

1. Click on the *Officials* tab on the <u>Hockey Alberta website</u>. Click on **Clinics**, and then select **Dates/Locations** from the dropdown menu.



2. The eHockey page will load to search for a clinic (shown below). Use the dropdown menus to sort the clinic data and find the clinic you are interested in taking.

u can refine yo	our results by:			
<ul> <li>searching</li> </ul>	for a specific term within the Location, Address, and	City of the clinic, and/o	r	
selecting	the type of clinic you are looking for, and/or			
<ul> <li>specifying</li> </ul>	the dates of the clinic			
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Search				
Search	Location/Address/City			
Search in	Location/Address/City		HOCKEY ALBERTA	
Search in Type	Location/Address/City	4	HOCKEY ALBERTA 100 College Blvd - Rm 2606 Box 5005	
Search in Type tart Date -	Location/Address/City		HOCKEY ALBERTA 100 College Blvd - Rm 2606 Box 5005 Red Deer, AB, T4R 0J4	
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- 3. Search by the following:
  - a. **By SEARCH:** To find a clinic in a specific location or city, use this search line. This will narrow down the search to your respective location and zone.
  - b. **By TYPE:** An eHockey clinic search will include Officials and Coach clinics. To see a list of all Officials clinics, use this search line and select \*Official Clinic to see all available clinics in Alberta.
  - c. **By START DATE and END DATE:** If you have specific dates you wish to attend a clinic, and location is not a factor, use this search line.
- 4. Once you have entered the information select "Search" to find all the available clinics.
- 5. The search will pull up the following screen, showing the available clinics. Select the one that you are interested in taking by selecting "Signup".

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🙆 Most Visited 📑 Getting Started 🔊 Latest Headlines 📑 Cu	ustomize Links 📋 Free Hotmail 📋 V	Vindows Marketplace 🔡	Windows Media	Windows				
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CLICK ON "INFO"	CLICK ON "INFO" IN THE "ACTIONS" COLUMN OF A CLINIC BELOW TO OBTAIN MORE INFORMATION. CLICK ON "SIGNUP" TO SIGNUP FOR THAT							
CLINIC.								
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Hockey Alberta offers seven different levels of clinics based on the experience and ages of the participants. Please ensure you are selecting a clinic that is appropriate for your experience and age (all ages cited below are as of December 31, 2018). Please note that for all officials 19 years of age and older, you are required to have a clean Criminal Record Check submitted to Hockey Alberta through the Sterling Talent Solutions platform to be able to register for a clinic. The CRC request is submitted online, with results in 1-2 business days. But it may take up to a week for the results to be entered in HCR. Failure to have a CRC on file means an official (19 years and older) cannot register for a clinic.



# TYPES OF CLINICS

#### **Beginner:**

- Officiating Experience: 0-2 years
- Who: Level 1 Officials (Ages 13-15) and Level 2 Officials (Ages 16-18)
- Divisions Officiated: Novice, Atom, Peewee
- Ice Session: Yes
- Prerequisite: HU

#### Adult Beginner:

- Officiating Experience: 0 years
- Who: Officials 19 years and older
- Divisions Officiated: Novice, Atom, Peewee
- Ice Session: Yes
- Prerequisite: HU & CRC

#### Junior:

- Officiating Experience: 2+ years
- Who: Officials 16-18 (Level 2)
- Divisions Officiated: Peewee, Bantam, Midget
- Ice Session: No
- Prerequisite: HU

#### Junior Adult:

- Officiating Experience: 1-5 years
- Who: Officials 19 and older (Level 2, 3, 4, 4L or 5)

# OFFICIALS LEVELS

#### (Note: all ages listed are as of December 31, 2018)

#### Level 1:

 New officials (13-15 years) or returning officials younger than 16 years

#### Level 2:

New and returning officials 16 years or older

#### Level 3:

- Fully certified Level 2 official
- Minimum two years of Level 2 officiating experience
- Upgrade process completed during previous season

- Divisions Officiated: Peewee, Bantam, Midget, Junior, Senior
- Ice Session: No
- Prerequisite: HU & CRC

#### Adult - All levels:

- Officiating Experience: 0 to many years
- Who: Officials 19 and older (Level 2, 3, 4, 4L or 5)
- Divisions officiated: Novice Midget
- Ice Session: Yes
- Prerequisite: HU & CRC

#### Senior:

- Officiating Experience: 3+ years
- Who: Officials 19 and older (Level 2, 3, 4, 4L or 5, 6)
- Divisions Officiated: Bantam, Midget, Junior, Senior
- Ice: No
- Prerequisite: HU & CRC

#### Elite:

- Officiating Experience: 5+ years
- Who: Officials 19 and older (Level 2, 3, 4, 4L or 5, 6)
- Divisions Officiated: Bantam, Midget, Junior, Senior
- Ice Session: No
- Prerequisite: HU & CRC

#### Level 4:

- Fully certified Level 3 official, including fitness tests
- Minimum two years of Level 3 officiating experience
- Upgrade process completed during previous season
- Successful completion of Level 4/5 camp

#### Level 5:

- Fully certified Level 4 official, including fitness tests
- Minimum two years of Level 4 officiating experience
- Upgrade process completed during previous season
- Successful completion of Level 4/5 camp

#### Level 6:

- Fully certified Level 5 official, including fitness tests
- Minimum two years of Level 5 officiating experience
- Upgrade process completed during previous season



- 6. Selecting "Sign Up" brings up a screen displaying the clinic details. Scroll to the bottom of the page and fill out the following information using the drop-down boxes.
  - a. "Please Select the Applicable Hockey Division": select NA.
  - b. "Please Select the Officials Level That This Member Will Be Officiating This Season": select from the available levels, based on the descriptions provided in the previous listing.

	•		A	
es	select the Official Level that this Participant will be offi	ciating this season.		
ee	s below are optional to attend this clinic.			
	Fee	Amount	Tax	Total
	Insurance (Select if not registered with a team)	C \$23.80	\$0.00	\$23.80
	Official - Level 2	\$69.00	\$3.45	\$72.45
	Official - Level 3	\$85.00	\$4.25	\$89.25
	Official - Level 4	\$111.00	\$5.55	\$116.55
	Official - Level 5	\$122.00	\$6.10	\$128.10
	Official - Level 6	\$138.00	\$6.90	\$144.90
	Official - Level 4L	\$111.00	\$5.55	\$116.55

- c. It is MANDATORY for all officials to have insurance coverage through Hockey Canada. Should you not be registered with a team during the same season, "Insurance" must be selected and paid for at checkout.
- d. Under the "Fees" section, NEW THIS SEASON, the "Official Level" fee must be selected and paid for at checkout. Selection of the level and payment of the fee IS MANDATORY
- e. Once all the required information is entered and fees are selected, click "Next".
- 7. Next this page will load. Select one of the following options:

a. "I Have An Existing

t this page load. Select	EHOCKEY
of the	Signup 1
owing ons:	Signup for a Clinic
	To continue signing up for the selected clinic, you must have an account and be logged in.
"I Have An	If you have previously signed up yourself or someone else for a clinic online, you may already have an account and you may login with that account.
Existing	If you have NOT previously signed up yourself or someone else for a clinic online, please proceed by creating a new account.
Account And	
Would Like	I have an existing account and would like to login
to Login" if	I would like to create a new account

you already have an eHockey account,

OR

b. "I Would Like to Create A New Account" if you don't have an existing account. If you need to create a new account, please see the "Create a new Account" document.



## **NEW OFFICIALS – Requirements to Register for a Clinic**

### Hockey University

For all new officials, you will need to take Hockey University prior to being able to register for a clinic. If you attempt to register for a clinic and get the following error, you first need to take the Hockey University.

EHOCKEY	Clear this message				
kmacraeliihockeyalberta.ca		Home	Signup for a Clinic	Add a Participant	Order History
Home					

To sign up for Hockey University:

1. Go back to the clinic schedule in eHockey and sign up for the HU clinic as shown below.

<u>lype</u>	Level	Association	Location	Address	City	Province	Postal Code	<u>Season</u>	Date	Time	Actions
*HU - ONLINE Safety		HOCKEY ALBERTA	ONLINE	4	ONLINE	AB		2018	06/03/2018- 06/01/2019	00:00	<u>Signup   Info</u>
*HU - ONLINE Officiating 1/2		HOCKEY ALBERTA	ONLINE COURSE			AB		2018	06/14/2018- 12/31/2018	00:00	<u>Signup   Info</u>
*HU - ONLINE Coach 1/2		HOCKEY ALBERTA	ONLINE	N	ONLINE	AB		2018	06/28/2018- 06/30/2019	00:00	<u>Signup   Info</u>
*HU - ONLINE Checking		HOCKEY ALBERTA	ONLINE		ONLINE	AB		2018	06/29/2018- 06/30/2019	00:00	<u>Signup   Info</u>
*COACH - DEVELOPMENT 1		HOCKEY ALBERTA	Pason Centennial Arena	204 Community Way	Okotoks	AB	T1S 2N3	2018	08/18/2018- 08/19/2018	09:00	<u>Signup   Info</u>

2. If you are 18 years of age, or younger, as of December 31, 2018, once you complete the HU course you will then be able to sign up for a clinic.



### **Criminal Record Check**

If you are 19 years of age or older, as of December 31, 2018 you must complete a Criminal Record Check, prior to being allowed to register for a clinic. As per the policy of Hockey Alberta's Board of Director, a CRC is required every three years for adults in a position of trust with Hockey Alberta. This includes Hockey Alberta's officials.

If you attempt to register for a clinic and get the following error, you first need to complete a Criminal Record Check.

🔅 🔿 🙆 🛢 Secure   https://ehockey	.hockeycanada.ca/ehockey/Default.aspx	÷ 1							<b>☆</b> 〇
Apps 📋 Getting Started 🎦 Suggested Site	es 🕑 Web Slice Gallery 🦲 Favountes								
The selected participant cannot signu	p for this clinic. You are unable to register for an official of EHOCKEY	linic until you have completed a Criminal Record C Coar IIIs message	mek tirovy	h Starling BackClus	8. Tõ complete yu	er CRC, juse the l	hillowing li		/his/keyalberta
	kmacrae@hockeyalberta.ca		Home	Signup for a Clinic	Add a Participant	Order History	Cart	•	
	Home						_		
	Welcome to your home page!         You'll find the participants associated with your account below.         Click on 'View' in the "Actions" column of a participant to view that participants profile, sign them up to a clinic, or to perform other actions.								
	Participants								

Full details regarding the Criminal Record Check process, including a list of Frequently Asked Questions, can be found on the <u>Hockey Alberta website</u>.

To obtain your Criminal Record Check, the process must be completed online through the Sterling Talent Solutions platform:

1. Go to the following website: <u>www.backcheck.net/hockeyalberta</u>. The following screen will appear.

2.	Under role select	-	
	Official	I → E B Hockey Alberta   Sterline × + ∨	- 0 ×
3.	Under location	← → ◯ ⋒ backcheck.net/hockeyalberta	
	selection your	4	Storling
	Officials Region.	ni	
4	It will then take you	ALBERTA	
	through the process	Welcome to Hockey Alberta's Online Home	for Background Checks!
	Lipon successful	Hockey Alberta has partnered with myBackCheck.com, Canada's largest and leading provider of ba	ackground checks, to provide you with a secure online way of obtaining your police record check.
	completion of the	To begin, please select your role from the drop down lists below. Click on the "Start my check" but	ton and follow the on-screen prompts
	Criminal Report		
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	Check you will be		
	able to register for a	Peace Zone 🗸 🗸 🗸 🗸 🗸 🗸	
_	clinic.		
5.	You will need to		
	activate your Criminal	Start my check!	
	Record Check		
	account and you will		

receive an email to verify your account. On occasion the verify email does go to your spam folder.