



## INFORMATION BULLETIN

Date: September 1, 2015

To: Junior Club Teams  
Senior Club Teams

From: Michelle Skilnick  
Manager, Hockey Operations

**SUBJECT: CLUB TEAM REGISTRATION PROCESS**

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A new invoicing and payment process was created last season in order to make things easier for teams to begin registering their teams at the start of the season. This new process worked well and will be in place again for the 2015-2016 season.

In accordance with Hockey Alberta's Registration and Insurance Fees (Appendix "I"), the invoice that your team will receive this September will include all applicable Team Fees, as well as Participant Fees for a pre-determined number of players and team officials (see the chart below). Each team will continue to have access to a maximum of 45 player allotments throughout the playing season, however your initial invoice will be for the following number of participants:

Junior Teams: 25 players & 5 bench staff  
Senior Teams: 30 players & 5 bench staff

To ensure your team's 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 being sent to the Team and League to inform them that the team is ineligible to participate until payment has been received.

Teams that have outstanding fees from the previous season will find that their rosters are locked and they will be unable to register players until the account has been cleared up. Please contact Allison Marriott or Holly Martin to obtain your outstanding invoice(s).

After the final registration deadline in February, Hockey Alberta will complete a reconciliation of participant registrations and each team will receive either an invoice or a refund cheque depending on the total number of participants registered throughout the season.

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