Please forward this document to all teams in your association.

The processing times of various approvals are as follows.

Please allow enough time to process.

Approval of ITRs – 5-7 days
Approval of Rosters – 5-7 days
Release of OWHA Official Rosters - 3-5 days
Approval of Sanction Permits – 7-14 days OR longer pending Hockey Canada or USA Hockey approval (please note that the permits will not be approved unless the signed waiver and fee are received)

Request for Certificate of Insurance – 7-14 days (must apply online www.owha.on.ca under Members tab in Forms & Policies “Submit a Certificate of Insurance Request” and follow detailed instructions

Games
Please remind your teams that they CAN NOT play any games, ie, exhibition, tournament and regular season games, unless the team has completed the following:

1. Complete registration package, including the signed waiver and fee, is received by OWHA.
2. MUST have obtained the Official OWHA Roster from the Association Registrar.

Sanction Permits

Teams planning to travel outside Ontario or play against any non-OWHA teams must receive approval. OWHA Sanction Permit must be completed on ITSportsNet by the Team Statisticians. Teams planning to travel outside North America must complete a tour application (available on the website) up to one year in advance.

Please be advised that the Sanction Permit WILL NOT be reviewed until the following items are received in the office:

Completed signed waiver
Fees including ITR, Bond (competitive teams only) and registration fee

The following information must be included in the online application for review:

For Tournaments:

Invitation From: Name of the Tournament host (MUST include a valid Sanction #) – do not include the word “Tournament”

Start & End Dates: Precise dates of the tournament

For Exhibition Games: Please complete one for each game

Invitation From: Full name of the team, division & category, female/male hockey, time of the game

Game City: Arena Name & City

For League Games:

Invitation From: Name of the league, division & category

Start & End Dates: start & end dates of the league

Member profile

Before you create a NEW member profile, please check the following 2 scenarios. If these procedures are not followed, you may be registering an illegal player, who did not have a proper transfer approval. Such incidents will have severe consequences.

1. Have you “SEARCH ALL” in OWHA database?
   a. When you select “SEARCH”, it only searches the data within you own association.
   b. Try searching with only the first few letters of the first & last name – unless the name is spelled exactly as it exists, you will not find the member. This applies to DOB.
   c. When the search fails to find the member, please contact OHWA Registrar, registrar@owha.on.ca before you create a NEW profile.

2. Is this member moving to Ontario from another province or country?
   Is this member registering with an OWHA team BUT live outside of Ontario?
   These players MUST complete an Interbranch or IIHF Transfer Form. Please contact OWHA Registrar, registrar@owha.on.ca. Such players cannot be registered to a team, thus, cannot participate in ANY team activity until the transfer is approved and properly registered.
You have received this email as you were assigned to one of the roles above on ITSportsNet.

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