

## - REVISED -

### HOW TO COMPLETE YOUR INSURANCE RECONCILIATION FORM

- 1) Enter all centre contact information.
  
- 2) Enter the total number of players and team officials (must add coach & bench staff numbers) for this season. Remember to include all rep and house league participants as well as registered coaches, managers and trainers. Multiply this total by \$17.44 (the insurance premium amount).

This number is found by completing the following steps:

- a) Log into the HCR (Hockey Canada Registry)
- b) Click on Reports
- c) Scroll down to Statistics
- d) Click on #6 – Member Primary Registration Summary

Note: This report shows the unique member registration numbers and does not include duplicates.

**All players and team officials MUST be registered to a team for the current season to be insured by Hockey Canada.**

3) Again enter the total number of players and team officials (must add coach & bench staff numbers) as in step 2 and multiply this total by \$16.85 (the assessments total).

4) Add up the above 2 amounts & enter it in the far right box of the **TOTAL** row.

5) In the box that states **Total Insurance Paid** you will enter the total from your original insurance invoice. In the box that states **Total Amount** you will enter the amount calculated in step 4.

6) If the **Total Insurance Paid** amount is greater than the **Total Amount** enter the difference in the **Refund** box. If the **Total Insurance Paid** amount is less than the **Total Amount** enter the difference in the **Remittance** box and enclose payment with the reconciliation form and send to the OMHA office.

Thank-you!