE THAN 5 \$54 PERFORMANCE BOND \$500 \$500.00 TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) MISCELLANEOUS CREDITS (C) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE					
U13 B \$350 U13 C \$175 U15 AA \$530 U15 A \$150 U18 AA \$725 U18 AA \$250 TEAM OFFICIALS MORE THAN 5 \$54 PERFORMANCE BOND \$500 \$500.00 TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE					
U13 C					
U15 AA					
U15 A \$150 U18 AA \$725 U18 A \$250 TEAM OFFICIALS MORE THAN 5 \$54 PERFORMANCE BOND \$500 \$500.00 TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE					
U18 AA					
TEAM OFFICIALS MORE THAN 5 PERFORMANCE BOND TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE					
PERFORMANCE BOND \$500.00 TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) MISCELLANEOUS CREDITS (C) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE					
PERFORMANCE BOND \$500.00 TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) MISCELLANEOUS CREDITS (C) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE	TEAM OFFICIALS	MORE THAN 5		\$ 54	
TEAM REGISTRATION FEE ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) MISCELLANEOUS CREDITS (C) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE	PERFORMANCE B	OND			\$500.00
ALLOWABLE BINGO CREDITS (A) KIDSPORT FUNDING (B) MISCELLANEOUS CREDITS (C) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE	<u> </u>		TEAM REGI	· · · · · ·	
MISCELLANEOUS CREDITS (C) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE			TEAM REGI	OTRATIONTEL	
MISCELLANEOUS CREDITS (C) TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE	ALLOWABLE BING	O CREDITS (A)			
TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE	KIDSPORT FUNDIN	NG (B)			
TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE					
TOTAL CREDITS = (A + B + C) TOTAL AMOUNT DUE	MISCELLANEOUS	CDEDITE (C)			
TOTAL AMOUNT DUE	MISCELLANEOUS	CKEDIIO (C)			
TOTAL AMOUNT DUE					
			TOTAL CREDITS	= (A + B + C)	
			TOTAL AMOUNT	DUE	
100% UPON REGISTRATION					
100 /0 OI OIL ILEGIOTIVATION			100% UPON REG	ISTRATION	

DATE _____ TEAM CHEQUE # ____

HRI Team Registration Summary Form 2024/2025 – 1 Payment - Example

TEAM NAME: U13 AA BLUES DIVISION **CATEGORY # OF PLAYERS** \$ PER PLAYER TOTAL U7 \$115 U9 A, B, C \$100 U11 Α \$150 В \$100 С \$ 50 17 \$400 6,800 U13 AA Α \$350 В \$280 C \$ 75 **U15** AA \$680 \$450 В \$150 \$650 **U16** AA AA U18 \$650 \$400 A В \$100 U9 **FEMALE** \$100 U11 A \$150 U11 B/C \$100 **U13 AA** \$400 U13 B \$350 \$175 U13 C **U15 AA** \$530 U15 A \$150 **U18 AA** \$725 **U18 A** \$250 **TEAM OFFICIALS MORE THAN 5** 1 \$ 54 54 **PERFORMANCE BOND** \$500 500 **TEAM REGISTRATION FEE** 7,354 ALLOWABLE BINGO CREDITS (A) (665)KIDSPORT FUNDING (B) (750) SMITH, ALEX \$750 Kidsport funding MISCELLANEOUS CREDITS (C) (300)SMITH, ALEX \$150 Jumpstart funding **CLARK, KENT \$150 Jumpstart funding** TOTAL CREDITS = (A + B + C)(1,715) 5,639 **TOTAL AMOUNT DUE** 100% UPON REGISTRATION 5,639

TEAM CHEQUE # _____

DATE _____Oct. 18th, 2024_

HRI Team Registration Summary Form 2024/2025 – 2 Payments

TEAM NAME:

DIVISION	CATEGORY	# OF PLAYERS	\$ PER PLAYER	TOTAL
U7			\$115	
U9	A, B, C		\$100	
U11	A		\$150	
UII	В		\$100	
	C		\$ 50	
	_			
U13	AA		\$400	
	A		\$350	
	B C		\$280 \$ 75	
	C		\$ 75	
U15	AA		\$680	
	Α		\$450	
	В		\$150	
U16	AA		\$650	
U18	AA		\$650	
	Α		\$400	
	В		\$100	
FEMALE	U9		\$100	
	U11 A		\$150	
	U11 B/C		\$100	
	U13 AA		\$400	
	U13 B		\$350	
	U13 C		\$175	
	U15 AA		\$530	
	U15 A		\$150	
	U18 AA		\$725	
	U18 A		\$250	
TEAM OFFICIALS N	ORE THAN 5		\$ 54	
PERFORMANCE BO	OND		\$500	\$500.00
		TEAM REGI	STRATION FEE	
ALLOWABLE BING	O CREDITS (A)			
KIDSPORT FUNDIN	G(B)			
MISCELLANEOUS (CREDITS (C)			
		TOTAL CDED:=:	. (4.5.6)	
		TOTAL CREDITS) = (A + B + C)	
		TOTAL AMOUNT	DUE	
DATE:	TEAM CHQ #	50% UPON	REGISTRATION	
DECEMBER 15	TEAM CHQ #	50% DUE		
	L			

HRI Team Registration Summary Form 2024/2025 – 2 Payments - Example

TEAM NAME:	U13 AA BLUES				
DIVISION	CATEGORY	# OF	PLAYERS	\$ PER PLAYER	TOTAL
U7				\$115	
U9	A, B, C			\$100	
U11	Α			\$150	and the same of th
9.1.	В			\$100	
	С			\$ 50	N. C.
U13	AA		17	\$400	6,800
	Α			\$350	
	В	No. Alexander		\$280	
	C		TA VA	\$ 75	
U15	AA	_		\$680	
	A			\$450	
The same	В	1 1 1 1 1	1 1	\$150	
U16	AA			\$650	
U18	AA		N P .	\$650	No.
To a second	A			\$400	
	В	DATE:		\$100	
FEMALE	U9			\$100	
	U11 A		No. of the last of	\$150	
	U11 B/C	No. of the last		\$100	
	U13 AA			\$400	
	U13 B			\$350	
	U13 C			\$175	
	U15 AA			\$530	
	U15 A			\$150	
	U18 AA			\$725	
	U18 A			\$250	
TEAM OFFICIALS N	MORE THAN 5		1	\$ 54	54
PERFORMANCE BO	OND			\$500	500
			TEAM REGI	STRATION FEE	7,354
ALLOWABLE BING	O CREDITS (A)			· · · · · · · · · · · · · · · · · · ·	(665)
KIDSPORT FUNDIN SMITH, ALEX \$750					(750)
MISCELLANEOUS SMITH, ALEX \$150 CLARK, KENT \$150					(300)
TOTAL CREDITS = (A + B + C)					(1,715)
TOTAL AMOUNT DUE					5,639
DATE: October 18	TEAM CHQ #	001	50% UPON	REGISTRATION	2,819.50
DECEMBER 15	TEAM CHQ #	002	50% DUE		2,819.50
-					•

BANKING

Team Account

All teams must have an account in the <u>team's name</u>. We strongly recommend two signers on the account.

When setting up a team account, please email registrar@hockeyregina.ca if you require a bank letter from Hockey Regina. Do not call and request one, an email must be received. We will need the following information:

- Division and team name
- Name and position on team (eg. Manager, Treasurer, Coach, parent) of both signer 1 and signer 2

Please make the request at least 48 hours <u>before</u> you require the letter.

Payments to the team

Hockey Regina may issue funds back to the team for such reasons as performance bond reimbursement, injured or quit players etc.

No cheques will be made out to an individual; they will only be made out to the team.

Payments to Hockey Regina

E-transfers cannot be accepted.

Payment must be made via cheques or pre-authorized payment.

Pre-authorization form, see page 9.

Pre-Authorized Payment Form (example)



BUSINESS PRE-AUTHORIZED ACCOUNT INFORMATION

BUSINESS ACCOUNT HOLDER	BUSINESS NAME	
	ADDRESS	TELEPHONE
Conexus Credit Union	CITY PROV PC	BRANCH TELEPHONE
TRANSIT & ACCT. Institution	BRANCH CITY PROV PC Transit Number	Account No. (Must be 12 digits)
DATE:		
MEMBER AUTHORIZATION:	Signature	Signature
CONEXUS CU STAFF:	Signature	Print Name
PLEASE ACCEPT THIS	S AS THE MEMBERS ACCOUNT INFORMATI	ON AS AN ALTERNATIVE TO A VOID CHEQUE.

A-226 September 7, 2017

CONTACT INFORMATION SHEET

(for registration fees only)

DIVISION:	
TEAM NAME:	
TREASURER NAME:	
TREASURER PHONE NUMBER:	
TREASURER EMAIL ADDRESS:	
DATE OF DROP OFF:	

Hockey Regina BINGO Program

QUESTIONS? Email Pam, Bingo Admin, at plysak@hockeyregina.ca

<u>BINGO INFORMATION</u> If any of your parents have questions about working bingos or handing in bingo vouchers, please ask them to contact Pam at plysak@hockeyregina.ca.

BINGO CREDIT SUBMISSION FORM

This is the form that the Treasurer is to use for bingo credits at the time of Team Registration and In Season.

The maximum number of vouchers that any one player can turn in for the season is the <u>team budgeted amount per player (HRI registration fee and team fees</u>). The allowable credit on the forms is the registration fee for your division.

REGISTRATION: The team Treasurer will collect all the Bingo vouchers from their team and complete the form, identifying the player's name, voucher number(s) and amount. The team Treasurer will bring in or drop off the form and completed vouchers to the HRI office at the time of Team Registration.

IN SEASON: This is also the form that is to be used for the following cash-in dates:

December 2 – 6, 2024 January 6 – 10, 2025 February 3 – 7, 2025

The deadline to submit vouchers is February 28, 2025. No vouchers will be accepted after this date.

The team Treasurer will collect all the bingo vouchers from their team and complete the form, identifying the player's name, voucher number(s) and amount. The team Treasurer will bring the form and vouchers to the HRI office, and then a cheque will be mailed to the team.

If a player has already paid his/her fees in cash before turning in vouchers, they can still hand in the vouchers and then receive a cash refund from the team at the end of the season.

BINGO VOUCHERS <u>must</u> be filled in completely with player's name, division and team or they will not be accepted. Unless you want to fill them in yourself, do not accept them from parents incomplete.

Hockey Regina BINGO Credit Submission Form 2024 – 2025 Season

Team Na	ame:		Date:	.		_
		(eg. U13 AA Blues)				
HRI and Te U7 U9		CO-ED / FEMALE \$ 865.00 \$ 1740.00	AA	Α	В	С
U11 U11 FEMA	\LE	•	 	\$ 2100.00 \$ 2100.00	\$ 1875.00 \$ 1875.00	\$ 1550.00 \$ 1875.00
U13 FEMA U15 FEMA U15 FEMA	\LE		\$ 2750.00 \$ 2600.00 \$ 3930.00	\$ 2325.00 \$ 2650.00	\$ 2255.00 \$ 2450.00 \$ 1900.00	\$ 1750.00 \$ 2275.00
U15 FEMA U16 U18	ALE		\$ 3530.00 \$ 3350.00 \$ 3350.00	\$ 2200.00 \$ 2150.00	\$ 1575.00	
U18 FEMA	LE		\$ 3475.00	\$ 2000.00	φ 1373.00	
Submitted	d by:		Manager	□ Treasu	ırer (please	check one)
	<u> </u>					
Voucher Amount	Voucher Nu	ımbers			Total # Vouchers	Total \$\$ Amount
\$60						
\$70						
\$85						
\$90						
\$105						
				Tota	al Bingo Credits	;
				(For In	Season submis	ssion only)
			(A)		(B)	(A+B) TOTAL
	LAYER'S IST NAME	PLAYER'S LAST NAME	CURREN SUBMISSI		BMITTED EVIOUSLY	(see above for Max \$\$)
•						
•						
•						
i.						
1		VOUCHER TOTAL				

HOCKEY RECEIPT

PLAYERS NAME					
DATE RCV'D					
RCV'D FROM (Pare	ents Name)				
TO (Division/Tier/Te	eam Name)				
RECEIPT PREPAR	ED BY				
R	HOCKEY REGINA REGISTRATION REES				
Т	EAM FEES				
	OTAL COLLECTED				
В	BALANCE DUE				
	BREAK	DOWN OF FUNDS COLLECTE	<u>D</u>		
CASH-					
	CHEQUE-				
E-TRANSFER-					
BINGO VOUCHERS-					
	OUTSIDE FUNDING- Type of funding:				
	Kid Sport				
	First Nations Band				
	Jumpstart				
	Social Services				
	Outside funding paid directly to Hockey Regina:				
	YES	NO			
COMMENTS:					

TEAM BUDGETS

- 1. A team budget must be submitted to your division director at the <u>beginning</u> 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 <u>strictly voluntary</u> 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	Tigers	Budget	2024/25
-----------------------	---------------	---------------	---------

		Actual	Actual
	Budget	Revenue	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	CAL WALL		
Practice Ice	A Wall		
Team Bonding	600		
Banking costs	50		
Miscellaneous	100		
Fundraising- Bottle drive		500??	

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

- 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 <u>cannot</u> 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 email, (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 <u>consecutive</u> time frame, Tammy at Hockey Regina must also be notified <u>by email</u>. 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

HRI Jersey Care

DO's and DON'T's

- DO NOT <u>permanently</u> 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 <u>permanently</u> 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 <u>must</u> 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.
 - o U7 \$50.00
 - o 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

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.

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 <u>current</u> 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 <u>team</u> 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.