

NEW YORK TECHNICAL BULLETIN

2015-2016 Season

Prior to utilizing the USAH Registry be sure to read the Important Information document available from the home screen of your Registry. This information will tell you about the program features and how to utilize them to best administer your program.

Claiming Players/Coaches/Managers/Volunteers

ONLINE REGISTRATION

Online registration for the 2015-16 season began on April 1, 2015.

- Each person/parent needs to be responsible for processing their own or their child's registration. All Members are required to register online at www.usahockey.com and then send the participant's confirmation number to you. There is a \$40.00 USAH fee as well as a \$3.00 NYS Hockey fee collected during online registration.
- Once you receive confirmation number(s) login to the USAH software online and select 'Registration'
- Select appropriate member type and enter or import the confirmation number for all participants being processed.
- Click "submit member list" to link to the USA Hockey database and download requested records. All data the participant entered during online registration will be downloaded into your program as well as CEP data for coaches. During this process each record is marked as transmitted which completes registration and makes the participant eligible to be placed on a roster.

Important: The online registration process **is not complete until you claim your participants** through your Registry. Once completed you may then assign your players and coaches to teams and create the Official Team Roster 1-T.

Team Managers/Volunteer - online registration required

This registration is provided for your program to track volunteer participation through your Registry. Instruct all 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 as a Manager or Volunteer through your Registry.

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.

✦ Non U.S. Citizens ✦

Any team with a player in the organization and/or on its roster who is a non-U.S. citizen should make immediate contact with its respective District Registrar and/or Associate Registrar to review credentials and determine the player's eligibility.

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 "Transfer Column" on the Player Roster and on the Credential Verification Sheet that identifies non-US citizens. If the transfer is complete the words "Transfer Complete" will appear on the roster either as a stand-alone statement or accompanied by the type of visa i.e. (Student). If the transfer is not complete the words "Transfer Required" will appear.**

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.

OFFICIAL TEAM ROSTER

OFFICIAL TEAM ROSTER (1 – T)

You will submit your Rosters through your Registry (online) to your USA Hockey Registrar. You will be able to view all pending rosters and will receive any/all approved Rosters back in your Registry. You will also receive a link to the 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).

- Player signatures are not required on Official Rosters.
- It is highly recommended that every player's **Birth Certificate** (house and travel) is verified by the USAH associate registrar for your section. **It is required that all players 8 and under and those players on national bound teams (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey registrar for verification and affirmation prior to roster submittal.**

SUBMITTING TEAM ROSTERS FOR VALIDATION/CERTIFICATION:

- **TEAM ROSTERS:** Teams are required to have all participants and coaches listed on an official roster which is created in the USAH Registry and then uploaded to your Associate Registrar for approval.

- **ROSTER CHANGES/SUPPLEMENTAL ROSTERS**

For any/all changes/modifications made to the original official roster of a team, the supplemented team roster will need to be re-submitted through the registry. Do not create a brand new roster; make all changes to the original roster and resubmit.

Rosters cannot exceed the 20 player total limit with 18 Skaters maximum at any given time. If you are adding a 21st player, you must delete/Remove someone from the current roster prior to submittal.

REMEMBER – USAH/NYSAHA RULES ONLY ALLOW COACHES LISTED ON THE ROSTER TO BE ON THE BENCH (MAXIMUM OF FOUR), DURING GAMES, THIS INCLUDES PRE-SECTIONAL, SECTIONAL AND STATE TOURNAMENTS.

ROSTER LIMITS (Youth/Girls Teams)
20 PLAYERS TOTAL INCLUDING GOALTENDERS
18 SKATERS MAXIMUM
4 NON-PLAYERS ON BENCH

BUILDING TEAMS *overview*

The USAH Registry creates the Official/Supplemental “USA Hockey Team Roster” 1-T form for all teams.

To Create an Official USAH Team Roster:

Claim all participants first.

Building Teams in USAH Registry Portal

CLAIM all participants to your registry using the “Registration” tab on the top menu bar. You can import data from word or excel and/or by copy/paste in the import feature. When using the “import” function there must be at least two (2) columns of data: one for the confirmation # and the other for Member type (order of columns is not important). You will be asked to define each of the columns prior to import as either confirmation #, member type or ignore (only if there are multiple columns imported). Large lists do not import well therefore keeping the list manageable is advised.

BUILD

After participants are claimed in your Registry Click “TEAMS” on the top menu bar, then select “Create Team” from the left side menu.

This year’s Portal Registry will feature Intuitive selection criteria for building teams and will be based on the prior selection of the menu items. The flow of data will be as follows: Team Name → Season Type → Team Type → Classification → Category → Division = Save

TEAM NAME

Type the team name in the designated area. Be as specific as you can: add “TB” to the team name if the team is state/national tournament bound in NY.

SEASON TYPE

There will be 4 locked season types: Regular, Pre/Post, Spring/Summer and Invitational tournament; with no other options available. Select the appropriate season type for the team you are creating.

TEAM TYPE

There are 5 locked team types: Youth, Girls, Adult, Women and Disabled. Select the appropriate team type for the team you are creating.

CLASSIFICATION

This is the Age classification of the team you are creating and will be based on the "TEAM TYPE" selected

CLASSIFICATION				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
Midget 18U Midget 16U Bantam 14U Pee Wee 12U Squirt 10U Mite 8U Half/Cross Ice Mini – Mite 6U Cross Ice	Girls 19U Girls 16U Girls 14U Girls 12U Girls 10U Girls Mite 8U Half/Cross Ice Girls Mini – Mite 6U Cross Ice	Adult US Adult NC Adult NC 30+ Adult NC 40+ Adult NC 50+ Adult NC 60+ Adult NC 70+ College	Women's Senior A Women's Senior B Women's Senior C Adult Women's Rec 30+ Adult Women's Rec 40+ Adult Women's Rec 50+ College	Adult Sled Youth Sled Special Amputee/Standing Warrior-(Military-Sled) Warrior-(Military-Standing)
HS/Prep Div 1 HS/Prep Div 2	HS/Prep Div 1 HS/Prep Div 2			

CATEGORY

Select the category that corresponds with the team you are creating. The category will define the competitive level of the team: i.e. Travel, House/Rec, Tier I, II, III, etc.

Only use the Tier I, Tier II or Tier III Category designation if the team is Tournament Bound (states/nationals) at their respective level. All other teams will either be "TRAVEL", "HOUSE/REC" OR "N/A". There is no "Tier" Category Designation available for teams at the 10U, 8U or 6U classifications.

CATEGORY				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
For Pee Wee and above ONLY: Tier I, Tier II, Tier III	For Pee Wee and above ONLY: Tier I, Tier II, Tier III	House/Rec Travel N/A	House/Rec Travel N/A	House/Rec Travel N/A
All Classifications House/Rec Travel Middle School N/A	All Classifications House/Rec Travel Middle School N/A			
Mite and Mini Mite	Mite and Mini Mite			

DIVISION

The Division further defines a level of play

DIVISION				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
AAA	AAA	A	N/A	N/A
AA	AA	B		
A	A	C		
N/A	N/A	N/A		
Mite & Mini Mite	Mite & Mini Mite			
N/A	N/A			
High School:	High School:			
VAR	VAR			
JV	JV			
N/A	N/A			

TOURNAMENT BOUND TEAMS (TB)

There will be an option to designate a team roster as “TB”. All teams that are national tournament bound (Tier I and Tier II) and Tier III tournament bound teams in NY must designate the team as TB. All other teams will not have this designation.

HOME AND AWAY COLORS - optional

SAVE

Save your team!

ADDING PARTICIPANTS AND STAFF

After a team has been created participants and staff can be added to the team.

In the team screen select the team that you will be adding participants and staff to. Click the “ADD PLAYER” button. In the next screen select the players from the list to add to the team. When your participants are selected click the “ADD PLAYERS” button; this will return you to the team screen. Follow the same procedure for adding the staff: Coaches, assistant coaches and Manager.

HEAD COACH DESIGNATION, ASSIGNING JERSEY #'S AND POSITION

A head coach must be designated on each team roster. To designate a head coach: while in the team screen with the roster showing of the specific team, click the pencil icon next to the coach that will be designated as the head coach. A “Staff Options” pop up box will appear. Next to position select the designation to assign to this person and save. Follow the same procedure to assign positions to the remaining staff. Jersey #'s can be assigned to each player on the team if so desired using the same process.

DESIGNATING GOALTENDERS

Every roster **MUST** identify the goaltenders on the team. Select the “pencil” next to the goaltenders on the team and define their position on the pop up box then save.

SUBMITTING ROSTERS

After the roster is set with the participants and staff the roster must be submitted for approval. Click the “Submit Team” button on the left side menu.

REDLINE/REJECT

Players and staff may be redlined if they do not meet proper requirements. Check your rosters carefully and contact your associate registrar to discuss.

INFORMATION FOR HIGH SCHOOL TEAMS

Division 1: All players from one school;

Division 2: Combined High School players

IMPORTANT NOTES

Tournament Bound Teams:

- Players may only be rostered on one tournament bound team.
- **The roster must clearly state that the team is tournament bound (TB).**
- Only games played on or after the date the District Registrar and/or Associate Registrar certifies the Player Roster form may be counted toward the 20/10 (Youth Boys) or 14/10 (Girls/Women) 10/8 (Midget Tier III) 10/5 High School credential rule.
- In order to be eligible to compete in State and/or National Championships, the Official Team/Player Registration Roster or Supplemented Roster (rosters with changes to the Official Team/Player Roster) must be received by the District Registrar/Associate Registrar no later than December 31, 2015 for youth and girls/women and February 15, 2016 for High School. In addition, no player may be rostered onto a tournament bound team after the earlier: commencement of the applicable section tournament or laydown, and/or December 31st of the current year except for midget teams who have until December 31st with the approval of the respective section president.

Credential Book:

- Every Tournament Bound team must compile a Credential Book. Instructions for compiling the credential book are available online at www.NYRegistrar.com under the credentials link.
- *****It is required that all players 8 and under and those players on national bound teams (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey registrar for verification and affirmation prior to roster submittal.**
- Current forms required for Tournament Bound team credential books are available in your USAH Registry. These forms (Consent to Treat and the Code of Conduct) must be distributed and signed by all participants of the Tournament bound team including the manager and coaches. The Waiver of Liability was completed during the online registration process. Only the current forms will be accepted at the State and National tournaments.
- In addition, a **Credential Verification Sheet (CVS)** must be created for each team with the players and coaches printed on the form for inclusion in the team's credential book. Use this form for all teams going to state tournaments and/or National tournaments from your organization. To access the form click "reports" in your Registry. To create the CVS select the team from the Team list and click on Credential Verification.
- Organizations are solely responsible for properly rostering teams and submitting the information in a timely manner to the associate registrar.

General Information

USA Hockey Tournament Sanctioning:

- To sanction an Event and Invitational Tournament in NY, the ONLINE Invitational Tournament Application request form must be completed. The form is located at <http://www.nyregistrar.com/tournaments/tournament-application>. Only online request will be considered and processed for sanctioning.
 - **Tournament Rules:** you are required to provide a copy of the tournament rules

- **Fees:** Online payment using a credit card, PayPal, or E-check is required in the amount of \$50 for only USA Hockey Teams participation, the amount of \$75 is required if your tournament will include other IIHF teams.
- All sanctioned tournaments will be given a tournament number and published at www.nyregistrar.com. This is the only official listing of sanctioned events in NY. The tournament chair will receive an official sanctioning certificate once the application is processed and approved.

Forms:

- The USAH Registry contains all forms needed for the season. The Participant Accident **Claim Form** is available to print out from your Registry for participants injured during sanctioned events. Click on “Forms” and select “Claim Form”. Before you sign a claim form, make sure that the participant is properly registered with your association as required by USA Hockey and the event where the injury occurred was properly sanctioned.

Grow the Game:

- Grow the Game events such as "Try Hockey for Free" can be sanctioned as USA Hockey events with the approval of the District Registrar. The steps to process and guidelines for consideration are:
 1. Each participant is required to wear gloves (of any kind) and a helmet.
 2. Completed IMR/Waiver form
 3. Properly registered, certified coaches required to be on-ice.

ASSOCIATE REGISTRARS CONTACT INFORMATION:

Website: www.nyregistrar.com

Central – all NYH1’s

SUSAN BRADY TESSIER
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THANK YOU FOR ALL YOU DO!!