



## MINOR REGISTRATION RESOURCE – 2013-2014 SEASON

### GENERAL INFORMATION

This resource is intended as a processing guide for transfers and registration. For basic HCR navigation and information please download the [English Hockey Canada Help Desk Manual](#). If you are having technical difficulties within the HCR, please contact the Hockey Canada Help Desk for assistance – [click here for info](#).

### BC Hockey office

Office Hours:

8:30-4:30 Monday to Friday

Phone 250-652-2978

Fax 250-652-4536

Email (anytime):

Transfer Enquiries – [cardingtransfers@bchockey.net](mailto:cardingtransfers@bchockey.net)

Registration Enquiries – [cardingminor@bchockey.net](mailto:cardingminor@bchockey.net)

Please email [cardingminor@bchockey.net](mailto:cardingminor@bchockey.net) to have information added or updated within this resource. We are always open to suggestions and this resource is intended and created for our member users.

### HCR LOGIN

<https://members.hockeycanada.ca/hcr>

REGISTRE DE  
**HOCKEY CANADA**  
REGISTRY

PLEASE LOGIN HERE - VEUILLEZ DÉMARRER ICI :

USERNAME - NOM D'UTILISATEUR :  
[Input Field]

PASSWORD - MOT DE PASSE :  
[Input Field]

LOG IN - DÉMARRER

REMEMBER ME - MÉMORISER

[FORGOT YOUR PASSWORD?](#)  
[VOUS AVEZ OUBLIÉ VOTRE MOT DE PASSE?](#)

[LOCATING A MEMBER PROFILE](#)

[ADDING A PLAYER OR AFFILIATE TO A ROSTER](#)

[CERTIFICATIONS OF BENCH STAFF FOR CHAMPIONSHIP ELIGIBLE TEAMS \(“CARDED”\)](#)

[DISTRICT ASSOCIATION DIRECTORY](#)

[IMPORTANT REGISTRATION DATES](#)

[MONITORING AN ONLINE TRANSFER](#)



### GENERAL TRANSFER INFORMATION

- Most transfers will be initiated and completed on the HCR (Hockey Canada Registry). For most transfers – **no forms or documents are required to be sent to the BC Hockey office** unless requested. The exceptions are noted within the descriptions of the transfer types.
- All members are required to be [placed on a roster](#) within the HCR after their transfer is complete and approved. Initiating a transfer on the HCR only moves the member's profile within your association. For a registration to be complete – a member must be placed on a roster within your association. [How to monitor your incoming transfers – click on link.](#)
- Please check with your District Association for any additional requirements as you will require their input for all incoming transfers processed through BC Hockey.

[Who is my District Association?](#) Click to see...

The [location of a profile](#) is the first step to completing an online transfer.

- **PLEASE DO NOT CREATE NEW OR DUPLICATE PROFILES** in the HCR for members (players, coaches, or bench staff) that you know to have participated in hockey within Canada.
- Transfers are initiated in the same place that new profiles are created in the HCR. If you do not have the exact name and date of birth that the original profile was created with – the system **will not** prompt you to initiate a transfer – it will allow you to create a new profile. If you do not get a prompt to transfer – **please stop**. Email BC Hockey at [cardingtransfers@bchockey.net](mailto:cardingtransfers@bchockey.net) with the name, date of birth, and last known association and we will respond with the [member profile location](#) to use to initiate a transfer, or other instructions.

### TRANSFER TYPES

#### [MOVE WITH PARENT](#)

A player moving with their parents or guardians from within BC (IAT - Inter Association Transfer), **or** from another province (IBT - Interbranch Transfer). These transfers are completed on the HCR.

#### [RESIDENTIAL WAIVER](#)

These types of transfers are for players that do not have the appropriate level of hockey available within their home association. These transfers are completed on the HCR. There are three types:

1. Residential Waiver – Carded (used if there is no “carded” hockey available at a player’s home MHA)
2. Residential Waiver – Waitlist (used if there is a waitlist at a player’s home MHA for carded or rec hockey)
3. Residential Waiver (used for Joint teams, recreational players or other exceptions when approval is req’d)

#### [DECLARATION OF RESIDENCE – MOVE WITHOUT PARENT \(INCLUDING EXCHANGE STUDENTS\)](#)

This is an application for a player to play within an association when their parents do not reside within the association’s boundaries. This type of transfer can be initiated online, but requires that a [Declaration of Residence – Move without Parent Form](#) and supporting documents be submitted to the BC Hockey office for review.

#### [SPECIAL GOALTENDER TRANSFER REQUEST](#)

A [Goaltender Transfer Form](#) is required for goaltenders. **DO NOT** initiate these transfers online – please submit the form and requested supporting documents to the BC Hockey office for processing.

#### [NON-PLAYER TRANSFERS](#)

Transfers for Coaches, Referees, Bench Staff and Volunteers – all completed online through the HCR.