



## NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
www.noha-hockey.ca



### PROCESS FOR REGISTERING AFFILIATED PLAYERS

As per the changes to NOHA Regulation 9, all Affiliate Players must now be registered to Team Rosters in the HCR. Affiliate Players are added to rosters using the same “Add” functions as any other Player or Bench Staff; however, they must be marked as “**Affiliates.**”

This is done under the “**Participants Team Registration**” when adding them to the roster.

**Participant Team Registration**

Primary	Yes
Association	NORTH BAY MHA
League	NORTH BAY SKYHAWKS
Class	-
Division	Peewee
Category	H/L
Team	NORTH BAY SKYHAWKS PW H/L
City ID	<input type="text"/>
Contract Number	<input type="text"/>
Position	[Player] PLAYER
Jersey Number	<input type="text"/>
Card Option	<input type="checkbox"/>
<b>Affiliate</b>	<input checked="" type="checkbox"/>
Import	<input type="checkbox"/>
Tryout	<input type="checkbox"/>
Registration Date	2018-05-24
Release Date	<input type="checkbox"/>
Participant Status	Pending
Condition	None
Comments (200 characters limit)	<input type="text"/>

Once you have marked the Player as an Affiliate, you will need to select their **Registered Team** from the dropdown menu that appears.



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Card Option	<input type="checkbox"/>
Affiliate	<input checked="" type="checkbox"/> (No Team) ▼
Import	<input type="checkbox"/> (No Team)
Tryout	<input type="checkbox"/> WEST FERRIS TRAPPERS AT H/L (-/Atom/H/L)

Affiliate Players may come from any association within the NOHA.

### Players within the Same Association

If a Player is registered to a Team within the same Association as the Affiliate team, you should already have access to this Player's profile. Add this Player to the Team and mark them as an Affiliate.

Once the Player has been added, **their Affiliate Form must be uploaded to the documents section of their HCR Profile.**

### Players from a Different Association

If a Player is registered to a Team in a different Association, they must be transferred to your Association.

When transferring Affiliate Players, the Transfer Type should be "Affiliate Request". Select the Player's Affiliate Team when creating a Transfer.

Once the Transfer is created, **the Player's Affiliate Form must be uploaded to the Transfer.**

If you have any questions regarding the process for registering Affiliate Players, please contact Office Manager Kiersten Maitland at [kmaitland@noha-hockey.ca](mailto:kmaitland@noha-hockey.ca)