



# Important Information

July, 2015

To all Local Program Registrars,

Welcome to your USA Hockey Registry. This is the second year for our web-based registration program accessible from any computer, tablet or smart phone, through the USAH Portal. The Registry is provided at no charge to all USA Hockey member programs. You are required to use this program to claim (transmit) all player and coach confirmation numbers to complete their registration and ensure all member benefits are in place. The Registry is for your use only. You are responsible for the security of all data collected. Do not share your user name and password.

## **Online Registration**

All members (players, coaches, team managers, volunteers) complete their USA Hockey registration online at [www.usahockeyregistration.com](http://www.usahockeyregistration.com). Member programs are **NOT** required to collect and retain signed USA Hockey Waiver forms. The Waiver is completed during online registration and retained by USA Hockey.

## **Important Information for the 2015-16 Season**

- You must process all members' confirmation numbers through your USAH Registry in order to receive their data and assure your program gets credit for its members. Also, it allows you to create Official Rosters and triggers the email to each member notifying them that their registration is now complete.
- An online confirmation number is required to sign up for a USA Hockey Coaching clinic, to take an online Age Specific Module, to take the required SafeSport video training and to access the USAH Coaching App.... Therefore, it's necessary for anyone who is going to be coaching to have an online registration processed. **BE SURE to have your Coaches register online.**
- **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).**
- You are **NOT** required to have the confirmation page and printout of the waiver on file or in a team's book. All you need is the confirmation number so you can transmit it.
- If your program has a website that collects registration data, the process can be integrated with USA Hockey online registration; call 1-800-566-3288 ext 123 for details.
- The date of the playing season for USA Hockey is September 1 through August 31. Online registration for each upcoming season will open on April 1. Membership for new members is effective from the date of registration with full benefits, including insurance, when participating with a member program.
- The earliest date for games to count for National Tournament-bound teams toward the 20/10 or 14/10 game requirement is August 15.
- **Each time that you sign into the USAH 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.**

## **SafeSport Online Training Program**

USA Hockey has implemented an extensive SafeSport program that provides resources to ensure the safety of all involved in the game both on and off the ice. There is an online training program aimed at educating members and preventing abuse. This online training is available to anyone and is free of charge to any employee, coach, official or other volunteer or parent in a USA Hockey program that is either already registered with USA Hockey or registers online as a Manager/Volunteer (at no charge).

**Please Note:** all coaches are required to complete the SafeSport Training Program every two years. The online training should 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.

### **Managers and Volunteers can register online**

Team Managers and program Volunteers can register online at no charge. This registration does not allow on-ice participation but is a good way for you to be able to have Team Managers and Volunteers in your USAH Registry. The confirmation number that they receive is required for the SafeSport online training which is available at no charge. Collect the confirmation numbers and transmit as M or V. Manager/Volunteer confirmation numbers are different from Coach/Player numbers – there are 2 X’s after the 9 numbers. Manager Volunteer Confirmation numbers cannot be transmitted as Players or Coaches. However, if you have a Manager or Volunteer who is registered as a Player or Coach in another program, you can use their Player/Coach confirmation number and transmit it as an M or V through your Program.

### **Date of birth and US citizenship verification**

If a birth date or citizenship has been verified to the USA Hockey National office, you will see the word ‘Verified’ next to the date and citizenship in the participant’s personnel record. A verified symbol will also appear on the Official Roster and on the Credential Verification form. Copies of birth certificates are not required to be collected or carried for those participants who have the verification symbol in the ‘V’ column of the Official Roster.

### **USA Hockey Member Number Information**

USA Hockey does not issue permanent **Member Numbers**. However, each participant has a current season registration number which is their confirmation number generated during online registration.

- To get a reprint of a confirmation page – go to [www.usahockey.com](http://www.usahockey.com), click on Register Online and then on ‘Request Duplicate Registration Confirmation’ under Member Options.
- Players, Coaches, Managers and Volunteers are sent an email when their registration is transmitted by a member program. This email includes their current season registration number and can be used as proof of current registration. Member cards are no longer mailed.
- To look up a confirmation number through your Registry, click on Registration and then Member Lookup – enter last name, first name, date of birth and state.

### **Invitational Tournaments**

If your program is hosting an invitational tournament, you are required to sanction the tournament by submitting the Invitational Tournament Application form. You are also required to verify that **all** participating teams are properly registered with USA Hockey or their country’s federation -- A USA Hockey **Official Team Roster Form (1-T)** approved by the District or Associate Registrar shall be proof of proper registration and individual player age. Invitational tournaments shall not require player birth certificates for review. **Travel Permits** are required for any team from an affiliate requiring Travel Permits, and are required for **all Canadian teams**. An **International Competition Travel Form** is required for all other foreign teams. All forms are available in your Registry – click on ‘Forms’.

### **Creating Teams and Rosters**

After you've transmitted your player and coach registration confirmation numbers you're ready to create Teams and Rosters. Click **TEAMS** and consult your **Technical Bulletin** for instructions about creating Teams and 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.**

### **Number of Players allowed on a Team**

A limit of twenty (20) players at any one time may be registered per team except for high school, girls' high school, college and women's college who may roster 30 players and may dress 20 players and, adult and women's teams who may roster 25 players and may dress 20 players. Affiliates may allow their Post season (Spring/Summer) teams formed to play between the end of the last USA Hockey National Youth/Girls Championship and August 31 to have a limit of twenty five (25) players on a roster and may dress twenty (20) players per game. A player may be registered in only one (1) national ice hockey federation.

### **USAH Forms**

Click on Forms to access forms including the **Participant Accident Claim Form and Member Brochure** which should be provided to any member who is injured while participating with your program. **Before you sign a claim form for USA Hockey, make sure that the participant is properly registered with your association.** Please do NOT post the Claim Form on your program's website.

### **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. There are three Transfer Forms in your Registry – 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.

## **Reports**

There are several premade Reports in your Registry. You also have the option of creating a Custom Report. More reports are being developed and will be added as they are ready.

## **Security**

Be sure to shred any documents containing personal information prior to discarding. Please do NOT post the USA Hockey Waiver Form, Participant Accident Claim Form or the IMR (Individual Membership Registration form) on any website.

# **THE BASICS OF REGISTRATION**

## **How to transmit your Players, Coaches, Managers and Volunteers**

1. Collect Confirmation numbers/bar codes.
2. Log in to the USAH Registry, click on Registration.
3. Enter member type (C-coach, P-player or CP-coach & player, M-Manager, V-Volunteer)
4. Enter or Scan Confirmation Number(s) – **one or as many as you want.**  
Online confirmation numbers are 9 digits and 5 letters.  
**For the 15-16 season, the 4<sup>th</sup> digit will always be a 6.**
5. Click 'Submit Member List'

**Confirmation numbers can also be collected in an Excel spreadsheet and imported into the Reg Program. Two fields are required: Member Type (C, P, CP, M or V) and Confirmation Number. On the Registration screen click on Import Members.**

### **What happens during an online transmittal?**

- ✓ For each record in the transmittal, their member type and your association code is inserted into that participant's record in the USA Hockey National database
- ✓ **All the data that the participant entered during online registration is in your USAH Registry. Current Coaching Education Program information and SafeSport training verification for all Coaches is also sent to you.**
- ✓ You **DO NOT** need to collect the USA Hockey Waiver form for anyone registered online.

## **Technical Support – Suggestions**

Click on the ? on any screen, complete the form and it will be sent to us. The email address is [usahregistry@usahockey.org](mailto:usahregistry@usahockey.org) or call 1-800-566-3288, ext 123.

Thank you for all you do for your program. Have a great season!

Sincerely,

Rae Briggie  
Assistant Executive Director, Member Services