Association Registrar Roles and Responsibilities

The responsibilities listed below serve as a guideline for associations to use for the development of their registrar’s roles and responsibilities.

- Create new members
- Merge duplicate members
- Update addresses, phone numbers and email addresses of existing members
- Monitor team official’s certifications
- Monitor the Respect in Sport for Parents
- Monitor Criminal Record Check compliance and print reports with expiry dates
- Administer transfer applications, including uploading of appropriate documents for out of branch transfers
- Enter players and team officials ensuring each team official has the correct certifications and players are in the right division.
- Administer your association requests for the use of overage players and over 19 players on a team
- Administer affiliations
- Submit team rosters to HNO for approval prior to first game/tournament and whenever you make a change to a roster.
- Distribute the **Official team roster** to association team managers
Hockey Canada Registry

The Hockey Canada Registry (HCR) is an online nonpublic database for use by Hockey Canada, the member branches of Hockey Canada, registrars of Minor Hockey Associations, Junior & Senior teams. Minor hockey parents or coaches do not use it.

The HCR website address is: https://hcr.hockeycanada.ca

Access

HNO requires Associations to submit the following information each season, in order to obtain access to the HCR.

- Enter Membership Contact information and acknowledge terms in the Portal (by July 1)

Associations not in good standing, at any time during the season (for example; Contact Information in the Portal not completed, overdue invoices, declaration of teams, etc.) will have their access to the HCR locked until the requirements are fulfilled.

Once you have received your username and password, update your email address so all notifications (approvals, rejections, notes, etc.) are automatically sent to the email registered in the HCR. You also can change your password at this time.

Online Player Registration Setup

Hockey Canada offers a free online registration portal for Minor Hockey Associations. This portal is open to the public and allows parents to register to an association; the information is shared with the Hockey Canada Registry, which is where an MHA would access that information.

Resources are available on the Hockey Canada Support Portal to assist associations with the set-up of online registration. The following information is required by Hockey Canada prior to the activation of an association’s Online Registration System. HNO cannot help you with this setup.

1. The association’s HCR username that will be used for setting up the Online Registration System within the HCR.
2. The MHA logo in any image file format. You MHA mailing address (as this will appear on the website in the header top right)
3. MHA website
4. MHA contact name
HCR Support for Registrars

For ALL technical support with the HCR and assistance with setting up the Online Registration, associations must contact Hockey Canada directly.

Hockey Canada Support Portal https://helpdesk.hockeycanada.ca/support/login

Access to the portal is also available through the help icon located at the top right hand of the HCR.

HNO will be hosting a registrar training session on Saturday October 13, 2018 in Thunder Bay, more information will be provided in August 2018.

This portal and email is confidential and must not be advertised on your website or given to any players, team staff or parent.

For all branch support, Association Registrars should contact info@hockeyhno.com (the branch office will not deal with parents or team staff. If they have a problem they must go through the association registrar or the association president)

Registering New Members

For associations using online registration you should not have to register too many players/team officials, etc., as the parent/guardian will have already registered their child. If you know a player has played for HNO/HC in the past, it is imperative you do not create them as a new member. If you do, you will lose all their history, including qualifications, Respect in Sport Parent, etc. which can cause long delays in obtaining team approvals. Duplicate members will also clog the data base. The last day to register a player or request a transfer of a player is February 10. The teams will be locked after this date. If you have a coach/bench staff you need to add to a team after Feb 10, email HNO.

If a member was in your own association last season, or the last time registered, you will conduct a search. Remember that names may have changed, so try different forms of the name (i.e. – Bob, Bobby, Rob, Robert). If the member played for another association you will have to do a search/transfer (refer to member transfer section).

If the member is not in the HCR, you will create him/her. Under members, Tasks, Create a New Member Profile.
You do not have to create the Hockey ID number. Once the member is created, the registry will create the number.

**Editing Member Information**

Ensure that each member’s information is updated yearly. If a member is registered with more than one association, only the primary association can make changes. You can update address, contact name, email addresses, phone numbers, etc. If you need a Date of Birth or name change you will have to contact the HNO Branch office. A name change or a date of birth year will require a birth certificate.

**Open Border Regulation, Releases, and Transfers**

The Open Border Regulation is an HNO policy: [http://pointstreaksites.com/files/uploaded_documents/3493/Player_Movement_Policy.pdf](http://pointstreaksites.com/files/uploaded_documents/3493/Player_Movement_Policy.pdf)

Although the HCR is not rolled over to the new season until June 1st, a parent can still register their player to an association via the registration platform. (An MHA cannot place them on a team until the HCR is rolled over). If a player wishes to play for a different association, the parent will need to contact the Minor Hockey Association they want to move to, so the Registrar can start an Association transfer. Once the transfer is completed the registration can be completed.
If a member changes their mind, after they have registered/preregistered for the new season, a release will be required before the transfer can be approved. If they are not registered to a team, their registration will still be available under Member, Pre-registration. **DO NOT, under any circumstances create them as new members, this could be considered tampering.**

If you add a member to the wrong team, you will have to release the member so they can be added to the correct team.

### If you need to release a player in the HCR:

1) Bring up the member in the HCR  
2) Scroll to the team the member is currently registered with  
3) Click on card link (listed under open beside the name)  
4) Scroll to the Member Team Registration heading and click on the Release button  
5) Scroll to bottom of the page and click on save

### Association Transfer (transfer within HNO)

Once the association the player is leaving, has released the member, you must now initiate the transfer of the player to your association. You do not need the members Hockey ID number, but you will need the name they are registered with in the HCR and their date of birth.
1) Under member, click on the Request a Member Transfer Button

2) If the correct member comes up, click on Transfer Member. If it is the incorrect member, click on Transfer a Different Member and the search area will return.

3) Select Create Association Transfer (the HCR will recognize that the member is part of HNO)
4) Select the division the member will be registered with and their transfer type
5) If you know which team the member will be registered with click on the Attach Team Card and a list of the teams registered to your association will show up. Pick the correct team, as once the member's transfer is approved, they will automatically be placed on the team. If you select the incorrect team or check off Attach Team Card and do not pick any team, the player will be transferred to the first team, alphabetically, in your Association, and you will have to release the member(s).

6) If you do not know which team the member will be on, do not click on the Attach Team Card. Once the transfer is approved the member will be in your association’s HCR data base and you will be able to search and locate him/her and add them to a team at a later date.

To check the status of your transfer requests

1) Click on the Member button
2) Notices and you can locate the transfer under either Transfers requiring action from you (if the transfer has been looked at by HNO, but not approved, there will be a note explaining why) or Search Association Transfers

![Image of HNO website interface]

**Inter Branch Transfer**

If you are requesting a transfer for a player from outside of HNO, you will follow the Association Transfer steps, but will click on the Inter Branch Transfer Button and upload a [Change of Permanent Residence Form](#) and any other documents required for the transfer. The Branch the player has left will have the final approval. This process can take days or weeks and the player **cannot** be part of the new team until the approval has been received. If you are requesting a transfer for a team staff member, you do not require Change of Permanent Residence Form.

Remember to check the status of the transfer under Search Interbranch Transfers or Transfers requiring action from you.

If the player is transferring from an OWHA association within the same town/city they reside in, a change of address form is not required.

**Participation of Overage Players**

Overage Player request will be received via the Portal system. Only the association can make the request for an overage player. Requests from parents will not be accepted.

Please ensure all sections of the form are complete and submitted in the Portal. Applicants may not participate in a younger category until final approval from the Minor Committee has been approved in writing. The final date to request an overage player is December 1st.

Once approved, overage will show on the member’s status and on the approved roster.

**Teams/Leagues**

Team members must be registered to a team prior to their first scheduled game.

All Initiation Players, coaches and on ice helpers must be in the HCR by December 1st.

To assist with the development of IP players you register all the players/staff on one team for the whole association. This allows the coaching staff to divide up the players for each jamboree according to their ability, availability, etc.
We realize that more volunteers (at least 16 years of age) are needed at the start of the IP program to help facilitate the program and help children stand up and get skating, etc. After December 1st, all volunteers need to have Respect in Sport Activity Leader Certification completed, Gender Equality training certification and a Criminal Record Check with Vulnerable Sector Screening on file with HNO. Any volunteers on the ice after December 1st that do not meet these requirements do not have insurance coverage and are not permitted to participate as a volunteer on the ice.

**EFFECTIVE 2018/19:** All IP and Novice coaches will require Coach 1- Intro to Coach Trained**. Novice teams will be allowed to register only 1 (one) Certified Trainer and only 1 (one) Manager. All other personnel behind the bench MUST BE Coach 1 – Intro to coach Trained. Coaches trained in Coach 2, D1 or HP1, that do not have Coach 1 – Intro to Coach Trained, will not be approved.

*NEW* Only the HNO office will have the ability to create a new team in the HCR. Before sending HNO the new team information, review the teams in the HCR from the previous season. If the team division is the same, but the name is different, you just need to edit the existing team.

Bring up the team and click on edit team

You will have the ability to change the team name, colour, etc.

If your association is running a new division (i.e. – Atom AA), you will have to create the League before you can add the new team division.

1) Click on Teams
2) Create a New League
3) You will then be brought to a new screen where you will create your new division. Your card option needs to be on multi so you can add affiliate/multiple players at a later date.

You are now ready to add players to your teams.

1) Bring up the team you wish to add members too
2) Scroll to the Team Roster and click on the “Add” or the “Add (try new adding functionality). The second options allows you to add more than one member and it will advise you, by the colour of the screen, if the member is eligible to be registered to that division.

Step 1

Step 2. Click on the correct member and Add Select Member and their position. If you are adding team bench personnel, you would select, Manager, Trainer, Coach, Assistant Coach, etc.
Step 3. You have the choice at this point to remove any member you do not need on this team or click on the continue button.

Step 4. If a member is green they are valid and will be added to the team. If they are one of the other colours, follow the instructions given.

The members will now be added to the team, and the status will say pending until the team roster is submitted to HNO for approval.
You must ensure that each team and their coaches/bench staff have the required qualifications (qualification sheet attached at the end of the manual).

*NEW* Registration to Multiple Teams Effective July 1, 2018

This policy does not impact on affiliation, it only deals with the ability to register the same player to multiple teams in a playing season.

Teams at the A level of play or lower declared as per regulation C.3 (d) will be permitted to have players register to multiple teams in the same association in a playing season.

Multiple registrations in different minor hockey associations within HNO will not be permitted.

Players eligible for multiple registration must meet the age requirements for Atom, Peewee, Bantam, Midget or Juvenile hockey.

Players that are eligible for Initiation and Novice hockey in the current season are not eligible for multiple registrations. Players that are registered as an overage player are not eligible for multiple registrations.

Note – AAA and bonafide AA teams will not be permitted to have players registered to multiple teams in a playing season.

Respect in Sport for Parents Program

Effective the 2018/19 season the Respect in Sport Parent Program is mandatory for all novice, atom and peewee players and any new players being registered in the HCR –bantam, and midget divisions.

The Respect in Sports Parent Program reinforces a parent’s role by encouraging positive sport behaviors and providing insight into other roles, such as coaches and officials. The RIS Parent Program empowers parents to ensure their child’s safety, encourages positive and effective communication.

When a parent registers for RIS Parent Program, they will enter their child’s information into the child management section. The program will search the HCR to find the child’s profile. Once the parents have successfully completed the course, including the survey at the end, their certification will be available on each member’s profile and the Attended, Passed, and Certified will be checked off. A team will not be approved until all parents have completed the RIS parent program. If there are still non-certified parents as of November 1, those players status will be changed to “ineligible”. These players will not be able to participate until the program is completed.

If you transfer a player from another association, the RIS parent qualification will be on their profile.
If a parent/guardian states they completed the Respect in Sport Parent program but it is not showing up on the player’s profile, the parent needs to a) log back into the program and ensure all children have been added to their profile b) ensure they registered to HNO and not another branch. If they are registered to another branch they can move their certification to HNO. Please note – this must be done by the parent. HNO or the MHA are not able to update/change a parent/guardian’s profile.

If the parent created a new player profile, you (the MHA) will have to merge the two profiles.

Affiliates

The last day to add affiliate players to a team is January 15 by 7pm Eastern Time. You cannot add affiliates after this date and time.

Only teams/players from a lower division can be affiliated to a team. You cannot affiliate an Atom A player from the Blue team to the Atom A Red team. Initiation Players and first year Novice players are not allowed to affiliate. Only second year novice players (players eight years of age by December 31 of the current season) will be permitted to affiliate to Atom hockey. The affiliation must be done as per the regulation’s regarding affiliation by the January 15th deadline, BUT they will only be permitted to be used in Atom games from February 1 until March 31.

Only players registered to a team can be affiliated to another team. If an association is doing a specially affiliated player from another association, the specially affiliated form must be completed by both association presidents’ and submitted to HNO. If the affiliation is within your association, the registrar will complete it in the HCR and no paperwork is required.

1) Bring up the team the player(s) will be affiliating with
2) Scroll to the Team Roster and click on the “Add” button

3) Search for the player you will be affiliating to the team

4) Once the player is located scroll down to the Member Team Registration, where you will find an Affiliate box.
5) Click on the Affiliate box and a box, with the teams this player is already registered with, will pop up. Click on the correct team and scroll to the add button at the bottom of the page. Your affiliate player will now be added to the team.

6) The affiliate player(s) will have a check mark beside their name along with the date they were added to the roster.
**Team Approval**

Before any Travel Permits are issued a team must have an approved HNO/HC Roster in the HCR. Once you have all your players, coaches, bench staff and managers registered; with the proper certifications, you can submit the team for approval.

1) Bring up the team you want to submit for approval
2) Click on the Request Team Approval Button in the Menu Option

3) You can add a note to this part of the request process. If you do not have anything to add, click on the Request Approval button.

4) HNO will receive an email advising them that there is a team in the HCR for approval.

You can check on the status of the team’s status. It will be in the pending process when you submit it for approval. Once HNO has reviewed the team that status could be Approved, Rejected, and Pending.
5) If a team or member is rejected there will be a note explaining why it's rejected (wrong age, coach does not have Respect in Sport, etc.).

A registrar can also check the status of their team by
1) Click on the Team button
2) Notices – Team Approval Notices

The following screen will appear:
By changing the information and the from and to dates, you can check the status of all your teams at once. If you find a team has not been approved, you can open the team and scroll down and there will be a note why that specific team was not approved.

Notes of explanation will be in this section.
Once a team roster is approved you will be able to print it and email it to the team manager. You are only able to print approved rosters.

*Every time* you make a change to a roster in the HCR the status will revert to pending and you must resubmit the team for approval. The Branch Office has no way of knowing if there has been a change to a roster unless you submit it for approval.

### Pre-Requisites for Coaches, Trainers, and Managers

**Certifications**

If a Coach or Bench Staff does not have a valid criminal record check you will not be able to add that person to a team until a criminal record check has been filed with HNO. You will see the following warning message:

*Criminal Record Checks* must be forwarded to the HNO office so they can be added to the coach/bench staff’s profile. Criminal Record checks are valid for 3 years, expiring May 31.
*NEW* You will not be able to add any head coaches, assistant coaches, managers, or trainers to teams until they have the correct qualifications including the proper Coach training, Respect in Sport Activity Leader, Gender Identity training and Expressions Course and trainer's courses where applicable.

You will see the following warning if a coach or bench staff is missing a requirement:

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Qualification missing: **COACH - INSTRUCTIONAL STREAM(CHECKING SKILLS !) / Qual manquant: **ENTRAÎNEUR - PROFI D'ENSEIGNEMENT (MISE EN ÉCHEC !)

Qualification missing: Gender Identity and Expression Course(-) / Qual manquant: Cours d'identité et d'expression sexospécifique(-)

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Coaching/Bench Staff Requirements


Forms

Change of Permanent Residence Form

Interbranch Transfer Form

Specially Affiliated Player Form

Hockey Canada Injury Report Form

Policies

HNO Policy Manual