

TECHNICAL BULLETIN

AMATEUR HOCKEY ASSOCIATION OF ILLINOIS
ILLINOIS ASSOCIATIONS
USA Hockey Registry
2015-16 SEASON

AHAI Registrar

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USA HOCKEY AND AHAI AFFILIATE FEES

Individual Membership Registration

PLEASE BE AWARE THAT ONLINE REGISTRATION IS MANDATORY FOR ALL MEMBERS FOR THE 2015-16 SEASON. THIS INCLUDES YOUTH, ADULTS MANAGERS AND COACHES.

THE INDIVIDUAL MEMBERSHIP FEE FOR ALL MEMBERS IS \$53. MEMBERS UNDER THE AGE OF 6 ARE FREE.

The **USA Hockey Waiver of Liability** is completed during online registration; copies of Waivers are **NOT** required for members when they are registering online.

- Members should print a receipt with confirmation number and turn it in to the Registrar of their local program or submit the number through the program's website if applicable.
- Once the Registrar receives the confirmation number(s), they should access their 2015-16 Registry and select Registration.
- Duplicate confirmation numbers are available on the USAH Web site. You will need the member name, DOB, and zip Code to obtain the confirmation number.
- Select appropriate member type and scan or type the confirmation number for all participants being registered. A file listing member type and confirmation number can also be imported.
- Click Submit Member List. All data the participant entered during the online registration process will be sent to your Registry completing the registration process and allowing that participant to be placed on a roster.

Before you begin to create your teams in your Registry, it is very important that you read the User's Guides developed by AHAI specific to Team Registration and use of the AHAI Webtool.

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

Team Managers/Volunteer - online registration required

This registration is provided for your program to track volunteer participation through your software. 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 software as a Coach.

Team Registration and Official Team Rosters

AHAI will continue to use the AHAI online Roster Management Program. Please see the AHAI Registration User's Guide for complete instructions on team registration and roster management.

You will use your USAH Registry as the first step to create and register your teams.

Once you have created your teams, team registration including creating the Official USAH Roster will be completed online by using the AHAI Web Tool. Please see the AHAI Registration User Guide for complete information on team registration and how to create your official USAH roster.

You will receive a information for the 2015/16 AHAI Webtool from the AHAI Registrar. Please contact the AHAI Registrar at registrar@ahai2.org if you have questions about the USAH Registration or AHAI Webtool programs.

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.

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.

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. 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 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.

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.