

Process for Affiliation of Players House to competitive, or House team to House team

1. Every season, there is an emphasis on the competitive teams to run their tryouts and return the players to their respective home associations in time for the home associations to be able to finalize their own tryouts so that house league teams may be put in place.
2. With the competitive try-outs over, the competitive teams hold exhibition games and attend pre-season tournaments so they can begin the process of looking at building a solid affiliation list from their source teams.
 - An issue arises wherein House associations have not yet formed their teams and a competitive league coach simultaneously wishes to affiliate a player from a House team.
3. The competitive coach will approach the House League coach to discuss a player and they will come to an agreement.

When a House League coach signs an affiliation document, he/she states that the team's list has been passed to the association registrar and that the player is on an actual team list.

This is almost never the case. The House coach works from a spreadsheet which most often has not been made available to the association registrar.

- ❖ It is the responsibility of the House League coach to inform the Home Association registrar **as soon** as he/she signs an affiliation document, that a player has been scouted for affiliation, and to ensure that the name of the player exists on a team list along with the name of the coach. The team list does not have to be approved and can remain with only one player until it is finalized.

Below is the step by step process for affiliation for House teams and Competitive teams:

Step-By-Step Affiliation Process for the affiliation of players to a higher level

- 1) The association that needs the affiliate is the one that will keep the affiliation document on file. Therefore, the registrar **of the affiliating association** is the one that signs at the bottom of the document.
 - a) The "home" association (where the player plays), needs to aware that their player is affiliated to a higher team. In particular the coach of the team where the player is coming from, has to be aware so he can manage the availability of his player. This is the reason why both coaches sign the document.
 - i) A player that has been affiliated to a competitive team cannot be affiliated to a House League team unless the affiliation is severed.
 - ii) A House League who has been affiliated to another House League team cannot be affiliated to a different House League team or a higher Competitive team unless that affiliation is severed

Therefore, the flow of the document is as follows:

- 1 The affiliating coach scouts a potential affiliate and approaches the player's coach.
- 2 A meeting is arranged with the potential player, coach and parents and all are made aware of the responsibilities attached to affiliation.
 - 2.1 The affiliating coach is responsible for advising the parents and player if the level is a "**Body Contact**" level (Competitive affiliation). Here, the parents must acknowledge this by signing in the appropriate block
- 3 The House League coach, the parents and the affiliate sign the document and the affiliating coach sign the document. The document is then passed to the affiliating coach's registrar for processing.

(**Sting** Registrar for Sting teams, **Ottawa West** Registrar for OWGK or **House Association** for a House league team affiliation).
- 4 The affiliating registrar reviews the affiliation document to ensure completeness and forwards the affiliation document to the District registrar for processing.
 - Only the 2 head coaches may sign in the "Team" blocks. **Designates are not accepted**
 - The Association registrar block can only be signed by a registrar. **Designates are not accepted**

- 5 The district registrar:
 - i. Locates the player;
 - ii. Confirms that the player is loaded on a team and available for affiliation;
 - If the player has not yet been assigned to a team, the district registrar cannot immediately load the affiliate to the affiliating team. The District registrar must advise the home association registrar that the player must be loaded onto a team list, bearing in mind the direction from Hockey Canada and HEO Minor that players not be denied an opportunity to affiliate.
 - iii. Loads the affiliate onto the affiliating team;
 - iv. Approves the affiliation document and issues a new team list showing the affiliated player; and
 - v. Emails the new team list and affiliation documentation to the affiliating registrar

- 6 The affiliated player can now take part in official games.
 - i. The affiliates must be listed on the game sheet as “AP”

Registrar, Bytown District
September, 2019.