



MINOR HOCKEY TRANSFERS

There are two types of transfers Record Transfers and Player Transfers. These are VERY different processes and done for very different reasons.

Record Transfers:

Record transfers are done in the HCR and this is to transfer a player's record from one association to another. This would be either from one MHA to another within Manitoba, or from one province to another. These are initiated by the incoming registrar and done when records are not where they should be. This would be when a player moves (change of residency form will also need to be uploaded), if a player is getting shared because their home association does not have a team or if a player was mistakenly registered in the wrong association and now needs their records moved to the correct association. When requesting these transfers in the HCR ensure you are adding a note with the reason for the share.

Player Transfers:

Player transfers are done through the Hockey Manitoba Website and are also known as an Online Player Transfer Application. This application can be found on the [Administration Forms](#) page of the Hockey Manitoba website. These are initiated by the Parent or Guardian of the child. Online Player Transfer applications are ONLY done when a player wants to play somewhere other than their home association. This means that their home association has a team for them to play on but for personal reasons they do not want to play on it and instead want to play in another community.

Player Transfers are NOT done if:

- there is not team in the community and the players are required to go to a neighboring community (ie: there is not female team, so they are joining neighboring town). If there is no team the players are automatically released to the next association, and it is up to the incoming registrar to get their records shared in the HCR. This would be a Record Transfer.
- A player has registered or created a profile in the wrong association – records would be corrected by the registrar in the HCR.
- The player has moved to a new community. This would be a record transfer.

If you receive an Online Player Transfer Application for a situation that should not be done through this system you should add a note with a brief explanation and deny this transfer. An example of the note would be (this would be modified depending on the situation):

This is being denied only because it is not the correct procedure for this situation. If there is no female team in your association you are automatically released to the next closest association with a team. A transfer request is not required.

If you are denying an online player transfer application for any reason you MUST add a note in the Public Notes section with your reasoning.

Never add a note in the Public Notes section that says anything about the transfer being approved. Just because you have approved it does not mean it will be approved at the other levels and this causes considerable confusion to the parents.

Information on Player Transfers can also be found in Section 2 of the [Association Registrar's Resource Manual](#).

