

YELLOWKNIFE MINOR HOCKEY ASSOCIATION

REGISTRATION WITH HOCKEY NWT

POLICY AND PROCEDURES

Approved: 16 July 2009

1.0 INTRODUCTION

All Association players, coaches and Executive Committee members must be registered with Hockey NWT before they are eligible to participate in events or programs sponsored by Hockey Canada. This registration must be completed each year. This statement is intended to describe:

- The Association fees which must be paid to Hockey NWT;
- The Association members who must be registered with Hockey NWT;
- The fees associated with registering each position;
- The process for completing the registration.

2.0 ASSOCIATION REGISTRATION

Each hockey association must pay an annual fee of \$150 to Hockey NWT which entitles the association to vote at the Annual General meeting of Hockey NWT.

3.0 REGISTRATION WITH HOCKEY NWT

All players, executive officials, and volunteers (both on and off-ice) must be registered with Hockey NWT before they can realize the benefits of Hockey Canada programs. The primary benefit is insurance coverage which is a key component of the registration fees. The participation of a non-registered participant invalidates the insurance for all participants.

4.0 REGISTRATION FEES

The annual registration fees are as follows:

Position	Annual Fees (\$)
Players, Coaches and Executive Members	40
Parent Helpers	25
On-ice Officials – Level I	40
On-ice Officials – Level II	50
On-ice Officials – Level III	55

All adults (coaches, volunteers, executive members) who have registered as players in a league sanctioned by Hockey Canada do not have to pay a registration fee.

5.0 REGISTRATION PROCESS

5.1 Association

The Association must submit an annual registration with Hockey NWT (see Appendix 1) which includes a full list of Executive Committee members.

5.2 Players

- The registration of players, by team, should be submitted within 15 days of the start of the season and updated as new players join the Association (see Appendix 1). The relevant coaches and parent helpers should also be listed with each team.
- The final player registration lists must be submitted by 10 February.
- The Governor is responsible for providing the Registrar with complete team lists and updating the lists as required.
- The Registrar is responsible for submitting complete team lists to Hockey NWT and updating the lists as required.
- The Treasure shall ensure that the appropriate registration fees are paid to Hockey NWT.

5.3 Coaches

- A summary of Association coaches and their certification levels must also be submitted to Hockey NWT within 15 days of the start of the season (see Appendix 2).
- The Governor is responsible for providing the Registrar with complete team lists and updating the lists as required.
- The Registrar is responsible for submitting complete team lists to Hockey NWT and updating the lists as required.
- The Treasure shall ensure that the appropriate registration fees are paid to Hockey NWT.

5.4 On-ice Officials

- The Association must file a list of on-ice officials which do only minor hockey games. The Association pays the registration fee for these officials.
- Generally, the Yellowknife Referees Association registers all of their officials directly with Hockey NWT and bills the Association with respect to the officials who do only minor hockey games.

5.5 Submitting Registration Forms

- A summary of all Association registrations must be compiled on the form “NWT Hockey Association Registration Summary Form” which is available on the Hockey NWT website.
- Please send all registration forms and fees to the attention of:

Mr. Howard McKay
President
Hockey NWT
Box 223
Yellowknife, NT.
X1A 2N2

- Cheques should be made payable to the Hockey NWT.

REGISTRATION OF ASSOCIATION
Legal Registries Society Number _____
20__ - 20__ SEASON

Please Print or Type

Name of Association:	Telephone:
	Fax:
Mailing Address:	Community:
	Postal Code:

President:	E-Mail:
Phone Hm: Wk:	Fax:

Vice President:	E-Mail:
Phone Hm: Wk:	Fax:

Treasurer:	E-Mail:
Phone Hm: Wk:	Fax:

Secretary:	E-Mail:
Phone Hm: Wk:	Fax:

Referee-In-Chief (If Applicable):	E-Mail:
Phone Hm: Work:	Fax:

Upon registering with Hockey North, the Association mentioned above is a member of the NWTHA and is affiliated with Hockey North and the Canadian Hockey Association, and by virtue of this agreement is entitled to all privileges and benefits available to all Hockey Canada Members.

President

Date