Hockey Canada

HCR 3.0 OHF Roles and Permissions

September 23, 2021

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HCR 3.0 System Roles

Permissions within HCR 3.0 have been broken down into specific roles at each level of Hockey Canada. Each role has been designed to provide required levels of access that correspond to specific job titles

Minor Hockey Association (MHA)

- MHA Write Registrar
- MHA Read Account
- MHA Risk and Safety
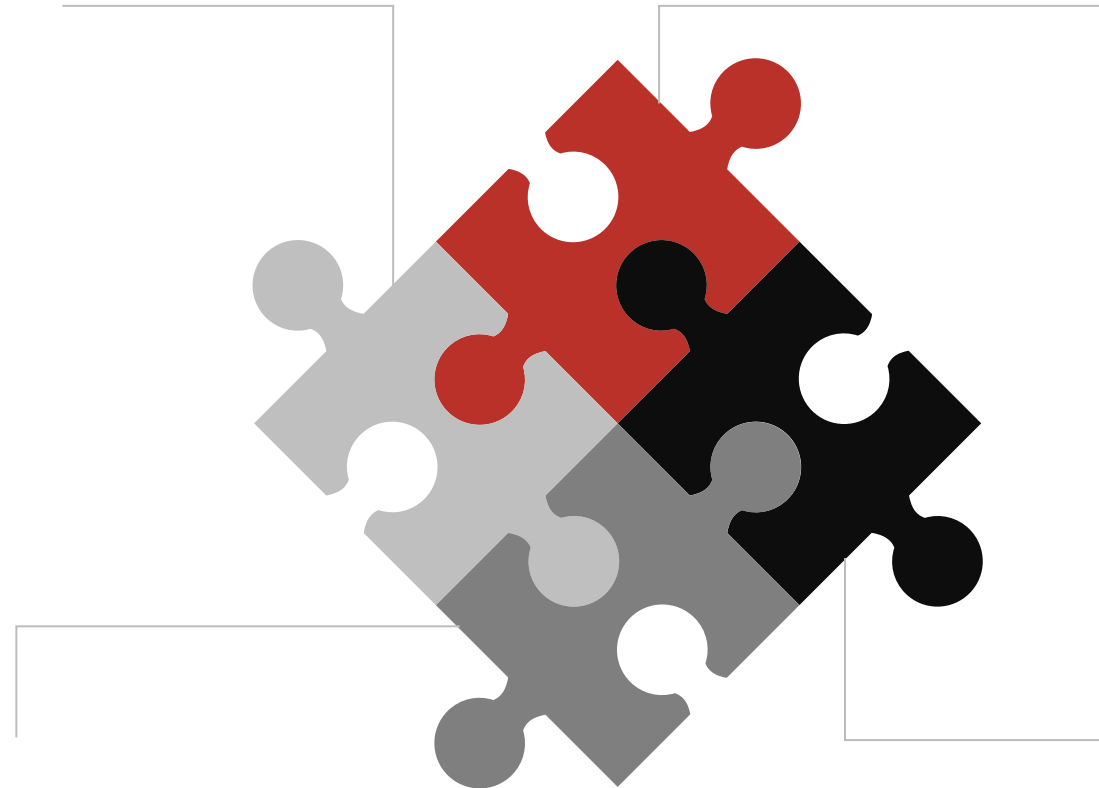- MHA Treasurer

Hockey Canada (HC)

- HC Clinic Write
- HC Insurance Admin
- HC Read
- HC Super User

District

- District/Region Registrar
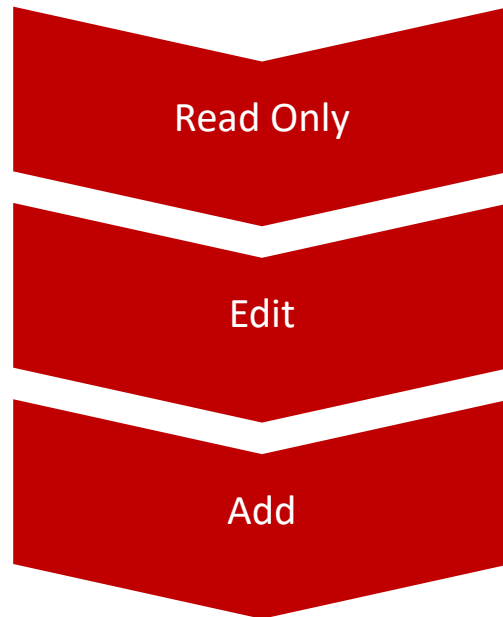- District/Region Read

Branch

- Branch Clinic Write
- Branch Read
- Branch Super User

Levels of Permission

Every role within the HCR 3.0 platform can have one of four levels of permission in regards specific data in the system. Each of the four levels of access is described below:

Read Only
- Ability to view records in the system but no ability to add or change information.

Edit
- Ability to view and change existing records in the system but no ability to add new records.

Add
- Ability to add new records, edit existing records and view existing records in the system.
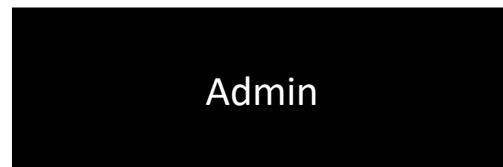
Admin
- Access to some back-end end system maintenance and trouble shooting functions

MHA Roles and Permissions

MHA Accounts can enter, adjust and view HCR 3.0 fields out lined below.

PLAYER PROFILES	MHA REGISTRAR	MHA READ ONLY	SUPER USER
OVERVIEW			
Primary/Shared Associations	Read only	Read only	Read/Edit/Add/Delete
Primary Information	Read only	Read only	Read/Edit/Add/Delete
Name	Read only	Read only	Read/Edit/Add/Delete
Date of Birth	Read only	Read only	Read/Edit/Add/Delete
Email address	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Primary language	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Secondary language	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Citizenship	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Address and phone numbers	Add mailing/2nd address	Read only	Read/Edit/Add/Delete
Contacts	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Family Relations	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Memos	Read/Add	Read only	Read/Edit/Add/Delete
Documents	Read/Add	Read only	Read/Edit/Add/Delete
Merge Profiles regardless of which OHF Primary	No Access	No Access	Full Access
REGISTRATIONS			
Previous Seasons	Read only	Read only	Read/Edit/add/delete
Current Season	Read/Edit/add/delete	Read only	Read/Edit/add/delete
TRANSACTIONS			
Previous Seasons	Read only	Read only	Read/Edit/add/delete
Current Season	Read/Edit/add/delete	Read only	Read/Edit/add/delete
TEAMS	Read only	Read only	Read/Edit/Add/Delete
QUALIFICATIONS	Read only	Read only	Read/Edit/Add/Delete
HISTORY			
Criminal Record Check	Read/Add	Read only	Read/Edit/Add/Delete
Transfers	Read/Add	Read only	Read/Add

MHA Accounts can enter, adjust and view HCR 3.0 fields out lined below.

	MHA REGISTRAR	MHA READ ONLY	SUPER USER
CATALOG			
Set Registration fees	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Set divisions	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Invoices	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Registrations	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Terms and Conditions	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Association Waivers	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Rebates	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Other Fees	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Form settings	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Installment Mode	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
TEAMS			
Creation of Teams	Read only	Read only	Read/Edit/Add/Delete
Team Name	Read only	Read only	Read/Edit/Add/Delete
Short Name	Read/Edit	Read only	Read/Edit/Add/Delete
Category	Read only	Read only	Read/Edit/Add/Delete
Home & Away Jerseys	Read/Add/Edit	Read only	Read/Edit/Add/Delete
Team Contact	Read/Add/Edit	Read only	Read/Edit/Add/Delete
Team Roster	Read/Add/Release	Read only	Read/Add/Edit/Delete/Release/Approve
REPORTS			
	Pull all reports	Pull all reports	Pull all reports
TRANSFERS			
Transfer itself	Read/Add	Read only	Read/Add/Edit/Approve/Deny
Edit Transfer Type/Reason	Read only	Read only	Read/Add/Edit
Expiry Date	Read/Add	Read only	Read/Add/Edit
CATALOG			
Set Registration fees	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Set divisions	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
Invoices	Read/Edit/Add/Delete	Read only	Read/Edit/Add/Delete
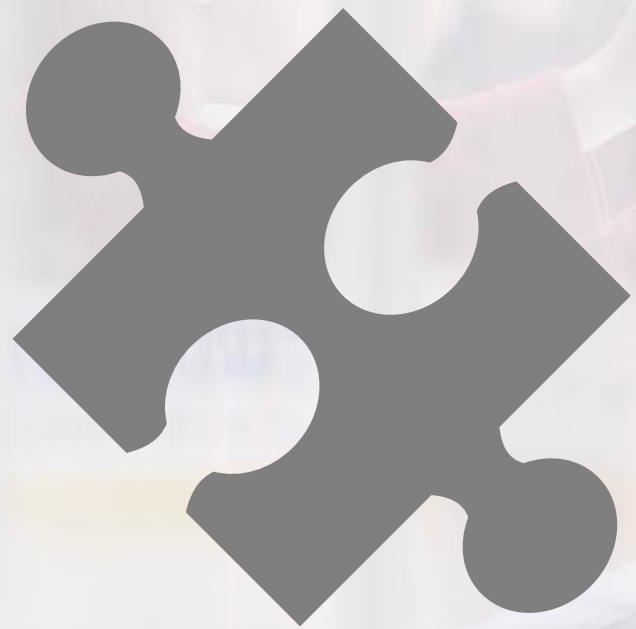
District/Region Roles and Permissions

District/Region: Record Access by Job Title

District/Region Registrars can enter, view and adjust HCR 3.0 fields out lined below.

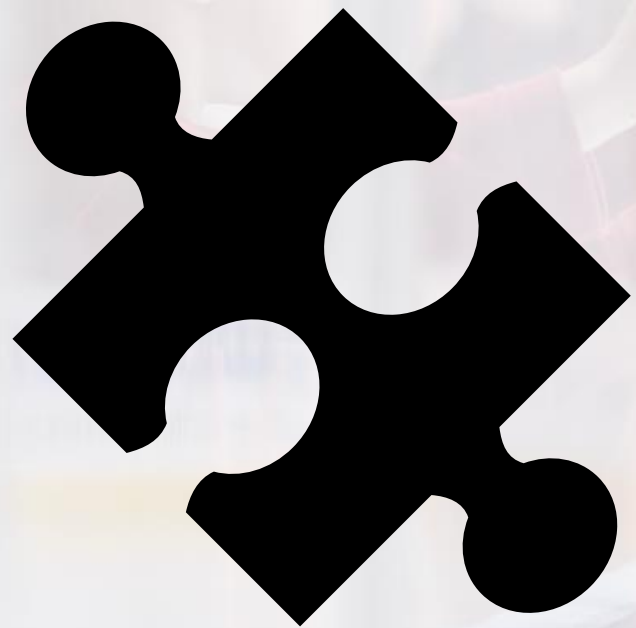| Role	Add	Edit	Read only	Admin
District/Region Registrar	• Installment Mode • Rebate • Registration Fees • Organization Waivers • Form Settings • Terms and Conditions • League Profile • Member Profile • Member Registration • Member Transaction • Member Teams • Member Tracking Items • Member Request Transfer • Member Release Request • Member Address • Member Profile Merge • Members Memo • Manual Registration • Member Credit • Member CRC • Publications • Merchant Account Settings • Team Memo • Travel Permits	• Organization Profile • Payment Method Settings • Team Profile • Tasks Manager	• Member Qualifications • Transaction Report • Waiver Types • Organization Contact Types	• Team Members

District/Region: Record Access by Job Title

District/Region Read Accounts can enter, view and adjust HCR 3.0 fields out lined below.

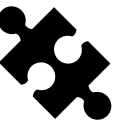| MHA Role	Add	Edit	Read only	Admin
District/Region Read			• Installment Mode • Rebate • Registration Fees • Organization Waivers • Form Settings • Terms and Conditions • League Profile • Member Profile • Member Registration • Member Transaction • Member Teams • Member Qualifications • Member Tracking Items • Member Request Transfer • Member Address • Members Memo • Member Credit • Member CRC • Organization Profile • Publications • Transaction Report • Team Profile • Team Memo • Team Members	

Branch Roles and Permissions

Branch: Record Access by Job Title

Branch Super Users can enter, view and adjust HCR 3.0 fields out lined below.

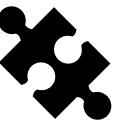| Role	Add	Edit	Read only	Admin
Branch Super User	• Installment Mode • Qualification Fees • Affiliation Fees • Other Fees • Rebate • Registration Fees • Member Profile Merge • Insurance	• Organization Waivers • Form Settings • Terms and Conditions • Clinic Profile • Clinic Management • Clinic Settings • League Profile • Member Profile • Member Registration • Member Transaction • Member Teams • Member Qualifications • Member Tracking Items • Member Address • Members Memo • Manual Registration • Member Credit • Member CRC • Organization Profile • Publications • Regional Settings • Merchant Account Settings • Payment Method Settings • Waiver Types • Organization Contact Types • CRC Settings • Team Profile • Team Memo • Tasks Manager	• Member Types • Organization Roles • Transaction Report	• Member Request Transfer • Member Release Request • Organization Users • Team Members • Travel Permits

Branch: Record Access by Job Title

Branch Clinic Write Accounts can enter, view and adjust HCR 3.0 fields out lined below.

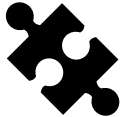| Role	Add	Edit	Read only	Admin
Branch Clinic Write	• Member Request Transfer • Member Release Request • Member Credit	• Qualification Fees • Affiliation Fees • Clinic Profile • Clinic Management • Clinic Settings • Member Profile • Member Transaction • Member Qualifications • Member CRC • Payment Method Settings • Tasks Manager	• Member Teams • Transaction Report	

Branch: Record Access by Job Title

Branch Read Accounts can enter, view and adjust HCR 3.0 fields out lined below.

Role	Add	Edit	Read only	Admin
Branch Read			• Installment Mode • Rebate • Registration Fees • Organization Waivers • Form Settings • Terms and Conditions • League Profile • Member Profile • Member Registration • Member Transaction • Member Teams • Member Qualifications • Member Tracking Items • Member Request Transfer • Member Address • Members Memo • Member Credit • Member CRC • Organization Profile • Publications • Transaction Report • Team Profile • Team Memo • Team Members	

HC Roles and Permissions

HC: Record Access by Job Title

HC Insurance Admin Accounts can enter, adjust and view HCR 3.0 fields out lined below.

Role	Add	Edit	Read only	Admin
HC Insurance Admin		• Member Profile • Members Memo • Task Manager		• Medical Severity • Medical Type • Injury Configuration • Insurance

HC: Record Access by Job Title

HC Read Accounts can enter, adjust and view HCR 3.0 fields out lined below.

Role	Add	Edit	Read only	Admin
HC Read			• Installment Mode • Rebate • Registration Fees • Organization Waivers • Form Settings • Terms and Conditions • League Profile • Member Profile • Member Registration • Member Transaction • Member Teams • Member Qualifications • Member Tracking Items • Member Request Transfer • Member Address • Members Memo • Member Credit • Member CRC • Organization Profile • Publications • Transaction Report • Team Profile • Team Memo • Team Members	

HC Clinic Write Accounts can enter, adjust and view HCR 3.0 fields out lined below.

Role	Add	Edit	Read only	Admin
HC Clinic Write	• Member Request Transfer • Member Release Request • Member Profile Merge	• Qualification Fees • Affiliation Fees • Clinic Profile • Clinic Management • Clinic Settings • Member Profile • Member Transaction • Member Qualifications • Member CRC • Tasks Manager	• Member Teams • Transaction Report • Payment Method Settings	

HC Transfer Amin Accounts can enter, adjust and view HCR 3.0 fields out lined below.

Role	Add	Edit	Read only	Admin
HC Transfer Admin		• Member Profile • Member Address • Member Memo • Task Manager		• Member Request Transfer • Member Release Request • Member Appeal Request • Member Appeal Approbation • Request Type • Request Reason • Appeal Status

HC: Record Access by Job Title

HC Super User Accounts can enter, adjust and view HCR 3.0 fields out lined below.

Role	Add	Edit	Read only	Admin
HC Super User				• Administrative access to all fields

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