

**The Central Alberta Hockey League
(CAHL)**

**Registrars Information Handbook
2019/20 SEASON**

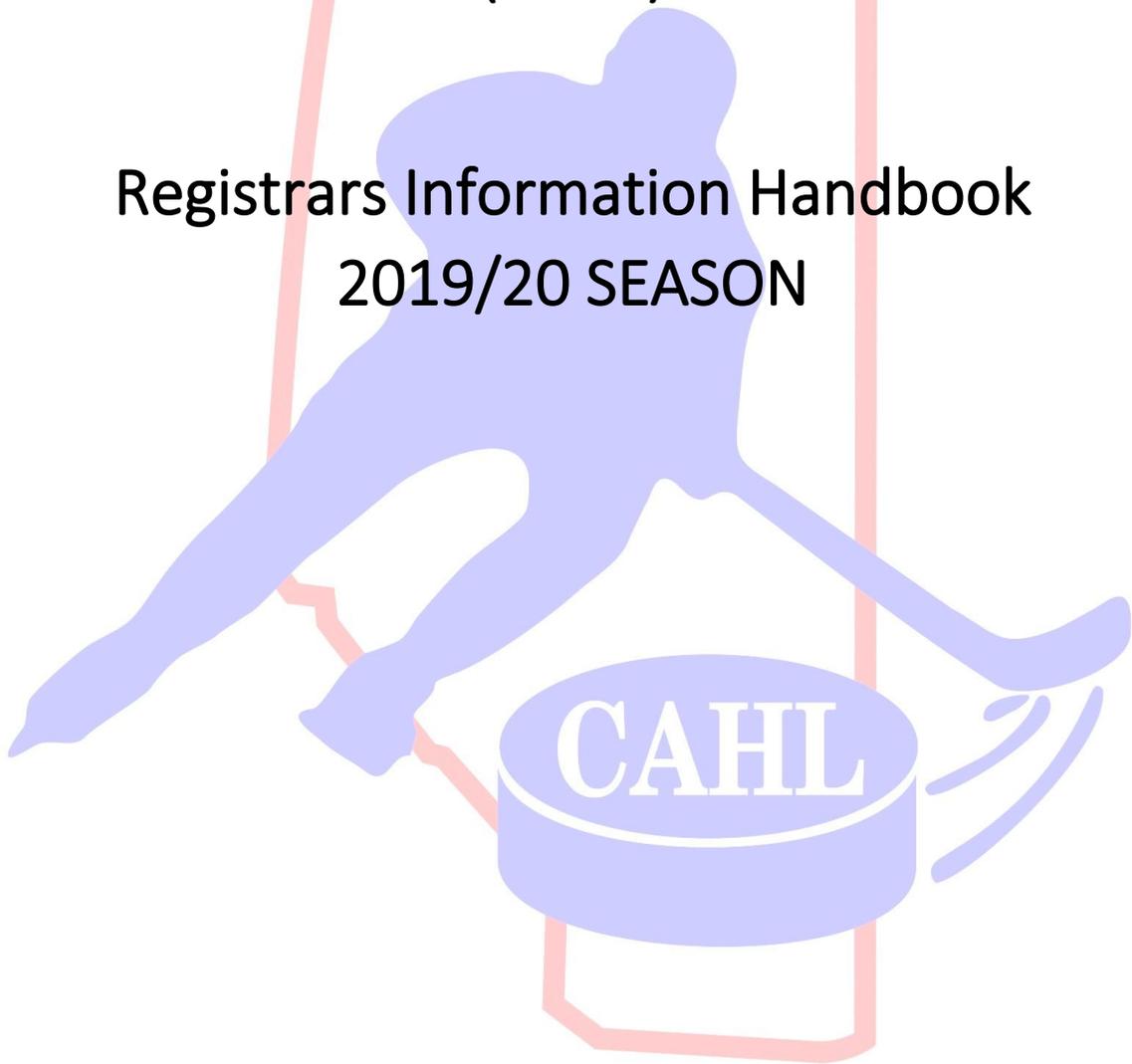
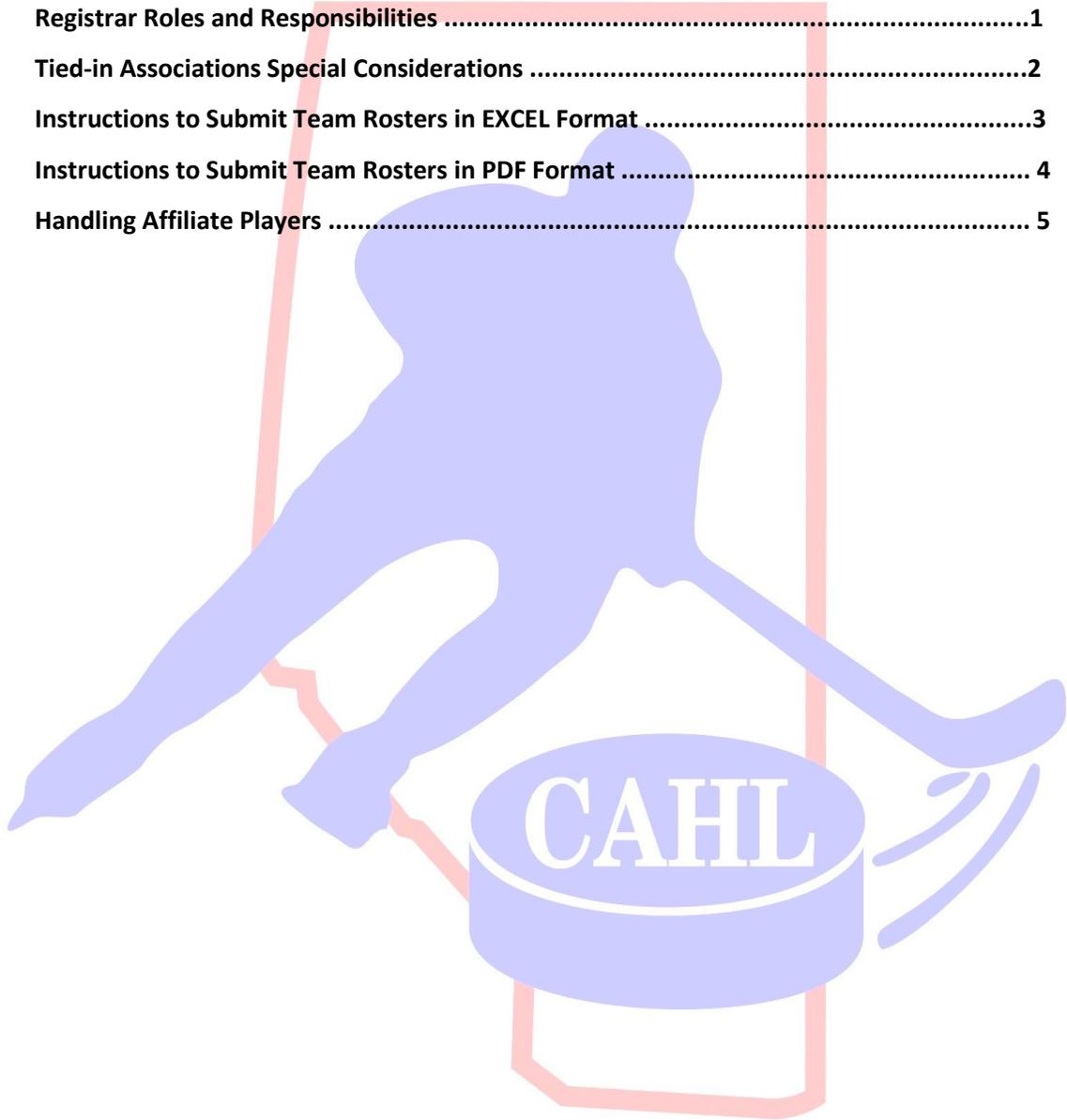


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1. INTRODUCTION

The Registrar of each Association plays a very important role to the success of the Association and ultimately to the League. The Registrar's job is very time consuming and demanding. People skills and patience are great assets to have when you take on this position. People that can multi-task and deal with multiple interruptions, fair best performing this role.

The CAHL needs the Registrar to be knowledgeable in our deadlines and requirements when submitting rosters for the season. They must have a thorough understanding of the Hockey Canada Registry (HCR).

In this Handbook, we will describe what the deadlines are and what is expected of each Registrar from every Local Minor Hockey Association (Hereafter referred to as LMHA) within CAHL.

2. OBJECTIVES OF THE REGISTRAR

The Association Registrars are the direct reports of their LMHA President or Town/City. However, the Registrars must also be in lateral contact with the Administration of the CAHL.

The objectives of the Registrar each season are to:

- Provide current official HCR rosters in PDF form that are always up to date
- Submit Player Roster Information in .csv format for each team in CAHL by the deadline and format set by CAHL.
- Submit Coaching Staff Roster Information in .csv format for each team in CAHL by the deadline and format set by CAHL.
- Submit Affiliate Information in for each team in CAHL by the deadline and format set by CAHL. ☐ Confirm and Verify Roster Information is accurate on CAHL Website

3. REGISTRAR ROLE AND RESPONSIBILITIES

- a) At the beginning of each season, or after any change in your LMHA, the Registrar will ensure that the CAHL Registrar has the correct name, email and telephone number for this role.
- b) All Registrars must review the training documentation at the beginning of the season.
- c) If further support is needed the Members CAHL Director or LMHA President can contact the CAHL President and discuss the support required. A training session can be arranged and any costs associated with this will be invoiced depending on the extent and nature of the support. This does not resolve any of the fines, penalties or sanctions that are identified in the CAHL Policies and Regulations if deadlines are not met.
- d) By the deadline stated on the CAHL website, under "Deadlines", Registrars will ensure that for all teams within CAHL that the team roster and coaching staff information be submitted to the CAHL Registrar in the proper format. Fines will be assessed for any improper format or late submissions. Please see later section in this handbook for proper format.

- e) By the deadline stated on the CAHL website, under “Deadlines”, Registrars will ensure that for all teams within CAHL that all Complete Team Rosters including Coaching Staff be submitted in PDF form directly from the HCR.
- f) The Registrar must ensure that the CAHL Registrar has received an up-to-date HCR Roster in PDF format including the AP (with minimum status listed as PENDING). A roster does not need to be sent with each AP request as long as the HCR that the CAHL Registrar has is the most up to date.
- g) After all rosters have been imported by the CAHL Registrar, it is up to the LMHA Registrar to ensure that all teams have accurate team lists and coaching staff showing in the CAHL website.

4. TIED-IN ASSOCIATIONS SPECIAL CONSIDERATIONS

Some Associations have decided to purchase the Registration Module from GOALLINE to gather all their registrations for the season. These Associations have little to do to fulfill their responsibilities to CAHL Deadlines.

After a Tied-in Association has created their teams and assigned their players/coaching staff to the teams within CAHL, they simply need to send an email to the GOALLINE Support Team and cc’ing the CAHL Registrar to Tie in their teams to the CAHL League.

This Tie In email will have to specify to GOALLINE Support the LMHA Team Name and the CAHL Team Name on the CAHL website.

An example is below:

Cochrane Minor Hockey Website	CAHL Website
Novice A	NT1 - Cochrane
Novice B	NT3 - Cochrane
Novice C	NT5 - Cochrane

The only other things the Tied-in Association will have to do is:

1. Provide the CAHL Registrar a Website Admin login with Read Only Access to their rosters in all CAHL divisions so the CAHL Registrar may view rosters at any given time (they show blank on CAHL roster admin site if Tied-in)
2. Email all Team Rosters complete with Coaching Staff from HCR in PDF form before the deadline and whenever they make changes (*See Section 6 of this Handbook*)
3. Ensure all team rosters appear on CAHL public site when viewing Team Rosters

Please Note: Team Rosters will be locked after the deadline. Any changes to rosters needed after deadline will have to be requested to the CAHL Registrar.

5. INSTRUCTIONS TO SUBMIT TEAM ROSTERS IN EXCEL FORMAT

These instructions are for all associations that are NOT a Tied-in Association (has registration with GOALLINE).

If you are NOT an Association that has purchased GOALLINE to capture your registration information, then these are the instructions you will have to follow to submit your team rosters into CAHL.

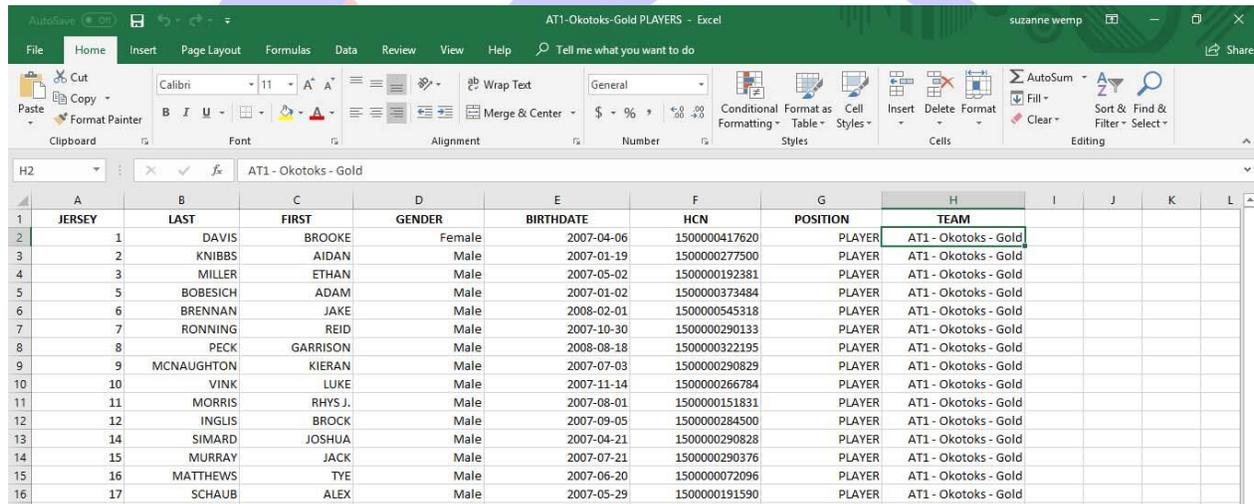
Ensure your Players are set up within the HCR for each CAHL team complete with:

- Jersey Numbers
- First and Last Names
- Hockey Canada Numbers
- Gender
- Birthdates
- Position

And your Team Coaching Staff are set up within the HCR for each CAHL team complete with:

- First and Last Names
- Hockey Canada Number
- Gender
- Position
- Birthdate

Once this is all complete in the HCR system export the report using ONLY those criteria and the exported reports should look like this for players:



	A	B	C	D	E	F	G	H	I	J	K	L
	JERSEY	LAST	FIRST	GENDER	BIRTHDATE	HCN	POSITION	TEAM				
1												
2	1	DAVIS	BROOKE	Female	2007-04-06	1500000417620	PLAYER	AT1 - Okotoks - Gold				
3	2	KNIBBS	AIDAN	Male	2007-01-19	1500000277500	PLAYER	AT1 - Okotoks - Gold				
4	3	MILLER	ETHAN	Male	2007-05-02	1500000192381	PLAYER	AT1 - Okotoks - Gold				
5	5	BOBESICH	ADAM	Male	2007-01-02	1500000373484	PLAYER	AT1 - Okotoks - Gold				
6	6	BRENNAN	JAKE	Male	2008-02-01	1500000545318	PLAYER	AT1 - Okotoks - Gold				
7	7	RONNING	REID	Male	2007-10-30	1500000290133	PLAYER	AT1 - Okotoks - Gold				
8	8	PECK	GARRISON	Male	2008-08-18	1500000322195	PLAYER	AT1 - Okotoks - Gold				
9	9	MCNAUGHTON	KIERAN	Male	2007-07-03	1500000290829	PLAYER	AT1 - Okotoks - Gold				
10	10	VINK	LUKE	Male	2007-11-14	1500000266784	PLAYER	AT1 - Okotoks - Gold				
11	11	MORRIS	RHYS J.	Male	2007-08-01	1500000151831	PLAYER	AT1 - Okotoks - Gold				
12	12	INGLIS	BROCK	Male	2007-09-05	1500000284500	PLAYER	AT1 - Okotoks - Gold				
13	14	SIMARD	JOSHUA	Male	2007-04-21	1500000290828	PLAYER	AT1 - Okotoks - Gold				
14	15	MURRAY	JACK	Male	2007-07-21	1500000290376	PLAYER	AT1 - Okotoks - Gold				
15	16	MATTHEWS	TYE	Male	2007-06-20	1500000072096	PLAYER	AT1 - Okotoks - Gold				
16	17	SCHAUB	ALEX	Male	2007-05-29	1500000191590	PLAYER	AT1 - Okotoks - Gold				

And like this for coaches:

	A	B	C	D	E	F	G	H	I	J	K
1	LAST	FIRST	GENDER	BIRTHDATE	HCN	POSITION	TEAM				
2	INGLIS	DENNIS	Male	1970-11-03	1400003403852	COACH	AT1 - Okotoks - Gold				
3	MATTHEWS	SHELDON	Male	1973-03-16	22020000503	ASSISTANT COACH	AT1 - Okotoks - Gold				
4	SIMARD	SEBASTIEN	Male	1973-12-30	1400003431084	ASSISTANT COACH	AT1 - Okotoks - Gold				
5	STEWART	GEOFF	Male	1974-06-26	1400000124573	ASSISTANT COACH	AT1 - Okotoks - Gold				

NOTES:

- Columns can be in any order as long as they are all included
- **NO EXTRA COLUMNS** – please delete any extra information
- All players can be included in one file except for bigger associations that should send by age divisions. So, all Novice teams, all Atom, etc.
- All Coaches can be included in one file.

Email the CAHL Registrar all your Player files and Coaching Staff files before the deadline. **Don't forget to attach the files!**

Please make sure all roster files go to registrar@cahlhockey.net

6. INSTRUCTIONS TO SUBMIT TEAM ROSTERS IN PDF FORMAT

You have already submitted your Player and Coaching Team Rosters for upload into the CAHL system, and now all you need to do is submit the rosters in PDF format from the HCR.

You would complete these steps not only at the beginning of the season but every time there is a change to a roster, whether it is an addition/release or Affiliate Players added.

1. Click on **View Report**
4. Click on **Download Report**
5. Save the reports with the [CAHL TEAM NAME].pdf — e.g. NT3 – Bassano.pdf
6. Email the CAHL Registrar with all your pdf Team Rosters attached. If you have many teams in CAHL, please email by AGE GROUP. For example, all Novice in one email, all Atom in another email, and so on.
7. **DON'T FORGET YOUR ATTACHMENTS**

Also remember that if there are any roster changes must email a pdf copy of the roster immediately with the change highlighted. in the body of the email you must also specify exactly what the change is, such as affiliate player, player release, etc. this will ensure prompt updating of the CAHL rosters.

IMPORTANT: If you need any assistance exporting your rosters please contact your Hockey Alberta Zone representative as CAHL does not have access to these files.

7. HANDLING AFFILIATE PLAYERS

It is very important for a Registrar to be aware of the procedure in handling Affiliate Players.

Here are a few things to remember about Affiliate Players:

Affiliates during Tiering Round:

- The use of affiliates during tiering rounds should be avoided whenever possible. However, under special circumstances an association's CAHL Director or Team Rep must **first** seek approval from CAHL VP in order for the player to be approved to play.
- If approved, the Registrar must email an updated HCR roster showing approved affiliate name and information, highlighted and emailed to CAHL Registrar as described in Section 6. A roster with affiliate players does NOT need to be sent each time as long as the CAHL Registrar has been provided with the most current version that includes the AP requested.
- The CAHL VP will instruct the CAHL Registrar to add the Affiliate Player (otherwise known as an AP), if approved.
- The CAHL Director or Team Rep will be notified when approved and then and **ONLY** then will the player be able to play in the game.

Affiliates During Regular Season and Playoff Season:

- Affiliates may be requested to be used at any time during regular season if in accordance with CAHL and Hockey Alberta Regulations and provided they are on a PDF roster from the HCR that has been submitted to CAHL Registrar by the LMHA Registrar.
- CAHL VP approval needs to be requested if the Affiliate Player is coming from a different age group. For example, if the AP player's regular team is in Atom and he is being requested to be affiliated to a Peewee Team.
- CAHL VP approval **and** CAHL President Approval needs to be requested for an Affiliate Player that is coming from outside of CAHL. *(These Affiliate Types should be arranged Prior the player playing in a game and prior to the Hockey Alberta Season deadline with CAHL President).* LMHA registrars will receive a form to request player APs from outside of CAHL or you can request one from the CAHL Registrar.
- With all approvals, the AP Player should not play until the CAHL Registrar has been provided with an up-to-date PDF version of the HCR roster for that team showing the approved Affiliates.
- The CAHL Registrar will add the approved AP player into the system manually as soon as possible, but the team does not have to wait for this step to be completed in order to play the AP Player. As long as all the other conditions have been met, the AP Player is approved to play.

Important information on how to request affiliates by email – requests outside this format will not be processed or approved.

- Affiliate player requests can come from the LMHA registrar, the head coach or the team manager. However, in order for CAHL to promptly address these requests please ensure the following:
 - The email request is sent to the Registrar and the Division Vice President if the AP is coming from the same age division within CAHL.
 - The email request is sent to your division VP if the AP is playing outside of their age division. Do not include the Registrar. Consult the CAHL website for the correct VP email. The VP will forward to the Registrar once it has been approved.
 - The email request is sent to the President AND VP for approval if the AP request is for a player outside of CAHL. Again, they will notify the Registrar upon approval.
 - Please create a clear email with the subject line like this: **BT3 Nanton AP Request** with the body of the email containing who is requesting this (your position with the association), what team the player is coming from, reason for request and your contact phone number.

We really appreciate your adherence to these policies for email AP requests as quite often they are very short notice and it helps us do our best to make sure we can fulfill requests as quickly as they come in. Again, please email (and copy) ONLY the contacts mentioned above for each AP situation to ensure streamline communication. You can include more than one AP request in an email if they are going to the same person. Feel free to copy whoever you need to within your own association. Thank you!

Always refer to the rules regarding Affiliate Players in the Hockey Alberta Regulation Manual and the CAHL Game Regulation Manual. Playing an ineligible AP could result in suspensions.

If you need any clarification please don't hesitate to email registrar@cahlhockey.net

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