



**ASSOCIATION REGISTRAR
RESOURCE MANUAL**

2020-2021

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1. INTRODUCTION

1.1 Forward

The following manual has been developed to assist Association Registrars and Executive Members with specific issues as they relate to branch policies. This is to ensure that we maintain continuity throughout the province.

We hope that the following information will assist you and we welcome your input should we need to expand the content within.

1.2 Association Registrar Roles and Responsibilities

The responsibilities listed below serve as a guideline for associations to use for the development of their Registrar's Roles and Responsibilities. The information may be altered dependant on the needs of the individual or the minor hockey association.

- Manage all player registration
- Manage and monitor team officials registration and certification
- Manage team formation
- **Required distribution of the Official Team Roster to all team managers**
- Monitor the Respect in Sport for Parents for association players
- Monitor Transfer and Overage Applications through the Online Forms Administration website

1.3 Getting Started

1.3.1 Hockey Canada Registry

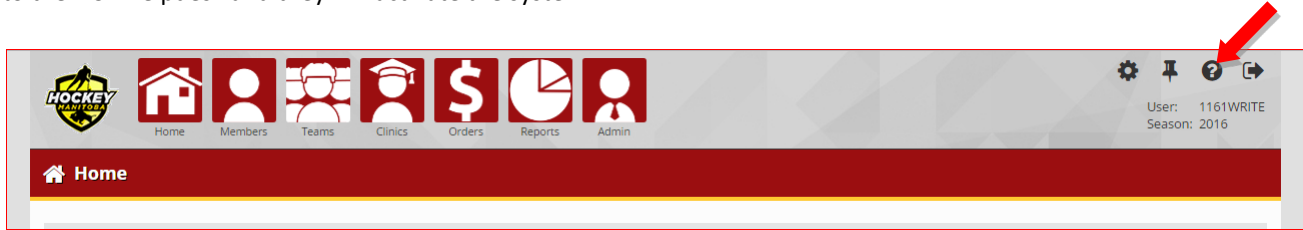
Prior to obtaining your access information for the HCR, Hockey Manitoba must receive the following informational forms:

- MHA Contact Information
- Confidentiality Agreement
- MHA Membership Agreement and Request for HCR Access

These forms can be found on the [Minor Hockey Associations](#) page of the Hockey Manitoba website. *It is important to note that Hockey Manitoba locks all user accounts at the end of each season and will reopen (or reassign) accounts once all the above documentation is received.*

1.3.2 Hockey Canada Support Portal

Hockey Canada has developed the [Hockey Canada Support Portal](#) to assist users with all aspects of HCR use. Access to the Support Portal is gained through the HCR. Simply click on the “Help” button in the HCR and then “Submit a Ticket”. This will send an email to the HCR Helpdesk and they will activate the system.

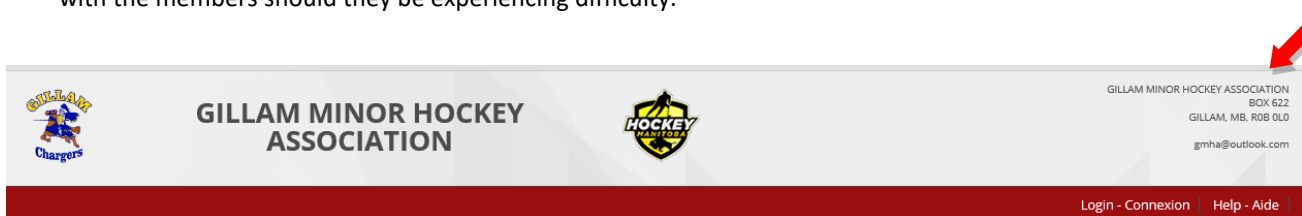


The Support Portal is the first source for information on the use of the HCR. There are tutorials available here that explain the functionality of the system with step by step instructions, pictorials and information. ***The Support Portal is always your first resource when attempting to execute something in the HCR.***

1.3.3 Online Registration Setup

The majority of MHAs have set up their Online Registration access. For those that have not the following information will be required before your Online Registration System can be activated:

1. The HCR username(s) that will be used for setting up the Online Registration System within the HCR. This is the username used to login to the HCR.
2. Your MHA logo in any image file format (gif, jpg, png, bmp, etc.). Preferably a square logo with white or transparent background.
3. Your MHA mailing address (this will appear on the website in the header on the top right)
4. Your MHA website
5. MHA contact name
6. MHA contact email address or phone number to display for parents. This will appear on the website in the header on the top right. Please ensure that the email address provided is one that is monitored often to ensure an open line of communication with the members should they be experiencing difficulty.



1.4 No MHA Website

Associations that do not have a website, and are not looking to develop one, may link their online registration directly through the Hockey Manitoba website. The link for the Respect in Sport for Parents program will also be provided for convenience. To link your registration to the Hockey Manitoba website, please contact afergusson@hockeymanitoba.ca



1.5 Support

For any questions about the HCR your first step is to consult the Support Portal. If you are unable to resolve the issue the next step would be to contact your Zone Registrar. If the issue still remains unresolved contact afergusson@hockeymanitoba.ca. The majority of the issues you will face can be resolved in this manner, the last step would be to contact the Hockey Canada Helpdesk but that should only be done if directed to do so by the Hockey Manitoba office.

Hockey Canada Support Portal <https://helpdesk.hockeycanada.ca/support/login>

Respect in Sport for Parents is an independent run by a private company. Any issues or concerns with this program should be directed to their support page. Hockey Manitoba is unable to resolve issues in this program.

Respect in Sport for Parents Program <http://respectinsport.com/contact-us/>

Regional Registration Support:

Please note that we no longer have Zone Registrars throughout the province to facilitate the registration of Rural Minor Hockey Associations. We have centralized this service to a single position within the Hockey Manitoba office. Any questions that would have previously been directed to Bill, Debbie or Cheryl should now be directed to:

Rural Manitoba

Lauren Osborne

losborne@hockeymanitoba.ca

204-925-5755

Coordinator, Registration & Support Services

All Associations within Winnipeg will still be under the care of Michele.

Winnipeg Region

Michele Comeau

registrar@hockeywinnipeg.ca

204-784-5456

Regional Registrar

Branch Support

All other branch inquiries specific to registration may be directed to afergusson@hockeymanitoba.ca

2. TRANSFERS AND OVERAGE APPLICATIONS

Transfers Application regulations and procedures please reference Section D - Minor Hockey Transfers of the Hockey Manitoba Constitution, Regulations and Rules of Competition.

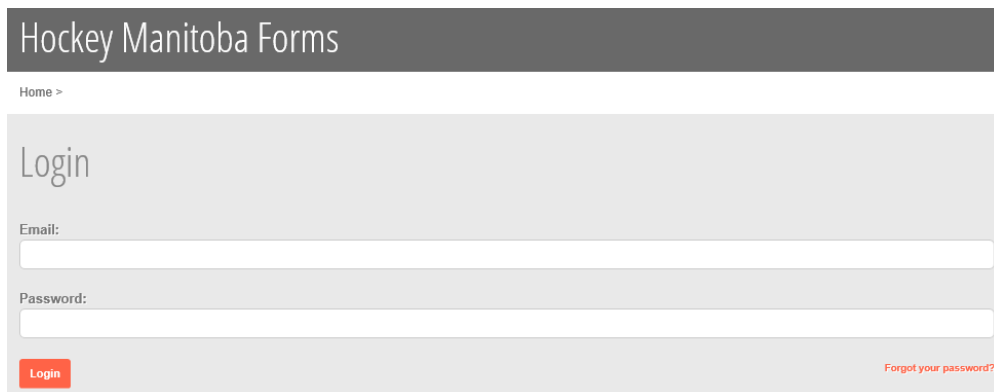
Overage Application regulations and procedures please reference Section O – Special Regulations, Overage Applications of the Hockey Manitoba Constitution, Regulations and Rules of Competition.

2.1 Forms Administration Website

Forms Administration website - <http://forms.hockeymanitoba.ca/admin/>

Association Presidents and Registrars will be provided with Approval and Read Access respectively.

Association Presidents wishing to change the Approval Access must do so in writing to Hockey Manitoba.



The screenshot shows the login page for the Hockey Manitoba Forms website. At the top, there is a dark grey header with the text "Hockey Manitoba Forms" in white. Below the header, there is a breadcrumb link "Home >". The main content area is light grey and contains the word "Login" in a large, light grey font. Below "Login", there are two input fields: "Email:" and "Password:". The "Email:" field is a long, white rectangular box. The "Password:" field is a shorter, white rectangular box. Below the "Password:" field, there is a red button with the text "Login" in white. To the right of the "Password:" field, there is a red link that says "Forgot your password?".

2.2 When to Complete a Player Transfer

Player Transfers may only be created online by the parent or legal guardian of the player who is wishing to transfer to an alternate minor team outside of their home association. This means that there is a team available for them within their home association but they wish to play elsewhere.

Player Transfers **ARE NOT** completed if players are required to sign with another association because their home association has insufficient players to form a team. Transfers are also **NOT** required if a player has moved to a residence in a different Minor Hockey Association. Reference Section D – Minor Hockey Registration of the Hockey Manitoba Constitution, Regulations & Rules of Competition. These association transfers are done only through the Hockey Canada Registry or directly with your regional registrar.

2.3 When to Complete an Overage Application

Overage Applications should only be submitted based on the following criteria:

In order to be approved as an overage player, the applicant may only be one year older than the age category in which the player applies to play as well as meet one of the criteria below:

- a) A player who has a physical or intellectual disability (supporting documentation from a medical physician may be requested).
- b) A goaltender (Pee Wee and above) that the Minor Hockey Association wishes to play in the next lower age division in order to ice a team. The lower division team must not have a goaltender, and without a goaltender playing down, a team could not be formed.
- c) A first year player with significant skill limitations in their current age division. Documentation from the Minor Hockey Association may be required confirming the skill limitations of the player.
- d) A player from a remote community whom there is no team to play on within the player's age appropriate division and for whom there is not a team a reasonable distance from the home center.
- e) A player wants to play down in order to play only within an Association's house league.
- f) A player who is in grade 12, currently registered full-time in high school, and for whom there is no program within which he/she could participate

Excluding Winnipeg, any player applications approved under criteria a), b), and c) will be eligible for Provincials and Regional Playoffs. Players approved under all other criteria are not eligible to participate in Provincials or Regional Playoffs.

2.4 Who Completes the Player Transfer and Overage Application Forms?

Only the parent(s) or legal guardian(s) of the player should be initiating and completing the Player Transfer or the Overage Application. Associations should never submit either of these applications on behalf of the parent/guardian.

3. RESPECT IN SPORT AND THE RESPECT IN SPORT FOR PARENTS PROGRAMS



3.1 Respect in Sport Certification <https://sportmanitoba.respectgroupinc.com/secure/>

The Respect in Sport program is an on-line training course for coaches and activity leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment and bullying in sport. Sport Manitoba has mandated that the RIS program is a requirement for all coaches registered with a Provincial Sport Organization in Manitoba. Hockey Manitoba has mandated the RIS program be completed by ALL rostered bench staff (coaches, assistant coaches, manager, safety person, etc) and ALL Level II – VI officials. **As of April 1, 2017 the Respect in Sport Program will expire after 5 years and individuals will be required to recertify. For the 2020-21 season, anyone that originally certified in or before the 2015-16 season will be required to recertify prior to December 1st, 2020.**



3.2 Respect in Sport for Parents <https://hmbparent.respectgroupinc.com>

The RIS for Parents program reinforces a parent's role by encouraging positive sport behaviours and providing insight into other roles, such as coaches and officials. The RIS for Parents program empowers parents to ensure their child's safety, encourages positive and effective communication, and creates a standard of respectful behaviours for all parents of active kids.

3.3 RIS and RIS for Parents Certification completed under another Sport or Province

It is important to note that if an individual has completed either the RIS or RIS for Parents programs under another sport or province they must complete the following steps to ensure that their member profile is updated in our HCR System.

RIS - Individuals must return to the RIS site, login and ensure that they have edited their "access groups" to include Hockey AND the Minor Hockey Association.

RIS for Parents – The individual must return to the RIS for Parents site, Register a New User and then enter his/her Certificate number that was received from the other organizations. The user must then associate their child(ren) to their profile using the Child Management area.

3.4 To locate a member's RIS or RIS for Parents Certification

Visit the applicable site and locate **Look-up Your Certificate Number**.

RIS - <https://sportmanitoba.respectgroupinc.com/secure/>

RIS for Parents - <https://hmbparent.respectgroupinc.com/secure/>

GETTING STARTED

Register your Profile
Click Here

Click here to
Re-certify

Import a
Certificate

Look up your
Certificate Number

ALREADY REGISTERED?
LOGIN HERE

Username

Password

Show

 Remember Username

 Use low bandwidth solution

Login

[Recover Username or Reset Password](#)

Enter in the following fields **First Name, Last Name, Important Date** (this is likely your birth date). This information must match exactly as to how the member registered).

Look up Certificate by User

First Name

Last Name

Important Date

SUBMIT
Look up Certificate

CANCEL
Return to login

If the member has completed the RIS course and the information has been entered in correctly. The certification will be displayed.

Your certificate details

Username	Name	Organization	Program Type	Certificate Number	Certification Date
[REDACTED]	[REDACTED]	Sport Manitoba	Respect in Sport for Activity Leaders	RIS-H84yU	January 27, 2007

If not, the following will be displayed.

LOOK UP CERTIFICATE BY USER

We did not find a certificate matching that user

TRY AGAIN
Look up Certificate

CANCEL
Return to login

3.5 How to know when a Parent has Completed Respect in Sport for Parents

Effective for the 2015-2016, Respect in Sport for Parents certification must be obtained by at least one parent or legal guardian of any minor hockey player on a Hockey Manitoba roster.

To view the status of the RIS for Parents certification, locate the **player** in the HCR. Under the Clinics section of the **player's profile** the certification will be identified. Once completed the Attended, Passed and Certified will be checked off and the certification will appear with the card number under the Qualifications section.

Clinics

SEASON	QUALIFICATION	DEFAULT LEVEL	CITY	ATTENDED	PASSED	CERTIFIED
2013-2014	*Respect In Sport	Parent	Winnipeg	✓	✓	✓

Qualifications Add

SEASON	QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED
2013	*Respect In Sport	Parent	HMBP-GJ22-G564H5G	✓	✓	✓

3.6 Monitoring RIS for Parents Certification

Players missing the RIS for Parents certification can be monitored in the HCR system. In the Reports section locate the Missing Qualification Report found under the Clinics/Qualifications section.



When using the Missing Qualifications Report ensure that the filters are correctly selected.



Export the data into Excel format. From here you can extract Player's, Father's and Mother's email addresses and send reminders to parents/guardians.

3.7 Troubleshooting and FAQs

Parents/guardians are able to register their child(ren) online and have not completed the RIS for Parents program.

Players are considered registered members of Hockey Manitoba once they are placed on an Official Team Roster. Parents/guardians are able to register their child(ren) online as this is a pre-registration process. Additionally parents/guardians have until November 1st to complete the RIS for Parents certification.

Parent/guardian has completed the RIS for Parents course but the certification but does not appear.

If a parent/guardian has completed the RIS for Parents program but it is not being displayed within the player's profile, advise the parent to ensure that ALL children were added to their profile when they created their account. They can do this by accessing the Child Management area found under the Profile section.

PROFILE PAGE

Statistics

Profile Creation Date: January 14, 2013 Last Completed Module/Section: N/A

Please choose a section

- PROFILE INFORMATION
This section lists all information provided when you registered your account.
- RESET YOUR PASSWORD
- PERSONAL SETTINGS
- CHILD MANAGEMENT**
- PROGRAMS AND ASSOCIATIONS

Section information

PROFILE INFORMATION

First Name *

Last Name *

Username *

Email *

The RIS for Parents course has been completed but it does not indicate certified.

Ensure that the individual completing the course has completed the Program Survey found at the end of Module 6. If the survey is not completed the parent/guardian will not register as certified.

Our Association does not have access to high-speed internet.

The course has been designed to be accessible from any PC using dial-up or high-speed internet. Once modules are downloaded, the user experience is the same at any speed. The speed of the download is completely dependent on the connection speed. Users on dial-up connections will notice a slightly lower quality of audio.

If a parent/guardian has the RIS for Activity Leaders and Coaches are they required to complete RIS for Parents?

Yes! The Respect in Sport program is an on-line training course for coaches and activity leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment and bullying in sport. The RIS for Parents program reinforces a parent's role by encouraging positive sport behaviours and providing insight into other roles, such as coaches and officials, play.

Costs associated with the RIS for Parents.

The cost for members to complete the online course is \$12.00 and must be paid for by credit card. Pre-paid credit cards can be used in the event that the individual does not have a credit card of their own.

Our MHA wants to pay for all parents/guardians to complete the RIS for Parents course. Is this possible?

Yes! The Respect in Sport Group can set minor hockey associations up with the ability to purchase one time user codes to the RIS for Parents program. For example: MHA (A) has 100 parents to complete the course. RIS Group provides MHA (A) with 100 one-time codes to bypass the payment area to distribute to their parents. RIS Group invoices MHA (A) with the cost of 100 one time user codes @ \$12.00.

4. MANAGING THE DECEMBER 1 CERTIFICATION DEADLINE

4.1 Coach Requirements

In addition to the appropriate course stream outline below, all bench staff require the Respect in Sport certification for Activity Leaders and Coaches.

DIVISION/CATEGORY	HEAD COACH	ASSISTANT COACH
Under-7	Coach 1 – Intro to Coach	Coach 1 – Intro to coach
Under-9	Coach 1 – Intro to Coach or Coach 2 – Coach Level	Coach 1 – Intro to Coach or Coach 2 – Coach Level
Under-11	Coach 2 - Coach Level + Checking Skills 1	Coach 2 – Coach Level
Under-13	Coach 2 - Coach Level + Checking Skills 1	Coach 2 – Coach Level
Under-15 AAA*	High Performance 1 + Checking Skills 1	Development 1
Under-15 AA, A, B, C, D	Coach 2 - Coach Level + Checking Skills 1	Coach 2 – Coach Level
Female Under-15 AAA, AA**	High Performance 1 + Checking Skills 1	Development 1
Female Under-15 A, B, C, D	Coach 2 – Coach Level + Checking Skills 1	Coach 2 – Coach Level
High School	Coach 2 – Coach Level	Coach 2 – Coach Level
Under-18 AA, A, B, C	Coach 2 – Coach Level	Coach 2 – Coach Level
Under-18 AAA	High Performance 1	Development 1
Under-21	Coach 2 – Coach Level	Coach 2 – Coach Level

Note: Head Coaches requiring the High Performance 1 certification have three years to complete the course.
*Male Under-15 AAA refers to Winnipeg Under-15 1 (Major) and Under-15 Rural AAA teams only. Winnipeg Under-15 2 (Minor) teams fall under Male Under-15 AA guidelines.
**Female Under-15 AAA refers the rural program, Female Under-15 AA refers to the Winnipeg program.

All coaches must achieve “Trained” status by **December 1st** in order to remain eligible for the current season. Individuals must complete the online modules delivered through Hockey University then fully attend & participate at an in-person coach clinic to achieve “Trained” status.

4.2 What is a Deficiency?

A Deficiency is a term that is used by Hockey Manitoba to identify that a member is missing certification for his/her position on the roster for that season or has an Outstanding Balance placed on his/her account.

It is the responsibility of the Association to notify the Team Official if they are deficient in their certification.

Associations may use the deficiencies to assist them with the management of their hockey programs. When placing association deficiencies there MUST also be a note in the “Memos” section to further detail the deficiency.

Deficiencies Add	
DESCRIPTION	DATE
NO PAYMENT RECIEVED	05-20-2015

Memos Add				
TITLE	TEXT	CREATED	UPDATED	ACTION
No Payment Received	Installment payments in place for the 2015 season.	05-20-2015	05-20-2015	Open

*Please note that Associations are not to remove Deficiencies placed on members by Regional Registrars or Hockey Manitoba.

4.3 Team Formation and Deficiencies

When forming your teams **ALL** Team Officials (coaches and bench staff) must be rostered with their correct position. Deficiencies, if needed, will be applied by the Regional Registrar to the member based on the position that is indicated on the roster. Team officials who are not properly certified will have a “Pending Requires Certification” status placed on them by the Regional Registrar in addition to a Deficiency.

Teams Add										
SEASON	TEAM	ASSOCIATION	DIVISION	POSITION	AFFILIATE	IMPORT	TRYOUT	RELEASED	STATUS	OPEN
* 2015-2016	WINNIPEG JETS	HM OFFICE USE ONLY (HM)	--- PW -	ASSISTANT COACH					Pending requires certification	Team Card

To view the required certification(s) locate the Deficiencies section in the member’s profile.

Deficiencies Add		
DESCRIPTION	DATE	ACTIONS
NO COACH CERTIFICATION	05-20-2015	Open
NO RIS CERTIFICATION	05-20-2015	Open

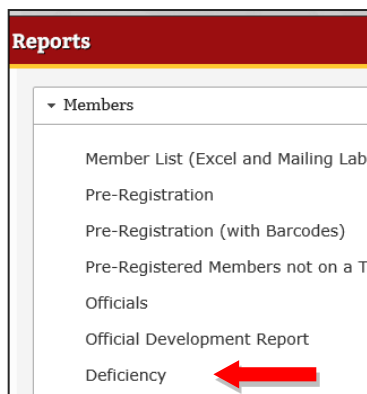
Team officials are eligible to participate with their team until December 1st at 11:59pm without certification. Associations will be penalized for team officials remaining on the roster thereafter.

Section K: Coaching/ Development of the Constitution, Regulations and Rules of Competition.

Associations/Teams will be charged \$50.00 for each rostered team staff that is not properly trained/certified with the Coach I - Intro to Coach, Coach I – Coach Level, Development 1, Hockey Canada Safety Program or Respect in Sport by December 1st of the current season. Please note this fine is applied to each outstanding certification and must be paid by the Association/Team.

4.4 Deficiency Reporting

Throughout the clinic season Hockey Manitoba will remove deficiencies from member profiles as they become certified. Associations are encouraged to run Deficiency Reports to monitor members who have not completed their certification requirements.



Export the report in Excel format.

Report_Member_Deficiency								
Name	DOB (mm-dd-yyyy)	Address 1	City	Postal Code	eHockey	Current	Occurrence	Deficiency
SMITH, JOHN	08-04-1990	BOX 1234	WINNIPEG	R7Y 0L6	abc@123.ca	WINNIPEG JETS	05-20-2015	NO COACH CERTIFICATION
SMITH, JOHN	08-04-1990	BOX 1234	WINNIPEG	R7Y 0L6	abc@123.ca	WINNIPEG JETS	05-20-2015	NO RIS CERTIFICATION

Monitoring this report up to the December 1st deadline will assist associations as Hockey Manitoba removes deficiencies when members complete their certification. This report includes email addresses so individuals can be easily notified that certification has not been completed.

4.5 Clinic Monitoring

Within an individual's profile, the MHA is able to view when someone has registered for a clinic and the date(s). This can be found under the Clinics section of the profile. Below is an example of a Respect in Sport registration.

Clinics								
SEASON	QUALIFICATION	DEFAULT LEVEL	CITY	ATTENDED	PASSED	CERTIFIED	START DATE	ACTION
2014-2015	*Respect In Sport	Passed	-				09-04-2015	Open

If the "Attended, Passed and Certified" areas are checked off, the individual is certified in this area. This will also be reflected under the Qualifications section.

Clinics						
SEASON	QUALIFICATION	DEFAULT LEVEL	CITY	ATTENDED	PASSED	CERTIFIED
2014-2015	*Respect In Sport	Passed	-	✓	✓	✓

Qualifications <input type="button" value="Add"/>						
SEASON	QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED
2014	*Respect In Sport	Passed	SFM 123jkl43	✓	✓	✓

Please note that from this point forward the "Certified" area will NOT be checked in the Coach I – Intro to Coach Level and Coach 2 – Coach Level programs as members may only be "trained" in these courses.

Clinics							
SEASON	QUALIFICATION	DEFAULT LEVEL	CITY	ATTENDED	PASSED	CERTIFIED	
2014-2015	*COACH 2 - COACH LEVEL	TRAINED	Stonewall	✓	✓		
2014-2015	*COACH 1 - INTRO TO COACH	TRAINED	Stonewall	✓	✓		

Qualifications <input type="button" value="Add"/>						
SEASON	QUALIFICATION	LEVEL	CARD NUMBER	ATTENDED	PASSED	CERTIFIED
2014	*COACH 1 - INTRO TO COACH	TRAINED		✓	✓	
2014	*COACH 2 - COACH LEVEL	TRAINED		✓	✓	

Once all certification requirements are met, the status on the roster will be changed to “Approved” by Hockey Manitoba.

Teams											
SEASON	TEAM	ASSOCIATION	DIVISION	POSITION	AFFILIATE	IMPORT	TRYOUT	RELEASED	STATUS		
* 2015-2016	WINNIPEG JETS	HM OFFICE USE ONLY (HM)	- - - PW -	ASSISTANT COACH							Approved

4.6 Avoiding Certification Penalty

Associations may release individuals who will not complete certification prior to the December 1st deadline from the roster to avoid penalty.

How to Release a Team Official from a Roster:

- Locate the individual through the Team Roster
- Open his/her Member Team Registration
- Check the box beside the Release Date
- The date will automatically default to the present date
- Select Update at the bottom of the screen

Member Registration History

Registration Date	mm-dd-yyyy 05-20-2015
Release Date	<input checked="" type="checkbox"/> mm-dd-yyyy 05-20-2015

TEAM APPROVAL MUST BE REQUESTED IN ORDER FOR YOUR REGIONAL REGISTRAR TO APPROVE THE RELEASE

INDIVIDUALS RELEASED FROM THE ROSTER TO AVOID PENALTY MAY NOT PARTICIPATE OR BE RETURNED TO THE ROSTER.

4.7 Rejected Status on Official Team Roster

If “Rejected” is indicated in the status, the individual is ineligible to continue with the team and must be advised accordingly.

POSITION	AFFILIATE	IMPORT	TRYOUT	RELEASED	STATUS	OPEN
ASSISTANT COACH					Rejected	Team Card

Teams must be forwarded their official team roster anytime changes are made to the roster.

4.8 Paying the Certification Penalty

Associations are required to submit payment (as invoiced) for any rostered team official deficient after December 1st. It is the Associations discretion if an individual(s) will be allowed to continue and must notify Hockey Manitoba accordingly.

Team officials allowed to continue for the season by the association will have the following memo placed on their profile.

Memos		Add			
TITLE	TEXT	CREATED	UPDATED	ACTION	
2014-15 Deficiency Fee	Paid \$50 to continue for the 2014-15 season. May not roster in the future until the certification is complete.	12-05-2014	12-05-2014	Open	

All online components (ie: Hockey University, Hockey Canada Safety Program, etc.) of the certification must be completed by the individuals prior to being approved on the roster.

Hockey Manitoba will list all team officials as “rejected” on the roster who are not properly certified by December 1st.

Certification that can only be obtained by attending an in-person clinic will leave individuals ineligible to roster in the future until the certification is completed, however all online components MUST be completed before approval will be granted.

5.0 TRAVEL PERMITS

5.1 Why you need a Travel Permit

Hockey Canada only sanctions events in which all participants are registered members of Hockey Canada or USA Hockey. When traveling to a tournament or exhibition game outside of Manitoba you may need to verify your registration with the branch and a travel permit serves as the verification that your team and its members are registered with Hockey Manitoba.

5.2 When you need a Travel Permit

Hockey Manitoba requires that you obtain a travel permit any time you travel outside the province for exhibition games or tournaments. If you are traveling within Manitoba you do not require a Hockey Manitoba travel permit however the Winnipeg and Norman regions require their teams to have approval any time they travel outside of their region.

If your team engages in league play against a team from another branch (ie: Saskatchewan) then you do not require a permit to attend regularly scheduled league games. However if you are attending a tournament hosted by one of those teams a Travel Permit is required.

If your team will be traveling overseas please contact Peter Woods at pwoods@hockeymanitoba.ca

5.3 How to obtain a Travel Permit

Teams from Winnipeg or Norman must first obtain regional approval.

Winnipeg teams require approval through Hockey Winnipeg <http://www.hockeywinnipeg.ca/schedule-exemption-travel-permit>

Norman teams are asked to contact Regional Director Ron Larocque [_ron.larocque@ckpi.com](mailto:ron.larocque@ckpi.com)

Hockey Winnipeg and Norman teams will be unable to apply for a Hockey Manitoba permit without first obtaining their regional approval.

Hockey Manitoba Travel Permit requests are now available for application on-line at the link below. This will require a credit card payment in order to complete the application. <http://forms.hockeymanitoba.ca/travelpermit/>

6.0 FEES

6.1 Membership & Insurance

To more effectively manage the collection of fees Hockey Manitoba has moved to a system where associations will be invoiced based on the previous year's registration numbers. Each Association will receive a copy of this invoice in their registration package. 50% of fees are due on October 30th of the current season and the balance due November 30th of the current season.

Registration fees are made payable to Hockey Manitoba and now forwarded directly to the main office at:

508 – 145 Pacific Ave., Winnipeg, MB R3B 2Z6

Please note: Hockey Manitoba Regional Registrars will be advised of any associations that have not submitted their fees by each deadline and will not approve team rosters until fees are paid. Associations will continue to forward payments for tournament sanctions to their respective Hockey Manitoba Regional Registrar. Once a reconciliation of registration numbers is completed by Hockey Manitoba at the end of the season, we will invoice or credit each association accordingly.