



6.9 HOCKEY CANADA REGISTRY (HCR)

i) PURPOSE

The purpose of this Policy is to provide information and direction on the use of the Hockey Canada Registry (HCR) system, and to establish the controls governing access to the HCR system by HEO members.

ii) EFFECTIVE DATE

Rev. 0 Oct. 2012

Rev. 1 February 2015

Rev. 2 July 2016

iii) APPLICATION

This Policy is based on the Hockey Canada Operational Policy Pertaining to the HCR system.

The HCR is governed by Section 6.20 of the Hockey Canada Policy and Procedures Manual as follows:

The following policy statements will provide the guidelines and standards for the implementation and use of the Hockey Canada Registry.

The Hockey Canada Privacy Policy, as approved by the Board of Directors, shall govern the use of any and all data collected.

The **Branches** of Hockey Canada shall at all times retain ownership and control of any and all data in the National Registry specific to their representative Branch.

Specific data will be provided to Hockey Canada to be used solely for the following purposes:

- To provide the data needed to assist Hockey Canada in meeting its Board of Directors;
- To assist and provide the data needed to support and conduct Hockey Canada / Branch specific research, and
- To assist Hockey Canada in reconciling and verifying the data associated with registration, insurance, player transfers, etc.

There will be no commercial use of the data in any way, shape or form unless expressly agreed to by, and in partnership with, the Branch(s).





iv) HOCKEY CANADA PRIVACY POLICY

As stated in 6.20.2 above, the Hockey Canada Privacy Policy, as provided in Appendices 7.8 and 7.9 of the Hockey Canada Policy and Procedures Manual, shall govern the use of any and all data collected in the HCR system.

v) HEO GUIDELINES (ROLES AND AUTHORITY)

- a) Access to the HCR is granted and monitored through the HEO HCR and Administration Coordinator who will be responsible for communicating and assisting both the Minor and the Junior teams. The HCR and Administration Coordinator shall be the person responsible for providing access passwords and for contacting the HC personnel with respect to questions and concerns with the HCR.
- b) The HEO Minor shall establish Registrars in each District who will liaise with the Associations' Registrars within their Districts. The District Registrars shall also oversee registration for the OEMHL zones. Zone registrars shall have 'read' only access.
- c) Junior teams shall assign the role of registration to a person who has knowledge of the HCR and who is involved with the team. In addition, Junior League administrators shall be granted access for either read or writes privileges.
- d) Out-of-Branch and International transfers, and subsequent registration approval, are handled by the HEO Executive Director and are governed by HC Regulations.
- e) Where registration is split in HEO Minor Associations or teams, it shall be limited to two (2) persons per Association or team.
- f) HEO Minor District Chairs and Association Presidents shall have 'Read Access' only.
- g) HEO Minor Association office managers shall be provided "read' and/or 'write privileges' on a special exemption basis on request to the HEO Minor and the HEO HCR and Administration Coordinator.
- h) Persons who have been previously granted access for either 'read' or 'write' privileges, shall be granted continuance (grandfathered) on request and approved on an individual basis.
- i) No other persons shall be granted access to the HCR system.

vi) DOCUMENTATION

All necessary paperwork needs to be put in prior to players being approved on a roster. Players will be ineligible to partake in team activities should the required paperwork not be submitted. If the proper documentation has not been provided after multiple requests from the HEO office, the responsible party can be locked out of their account.

