

ONTARIO HOCKEY FEDERATION

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www.ohf.on.ca



Memo

To: Alliance Hockey, GTHL, NOHA, OMHA

From: Phillip McKee - OHF Executive Director

Date: 3/5/2018

Re: OHF Residential Transfer Process (Playing Regulation E93)

The OHF Board of Directors has approved an update to current OHF Playing Regulation E93, which governs player movement between OHF Minor Members. These updates go into effect immediately and include updates to the Permission to Tryout process as well.

Briefly, the outgoing Minor Member will be the primary point of contact for all players completing residential moves between Minor Members or requesting Permission to Tryout. This is a reversal of the previous process, which had the incoming Member as the primary contact.

Attached is current OHF Playing Regulation E93, the updated Residential Move Transfer form and Permission to Tryout request form.

Please distribute this Memo and the attached documents to the appropriate contacts within your Member and associations.



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PLAYER TRANSFERS

- E93. Minor Hockey Transfer (Residential Moves) within the OHF.
- (a) OHF Players who have changed habitual residence, with their parents or guardian, and as a result of that move have changed Minor Members, are required to complete an OHF Residential Move Transfer.
 - (b) Players are required to gain approval, through the Residential Move Transfer process, from their outgoing Minor Member prior to registering with a new association.
 - (c) The OHF Minor Hockey Player Transfer Form (For Residential Moves) (“Transfer Form”) must be completed in full and submitted with the following three mandatory supporting documents:
 - i. A copy of the Purchase and Sale Agreement OR Lease Agreement for the new residence
 - ii. Proof of home OR tenant insurance for the new address
 - iii. A copy of the Player’s student index card from their school. If their school does not provide a student index card, an official letter of attendance (from the school office or principal) or a report card may be accepted.
 - (d) At the discretion of the Minor Member registrar, documents including, but not limited to the following, may also be requested as supporting documents:
 - i. A copy of the Purchase and Sale Agreement OR Lease Agreement for the former residence
 - ii. An utility bill or cable/internet bill, showing service address. (Note – cell phone bills or bank statements will not be accepted.)
 - iii. A copy of the parent(s)/guardian(s) driver’s licence
 - iv. A copy of vehicle insurance
 - v. A copy of vehicle registration
 - vi. As required, a copy of a separation agreement or divorce decree, which is used to establish ‘usual residence’ of the player as per Hockey Canada Regulation F.3 (b).
 - (e) The outgoing Minor Member shall, upon receipt of the completed outgoing application form and supporting documents, have seven (7) days to either approve or deny the transfer, or request further documents. In the case of denial, the reasons therefore must be stated in writing and be in accordance with the OHF Regulations and Playing Regulations. Any denial without reasons shall be deemed to be an approval of the transfer.

OHF Members





- (f) The OHF Executive Director, upon written request for relief, may authorize an extension of the seven (7) day period in the preceding paragraph.
- (g) If approved, the outgoing Minor Member will notify the incoming Minor Member of the approval, by emailing the signed Minor Hockey Player Transfer Form to the incoming Member.
- (h) In instances in which it is identified that a Club, Association, Team Official or anyone connected with any of the above has assisted the family in moving to the new residence or preparing and/ or submitting the necessary documentation, the Player will become ineligible to participate with that Team and/or Club regardless of the outcome of the Residential move application.
- (i) If the transfer is accepted and the request is approved, the Player, parents, and Club are required to report promptly to incoming Minor Member any material change in any fact or document submitted as part of the transfer request. Failure to do so may result in the same penalties as set forth in Playing Regulations E9 and E10.
- (j) In any case where the Application is accepted and the request is approved, and the outgoing or incoming Minor Member subsequently receives new pertinent information regarding the transfer, the outgoing Minor Member may reconsider its decision and may reverse, amend, or confirm its original decision. The Player, parents and Club are required to report promptly to the incoming Minor Member any material change in any fact or document submitted as part of the Application. Failure to do so may result in the same penalties as set forth in Playing Regulation E9 and E10.
- (k) If a Player will be moving prior to the start of the new hockey season, and as a result of the move will no longer be eligible to participate where they played hockey the previous season, the outgoing Minor Member may grant temporary permission for the Player to attend try-outs in the new residential Centre provided that all information regarding the proposed move has been submitted to the outgoing Minor Member by way of a Transfer Form and supporting documents. This temporary permission is not a determination of change of residency. Applicants are required to provide all finalized supporting documentation, as outlined in OHF Regulation E93 (a), to confirm that a residential move has taken place. These documents must be provided to the outgoing Minor Member by the date of occupancy of the new address. Once these documents are received, and the outgoing Minor Member approves the transfer, the process will be completed. If the applicant is not able to provide confirmation of residential move by the noted date of occupancy, the applicant will be required to return to their previous residential Centre.

APPEALS TO OHF REGISTRATION COMMITTEE

- (l) Transfer requests that are denied may be appealed to the OHF Registration Committee within seven (7) calendar days of denial. Should the OHF Registration Committee not receive an appeal application within seven (7) calendar days, the Player's residence will be deemed as their former address.

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- (m) The appeal application (“Application”) shall consist of a Statutory Declaration (in a form supplied by the OHF) to which will be attached, as exhibits, the Transfer Form and its supporting documents, as well as any new supporting documents.
- (n) The Statutory Declaration shall contain particulars as to the background for the residential move, a statement that the landlord or seller of the new place of residence is not connected in any way with the Association/Club with whom the Player intends to sign and, if the parents are informally separated, a statement attesting to the fact that the separation is true and legitimate.
- (o) Since the OHF Registration Committee’s ability to monitor and confirm a residential move is in part dependent upon verifying school enrolment, and since its ability to do so in the circumstances of home schooling is severely limited, no residential move involving home schooling will be approved unless both parents move with the Player or the Player is moving with the parent who is granted custody in a formal divorce decree.
- (p) The Transfer Form, the original supporting documents, the Statutory Declaration, and any documents supporting it are together defined as the “Application”. If any information contained in the Application is false or misleading the penalties called for in Playing Regulations E9 and E10 will apply, in addition to any penalties that may apply at law for swearing an untrue Statutory Declaration.
- (q) In any case where the Application is accepted and the request is approved, and the Registration Committee subsequently receives new pertinent information regarding the transfer, the OHF Registration Committee may reconsider its decision and may reverse, amend, or confirm its original decision. The Player, parents and Association/Club are required to report promptly to the incoming Member any material change in any fact or document submitted as part of the Application. Failure to do so may result in the same penalties as set forth in Playing Regulation E9 and E10.
- (r) In any case where the Application is accepted and the request is approved, the OHF Registration Committee Chair, through the OHF office, may request updates or checks on residence, by way of up-to-date utility bill, student index card, or similar document. Failure to respond to these requests may result in the same penalties as set forth in Playing Regulation E9 and E10.
- (s) Applications that are denied by the OHF Registration Committee may be appealed to the National Appeals Committee according to Hockey Canada By-Law 56.2.

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Minor Hockey Player Transfer Form (for Residential Moves)

(as per OHF Regulation E.93)

Please complete and submit this Transfer Form, along with all applicable support documentation, to the registrar of the minor hockey Member to which the player is leaving (i.e. Alliance, GTHL, OMHA, NOHA).

PLAYER NAME: _____

BIRTHDATE: ____/____/____ CITIZENSHIP: _____
 D M Y

CONTACT EMAIL ADDRESS: _____

PLAYER'S NEW ADDRESS: _____

CITY: _____ POSTAL CODE: _____ TEL#: _____

DATE OF OCCUPANCY AT NEW ADDRESS: _____

PLAYER MOVING WITH BOTH PARENTS: YES NO If no... MOTHER FATHER GUARDIAN

NEW MEMBER: ALLIANCE GTHL NOHA OMHA

PROPOSED NEW CLUB/ASSOCIATION: _____

AGE DIVISION & CATEGORY (e.g. Atom AA): _____

PLAYER'S FORMER CLUB/ASSOCIATION: _____

REQUIRED SUPPORTING DOCUMENTS TO BE INCLUDED WITH THIS FORM FOR OHF RESIDENTIAL MOVES:

(ALL documents must be included with application)

- Copy of fully executed rental agreement, registered transfer of ownership, or agreement of purchase and sale for new residence
- Copy of the Player's student index card from their new school
- Copy of home or tenant's insurance for the new residence

Should any of the above required documents not be available a detailed explanation is required with supporting documents.

As per OHF Playing Regulation E.93 (d), additional documents may be requested at the discretion of the outgoing Minor Member.

In the case of a separation, or when legal custody has been granted to a third person, the following document must also be provided:

- Executed copy of any relevant separation agreement, custody order or divorce decree

Declaration: The undersigned hereby declare that all above information is true and correct. We are aware of rules and regulations regarding eligibility for minor hockey programs in the OHF and Hockey Canada and are aware that these are available upon our request. We also recognize that the falsification of any registration document will result in the suspension of a minimum of one (1) year to a maximum of three (3) years for the above player and any team officials involved (as per OHF Playing Regulations E9 and E10).

PARENT SIGNATURE: (Player if 18 years of age) _____

PARENT NAME: _____ DATE: _____

OFFICE USE ONLY:

WE THE _____ (OUTGOING MEMBER) **APPROVE** THIS TRANSFER AND RELEASE THE ABOVE-NAMED PLAYER TO REGISTER WITH THEIR NEW MEMBER AND ASSOCIATION/CLUB AS PER OHF RESIDENCY REGULATIONS.

OUTGOING MEMBER: _____ DATE: _____

OR

WE THE _____ (OUTGOING MEMBER) **DENY** THIS TRANSFER AS PER THE REASONS OUTLINED IN THE ATTACHED DOCUMENT. SHOULD THE APPLICANT WISH TO APPEAL THIS DECISION, THEY MAY DO SO ACCORDING TO OHF REGULATION 7.

OUTGOING MEMBER: _____ DATE: _____

The Ontario Hockey Federation is committed to respecting and protecting the privacy of our Members, their Associations, individual members, their families and our employees. The information collected on this form will be used for the sole purpose of administering the Rules, Regulations and By Laws of the OHF and/or for the purpose of registering the individual in the program for which they have enrolled and may be used to provide them with the information necessary for participation.

Form Updated: March 2018



**REQUEST FORM:
PERMISSION TO TRYOUT PRIOR TO RESIDENTIAL MOVE**

(as per OHF Regulation E.93(j))

As per OHF Regulation E.93(j), Players who are moving prior to the start of a new hockey season who will no longer be eligible to their current association/club because of a change of residence are entitled to apply for Permission to Tryout.

This form must be approved by the outgoing Member (ALLIANCE, GTHL, NOHA, or OMHA) prior to the Player participating in any tryouts for the new association/club.

Approval of a Permission to Tryout does not determine residency. A full Residential Move Transfer must be completed prior to participation with the new association/club.

Please complete and submit this PTT Form, along with any available documents supporting the upcoming move to the registrar of the minor hockey Member to which the player is leaving (i.e. ALLIANCE, GTHL, OMHA, NOHA).

PLAYER NAME: _____

NEW MEMBER: ALLIANCE GTHL NOHA OMHA

PROPOSED NEW CLUB/ASSOCIATION: _____

AGE DIVISION & CATEGORY (e.g. Atom AA): _____

CITIZENSHIP: _____ BIRTHDATE: _____ / _____ / _____
D M Y

PLAYER'S NEW ADDRESS: _____

CITY: _____ POSTAL CODE: _____ TEL#: _____

CONTACT EMAIL ADDRESS: _____

DATE OF OCCUPANCY AT NEW ADDRESS: _____

PLAYER MOVING WITH BOTH PARENTS: YES NO If no... MOTHER FATHER GUARDIAN

PLAYER'S FORMER CLUB/ASSOCIATION: _____

Declaration: The undersigned hereby declare that all above information is true and correct. We are aware of rules and regulations regarding eligibility for minor hockey programs in the OHF and Hockey Canada and are aware that these are available upon our request. We also recognize that the falsification of any registration document will result in the suspension of a minimum of one (1) year to a maximum of three (3) years for the above player and any team officials involved (as per OHF Playing Regulations E9 and E10).

PARENT SIGNATURE: (Player if 18 years of age) _____

PARENT NAME: _____ DATE: _____

OFFICE USE ONLY:

WE THE _____ (OUTGOING MEMBER) **APPROVE** THIS PERMISSION TO TRYOUT AND WILL REVIEW THE RESIDENTIAL MOVE TRANSFER ONCE COMPLETED.

OUTGOING MEMBER: _____ DATE: _____

OR

WE THE _____ (OUTGOING MEMBER) **DENY** THIS PERMISSION TO TRYOUT DUE TO A LACK OF DOCUMENTS SUPPORTING A PERMANENT HABITUAL RESIDENCE CHANGE PRIOR TO THE START OF THE UPCOMING SEASON.

OUTGOING MEMBER: _____ DATE: _____