

TECHNICAL BULLETIN

Montana Associations
Northern Plains District
USA Hockey Registry
2015-16 Season

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ONLINE REGISTRATION

Online registration allows your individual members to register with USA Hockey. The **USA Hockey Waiver of Liability** is completed during online registration; copies of waivers are **NOT** required for those registering online.

- 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 2007 and later) and **MAHA fee** of \$13 for age 7-18, \$0 for 6&under and \$5 for age 19 & over.
- 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.

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 to USA Hockey. You may then assign players and coaches to teams and create Official Player Rosters.

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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.

Building Teams There is no Team Application or Team Fee

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** – composed of the Division designation with the order number. Example – the first Peewee Team is PW1 – Valley Ice Kings A, the second Peewee Team is PW2 – Valley Ice Kings B. Designation examples: Adult (AD), Women’s (WM), High School (HS, JV), Midget (MD), Girls/Women (GW), Bantam (BA), Squirt (SQ), Mite (MT), Tyke (TY), Development (DEV). This field allows a maximum of 30 characters, spaces are counted as characters. There will be no exceptions to these this year.

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

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster

TEAM ROSTER FORMS

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.

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).

Credential Verification Forms

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 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.

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.**

Note: Be sure to read the Important Information document available from the home screen of your Registry.