



BC HOCKEY

MINOR HOCKEY ASSOCIATION

ORIENTATION MANUAL

SEPTEMBER 2022



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Important Links

Please always refer to the regulations and policies for Hockey Canada, BC Hockey and your District Associations. While Hockey Canada and BC Hockey states a regulation, your District may have enhanced the regulation within your District so it is important to know what applies to your scenario.

[BC Hockey Handbook](#)

[BC Hockey Policy Manual](#)

[Hockey Canada Bylaws](#)

[Hockey Canada Casebook/Playing Rules](#)

[PCAHA](#)

[VIAHA](#)

OMAHA

[North West District](#)

[North Central](#)

North East/Yukon

[East Kootenay](#)

[West Kootenay](#)

****Please ensure you work with your districts through all aspects of this manual, your districts have the ability to enhance any policy or regulations. So it is best to reach out to the Districts to confirm.****



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Insurance

Please check out the BC Hockey Safety and Risk Management section of our [website](#) for further information on specific insurance questions.

Requesting a Special Event Sanction

Special Event Sanctions can be found on the BC Hockey website under Administration – Forms - Special Event Sanction Request Form -

<https://www.bchockey.net/applicationforms/specialeventsanction.aspx>

The purpose of sanctioning a special event is to extend Hockey Canada Insurance Program coverage such as Major Medical / Dental Coverage to activities that do not fall under regular hockey programming.

Special Event Sanctions are for usage of events such as dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for coverage. Please see the Special Event Sanction Guidelines on our [website](#) for additional information regarding possible coverage eligibility of special events.

NOTE: Only Associations that have applied for the current year's Membership will appear on the dropdown list and may apply for a special event sanction. You may apply for Membership [HERE](#).

Requesting Coverage for a Special Event:

- To request coverage for such events, a Special Event Sanction Request Form should be submitted to the BC Hockey office **at least 7-10 business days prior** to the start of the planned event.
- A separate Special Event Sanction Request Form should be submitted for each different activity. However, if the same activity will occur multiple times, such as dryland training, one request can be submitted for all the dates that activity will occur.
- For dates, it is acceptable to use a span or list of dates.
- Please include a **detailed** description. Listing a generic description such as “dryland training” is insufficient and the form will be returned with a request to expand on the activities.
- All Sanction Requests will be returned regardless of whether they are approved or denied. Processed Sanction Requests **will be returned via email to the MHA/HCAS Special Event contact**.

Please fill out all fields and ensure you fill out the information manually each time, copy and pasting can carry over a hidden space that will give you an error message and not allow you to proceed.



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Associate Membership Application

The Associate Membership Application can be found on the BC Hockey website listed under Administration – Applications – Associate Membership Application
<https://www.bchockey.net/Files/Associate%20Membership%20Application%202019-08-16.pdf>

Who Should Complete This Form?

Any company or individual who will be offering entrepreneurial instructional services to BC Hockey members. If an individual is already a member of BC Hockey, this form should be completed if the services offered are **above and beyond the individual's membership duties** (ie, offering specialized training to multiple teams or associations).

Certificate of Insurance

A Certificate of Insurance (COI) application can be found on the BC Hockey website under Administration – Forms – Certificate of Insurance –
<https://sportscert.bficanada.ca/?BRANCH=BCH>

COIs are not mandated by BC Hockey; some facilities may require your MHA to provide proof of insurance before they allow your members to participate in activity within their facility. Please allow BC Hockey and Hockey Canada **at least 7-10 business days prior** to the start of the planned event.

A few key things to note when applying for your COI –

- Ensure you are in good standing (your MHA will not appear in the drop-down option otherwise)
- Do not check off the liquor liability (this will delay your request)
- Ensure you have asked the facility who should be listed under Additional Insured prior to filling out your request (revising your request will delay your approval)
- Do not include team names, this way one certificate can be used for each team within the MHA.

Update as of September 1, 2022:

Please note that due to a change in position from Hockey Canada's general liability insurer, AIG, the period of insurance is from September 1, 2022, to March 1, 2023. The change of date of the policy is the only change made to your proof of insurance.

Because of this unexpected change, a new certificate request will have to be made for you to obtain a new Certificate of Insurance covering the period from March 1 to September 1, 2023. We will inform you when you will be able to request the new certificate to cover the remainder of the season. With your Certificate of Insurance, you would have also received a Letter of Intent demonstrating a commitment to obtain the necessary insurance from March 1 onward.



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Hockey Canada Injury Report

****Please submit through your MHA****

The Hockey Canada Injury Report form can be found on our website under Administration – Forms – Hockey Canada Injury Report Form - <https://www.bchockey.net/AdminAppForms/injury-report-hockeycanada-BC-e.pdf>

Hockey Canada has constructed an Insurance Program to provide financial resources to help deal with the cost of risks which confront organized hockey. Hockey is managed primarily by extremely dedicated volunteers. The real purpose of this section is to provide guidance when decisions are being made which may affect the degree of risk assumed by a league or team.

When are you covered?

- Hockey Canada/Member sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) when playing Member teams only.
- Transportation directly to and from the facility.
- Accommodations while billeted or at a hotel during a Hockey Canada/Member sanctioned event.

The plan acts as a **second payer** in all cases and can be used for deductibles/coinsurance **not paid by the first payer**.

How to make a claim:

1. SECURE a Hockey Canada Injury Report Form from your team or local hockey association. In the event there are none available, contact your Member.
2. COMPLETE the form **in its entirety**. Have your team official complete the team section and your doctor/dentist complete the back of the form, physios are also able to fill out the physician section.
3. SUBMIT the fully completed form to BC Hockey **within 90 days of the date of the accident**. Invoices and receipts may be submitted within 365 days of the date of the accident.

A Hockey Canada Injury Report should be submitted in all cases of an incident that happens within a BC Hockey sanctioned event, regardless of intention of making an injury claim or not.

NOTE:

- Only Injury Report Forms received in the Member office within 90 days of the date of the accident will be accepted.
- **Forms must be completed in their entirety or they will be returned.**
- Hockey Canada is strictly a supplemental insurer. If you have access to any other insurance, you must pursue that coverage first. Hockey Canada shall cover those costs not covered by your primary insurance, subject to its policy limits.



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Criminal Record Checks

Each MHA should have their own link to send to volunteers for a Criminal Record Check please follow the link below with instructions on how to get started, or reach out to the Ministry of Justice:

<https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/guide-onlineservice.pdf>

Criminal Record Review Program staff are available Monday to Friday from 8:30 a.m. - 4:30 p.m.

Fax:

250 356-1889

Office:

[Toll free - 1 855 587-0185 \(Option 2\)](tel:18555870185)

Email:

criminalrecords@gov.bc.ca



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Team Officials Qualifications

Please check out the BC Hockey Clinics section of our [website](#) for further information on available clinics.

To check online what requirements are needed for a specific coach and division, please use this link: <https://www.bchockey.net/coaches/be-a-coach>

Mandatory Requirements for ALL Team Officials

- CATT
- CRC / VPC (three (3) year expiry)
- Respect in Sport – Activity Lead (five (5) year expiry)

Additional requirements for each Team Official are listed below

Developmental 1

- All Head Coaches registered to teams above the recreational level (including those teams eligible for regional/national championships and all registered HCAS teams) must be **certified** at the Development 1 or High Performance 1 level.
- A Coach is eligible to attend a Development 1 clinic if they are coaching a rep / carded team U13 and above levels.
- A coach is granted “trained” status upon satisfying all modules and ice sessions by attendance at the course and **‘certification’ upon completing all** Developmental 1 post task requirements (Post Clinic Task, Making Ethical Decisions) and Practice Evaluation
- All assistant coaches must be **trained or certified** at the at the Development 1.
- All Head Coaches of U11, U13 or U15 Teams must complete the BC Hockey/Hockey Canada Instructional Stream Checking Clinic.

High Performance 1

- All Head Coaches registered to teams leading to competition in Regional or National Championships (including all HCAS registered teams) must either be **trained** (in current season) **or certified** (prior season(s)) at the High Performance 1 level.
- All Coaches of U11, U13 or U15 Teams must complete the BC Hockey/Hockey Canada Instructional Stream Checking Clinic.

Hockey Canada Safety Person (Three (3) year expiry)

- Requires HU ONLINE – Safety



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On Ice Helper

Age of Helper	Registration	Equipment	Certification
14 years and below	<ul style="list-style-type: none"> • Must be a registered member of BC Hockey or Hockey Canada • If not registered they must be added as a “volunteer” on the roster 	<ul style="list-style-type: none"> • Full equipment • Bantam aged goalies may wear full player equipment instead of goalie equipment on the ice. 	
15 years old	<ul style="list-style-type: none"> • Must be registered member of BC Hockey or Hockey Canada • If not registered they must be added as a “volunteer” on the roster 	<ul style="list-style-type: none"> • CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves • Full tracksuit or pants and sweater are recommended to be worn on the ice 	
16 years old	<ul style="list-style-type: none"> • Must be registered member of BC Hockey or Hockey Canada • If not registered they must be added as a “volunteer” on the roster 	<ul style="list-style-type: none"> • CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves • Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> • Respect in Sport
17 years old	<ul style="list-style-type: none"> • Must be registered member of BC Hockey or Hockey Canada • If not registered they must be added as a “volunteer” on the roster 	<ul style="list-style-type: none"> • CSA certified helmet, chin strap fastened, full face mask, certified neck guard, gloves • Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> • Respect in Sport • All volunteers that are 17 years old turning 18 years old in the calendar year require a Criminal Record Check and Vulnerable Person Check
Adult (18 and older)	<ul style="list-style-type: none"> • Must be registered member of BC Hockey or Hockey Canada • If not registered they must be added as a “volunteer” on the roster 	<ul style="list-style-type: none"> • CSA certified helmet, chin strap fastened, gloves • Full tracksuit or pants and sweater are recommended to be worn on the ice 	<ul style="list-style-type: none"> • Respect in Sport • Criminal Record Check and Vulnerable Person Check
Non-members (offering coaching or on ice help for a fee)	<ul style="list-style-type: none"> • Must become an Associate Member • Not to be rostered with a Minor Hockey Association 	<ul style="list-style-type: none"> • Must follow above outlines for ages for required equipment on ice 	<ul style="list-style-type: none"> • Requirements on Associate Member application

****Please reach out to your District as there may be restrictions for on ice helpers in your district.****

On Ice helpers are not permitted to be on the bench or coach in any capacity. They are to assist with pushing pucks and moving equipment on the ice.



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General

Please check out the BC Hockey Resources section of our [website](#) to aid with any potential questions regarding Policy, Bylaws and Regulations.

Important Dates to Remember

January 10

- A U13, U15 or U18 hockey team that has 19 players registered on January 10, shall not be permitted to register any further players during the current season. A team which has less than 19 players registered may, if it has unused Hockey Canada player certificates, register qualified players until the final registration date; but, once such a vacancy on the player roster has been filled, it shall not be used again (5:00pm MST)

January 10

- Final date for a Residential Waiver to a carded team (4:00pm PST)

January 10

- Final date to appeal to National Appeals Committee

January 15

- Final date for filing list of specially affiliate players (4:00pm PST)

January 31

- Final date for BC Hockey to submit international player transfers to Hockey Canada.

February 10

- Final player registration date in all divisions of hockey (4:00pm PST)

February 10

- Final date for player transfers (4:00pm PST)

February 10

- Hockey Canada Registry access is now locked (4:00pm PST)

March 1

- Final date for submission of resolutions for the BC Hockey Annual General Meeting.

April 15

- Deadline for nominations for Chair of the Board Award.

April 15

- Deadline for nominations for BC Hockey Annual Congress Awards.

May 31

- Deadline for Minor Hockey Associations to apply for membership.





BC Hockey Membership Application

Each member is required to apply for their BC Hockey Membership each season. The following is required to be a member of good standing –

BC Hockey Policy 5.08 – Association and League Screening Process

BC Hockey requires that all Minor Hockey Associations, Teams and Leagues have a documented screening process. An outline of such documentation is to be filed with BC Hockey annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by the Minor Hockey Association, Team or League.

Members who are in good standing and not under suspension have the following rights:

- a) to receive notices of Annual and Special General Meetings;
- b) to attend, speak and vote at Annual and Special General Meetings;
- c) to submit proposals for inclusion on the agenda of Annual and Special General Meetings;
- d) to participate in competitions and other programming organized by the Society;
- e) to exercise all other rights and privileges arising from the Bylaws, Regulations and Policies of the Society,
- f) and such other rights and privileges as the Board may, from time to time, determine; and
- g) Members are not entitled to participate in general meeting(s) by telephone or another communications medium.

Sportsmanship Starts in the Stands

Sportsmanship Starts in the Stands is an educational program launched in partnership with the Vancouver Canucks to encourage positive behaviour by hockey parents in the rink.

Being a hockey parent is no easy task. Hockey parents often fill not only the role of parent, but also the role of an essential hockey volunteer. Parents may be coaches, evaluators, directors, etc. Balancing these roles can be challenging. That is why BC Hockey and Hockey Canada provide resources and programs to assist parents in ensuring that their children's hockey experiences are positive.

We have included the link to Sportsmanship Starts in the Stands which provides educational resources for MHAs to host a positive parent meeting to promote FUN hockey experiences - <https://www.bchockey.net/Content.aspx?id=296>.



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Minor Hockey Operations Contacts

Minor Hockey Operations Coordinator – June McKenzie jmckenzie@bchockey.net

Minor Hockey Operations Task Group

East and West Kootenay – Leanne Smith ekmho@bchockey.net

Vancouver Island – Charlotte Johnson vimho@bchockey.net

Lower Mainland – Carol McGregor lm2mho@bchockey.net and Daryl Bissett
lm3mho@bchockey.net

Okanagan – Nonie Miyazaki okmho@bchockey.net

North Central – Cody Dillabough ncmho@bchockey.net

North East/Yukon – Lisa Rowley neymho@bchockey.net

North West – Vacant – please forward to jmckenzie@bchockey.net

Recreational Tournament Teams

[Form Link](#)

BC Hockey Policy 7.13, Minor Hockey Associations may apply to register a Tournament Team to participate in U11, U13, U15 or U18 tournaments. Refer to BC Hockey Policy Manual for details. Players' scheduled games with rostered teams are priority. Tournament host must be made aware that a tournament team is requesting attendance.

Submit this request with the proposed tournament team roster (page 2), to the District Minor Operations Task Group Member at least 21 days prior to the tournament. All players and bench staff must be currently rostered to BC Hockey recreational or Tier 4 teams. If any players or bench staff are from an MHA other than the requesting MHA, include approval (email or letter) from their MHA president & team. If from another district, include District approval (email/letter from District President).

Minor Hockey Goaltender Replacement

[Form Link](#)

BC Hockey Policy 7.01, if a minor hockey team finds itself without a goaltender for a game(s), they may apply to the District Minor Operations Task Group Member for relief. Refer to BC Hockey Policy Manual for details.

Instructions:

Submit the following to the District Minor Hockey Operations Task Group Member with a copy to the BC Hockey Minor Hockey Operations Branch Co-ordinator:

1. Completed application form. All requests must be signed by one of the team's signing officers, generally the MHA President/Secretary/Registrar. If a signing officer is unavailable to sign the form, include an email from one of them.
2. Written permission from the proposed goaltender's team (coach/manager)
If the District has no Minor Operations Task Group member, submit the request to the BC Hockey Minor Operations Branch Co-ordinator.



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Tournament Back-Up Goaltender Request Application

[Form Link](#)

BC Hockey Policy 7.11 a Minor Hockey Association hosting a BC Hockey sanctioned tournament, may apply to the District Minor Operations Task Group member to provide a back-up goaltender from their association that can be utilized by a team attending the tournament who is unable to provide their own goaltender. The team must first apply for goaltender relief per BC Hockey Policy 7.01. If the request is unsuccessful, they can use the tournament back-up goaltender. Refer to BC Hockey Policy Manual for details.

Instructions:

Submit the following to the District Minor Operations Task Group member at least 21 days prior to the tournament:

1. Completed application form, signed by the Minor Hockey Association President
2. Written permission from the proposed goaltender's team (coach/manager)

Goaltender Transfer Request Form

[Form Link](#)

BC Hockey Policy 9.08, a team that doesn't have a goaltender or a second goaltender can apply to the Minor Hockey Operations District Task Group Member to register a goaltender from the next nearest association in their District. Refer to BC Hockey Policy Manual for details.

Instructions:

Submit the following to the Minor Operations Task Group member:

1. Completed form.
2. Documentation on why the goaltender transfer is necessary.

Recreational Player Replacement/Relief

[Form Link](#)

According to BC Hockey Policy 7.12, a Minor Hockey Association may apply for player relief/replacement for a recreational team that has insufficient players (twelve or fewer skater or fewer than two goaltenders) to a maximum of fifteen players (including goaltenders) to attend a recreational tournament for a maximum of three tournaments per season. Team's HCR affiliates must be contacted for availability prior to requesting relief. Refer to the BC Hockey Policy Manual for details.

Instructions:

Submit the following to the District Minor Hockey Operations Task Group Member at least seven days prior to the tournament:

1. Completed application form. Application must be signed by the MHA President or accompanied by an email or letter from the MHA President endorsing the application.
2. **Current HCR roster of team, indicating players unavailable for tournament.**
3. Attached form(s) signed by player's parent/guardian agreeing to player's participation in tournament



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Oversized Team Requests

BC Hockey Policy 9.12

Minor Hockey Associations may register Recreational Minor Hockey Teams as follows without further application to BC Hockey: •

- U11, U13 and U15 divisions: a maximum of 23 players
- U18 division: a maximum of 25 players

NOTE: Recreational Teams that roster in excess of 19 players shall not roster over age participants. Recreational Teams that have a roster in excess of 19 players shall have maximum of 19 players (17 skaters & two (2) goaltenders) on a game sheet per game according to Hockey Canada Rules. Any team wishing to roster more than the above maximum allowed number of players can apply to BC Hockey to increase their roster but must comply with the per game limits noted above.

****any other oversize team requests must be sent to your District Registrar****



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BC Hockey USA & IIHF Transfers

The following document outlines all required documents to submit a USA/IIHF Transfer to Hockey Canada. **All documents are to be submitted to cardingtransfers@bchockey.net in PDF.** Moving forward jpegs, tiffs or other image files will not be accepted. **Please submit all documents in one PDF'd document in one email.**

Key points:

- All documents are submitted in confidence.
- Players cannot participate or step on the ice until the transfers are approved.
- Recommend getting the documentation in as early as possible as the turn around times vary.
- Transfers may take 2-3 weeks.

IIHF Transfers:

MHAs to gather and keep on record:

- [IIHF LOA form](#)
- [Unlimited Transfer form](#) (if applicable)
- [Out of Country – Primary Medical Insurance](#) (Only for those that do not BC Medical Coverage)
- Birth Certificate or Passport
- Study/Work permits (if applicable)
 - An enrollment letter from the school would help support the study permit.
- Proof of residency

Documents to submit to BC Hockey for submission to Hockey Canada:

- [IIHF LOA Form](#)
- [Unlimited Transfer](#)
- Study/Work Permits (if applicable)
- Out of Country – Primary Medical Insurance (if applicable)

USA Transfers:

MHAs to gather and keep on record:

- [USA Transfer form](#)
- [Out of Country – Primary Medical Insurance](#)
- Birth Certificate or Passport
- Study/Work permits (if applicable)
 - An enrollment letter from the school would help support the study permit.
- Proof of residency
- Team Release

Documents to submit to BC Hockey for submission to Hockey Canada:

- [USA Transfer form](#)
- [Out of Country – Primary Medical Insurance](#)
- Study/Work Permits (if applicable)
- Team Release



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Tournaments

Request to Host a Tournament

At least 30 days prior to the event taking place, the applicant MUST:

- Send a copy of the sanction permit and a list of officials to be used at the event to the Officiating Coordinator. Only BC Hockey certified officials are to be used. Failure to comply may result in disciplinary action.
- It is the Tournament Hosts responsibility to verify that all participating teams are properly registered and sanctioned with their appropriate Branch or Federation. Please contact the BC Hockey office should you require any assistance.
- Ensure that all administrative aspects of the tournament comply with BC Hockey Regulations. Any association that has been granted a Tournament Sanction Permit and subsequently contracts out the organization of that tournament to a third party, shall be responsible for ensuring that the tournament complies with BC Hockey Regulations. Any association allowing non-members to participate in an BC Hockey Sanctioned Tournament will be subject to disciplinary action.

Clinic Hosting Link: <https://www.bchockey.net/applications/tournament-jamboree-host-application>

Below are the links to all the tournament forms. **Please read all the criteria on the forms as some have changed. Please use the forms on the BC Hockey Website, and retire all your old forms.**

[Out of Province and USA Hockey Tournament Travel/ Exhibition Game Form](#)

[Interbranch Tournament Sanction Form](#)

[International Tournament Sanction Form](#)

[Tournament Team Request Form](#)



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Hockey Canada Registry

HCR 3.0 Login: <https://account.spordle.com/login>

HCR Training Guides - <https://spordle.atlassian.net/wiki/spaces/HDNE/overview>

HCR Video Training Recordings -
<https://spordle.atlassian.net/wiki/spaces/HDNE/pages/2484568161/Session+Recordings>

How to get access to the HCR:

- MHAs must complete membership annually to get access to the HCR.
- If additional users are needed the president or the registrar that is listed on the membership application can email cardingminor@bchockey.net to request access.
- Please try to limit WRITE access to 2 users/MHA

Difference between HCR Profiles and Spordle My Account Profiles.

Spordle My Account

- These are profiles that are associated with the parents that they create to pay for online registration, and clinics.
- People can view their qualifications, update address, emails and payment information in their My Account
- These are **NOT** HCR Profiles.

HCR Profiles – if unsure please have your MHA create the profile for you.

- These are the profiles that have the player HCR # assigned to them.
- This is what gets rostered to a team
- They can be created by:
 - o Doing a Respect in Sport Clinic
 - o A MHA Registrar creating a profile
 - o A parent creating a profile during online registration through the HCR (not a 3rd part registration system).



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HCR Team Name/Categories

League

“League” in HCR defines a competitive level (division/category) within which your Association will operate one or more teams. The League should be:

- ASSOCIATION - DIVISION - CATEGORY (A, C or Recreational)

The League will need to be defined for each Division/Category for your Association to enter teams with the following options:

- U6 C
- U7 C
- U8 C
- U9 C
- U11 C
- U13 A
- U13 C
- U15 A
- U15 C
- U18 A
- U18 C
- U21 A
- U21 C

Category

Category is selected from a pull-down box in HCR.

- A - use for all “A” teams (except Female) in Atom and above
- FEMALE A - use for HC-carded Female teams (U13 and above)
- FEMALE C - use for non-HC-carded Female teams
- RECREATION or C - use for all recreational teams

Team Name

The following will be used for Team Name standardization: ASSOCIATION - DIVISION - CATEGORY (A, C) & NUMBER





Division:

2022-2023 HCR Team Name			
New	Previous Division	Age (as of Dec. 31)	Birth Years
U6	Initiation Minor	5 years old and under	2017, 2018
U7	Initiation Major & Female Initiation	6 years old and under	2016
U8	Novice Minor	7 years old and under	2015
U9	Novice Major & Female Novice	8 years old and under	2014
U11	Atom	10 years old and under	2012, 2013
U13	Peewee	12 years old and under	2010, 2011
U15	Bantam	14 years old and under	2008, 2009
U18	Midget	17 years old and under	2005, 2006, 2007
U21	Juvenile	20 years old and under	2004, 2003, 2002

Category & Number

For Integrated/Male Hockey Canada carded teams in U13 (Pee Wee), U15 (Bantam), and U18 (Midget), the Association Tier and the team's Tier should be included in the name. The Association Tier is to be shown in parentheses after the Association name, and the team Tier is to appear after the division with the word "TIER". This should be followed by an A and applicable number if used by the District Association. Please note the following examples:

- COQUITLAM (1) U15 TIER 1 A1
- COQUITLAM (1) U15 TIER 2 A2
- COQUITLAM (1) U15 TIER 3 A3
- MISSION (2) U18 TIER 2 A1
- SQUAMISH (3) U13 TIER 3 A1

For all other Integrated/Male teams:

- For "A" teams, do not use AAA or AA, just use A
- If there is more than one "A" team (Atom and Juvenile), use A1, A2, A3
- For "C" teams use C or Recreational
- For multiple "C" teams, use C1, C2, C3, etc. or Recreation1, Recreation2, etc.
- Please note the following examples
 - NORTH DELTA U21 A1
 - NSWC U11 A2
 - CHILLIWACK U11 C4 or CHILLIWACK U11 RECREATION4
 - ABBOTSFORD U8 C2 or ABBOTSFORD U8 RECREATION2
 - PORT MOODY U9 C1 or PORT MOODY U9 RECREATION1

For Female teams, if "FEMALE" or "GIRLS" appears in the Association name, 'Female' does not need to be used in the category. If the 'FEMALE' or 'GIRLS' is not in the name, please use "Female A", "Female C" or "Female Recreation":

- Hockey Canada-carded teams - A or Female A
- If there is more than one (1) Hockey Canada carded team in a division, use A1, A2 or Female A1, Female A2
- Non-Hockey Canada carded teams – C, Female C, Recreation, Female Recreation
- If there is more than one non-Hockey Canada carded team in a division, use C1, C2, etc., or Female C1, Female C2, etc. or Recreation1, Recreation2, etc. (first team out, second team out,



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etc.)

- For U7 and U9, use C, Female C, Recreation or Female Recreation
- The following are examples
 - SURREY FEMALE U15 A
 - LANGLEY GIRLS U13 C1
 - LANGLEY GILS U13 RECREATION1
 - BURNABY FEMALE U15 A
 - In some cases, Associations use a nickname/sponsor as part of team names. If your Association uses a team nickname, please append it to the end of the Team Name. Also, please keep any changes in Team Name to a minimum, as changes will affect the ability of HiSports to accurately reflect the up-to-date HCR team roster. Here are several examples:
 - BURNABY U15 C2 BULLDOGS
 - COQUITLAM U11 C4 – JOE'S PIZZA
 - SURREY FEMALE U15 A
 - LANGLEY GIRLS U13 C1
 - BURNABY FEMALE U15 A
 - In some cases, Associations use a nickname/sponsor as part of team names. If your Association uses a team nickname, please append it to the end of the Team Name. Also, please keep any changes in Team Name to a minimum, as changes will affect the ability of HiSports to accurately reflect the up-to-date HCR team roster. Here are several examples:
 - BURNABY U15 C2 BULLDOGS
 - COQUITLAM U11 C4 – JOE'S PIZZA

Short Name

The Short Name of the team should be:

ASSOCIATION INITIALS - DIVISION - CATEGORY (A, C, RECREATION) & NUMBER

Please note the following examples:

- Abbotsford MHA U15 C2 would be AMHA U15 C2.



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Transfer Types in HCR 3.0

****ALL TRANSFERS MUST BE APPROVED AND APPROVED ON ROSTERS BY THE DEADLINES****

DO NOT INITIATE A TRANSFER UNTIL ALL PAPERWORK IS PREPARED AND UPLOADED TO THE TRANSFER. THE TRANSFER MAY BE REJECTED IF NOT COMPLETED IN FULL.

- **Permanent** – Any transfers coming into an HCAS that is not an affiliate
- **Shared** – affiliate players. Please set expiry to March 31. (shared status will be removed at the end of the season automatically)

Inter Association Transfers

TRANSFER REASONS	WHEN IS IT REQUIRED?
Move with Parent	If a player is moving with parent or has residency in BC
Move without Parent	If a player is moving to BC under the age of 18 without a parent
Bench Staff	Due to move or check it should be a shared request.
Affiliation Request	Sharing between two (2) teams. This is a shared transfer and expiry to be set to March 31
Official	Referee
Residential Waiver	If recreational please make note of this.
Residential Waiver – Carded	
Residential Waiver – Waitlist	
Residential Waiver - Other	
Goaltender	
Share for a year – Specialty	This will be a permanent transfer this year. Please set expiry of March 31.
Returning to Home Association	



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Inter Branch Transfers

Any incoming IBTs coming into PCAHA, VIAHA, OMAHA or NWD need district approval before BC Hockey will approve the transfer. Please follow up with your district if you are waiting on a transfer first.

TRANSFER REASONS	WHEN IS IT REQUIRED?
Move with Parent	If a player is moving with parent to BC, or moving within BC
Move without Parent	If a player is moving to BC without their family. Please notify your District and BC Hockey if you have this situation
Administrator, Bench Staff, Coach, or Official	Due to move or check it should not be a shared request.

