



INFORMATION BULLETIN

Date: July 15, 2015
To: Junior/Senior Female Club Teams
Junior/Senior Female Leagues
From: Allison Marriott
Coordinator, Operations

SUBJECT: FEMALE CLUB TEAM REGISTRATION PROCESS - CORRECTION

PLEASE NOTE: This is an update to Information Bulletin 15/07 that was circulated in June. The Information Bulletin incorrectly indicated that teams would have access to HCR as of Monday, August 3rd. This is a Civic Holiday, therefore the team registration process will begin Tuesday, August 4th, as outlined below. Hockey Alberta apologizes for the confusion that may have been created by the initial bulletin.

A new registration, invoicing and payment process has been created for the 2015-16 season in order to make things easier for teams at the start of the season in registering their teams in the Hockey Canada Registry.

Teams in HCR for the 2015-16 season will be open as of **Tuesday, August 4th** at 9:00am for teams to start the registration process and to request transfers.

Invoices will be mailed for your Team's registration fees for the 2015-2016 season in early August. These fees are charged as per Hockey Alberta's Bylaws and Regulations as outlined in APPENDIX "I" REGISTRATION & INSURANCE FEES. To ensure your teams eligibility you will be required to pay this invoice by November 15th. Failure to submit payment by this deadline will result in the team roster being locked and notification will be sent that the team is ineligible from participating until payment has been received.

Furthermore, teams that have not submitted a new Team Contact Form and/or still have any outstanding fees from the previous season will not be able to access HCR until this has been cleared up. Please contact the office if you require a copy of the outstanding invoice(s).

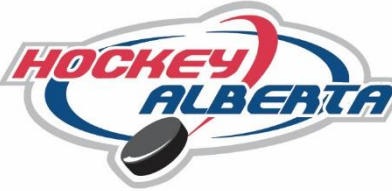
Should you have any questions please feel free to contact myself at (403) 342-6777.

Sincerely,

A handwritten signature in black ink, appearing to read "Allison Marriott".

Allison Marriott
Coordinator, Operations

Attachment: Team Contact Form

	HOCKEY ALBERTA ATTN: Allison Marriott E-Mail: amarriott@hockeyalberta.ca Website: www.hockeyalberta.ca Phone: (403) 342-6777 Fax: (403) 346-4277
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**** PLEASE RETURN TO HOCKEY ALBERTA *****
2015 - 2016 SEASON

PLEASE TAKE A MINUTE AND FILL OUT AND RETURN THE FOLLOWING FORM:

Name of Hockey Team: _____

Permanent Address of Above: _____
(City) (Postal Code)

E-Mail Address: _____

<i>Please circle one: PRESIDENT or MANAGER</i>	
Name:	_____
Address:	_____
City:	_____ Postal Code: _____
Phone: (R) _____ (B) _____ (F) _____	
E-Mail Address:	_____

<i>REGISTRAR or SECRETARY</i>	
Name:	_____
Address:	_____
City:	_____ Postal Code: _____
Phone: (R) _____ (B) _____ (F) _____	
E-Mail Address:	_____

CONTACT PERSON DURING WORKING HOURS (8:30 A.M. - 4:30 P.M.)

If the group contacts above may not be used as a contact during business hours please list a representative from your group who may be contacted by Hockey Alberta between 8:30 a.m. - 4:30 p.m.

ACCESS TO EMAIL IS ESSENTIAL!

Name: _____ Phone#: _____

Email Address: _____