

*PMHA Registration Checklist*

**I am NEW TO PENINSULA MINOR HOCKEY ASSOCIATION but have played with another association before (residential transfer):**

CHECKLIST

- My player is NOW a permanent resident of one of these communities:  
Gulf Islands, Sidney, North and Central Saanich up to Tanner Ridge
- My player lives in one these communities with a parent or legal guardian
- My player is between the ages of 5-17 as of December 31<sup>st</sup> this calendar year
- I have reviewed Vancouver Island Hockey Association's rules and requirements for a RESIDENTIAL TRANSFER (found at <http://viaha.org/forms/2017-MHA%20Residency%20Verification%20Checklist%20-%20revised%20July%2020th,%202017.pdf>) and have collected the MANDATORY supporting documentation and scanned them into separate pdfs for emailing to the registrar along with the form.

If you have answered YES to all the above questions, please proceed below:

STEP 1 (PARENT)

- Retrieve your Respect in Sport for Hockey Canada Parents certification number
- Fill out the on-line waitlist form available on our website at <https://pmha.bc.ca/registration/new-and-waitlisted-players/>. Be sure to include player's birth certificate number, contact information including name, email address, physical address and phone number along with Respect in Sport – Parent version certification number.
- Email the registrar [registrar@pmha.bc.ca](mailto:registrar@pmha.bc.ca) with the subject line "Residential transfer – insert Last Name, First Name of Player" with the following information:
  1. Scanned copy of the "MHA RESIDENTIAL VERIFICATION &/OR TRANSFER CHECKLIST"
  2. Scanned copies of the 4 documents that are required (small file size or as separate pdfs)

STEP 2 (REGISTRAR)

- Upload documents in the Hockey Canada Registry
- Request player file transfer for new player
- Confirm Respect in Sport certification number
- Notify parent of successful player file transfer and provide registration link

STEP 3 (PARENT)

- Complete on-line registration including payment (installment payment option available, please check credit card expiry date!). You can contact the registrar if you cannot pay by credit card at [email registrar](mailto:registrar@pmha.bc.ca)