

How to Register a Coach or Bench Staff in HCR for Rowan's Law

Register a new participant

To register someone new that you have not registered in the past, please enter their information below. Only fill in the "Hockey ID" if you already have a Hockey ID. Please fill in their FULL name (without middle names), date of birth, gender, and language and click on "Register".

Hockey ID:

First Name: *

Last Name: *

Date of Birth: *

Gender: *

Language:

* Denotes required information

[Register](#)

Match(es) found. Please click on the "Register Now" button to register that participant. If the button reads "Unavailable", please contact the association.

First Name	Last Name	Date of Birth	Last Registration Season	Hockey ID	Association	Branch	Actions
John	COACH	01/01/1990		1300000198138	AJAX	ONTARIO HOCKEY FEDERATION	Register Now

- 5.) Depending on the participant age, they may only see one registration type. For both Coaches or Bench Staff, select the **Bench Staff** "Registration Type".

Choose a registration type

Please choose the type

Bench Staff

[Back](#) [Next](#)

- 6.) Select Division if they are a Coach or a Bench Staff (This will assign their position in the backend). This is the only step that will be different if they are a coach or bench staff.

Division Selection

Please select the Division in which

Bench Staff
 Coach

7.) The package will show up, there should be only one choice at this point.

Registration Package Selection

Please choose a registration Package below.

Name	Description
Coach	Blank Package for Waiver Signing <input type="button" value="Select"/>

8.) Next they will have to fill out some personal information, for address and emergency contact:

Mailing Address *

Please select the type of address:

By City Address
 By Rural Route or PO Box Address

Street Number and Suffix *
 Apt/Suite/Unit #
 Type

Street Name *
 Street Type
 Street Direction

City *
 Province *
 Postal Code *

NOTE: Depending on the MHA settings, it may force them to enter a Guardian Address, even though they maybe over 18. If they add their own name and address, we can remove the duplicate address later.

9.) After this they will be asked to review and acknowledge the Rowan's Law Waiver:

ONTARIO HOCKEY FEDERATION
Rowan's Law Acknowledgement

The Ontario Government has enacted Rowan's Law (Concussion Safety, 2018, S.O. 2018, c. 1 ("Act"), Ontario Regulation 161/18, the Act requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis.

A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

Applicable age appropriate Concussion Awareness Resources are located at www.ontario.ca/concussions.

The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

You can review the OHF Concussion Code of Conduct here: [OHF Concussion Code of Conduct](#)

I confirm that I have reviewed the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF. *This field is required.

They can't move forward until selecting the checkbox.

10.) There order will show up as \$0 fees.

Fees

Click the checkbox next to the optional fees to select them. Your total is:

Your total is: 0.00

Click on "Review" below to review your registration

11.) They can then add it to their cart. They can move forward and add other things into their cart if they wish, such as a child's registration. Or if they wish to finish, they can proceed to check out: