

WELCOME



COUNTING EVERYONE IN

- Pre-registration versus Team registration
- Pre-registration for Programming Outside of your Home Association
- Validating Registration Counts
- Pre-registration, Insurance and Being Counted
- Why not Count Pre-registered Players Versus Players Registered to a Team
- Self Assessing Your Association's Registration
- Insurance Reconciliation



PRE-REGISTRATION VERSUS TEAM REGISTRATION

- Pre-registration: The process of administering the membership of your association prior to their assignment to a team. This process may be used for the general registration to the association, tryout registration and/or issuing of documents required to try out for programming outside of your association and may or may not include the collection of the membership fee for the association.
- Team Registration: The process of assigning members (players and bench staff) to their applicable team



PRE-REGISTRATION FOR PROGRAMMING OUTSIDE OF YOUR HOME ASSOCIATION

What are some of the reasons a player may be required to Pre-register with their home association other than for the purpose of participation in their home association's recreational, representative programs or attendance at tryouts?

- Permission to Skate (PTS) for AAA and/or Jr.
- Non Resident Player Passport (NRP)
- To be eligible for programming elsewhere in the event your Home Association is not having representative programming (Regulation 3.5)

Does every team member need to be pre-registered?

- Only members participating as players/goaltenders must be pre-registered. It is not necessary to pre-register Bench Staff.



VALIDATING REGISTRATION COUNTS

Step One – ensuring all members pre-registered are registered to a team

- Identify all members pre-registered with your association who have not been registered to a team using the “Pre-registered Members not on a Team” report
 - Is there a pattern?
 - Are you missing team assignment information from a particular age group?
 - Have you been unable to assign the member to a team due to incomplete “Respect in Sport – Parent” certification?
 - Are there members that pre-registered, participated but withdrew their registration prior to being assigned to a team in the HCR?
 - Are there members that pre-registered to obtain PTS, etc that were unsuccessful in making a team and decided to not play anywhere?
 - Are there duplicate profiles, each with a pre-registration, and one has been assigned to a team?



VALIDATING REGISTRATION COUNTS

Step Two – Resolve outstanding issues

- Are you missing team assignment information from a particular age group?
 - Follow-up with person responsible for the team or age group to obtain the team assignment information.
- Incomplete “Respect in Sport – Parent” certification?
 - All members participating in OMHA Programming MUST have one parent that has completed the “Respect in Sport – Parent” certification. Steps must be taken to ensure that all participants are in compliance. If compliance is not forthcoming the player should be removed from participation until such time as the certification has been completed.
 - Use the “Missing Qualifications” report to identify
 - If certification is on a duplicate profile – contact OMHA Office to merge profiles.



VALIDATING REGISTRATION COUNTS

Step Two – Resolve outstanding issues - continued

- Player pre-registered with association, participated in programming and subsequently withdrew their registration prior to the association's administrator adding the player to a team.
 - Do not delete player's pre-registration
 - Add player to a team
 - Submit team for approval and follow-up by submitting a request for player to be "released" from the team. Status on the team should read "Release Approved".
- Are there members that pre-registered to obtain PTS, etc that were unsuccessful in making a team and decided to not play anywhere?
 - Pre-registration should be deleted.
- Are there duplicate profiles, each with a pre-registration, and one has been assigned to a team?
 - Contact OMHA Office to have profiles merged.

Goal – to reach a "ZERO" count on the "Pre-registered Members not on a Team" report.



PRE-REGISTRATION, INSURANCE AND BEING COUNTED

The OMHA is required to report to the Ontario Hockey Federation and Hockey Canada the number of participants in our program on an annual basis.

Why?

- To ensure that insurance is purchased and paid for on behalf of every player participating in programming regardless of their level of participation
- To provide numeric statistics regarding the number of participants in Hockey Canada programming. These statistics are used to illuminate trends in programming. Without accurate statistics the potential for flawed decision making can exist.

Our players aged five and under do not participate in games, why do I need to count them?

- It is important that even those players not participating in games are counted. Without confirmation of the participation of this age group it is difficult to evaluate trends. In addition, whether the player is participating in a game situation or not injuries can occur. There are unforeseen things that can happen such as facility roof collapse or equipment chemical leak. Players without insurance leave an association open to potential liability.



WHY NOT COUNT PLAYERS PRE-REGISTERED VERSUS PLAYERS ON A TEAM

As previously demonstrated there are a number of reasons a player may pre-register for programming. Not all of those reasons ultimately lead to participation within your association. In order to ensure that only those players that ultimately participate are counted the registration to a team is required.

What if...

- A player is registered on a house league team and a rostered select team, are they counted twice?
 - No, using the “Member Primary Team Registration Summary” report ensures that each player is counted only once regardless of whether or not they are registered to one team or more than one team. For example, a player could be on a house league team, a rostered select team as well as being affiliated to a representative team. If the player is old enough they may even participate on a team bench, however, they will only be counted once in the report. The registration counted will be denoted by an asterisk (*) beside the team for which the registration is counted in the report.
- A player is pre-registered with his home association but is rostered to a AAA team or as an NRP elsewhere?
 - This player will not be included in your registration count on the “Member Primary Team Registration Summary” report for your association. They will be included in the report for the association with which they are assigned to a team.



SELF ASSESSING REGISTRATION

As of December 10th...

- ❑ Any player participating in our association's program for the upcoming season, or, any that have required documentation for participation otherwise, have been pre-registered in the HCR with our association in accordance with Regulations.
- ❑ All members, players and bench staff, who have been successful in obtaining a position with a representative team in our association have been registered to their applicable team.
- ❑ Any player who has been successful in obtaining a position with another association, other than for the purpose of recreational programming, has the applicable pre-registration recorded on their HCR program.
- ❑ All members, players and bench staff, participating in our association's recreational, MD or RS programming for the upcoming season have been registered to their applicable team.
- ❑ Any member, whether players or bench staff, who have participated in programming within our association and subsequently withdrew from our program have been pre-registered (in the case of a player), added to a team and then released from the team – status "Release Approved".
- ❑ Have all members participating as an On-Ice Volunteer been added to the On-Ice Volunteer Roster?
- ❑ There is a Permission to Skate (PTS) pre-registration on the profile for every one of our players that have gone to AAA.
- ❑ There is a Non Resident Player Passport pre-registration on the profile for every one of our players that was successful in obtaining a position as an NRP.
- ❑ Players who have returned who were unsuccessful in obtaining an NRP or AAA position have had their pre-registration amended.
- ❑ Players participating with our association as an NRP has had an NRP Tracking item added to their profile.
- ❑ Our association's "Pre-registered members not on a Team" report has a ZERO count.



INSURANCE RECONCILIATION

- Past practice...
 1. Invoiced at the start of the season based on previous season's registration
 2. Association submits On-Ice Volunteer roster/Insurance Assessment
 3. Reconciliation of Duplication of Insurance (Members of your association who are players/bench staff and also currently certified Referees)
 4. Year end Insurance Reconciliation
- Effective 2017-18 Season...
 1. Invoiced at the start of the season based on previous season's registration
 2. Reconciliation of Duplication of Insurance (Members of your association who are players/bench staff and also currently certified Referees)
 3. Year end Invoice (or refund) based on OMHA audit of Pre-registered and registered to team participants



A photograph of several hockey players in action on an ice rink. The image is heavily overlaid with a solid red color. The players are wearing various jerseys, including one with a 'HURRICANES' logo. They are holding hockey sticks and wearing helmets and skates. The text 'THANK YOU!' is superimposed in large white letters across the center of the image.

THANK YOU!