



New Player Registration Guide

For parents of children playing hockey for the first time with SMHA.

STEP 1: Create a Hockey Canada Registry (HCR) ID

Every player requires a unique Hockey Canada ID number.

- **How-to Guide:** [\[LINK\]](#)
- **Action:** Create a profile to obtain your child's HCR ID.
- **Important Note:** This process is **only** to generate a Hockey ID for your player. SMHA does not use the HCR system for league registration. You will be granted access to the official SMHA registration software only after SMHA Operations has verified your residency (see Step 4).

STEP 2: Complete The Shift Forward - Parent/Guardian

One parent must complete this mandatory online course.

- **Course Link:** [\[The Shift Forward - Parent/Guardian\]](#)
- **Requirements:** You will need the HCR ID (created in Step 1) to link your completed course to your player's profile. If you do not link this, you will not be permitted to register.

STEP 3: Submit Proof of Age and Residency

Once you have your HCR ID and the Shift Forward - Parent /Guardian Certificate, you must submit your documentation for verification.

Submission Guidelines:

- **Email to:** operations@springbankhockey.com
- **Format:** Send **ONE** email containing all required documents. Do not send multiple emails.
- **Do Not Upload:** Do not upload these documents to the HCR website; email them to us directly.
- **Subject Line:** New to SMHA – [Child's Name]

In the body of your email, please indicate which league you are registering for:

- House League Stream
- Community Stream
- *Not sure? Visit the Hockey Calgary website: [["WHICH PROGRAM IS RIGHT FOR ME"](#)]*

Required Documents Checklist

1. Proof of Age:

- A scanned copy or clear digital photo of the player's Birth Certificate or Passport.

2. Proof of the Shift Forward program:

- A copy of your Shift Forward program – Parent Badge.
- You can take a screenshot of it in your Spordle dashboard

3. Proof of Residency (Total of 4 Documents): You must submit a total of **four (4)** documents.

- **Minimum 2** must come from the "Primary" list.
- **A maximum of 2** may come from the "Secondary" list.

Category A: Primary Documents (Submit at least 2, up to 4)

- **Utility Bill:** Must be in your name, current (within the last month), and show both service and mailing addresses. (e.g., Gas, Electric, Water).
- **GST Statement or Income Tax Assessment** (Current year).
- **Homeowner or Rental Insurance Policy** (All pages).
- **Vehicle Registration or Insurance.**
- **Purchase/Rental Agreement:** Signed, with possession date (if moving before the season start).
- **Builder Agreement:** Signed, with possession date (if moving to a home under construction).

Category B: Secondary Documents (Submit no more than 2)

- **Cell Phone Bill.**
- **Valid Driver's License.**
- **Property Tax Statement.**
- **Bank or Financial Statement.**
- **Mortgage Statement.**
- **Student Demographic Info:** Available from your school (must show your address; enrollment emails are not accepted).

STEP 4: Verification and Registration

Once you have submitted your email, SMHA Operations will review your profile and documentation.

- Please allow time for this review process.
- SMHA will contact you via email to confirm your eligibility and provide the link to proceed with official registration and payment.