

**Atlantic District Technical Bulletin**  
**USA Hockey Registry**  
**2015-16 Season**

**Organizations are required to use online registration.** Contact Tony Montagna at [tony.montagna@verizon.net](mailto:tony.montagna@verizon.net) if questions.

**Steps in the Registration Process**

1. Individual Membership
2. Official Roster

**1. Individual Membership -- Online Registration**

- Instruct your members to register online and send confirmation number to you.
- Let your members know the following fees are collected during online registration: USA Hockey fee of \$40 for age 7&over and \$0 for 6&under (birth year 2009 and later), and AAHA fee of \$10 for age 7 and over \$0 for age 6&under (birth year 2009 and later).
- Once you receive confirmation number(s) login to your Registry and select Registration.
- Select appropriate member type and scan or type the confirmation number for all participants being registered. An .xls or .txt file can also be imported into the system.
- Click Submit Member List to link to USA Hockey. All data the participant entered during online registration will be sent to your Registry completing the registration and allowing that participant to be placed on a roster.

**You must complete registration by claiming the registrations using your Registry. The online registration process eliminates the need for data entry and transmitting to a disk**

**Team Managers/Volunteer - online registration**

This registration is provided for your program to track volunteer participation through your Registry. Instruct all your approved Managers and Volunteers that they are to register online with USAH (select ice MANAGER/VOLUNTEER) and submit their confirmation numbers to you. The Manager/Volunteer confirmation number will have "XX" as the first two letters. There is NO CHARGE for this registration. Manager/Volunteer registration does NOT allow on-ice participation. A Coach/Player may act in the capacity of a manager and their confirmation number can be transmitted through your Registry as a Manager or Volunteer.

**IMPORTANT: SafeSport Program Information**

USA Hockey is committed to creating a safe and positive environment for all participants' physical, emotional, and social development, and has adopted the United States Olympic Committee's SafeSport training materials specifically customized for USA Hockey. This comprehensive program includes written materials, policies and a series of **online training videos** aimed at educating its members and preventing abuse. The training is available to anyone (including parents), free of charge. **All coaches are required to complete the SafeSport Training Program every two years. This training is to be completed PRIOR to any participation with youth players.** There is a refresher course available for those who took the full course and need to re-certify. The Safe Sport website will direct those eligible to the Refresher course. Everyone is encouraged to complete the Training program (Team Managers, Volunteers, parents) – see below. The link to the SafeSport website is on the home page of your USAH Registry.

The words "SafeSport Verified" will appear on the Personnel screen for any member in your program who has completed the SafeSport online training. That information will also be reflected in the Staff area of the Official Roster and the Credentials Verification form. You can also generate a SafeSport Report from your Registry.

**Please note – SafeSport Training must be completed before rosters are approved. If a coach or team manager is listed on the roster without the SafeSport Verification, they will be red-lined, and not eligible to participate until the training is completed.**

## **2. Building Teams – This information is for ALL Programs**

All participants must be registered individually and be claimed by a registered program. After you have performed your transmittal, your next step is to build your teams, adding your players and staff to the Official Team Roster.

The Team Roster is required for all National Tournament-bound teams, including Tier I (Atlantic Youth Hockey League), Tier I Independent (approved by the Affiliate) Tier II (Delaware Valley Hockey League & The New Jersey Youth Hockey League), Tier ii Independent (approved by the Affiliate; Girls/Women (Mid Atlantic Women’s Hockey Association, Girls Tier I and Tier ii Independent (approved by the Affiliate), and The Mid Atlantic Women’s Hockey League).

The Team Roster is also required for all High School and independent teams. Copies of the roster signed by the District Registrar are required by each High School League

### **Player signatures are no longer required on Official Rosters**

The **Classification** is the age of play. **High school includes only High School programs (Varsity and Junior Varsity). Elementary School and Middle School programs must be shown as the USA Hockey-defined Classification, i.e., Mite, Squirt, etc., using the USA Hockey age classifications for these teams. The team should be classified based on the age of the oldest player on the roster. You will be able to show elementary, middle school, or junior high in the category.**

The **Division** is the level of your team within a division, as shown below:

**AAA - Tier I teams** - Teams, both major and minor, participating in the Atlantic Youth Hockey League, or Tier I Independent teams approved by the affiliate. The category for all teams, Peewee and above, should be shown as Tier I. For Mite, and Squirt, show Travel.

**AA, A, B - Tier II teams** – Teams participating in the Delaware Valley Hockey League, the New Jersey Youth Hockey League, or Tier II Independent teams approved by the Affiliate. The category for all teams, Peewee and above, in this league should be shown as Tier II.

**GIRLS TIER I & TIER II** – Teams participating in the Mid Atlantic Women’s Hockey Association, or Independent teams approved by the Affiliate

**SENIOR WOMEN** – If National Tournament bound - teams participating on the Mid Atlantic Women’s Hockey League, or teams declaring to participate in the National Championships.

**A, B, C - Independent** - Teams not affiliated with any leagues, are not considered Tier I or Tier II, but are House/Rec Teams. All teams, including youth in house, light travel, and adult, should submit rosters.

**For High School and Girls High School** – Two categories are in place under Classification:

Information for High School Teams:

Division 1: All players attend the same High School fielding the teams

Division 2: Players attend various High Schools, who do not have enough players to form their own teams.

For both Division 1 and Division 2 team rosters, certified by the District Registrar, are required and are to be submitted to your respective League.

### **3. USA Hockey Official Team Roster**

Once all players and coaches have been claimed you are ready to assign your players and staff to the Official USA Hockey Roster. You cannot add a player or coach to the roster unless they have been claimed in your Registry.

All team rosters require a **HEAD COACH** to be designated. When creating the roster in the “Assign Personnel Screen” click on the drop down arrow by the position box, below the staff area, to make the change to Head coach.

#### **Updating Information** – You no longer need to ‘update your information’!

Each time that you sign into your Registry you will receive the most current data for your members – completed coach clinics, coach modules, SafeSport video training, date of birth verification, non-US citizen transfer information, etc. – anything that has been updated since you last viewed your membership data will be there for you.

**You will submit your Rosters through your Registry (online) to your USA Hockey Registrar and you will receive pending and approved Rosters back in your Registry. You will also receive a link to the Official Certified Roster that you can distribute as necessary. This link will remain the same all season – even if changes are made to the roster. You are still able to print Rosters if you want (but why?) – If you do print a Roster, be sure to print from the link. This is the Official Roster but with limited Player information.**

Coaches are required to have completed the SafeSport Training prior to participation with your program.

You must transmit ALL of your Coaches through your USAH Registry – Any adult who is on the ice or bench with youth players must be registered through your Program as a Coach – member type C (or CP if he is also a Player in your program).

### **4. Non-US Citizen Player Information**

International Ice Hockey Federation regulations require that all non-US citizen players on youth and girls/women’s classification teams be transferred by means of a letter of approval. There is no fee to process this written transfer for youth aged players. Under Forms in your Registry, there are three Transfer Forms – one for Canadian Women, one for Canadian Youth and a separate one for all other non-US citizens. Complete the appropriate form for all non-US citizen youth and girls/women’s players in your program before games are played. There is a fee for transferring women’s players 18 years of age or older on national championship bound teams along with male players 18 years of age or older.

In addition to a completed Transfer, non-US citizen youth and all non-US citizen female players must also provide proof of resident status in the US. This information should be kept with the team registration materials and should be provided prior to regular season games. Additional information is available on the Youth Transfer Forms.

When a non-US citizen’s transfer is complete and proof of resident status has been approved by the national office, the player’s record will be marked as ‘Transfer Complete’ in the national database. There is a column on the Player Roster and on the Credential Verification sheet that identifies non-US citizens. If the symbol is an ‘O’, the transfer is not complete. If the symbol includes a ‘T’ (valid visa) or ‘S’ (student visa), the Transfer is Complete.

There is a rule limiting the number of non-US players in this country without their parents (student visa) for participation on Youth and Girl's National-Tournament bound teams. All girls' national championship-bound teams are restricted to only two (2) players and all youth national championship bound teams shall be restricted to only four (4) players, in either case, that are non-U.S. citizens temporarily residing in the U.S. under any combination of the following immigration visa categories: F. Academic Students; J. Exchange Alien Visa; P. Athletes and Entertainers [excluding their spouses and children under visa category P-4]; Category M. Non-Academic Student and Q. International Cultural Exchange Program participants. This restriction does not apply to non-U.S. citizens temporarily residing in the U.S. under category P-4, referenced above, or other visa categories not referenced above, excluding category B. Temporary Visitor.

## **5. Birth Certificates**

In an effort to minimize and eliminate the carrying of birth certificates, USA Hockey has an on-going process for verifying the birth certificates of all players (girls and youth). On your USA Hockey roster, any players with unverified birth certificates will show an empty circle in the "V" column. When the birth certificate is verified, there will be a "V" in the circle. Once verified, the verification will become part of the player's permanent record in USA Hockey, and will carry forward on all future rosters.

In your Reports section, you can go to the Verified Birthdate report, and see which players need verification. Mail copies of all unverified birth certificates to me. I will verify the birth certificates, and process. I will send you confirmation of the verifications. After you receive the confirmation, update your personnel, and the verification will show on the players' record, as well as any rosters that are processed after the verification is complete. If you have sent rosters prior to the verification, there isn't any need to re-print the roster.

## **6. Credential Verification Sheet**

A Credential Verification Sheet (CVS) will be created for each team with player and coach names and coach CEP information printed on the sheet. Please use the CVS for all teams going to State and/or District tournaments. Columns A-D labeled 'Local Use' do not apply and can be left blank. To create the CVS select the team from the Team list and click on Credential Verification.

## **7. Forms**

There are a number of Forms available through your Registry including the Participant Accident Claim Form. Click on Forms to access. Before you sign a claim form for USA Hockey, make sure that the participant is properly registered with your association.

**TEAM COUNT**

AS A BENEFIT OF YOUR USA HOCKEY REGISTRATION, YOU CAN RECEIVE THE FOLLOWING PUBLICATIONS:

2015-16 USA HOCKEY ANNUAL GUIDE available online at [www.usahockey.com](http://www.usahockey.com)

OFF ICE OFFICIATING MANUAL available online at [www.usahockey.com](http://www.usahockey.com)

INSURANCE HANDBOOK available online at [www.usahockey.com](http://www.usahockey.com)

OFFICIAL PLAYING RULES BOOK distributed to Teams

PLEASE COMPLETE THE BALANCE OF THIS FORM, AND MAIL OR E-MAIL TO THE ADDRESS SHOWN. THE BOOKS WILL BE SENT TO THE REGISTRAR OF EACH PROGRAM. IF THE FORM IS NOT SENT, YOU MAY NOT RECEIVE ANY BOOKS.

ASSOCIATION CODE \_\_\_\_\_

ASSOCIATION NAME \_\_\_\_\_

NUMBER OF TEAMS \_\_\_\_\_

WHERE DO YOU WANT THE BOOKS MAILED?

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE, ZIP \_\_\_\_\_

**A.M. MONTAGNA, USA HOCKEY - REGISTRAR  
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