

TECHNICAL BULLETIN

MICHIGAN DISTRICT USA HOCKEY REGISTRY 2015 - 2016 SEASON

ONLINE REGISTRATION

Online registration for the 2015-2016 season will again be **mandatory** for programs to register their individual members with USA Hockey and is available beginning April 1, 2015. The **Waiver of Liability, Release Assumption of Risk & Indemnity Agreement** is completed during on line registration; copies of waivers are **NOT** required.

- To register online members log on to USA Hockey website and register and pay the \$40.00 USA Hockey fee and \$5.00 MAHA fee with credit or debit card. There is no charge for players age 6 (birth year 2009) and younger
- Members take/email/send their confirmation number page to their local program registrar
- Local program registrar opens their Registry and clicks on registration.
- 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 – use this method if your program collects confirmation numbers from your program’s website.
- Click Submit Member List to link to the USA Hockey database to download requested records. All data the participant entered during the online registration process will be available for the local programs Registry. Each record is marked as “submitted” completing the process and allowing that participant to be placed on a roster.

Important: You must submit your online registered players and coaches as instructed above. **The online registration process is not completed until you transmit the confirmation numbers through your Registry to USA Hockey.** You may then assign your players and coaches to teams and create the Official Team Roster.

Birth Verification/Birth Certificates

USA Hockey has a secured data base of all USA birth verifications that have been forwarded to them. You will only need to look at birth certificates of players that are not indicated on the roster as being verified. When the team roster is entered in your Registration Program you will need to choose print roster to view if a player’s birth date is confirmed. There will be a column next to the birthdate on the roster, if column DOB Verified does is have a (V) inside it is an indication the player’s birth date has been verified and is on file with USA Hockey. If the column is blank the player’s birth certificate should be scanned and emailed or faxed to the Associate Registrar for verification. The Associate Registrar will need to stamp and sign any roster that the V for verified does not appear. The stamp and signature will indicate that he/she has verified the birth record. After this is done you can return the birth certificate to the parents.

BUILDING TEAMS:

USA Hockey / Michigan District Team ID

The Team ID is automatically generated by the Registration Program. This document outlines how the Team ID is generated.

The team ID will be 18 characters total. The first 11 Characters will not change. The next 7 Characters will change based on what the user chooses in Season, Division, Class and Category. If the users changes the Season, Division, Class and Category a new ID will be generated incorporating the changes.

In the above example the Team ID is created as follows:

Static Portion:

6 Season: 2015-2015 (the last digit of the season)

MIH0002 Assoc Code is MIH0002

-01 Team Number, once you reach 100 the dash will disappear to go from 100-999.

Dynamic Portion:

R Season: 1 character, "R" is Regular, "P" is Pre/Post Season, S is for Spring/Summer And T is for Invitational Tournament Teams

YHS Classification 3 characters – see lookup High School

1 Category: 1 character – see lookup DIV 1

JV Division: 2 characters – see lookup Junior Varsity

Attached to the Technical Bulletin is a USA/MAHA Registration Coding Chart for 2015-16 with all the possible combination we should have for this season. Please use this chart to check Michigan codes if you have a problem with one.

TEAM ROSTER

Please note: You must assign at least one name as Head Coach (except Adult teams) in order to complete a Team Roster (1-T Form). The USA Registry produces USA Hockey Official Team Roster. If you have a coach with incorrect coaching education appearing on a roster or credential verification sheet, please contact your Associate Registrar.

You will submit your Rosters through your Registry (online) to your USA Hockey Registrar and you will receive 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.

CREDENTIAL VERIFICATION FORMS

The Credential Verification form (1-C) is available through the Reports button in your Registry. The Birth Date verification and Citizen Verification along with the waiver of Liability will be filled in automatically if the information is in the USA Hockey Data Base. The teams name, classification and tier level along with the coaches name, email address and phone number will also auto fill. All teams going to Michigan District/State and National tournaments need to use this form. **This is the only form that is acceptable to the MAHA State Playoff Committee and USA Hockey National Tournament sites.** To provide the most updated information you should print your copy after January 1,

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. Transfer Forms are available in your registration program, there are two Transfer Forms – one for Canadians and a separate one for all other non-US citizens. In addition to a completed Transfer, non-US citizen youth and all female players must also provide proof of resident status in the US. Complete the appropriate form for all non-US citizen youth and girls/women's players in your program and forward to the USA Hockey International Department for approval. The exception to this is Women's Recreational players.

Do not roster any players with the exception of 8&UND and 6&UND until transfers have been completed.

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. You will be able to view this in your registration program 7 to 10 days after the information has been sent via email to the International office. 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.

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 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.

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.

IMPORTANT REMINDER

The online registration process is not complete until you have claimed all players and coaches and transmitted the confirmation numbers through your USAH Registry.

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District 8

Michelle LaCourt t

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	Classification	Category	Division		
DEV	DEV	Cross Ice	C	This Classification is for Learn to Skate and IP programs of players of all ages	6MIH0000-01RDEVR1C
6U Cross Ice	Mini Mite (6&U)	Cross Ice	C	Combined Boys and Girls	6MIH0000-01RY06C1C
8U Cross Ice	Mite (7&8)	Cross Ice	C	Combined Boys and Girls	6MIH0000-01RY08C1C
6U Cross Ice	Girls 6U	Cross Ice	C	Girls Only	6MIH0000-01RGY06C1C
8U Cross Ice	Girls 8U	Cross Ice	c	Girls Only	6MIH0000-01RGY08C1C
10U Boys		Travel for AA	AA		6MIH0000-01RYSQ22A
		Travel for A	A		6MIH0000-01RYSQT1A
		House/Rec	B		6MIH0000-01RYSQR1B
		House/Rec	C		6MIH0000-01RYSQR1C
10U Girls	10U Girls	Travel for AA	AA		6MIH0000-01RG1022A
		House/Rec	B		6MIH0000-01RG10R1B
12U Boys	PeeWee	Tier I for AAA	AAA		6MIH0000-01RYPW13A
		Tier II for AA	AA		6MIH0000-01RYPW22A
		Travel for A	A		6MIH0000-01RYPWT1A
		House/Rec	B		6MIH0000-01RYPWR1B
		House/Rec	C		6MIH0000-01RYPWR1C
12U Girls	12U Girls	Tier I for AAA	AAA		6MIH0000-01RG1213A
		Tier II for AA	AA		6MIH0000-01RG1222A
		House/Rec	B		6MIH0000-01RG12R1B
14U Boys	Bantam	Tier I for AAA	AAA		6MIH0000-01RYBN13A
		Tier II for AA	AA		6MIH0000-01RYBN22A
		Travel	A		6MIH0000-01RYBNT1A
		House/Rec	B		6MIH0000-01RYBNR1B
		House/Rec	C		6MIH0000-01RYBNR1C
14U Girls	14U Girls	Tier I for AAA	AAA		6MIH0000-01RG1413A
		Tier II for AA	AA		6MIH0000-01RG1422A
		House/Rec	B		6MIH0000-01RG14R1B
16U Boys	Midget	Tier I for AAA	AAA		6MIH0000-01RY1613A
		Tier II for A	A		6MIH0000-01RY1621A
Splt Season Team		Tier II for A	A	SEASON TYPE MUST BE P FOR PRE/POST SPLIT SEASON TEAMS	6MIH0000-01PY1621A
		House/Rec	B		6MIH0000-01RY16R1B
16U Girls	16U Girls	Tier I for AAA	AAA		6MIH0000-01RG1613A
		Tier II for AA	AA		6MIH0000-01RG1622A
		House/Rec	B		6MIH0000-01RG16R1B
18U Boys	Midget	Tier I for AAA	AAA		6MIH0000-01RY1813A
		Tier II for AA	AA		6MIH0000-01RY1822A
Split Season Team		Tier II for AA	AA	SEASON TYPE MUST BE P FOR PRE/POST SPLIT SEASON TEAMS	6MIH0000-01PY1822A
		House/Rec	BB		6MIH0000-01RY18R2B
		House/Rec	C		6MIH0000-01RY18R1C
19U Girls	19U Girls	Tier I for AAA	AAA		6MIH0000-01RG1913A
		Tier II for AA	AA		6MIH0000-01RG1922A
		House/Rec	B		6MIH0000-01RG19R1B

	Classification	Category	Division	
JV HS DIV I	YHS	DIV I	JV	6MIH0000-01RYHS1JV
JV HS DIV II	YHS	DIV II	JV	6MIH0000-01RYHS2JV
GIRLS HS DIV I	GHS	DIV I	AAA	6MIH0000-01RGHS13A
GIRLS HS DIV I	GHS	DIV II	AA	6MIH0000-01RGHS22A
Adult		House/Rec	B	6MIH0000-01RMMAR1B
Adult 30+		House/Rec	B	6MIH0000-01R30AR1B
Adult 40+		House/Rec	B	6MIH0000-01R40AR1B
Adult 50+		House/Rec	B	6MIH0000-01R50AR1B
Adult 60+		House/Rec	B	6MIH0000-01R60AR1B
Adult US		Tier I	AAA	6MIH0000-01RUSA13A
Adult Women	Women	House/Rec	B	6MIH0000-01WWOR1B
Adult Women	30+	House/Rec	B	6MIH0000-01RW30R1B
Adult Women	40+	House/Rec	B	6MIH0000-01RW40R1B
Adult Women	50+	House/Rec	B	6MIH0000-01RW50R1B
Adult Women	A	Tier I	AAA	6MIH0000-01RWOA13A
Adult Women	B	Tier II	B	6MIH0000-01RWOB21B
Adult Women	C	Tier II	C	6MIH0000-01RWOC21C
Women's	College Club	Travel	B	6MIH0000-01RWCLT3A
Special	Special	Travel	AA	6MIH0000-01RSPCT2A
Adult Sled	Sled	Travel	AA	6MIH0000-01RASDT2A

DEV CLASSIFICATION IS TO BE USED FOR LEARN TO SKATE OR IP PROGRAMS OF ALL AGES

SEASON TYPE FOR SPLIT SEASON TEAMS MUST BE "P" (pre/post)

SEASON TYPE FOR PRE SEASON HIGH SCHOOL AND ALL POST SEASON TEAMS WILL BE "P" (pre/post and Division will be N/A)