



OWHA Registration Check List



Association Information: SETUP > Processes > Association Info

- Update all fields
This information will automatically populate the ITR.

Intent to Register (ITR): SETUP > Submit ITR

Team Contact, Voters and Presidents (if listed on Executive List) will be the recipients of most OWHA communication. It is their responsibility to distribute to their association members.

- Select “Clone ITR’s from previous season” > **“Clone without Contact & Voter”** > “Select Contact”, “Select Voter”
 1. If you have the **same** contact & the **same** voter (they can be two different members) for **all teams**, choose all applicable teams then select “USE THIS CONTACT/VOTER for all teams”.
 2. If you have different Contacts & Voters, choose the teams to clone in batches of the same Contacts & Voters then select “USE THIS CONTACT/VOTER for all teams”. Each batch of ITRs must be submitted and approved by OWHA before you can choose different Contact/Voter.
 3. If you have different Contact/Voter for each team, you must select member for each ITR.
- Select “Add New” for those teams new to this season – a new team number will be assigned upon approval. **ITR cannot be submitted & approved without the Contact and Voter agreeing to the waiver and approving their role on ITSportsNet.**
- Submit for approval.
- **Once approved, print the screen shot of the SUBMIT ITR page and submit to OWHA office with \$25 per team. **DO NOT PRINT EACH ITRs.****
- Category may be updated until OCTOBER 1st – after this date a Request for Re-categorization must be submitted.

Executive List: SETUP > Executive List > Add New > Search & select member then assign role

List all members of your Executive and their roles, including any additional Association Registrars. Any new password can be retrieved by selecting “FORGOT PASSWORD”. Please update this list as needed.
Roles with “LOGIN ACCESS” must have a valid email address in their profile.

Association Re-Cat Signing Officer:

This role must be assigned and listed on the Executive List. All “Requests for Re-Categorization” for both your own team and another team **MUST** be endorsed by this officer.

Coaching Requirements:

Certification information must be updated on ITSportsNet for all coaching staff. Please refer to OWHA website for more information.

Vulnerable Sector Search (VSS)/Criminal Record Search:

This is mandatory for all team staff and others according to the OWHA Screening Policies. Please refer to OWHA website for more information.

Team Statistician role: REGISTER > Team Roster > Add New Officials

Each team must have a member assigned to this role to complete **Game Report (Form A's, mandatory for all competitive teams)**, Sanction Permits and for LLFHL. This member must have an email address in their profile.

NEW: All COACH must have a valid email address in their profile.

Team Registration: Register > Member; Register > Team Roster

NOTE: A team must register according to the age of the oldest player, with the exception of Senior Over 19 & Masters, who must register according to the age of the youngest player.

- Select players & staff for each team.
- Request transfer for those participants from outside your association on ITSportsNet and the request will be directed to the previous association.
- Submit for approval.
- Upon approval, print the **Team Waiver Form** and secure signatures for all participants, including parents of those players 18 and under.
- All participants must read the Terms & Conditions of the team registration located on the bottom of the waiver.
- Submit the registration package to OWSA office (the package includes the original signed waiver form with any necessary documents, such as team finance form, and applicable fee).
- Association Registrar will be given access to print the Official OWSA Roster upon receipt & approval by the OWSA Registrar.
- The Official OWSA Roster will be required for team/participant eligibility and to attend tournaments. **All teams must be fully registered with completed Team Waiver forms submitted and dues paid prior to participating in any exhibition, league or tournament games.**
- Any participant addition must be completed online and the above process must be followed for player eligibility.

NOTE:

Association registrar can change the address, phone, and email to a member profile. Any changes to the spelling of the name, date of birth and gender must be submitted to the office. **PLEASE DO NOT CREATE DUPLICATE PROFILES.**

ALL PROFILES MUST HAVE CORRECT DATE OF BIRTH.

Deadlines:

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| ITR | on or before August 31 st |
| Registration for competitive teams | October 1 st or Prior to 1 st game |
| Registration for HL, Senior Over 19, Masters, FUNDamentals | November 15 th or Prior to 1 st game |

DS teams:

Development Stream may commence tryouts beginning November 1st for properly OWSA registered HL players. (All players must be properly registered to HL teams AND the signed waivers & fee MUST be in OWSA office prior to forming the DS teams.)

Registration may begin December 1st.

If you have any questions, please do not hesitate to contact the Registrar at registrar@owha.on.ca.