



General information for registration

OWHA registration is to be completed on line through ITSportsNet

① **TEAM INFORMATION:** Teams will be set up in ITSportsNet by the OWHA Registrar upon receipt of the ITR. Any changes are done through the OWHA office.

- (a) **Season:** Example: "2009-2010" etc.
- (b) **District:** District number as identified in OWHA Regulation 2(B).
- (c) **Region:** Region Letter as identified in OWHA Regulation 2(A).
- (d) **Association:** Association in which your team is a member. Indicate "Independent" if not associated.
- (e) **League(s):** League(s) in which your team plays.
- (f) **Team Name:** Team Name including city/town, sponsor (if applicable).
- (g) **Team ID #:** Insert the 4 digit # found in the lower right corner of your "Intent to Register" form (previously submitted). Please use this # to identify your team to tournaments, registration correspondence etc.
- (h) **Team Manager:** Note: The official contact person is the person submitted on the Team Application "Intent to Register (ITR)" form. The team contact will receive all team related mailings [except AGM & GM info – sent to Voter listed on "ITR" form]. Mailings include team bulletins, provincial championships, risk management information etc.
- (i) **Tel/Fax/Email:** Telephone number, fax number and email address for your Team Manager and other staff.

② **DIVISION:** A team must register according to the age of the oldest player, with the exception of Sr Rec and Masters, who must register according to the age of the youngest player.

③ **CATEGORY:** To be as per the ITR. Note: Please refer to OWHA Team Re-categorization for detailed categorization information (OWHA Regulation One).

④ **PLAYER INFORMATION** -Note: *Please complete all fields.*

- (a) **Surname:** Participant's last name.
- (b) **First Name:** Participant's first name.
- (c) **Initial:** Participant's middle initial(s) only.
- (d) **Signature:** IMPORTANT – The player's personal signature is required for registration with the Ontario Women's Hockey Association.
- (e) **OPT-OUT:** Privacy item-please refer to the privacy clause at the bottom of the form
- (f) **P/G Init.:** Parents/Guardians are asked to sign for players under the age of 18. IMPORTANT - The Player's/Parent's or Guardians initials are required for the player to be considered registered with the Ontario Women's Hockey Association.
- (g) **Birth Date:** Indicate date of birth for each player, using the format MM/DD/YY.
- (h) **Maiden/Other:** If applicable, please enter maiden or other surname that the participant may have previously registered by with the OWHA (helps prevent duplicate entries).
- (i) **Street Address:** Complete address information including street name, rural route #, and unit/apartment number.
- (j) **City:** City/Town/Village in which the player resides.
- (k) **Postal Code:** Postal Code for player's residence.
- (l) **Telephone #:** Area code and telephone number of the participant.
- (m) **Email:** Participant's email address.
- (n) **Forms** IMPORTANT – Required forms must be completed and submitted to the OWHA office. Note the appropriate abbreviation in the space provided. **FDP** – Female Development Player **G** - Goaltender; **Rel.** - Player Release Form; **POI** - Proof of Insurance Form; **POA** - Proof of Age (i.e.: photocopy of birth certificate etc.). This important documentation **MUST** accompany the registration form. Note: Proof of Age is required for first time registrants only.

Abbreviations:

FDP	Female Development Player	M/F	Male or Female
G	Goaltender	P/G Init.	Parent or Guardian Initials
HTCP	Hockey Trainer's Certification Program	POA	Proof of Age (i.e. birth certificate)
IN.	Middle Initial(s)	POI	Proof of Insurance Form
ITR	Team Application -Intent to Register Form	Rel	Player Release
NCCP	National Coaching Certification Program	SO!	Speak Out!

⑤ STAFF INFORMATION

- (a) **Position:** All team staff listed will be deemed ON-ICE &/or ON-BENCH staff and be required to remit the participant registration/insurance fee. Please note that only staff registered will be permitted on the bench (up to a maximum of five per game). Please list anyone who will be on the bench or on the ice at any time. Please include all required information. If there are any changes to your staff during the season, please forward the information to the OWHA office prior to participation.
- (b) **Enter Speak Out Number;**
- (c) **M/F:** Indicate male or female
- (d) **Attach/Cert#:** Please enter the following abbreviations in the space provided: **NCCP, Hockey FUNDamentals (HCIP) or HTCP** certification number(s). Copies of this documentation (card or certificate) must accompany the registration form. Please note the following mandatory certification:
- All OWHA teams (except Senior Recreational & Masters) **MUST** have registered, at least one coach, with a minimum certification of NCCP Coach Level (or Hockey FUNDamentals Programme (Initiation Program-HCIP) for Atom, Novice, Hockey FUNDamentals and House League).
 - All OWHA teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events. Trainer's # should appear on the game sheet as proof of certification.
 - Speak Out! – Hockey Canada Speak Out requirements apply
- (e) **Currently Hockey Canada Insured:** Participants are only required to pay Hockey Canada insurance once per season. If staff member(s) are registered elsewhere in Hockey Canada please provide POI and indicate in appropriate column.
- OWHA Team #: If OWHA registered & insured elsewhere please indicate four digit OWHA Team ID# in this column. No additional fee required.
- Other: For staff who are insured through another Hockey Canada minor hockey program. Participant is required to pay OWHA membership fee in full. A refund will be provided once we are in receipt of the POI Form.
- (f) **OPT-OUT:** Privacy item-please refer to the privacy clause at the bottom of the form
- (g) **Signature:** IMPORTANT – The participant's signature is required for registration with the Ontario Women's Hockey Association.
- (h) **Email:** Email address of staff.
- (i) **Satisfactory Criminal Record Check required.**

GENERAL RULES

Teams late in registering will not be eligible for the Provincial Championships

- **REGISTRATION DEADLINES:** Team Application "Intent to Register" **ASAP AUG. 31st**
(See Financial Information for late penalties) Competitive Teams - *prior to 1st game and no later than* **OCTOBER 1st**
House League, FUNDamentals **NOVEMBER 15th**
Senior Recreational, Masters **NOVEMBER 15th**
- FULL team registration with applicable fees must be received in the OWHA office prior to participation in any OWHA sanctioned tournament or league game. No OWHA team may participate in a league until the league has received the approved ITR from the OWHA Registrar. Only OWHA registered players and staff may participate in any league games.
- Please attach the copy of your previously submitted corresponding "Intent to Register" form and forward to the OWHA office by the appropriate deadline.
- **PLAYER ADDITIONS:** Players may be added at any time. However players added after December 31st are not eligible for Provincial Playdowns or Championships. Up to two players may be added to the team's roster **after November 30th and before January 1st** by submitting to the OWHA Registrar the proper registration information, signatures and fees. These players will be eligible for participation in Regional Playdowns and Provincial Championships provided all provisions of RULE THREE are satisfied.
- **Maximum Number of Skaters** (not including goaltenders) - **18 (Senior Division Only)**
- **Maximum Number of Skaters** (not including goaltenders) - **17 (All Other Divisions)**
- **Maximum Number of Goaltenders - 2 (All Divisions)**
- A player may sign only one competitive team registration form per year, unless signing with a new team after a properly authorized OWHA Player Release Form has been obtained.
- Players playing on both a competitive team and additional house league team(s) must sign all OWHA Team Registration Forms. **The player's fee must accompany the COMPETITIVE TEAM roster.** The house league registration form must indicate that an attachment (POI) indicates the player's fee has been remitted by the competitive team.
- Please ensure that a Proof of Insurance (POI) exemption form is supplied to any player, coach, trainer, etc. who has paid 2009-2010 Hockey Canada insurance. The form must be authorized by the organization where the insurance was paid. Attach the completed form to the team registration form. **The deadline for receipt of POI's is December 31, 2009.**

FINANCIAL INFORMATION

FEES

- Team Registration Fee** - \$25.00
Player Registration Fee - \$45.00 / Player
Staff Registration Fee - \$45.00/ Staff Member*
(*On-Ice or On-Bench Staff only)
Volunteer (Off-Ice only) Coverage is Included
Provincial Bond - \$150.00 (Bond must be paid at time of registration)
Please issue a separate cheque for provincial bond

LATE FEES

For late team registrations, the following registration fee will apply:

1 to 7 days late	Current fee + \$ 50.00
8 to 14 days late	Current fee + \$100.00
15 or more days late	Current fee + \$200.00