

**TECHNICAL BULLETIN
COLORADO
USA Hockey Registry
2015-16 Season**

ONLINE REGISTRATION

All Associations are required to use online registration. The **USA Hockey Waiver of Liability** is completed during online registration. Copies of Waivers are **NOT** required for anyone who registered online

Here is how to instruct your members to register online:

- Tell them to go online at www.usahockey.com to register and pay the USA Hockey & Affiliate fees with a credit card, debit card or gift card.
- Instruct them to print the receipt with confirmation number and send to you or enter through their program's website.
- Each participant will pay the USA Hockey fee of \$40 if age 7 or older. This fee is waived for 6 and under (birth year 2009 and later) but registration for them must still be completed.
- **The Affiliate fee this year is \$15 for ages 9-18. There is no Affiliate fee for ages 0-8 and 19 & over.**

Once you have received the receipt with confirmation number you will:

- 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.

Important: You must transmit **all** players and coaches as instructed above. **The online registration process is not complete until you transmit the confirmation numbers through your Registry.** You may then assign your players and coaches to teams and create Official Player Rosters.

Note: Be sure to read the **Important Information** document sent with your login information.

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. Managers and volunteers must also complete SafeSport in order to be placed on a team roster.** 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.

Reminder: In addition to SafeSport, you must verify that coaches have completed their yearly concussion training and CAHA registration/background screening **BEFORE** you add them to the roster.

Note:

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. Please encourage coaches to use the same name/spelling for clinics, modules, etc as they did for USA Hockey registration to ensure that their certifications show up in the data base.

Building Teams

New this year: you will select a Team Type and a Season Type. If you have questions, contact your USA Hockey Registrar.

You will then enter TEAM NAME – a maximum of 35 characters – your choice.

Next comes **CATEGORY, CLASS** and **DIVISION**.

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

OFFICIAL ROSTER

The Official Roster form lets you assign players, coaches and managers to teams.

Colorado requires a Head Coach must be designated for all Youth, High School, and Girls/Women’s teams. Remember that player signatures are no longer required on Rosters.

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.

Note: Coaches are required to have completed the SafeSport Training PRIOR to participation in your program and prior to being placed on a Roster. You must transmit ALL of your Coaches through your USAH Registry – Any adult (excluding sled pushers for disabled teams) 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).

Birth Certificates for all players not previously registered with USA Hockey should be submitted as soon as possible. Once the player's birth certificate has been reviewed by the Associate Registrar, the player's record will be marked as 'verified' and it will appear that way in your Registry as well. There is a column on the Player Roster and on the Credential Verification sheet that identifies a birth certificate as verified. If the symbol is a 'V', the verification is complete. If there is no symbol in the column, the birth certificate is not verified. Once a birth certificate is verified, it remains in the database and will follow the player through each year of play with any USA Hockey team.

Deadline – This is the Affiliate rule from the CAHA: All players and coaches must be registered on a USA Hockey Official Roster. Subsequent changes to a roster (additions/deletions) are allowed. For teams competing towards National Championships (Tier I, Tier II and Senior Women), final rosters and all additions/deletions must be received by the USA Hockey Associate Registrar for Colorado by December 31. For teams competing on natural ice the deadline is January 20. For high school teams competing towards Nationals the deadline for roster changes is February 15th. The USA Hockey Associate Registrar for Colorado must receive the completed USA Hockey Official Roster **before** any team participates in an exhibition, non-league, league or tournament game in the current playing year.

House/rec teams – follow your appropriate league rule.

Non-US Citizen 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. The appropriate form must be turned in and the transfer approved prior to the player's participation in games. 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, 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.

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.

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.**
Contact Information:

ANDA CRAVEN

Colorado Associate Registrar – all Association Codes **COH0...**
5218 ABBEY RD
FORT COLLINS, CO 80526-3953
Cell (970) 481-2773
ANDACRAVEN@COMCAST.NET

SUSAN CARDASIS

Colorado Associate Registrar – all Association Codes **COH1....**
2675 Holly St
Denver, CO 80207-3229
Cell (575) 770-2565
SCARDASIS@MSN.COM

We know there are always questions. It is difficult to cover all possible situations. Please don't hesitate to contact us if you're in doubt about something.

Good luck and have a great season!