



Transferring Player Registration Guide

For existing Hockey Canada players moving to Springbank Minor Hockey (SMHA) from another association here in Calgary or across Alberta and Canada

IMPORTANT NOTE: International Transfers. The steps below are strictly for transferring within **Canada**. If you are transferring your player from an international association, do not follow the steps below. You must contact SMHA Operations immediately at operations@springbankhockey.com for specific international transfer instructions.

STEP 1: Verify either

Respect in Sport – Parent (retired program)

Or

Shift Forward (Hockey Canada's new 2026 Parent program)

An up-to-date **Respect in Sport (RIS) – Parent** or **Shift Forward** certificate is required for all transferring players to be approved.

- **Action:** Ensure your RIS certification is up to date; if it has expired, you will be required to take the Shift Forward program. In 2026, Hockey Canada announced the replacement of the RIS program with their own internal program
- [Respect in Sport - Parent](#) (to download certificate only)
- [Shift Forward - Parent](#) (to take or retrieve a screenshot of your badge)

STEP 2: Submit Transfer Documentation

To initiate the transfer, you must email your documentation to SMHA Operations.

Submission Guidelines:

- **Email to:** operations@springbankhockey.com
- **Format:** Send **ONE** email per player. (e.g., If transferring two children, send two separate emails).

- **Do Not Upload:** Do not upload these documents to the HCR system; email them to us directly.
- **Subject Line:** Transferring to SMHA – [Child's Name]

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

- House League Stream (U9 or U11 only)
- Community Stream (U7-U18)

Required Documents Checklist:

1. Parent Declaration Form:

- Completed and signed by **both** parents.
- [HOCKEY CALGARY PARENT DECLARATION FORM](#)

2. Proof of Age:

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

3. Proof of Respect in Sport or Shift forward:

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- **Action:** Ensure your RIS certification is up to date; if it has expired, you will be required to take the Shift Forward program. In 2026, Hockey Canada announced the replacement of the RIS program with their own internal program
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4. Coach/Volunteer Transfer (If applicable):

- If a family member is a coach and wishes to coach with SMHA, their profile must also be transferred.
- **Action:** In your email, please provide the Coach's **Full Name** and their **Date of Birth**.

5. 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, Sept 1st).
- **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 3: Verification and Processing

Once you have submitted your email, SMHA Operations will review your documents and initiate the transfer in the Hockey Canada Registry (HCR).

- **Wait Time:** Transfers may take **over a week** to process through the Hockey Canada system.
- **Deadlines:** It is highly advised that transfer requests be submitted well in advance of fee increase dates or registration deadlines to provide sufficient time for the transfer process.
- **Notification:** SMHA will contact you via email to advise when the transfer is complete, and you may proceed with official registration.