

Appendix A

Important dates to remember

Players should be registered on a roster prior to participating with a team. If a player can not be placed on a roster due to being in mid-transfer, the initiation of a transfer on the HCR is acceptable for temporary participation – however the player must be placed on a roster as soon as possible after the transfer is completed to be sure that they are insured.

PLEASE NOTE – if the player transfer is a move without parent, goaltender transfer or appeal – they should not participate with their team until you have received approval from the BC Hockey office.

Declaration of “carded” team on the HCR by **September 30th** designate teams as “carded” if they intend to be reviewed for Championships eligibility. Note that players do not have to be registered or placed on the rosters – just the team declared as carded as opposed to recreational.

Please try to have your registrations for carded rosters completed by mid November to give staff adequate time to review them for Championships eligibility. There are 550-600 teams within BC that need to be reviewed. We understand that there will always be later individual registrations – but try to have the minimum requirements met as soon as possible.

Dec 1 - Notification for Championships eligibility sent to non-eligible “carded” teams by BC Hockey Staff. Please note that all individual approvals are not always completed by this time. Staff is checking to ensure that all teams designated as “carded” on the HCR meet the minimum requirements for Championships eligibility by this date

Dec 11 - Deadline for response to make a team eligible – if you have a team that has received notification that they are not eligible – you have until today to respond to cardingminor@bchockey.net with information that will amend this. We will review all responses and update teams as they meet the minimum requirements. If you have coaches or bench staff that are not approved due to lack of certifications – please email the clinic date and location for each individual / team and we will look into our records and update the HCR accordingly. PLEASE DO NOT SEND COPIES OF CERTIFICATIONS TO OUR OFFICE UNLESS REQUESTED BY OUR STAFF.

Jan 15 - Last day for registering affiliates on rosters. Any affiliates registered after today’s date will not be approved. After this deadline has passed – staff will go through all carded rosters again to complete affiliation approvals.

Feb 10 - Last day to add “carded” players HCR access is turned off to perform reporting and billing for season end– if you need recreational players added to a roster after this date – please email the request to cardingminor@bchockey.net. After this deadline is passed – staff will go through all carded rosters one final time to be sure all cards are updated to approved or declared ineligible. No cards will be left at pending going into playoff and Championships.

