

TECHNICAL BULLETIN

Vermont Associations
NEW ENGLAND DISTRICT
USA Hockey Registry
2015-16 Season

Individual Membership Registration

ONLINE REGISTRATION

All programs must use the online registration process through USA Hockey at www.usahockey.com. The **USA Hockey Waiver of Liability** is completed during on line 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 and **Vermont fee** of \$4 for age 7-19 and \$0 for age 20 and over and 6&under (birth year 2009 and later).
- 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: The online registration process is not complete 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.

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.

Your USA Hockey contact:

Robert Greemore
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Barre, VT 05641-8119

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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

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 – a maximum of 35 characters – your choice.

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

CATEGORY: This is a required field. For teams going to the Vermont state tournaments, use Tier I for Green Mountain Glades and Vermont Stars and Tier II for all local association state tournament bound youth and girls teams. House/Rec is for local association teams that travel but do not enter the state tournament. All squirt level teams must use the House/Rec level designation. Girls/Women is used for all Sr. Women's teams.

Teams that are not USA Hockey tournament bound, such as the Glades' midgets; North American Hockey Academy; split, fall, spring or summer teams; or allied club teams may use any category that suits their need.

DIVISION: The Division is team level – Use AAA, AA, A, BBB, BB, B, AB, C, D, or N/A. Vermont state tournament bound youth and girls teams must use AA, A, or B class designations. All others may use an appropriate designation to suit the team's purpose.

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

OFFICIAL TEAM ROSTER

Remember that player signatures are no longer required on Rosters. Vermont requires a roster for all teams who travel to play other associations and teams. Cross Ice Mites may travel to jamborees but are not required to have a roster.

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.

Note: Coaches are required to have completed the SafeSport Training PRIOR to participation in your program and prior to being placed on a Roster. Split season team coaches are required to have all Coaching Education Program certifications and Age Appropriate modules completed by October 31. Coaches of regular season teams have until December 31 to complete the coaching education requirements.

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).

All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster. Vermont requires a Head Coach be designated for **all** Youth, High School and Girls/Women's teams.

If you notice that there is no coaching education information or outdated information, there may be a matching problem in the database. It is important to notify USA Hockey if there is a discrepancy.

Credentialing Tournament Teams

The **Credential Verification form** can be created for each team with player and coach names and coach CEP information printed on the form. Please use this form for all teams going to State and/or District tournaments. Columns A-D labeled 'Local Use' do not apply and can be left blank. Click on Reports, Credential Verification sheet and select the Team.

Every association must run this report to create the Credentialing Sheet for teams advancing to state, regional, sectional and national tournaments. The report will automatically complete the roster information and, if players registered online, the report will complete the Waiver of Liability section. It will also include coach CEP information. To create the CVS select the team from the Team list and click on Credential Verification.

Invitational Tournament Applications

Under the forms button in your Registry is an Invitational Tournament Application which is required to be submitted to gain a sanction for any tournaments. Non-sanctioned tournaments put USA Hockey insurance coverage in jeopardy. The fee for all invitational tournaments is \$50 (\$75 if Canadian Teams are participating) for USA Hockey and an equivalent fee for the New England District for all "for profit" tournaments. All tournaments including the state, sectional and regional tournaments must be sanctioned. Hockey Canada travel permits are required for any Canadian team playing in the States.

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.**