

# COACH & BENCH STAFF ROWAN'S LAW ACKNOWLEDGEMENT PROCESS

## STEP 1:

Follow the link provided and log into your Hockey Canada Profile

If you are a parent, you will be able to register your child at the same time and can log into your same Hockey Canada Profile

If you are a non-parent, you may not have a profile used for registration and would be required to create one

The screenshot shows the Hockey Canada Guelph website's login page. At the top, there is a navigation bar with the Guelph logo, the name 'GUELPH', and contact information: '100 ORWELL STREET UNIT C11 GUELPH, ON N1W 2J6 CANADA (519) 824-8910 info@guelphhockey.com'. Below the navigation bar is a banner for 'SIDER STAY UP TO DATE WITH HOCKEY CANADA NEWS, OFFERS, TICKETS & MORE'. The main content area is divided into two columns. The left column has a 'Welcome!' section with instructions on how to register children and a link to create an account. The right column has a 'Bienvenue!' section with instructions in French. Below these is a 'Sign in here - Ouvrez une session ici:' section with input fields for 'Email - Courriel:' and 'Password - Mot de passe:', a 'Log In - Connexion' button, and a link for 'Forgot your password? - Vous avez oublié votre mot de passe?'. At the bottom, there is a footer with 'Powered by / Réalisé par Hockey Canada', copyright information for 2016-2019, and the version number '81.0.0.37014'.

## STEP 2:

Click on **REGISTER A PARTICIPANT**

Fill in your information. Hockey ID # is not required, but it helps if you have it

A box will appear below with your information. Click **REGISTER NOW**

The screenshot shows the Hockey Canada Guelph website's registration page. The top navigation bar is identical to the login page. Below the navigation bar is a 'Participant Selection' section. It contains a 'Welcome to your home page' message and a 'My Shopping Cart' section with an 'Invoice #' field and a 'Register a Participant' button. Below that is a 'My Registration History' section with a 'Open Order History' button. The main content area is titled 'Participant Selection' and contains instructions on how to register a participant. It lists two options: 'Register someone you've registered before in the past under "Previous Registrations" below' and 'Register a new person under "Register a new participant" below'. The 'Register a new participant' section has a form with fields for 'Hockey ID', 'First Name', 'Last Name', 'Date of Birth', 'Gender', and 'Language'. A note indicates that the 'Hockey ID' field is required. At the bottom of the form is a 'Register' button. The footer is identical to the login page.

### STEP 3:

Check off **BENCH STAFF**, then click **NEXT**

The screenshot shows the Guelph Hockey website interface. At the top, there is a header with the Guelph Hockey logo, the word "GUELPH", and the Hockey Canada logo. To the right, contact information for 100 Oriolea Street, Unit C11, Guelph, ON N1H 2N6, Canada is provided. Below the header is a navigation bar with links for Home, Register a Participant, Order History, Cart (0), My Account, Help, and Logout. The main content area is titled "Choose a registration type" and contains a green instruction box: "Please choose the type of registration you would like for this participant." Below this, there is a radio button labeled "Bench Staff" which is selected. At the bottom of the form are "Back" and "Next" buttons. The footer includes "Powered by Hockey Canada", "Copyright © 2019", "Version: 81.0.0.37014", and the Hockey Canada logo.

### STEP 4:

If you are a Trainer OR Manager, check off **BENCH STAFF**

If you are a Coach or Assistant Coach, check off **COACH**

Then click **NEXT**

The screenshot shows the Guelph Hockey website interface for the "Division Selection" step. The header and navigation bar are identical to Step 3. The main content area is titled "Division Selection" and contains a green instruction box: "Please select the Division in which you would like to register this participant." Below this, there are two radio buttons: "Bench Staff" and "Coach". The "Coach" radio button is selected. At the bottom of the form are "Back" and "Next" buttons. The footer is the same as in Step 3.

### STEP 5:

Click **SELECT** for the package offered

The screenshot shows the Guelph Hockey website interface for the "Registration Package Selection" step. The header and navigation bar are identical to the previous steps. The main content area is titled "Registration Package Selection" and contains a green instruction box: "Please choose a registration Package below." Below this, there is a table with two columns: "Name" and "Description". The table contains one row: "Coach - Blank Package for Waiver Signing". To the right of this row is a "Select" button. Below the table is a "Back" button. The footer is the same as in the previous steps.

## STEP 6:

Fill in the required information, then click **NEXT**

Please fill in the information below.

### Physical Address [ Edit ]

For this participant, the physical address has been pre-filled with the address you have provided on your account. Click on **Edit** above to edit the participant's address.

56 Stewart MacLaren RD  
GEORGETOWN  
ON  
L7G5L9

### 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 \*

### Parent/Guardian Address [ Add ]

To add another Parent/Guardian address that is different than the participant's address, click on **Add** above to add this address.

### Parent/Guardian Address [ Add ]

To add another Parent/Guardian address that is different than the participant's address, click on **Add** above to add this address.

## STEP 7:

Check off **I AGREE** to the waivers, then click **NEXT**

Please read and respond to the following waivers/agreements.

### 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 161/19, 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](http://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.\*

### HOCKEY CANADA

#### Agreement

Hockey Canada does not sell, trade or otherwise share the information we collect outside our Members and Associations. However, we may from time to time use this information for the purposes of offering additional services, promotions, including promotions offered by third parties, and/or hockey specific research. This type of usage of your personal information by Hockey Canada, its Members and/or associations is entirely at your discretion. Should you choose to allow this type of usage please check the box below.

I agree

### HOCKEY CANADA

#### Waiver

## STEP 8:

Click **REVIEW** to review your order

Review the information, then click **CHECKOUT**

100 CRINIA STREET  
GUELPH, ON, N1M 2Y6 CANADA  
878-824-5910  
info@gunmhc.org

Home Register a Participant Order History Cart (1) My Account Help Logout

**Fees**

Click the checkbox next to the optional fees to select them. Your total will then be adjusted.

Your total is:

Click on "Review" below to review your registration prior to checking out.

[Back](#) [Review](#)

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Home Register a Participant Order History Cart (1) My Account Help Logout

**Participant's Registration Review**

Please review your registration below and select "Checkout" or "Add to Cart" to continue. Or click the Back button to revise your registration.

**Participant Summary**

Physical Address  
Mailing's Address  
Player's Home Phone  
Guardian's Name  
Emergency Contact #1

**Waiver Summary**

|                             |   |           |
|-----------------------------|---|-----------|
| HOCKEY CANADA               |   |           |
| Waiver                      | I agree   | CHECKED   |
| Agreement                   | I agree   | UNCHECKED |
| ONTARIO HOCKEY FEDERATION   |   |           |
| Rowan's Law Acknowledgement | 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. | CHECKED   |

**Fees**

Your total is:

## STEP 9:

Select **CHECKOUT**

Check off **CHEQUE**, and click **NEXT**

## STEP 10:

You are done!