

**Atlantic District Technical Bulletin**  
**USA Hockey Registry**  
**2016-17 Season**

**Organizations are required to use online registration.** Contact Tony Montagna at [tony.montagna@verizon.net](mailto:tony.montagna@verizon.net) if questions.

**Steps in the Registration Process**

1. Individual Membership
2. Official Roster

**1. Individual Membership -- Online Registration**

- 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 2010 and later), and AAHA fee of \$10 for age 7 and over \$0 for age 6&under (birth year 2010 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.

**You must complete registration by claiming the registrations using your Registry. The online registration process eliminates the need for data entry and transmitting to a disk**

**NOTE:** For information on the following topics, refer to the **Important Information** Document accessible from the home screen of your Registry:

- **SafeSport online training program**
- **Manager/Volunteer Registration**
- **Non-US Citizen Player requirements**
- **Date of Birth and Citizenship verification**
- **Number of Players per Team**
- **Invitational Tournament requirements**

**New for 2016-17:**

**Programs and Philosophies of USA Hockey: a new category – Flex Hockey**

**Flex Hockey --** This program is designed to provide opportunities to play for enjoyment, fitness, relaxation and fellowship. The focus is on creating a fun, safe environment where participants can be active in the sport of hockey with flexible participation commitment and varied playing formats and varied playing rules.

Flex Hockey programs are no-check, ages can be mixed and rosters optional. Your Registry will allow you to identify Flex Program players on the Personnel screen – click on Edit Player in the upper left. You can then create a Report of Flex participants. Or, a Flex roster can be created to provide a listing of participants. The roster would not be submitted or approved.

## **2. Building Teams – This information is for ALL Programs**

All participants must be registered individually and be claimed by a registered program. After you have performed your transmittal, your next step is to build your teams, adding your players and staff to the Official Team Roster.

The Team Roster is required for all National Tournament-bound teams, including Tier I (Atlantic Youth Hockey League), Tier I Independent (approved by the Affiliate) Tier II (Delaware Valley Hockey League & The New Jersey Youth Hockey League), Tier ii Independent (approved by the Affiliate; Girls/Women (Mid Atlantic Women's Hockey Association, Girls Tier I and Tier ii Independent (approved by the Affiliate), and The Mid Atlantic Women's Hockey League).

The Team Roster is also required for all High School and independent teams. Copies of the roster approved by the District Registrar are required by each High School League

### **Player signatures are NOT required on Official Rosters**

#### **New Age Classifications (effective for the 2016-17 season):**

##### **Fifteen (15) (Tier I National Bound Teams only)**

15 Only            birth year 2001

**Note: The 15-year-old age category shall be for the Tier I Youth level only and shall be limited to players age 15 (as defined in the age classification chart for the current season). Players that are not age 15 in the current season shall not be permitted to play at the 15-year-old age classification under any circumstances.**

#### **Disabled Hockey – new:**

Blind / Visually Impaired (all ages)

Warrior Hockey (veterans with a disability playing upright)

#### **New for 2016-17:**

- For 18U, 16U and 14U Youth Teams along with 19U, 16U and 14U Girls Teams:  
**A message will appear prior to the Roster being submitted asking you to identify Goaltenders. This is not required but is requested to identify Goalies for development purposes. To add the position, click on the pencil to the right of the Player's name.**
- For all Tier I and Tier II teams (Youth and Girls) at age levels that have National Tournaments, there will be a box to check if the team is National Tournament-bound. The approved Roster will reflect this selection.

The **Classification** is the age of play. **High school includes only High School programs (Varsity and Junior Varsity). Elementary School and Middle School programs must be shown as the USA Hockey-defined Classification, i.e., Mite, Squirt, etc., using the USA Hockey age classifications for these teams. The team should be classified based on the age of the oldest player on the roster. You will be able to show elementary, middle school, or junior high in the category.**

The **Division** is the level of your team within a division, as shown below:

**AAA - Tier I teams** - Teams, both major and minor, participating in the Atlantic Youth Hockey League, or Tier I Independent teams approved by the affiliate. The category for all teams, Peewee and above, should be shown as Tier I. For Mite, and Squirt, show Travel.

**AA, A, B - Tier II teams** – Teams participating in the Delaware Valley Hockey League, the New Jersey Youth Hockey League, or Tier II Independent teams approved by the Affiliate. The category for all teams, Peewee and above, in this league should be shown as Tier II.

**GIRLS TIER I & TIER II** – Teams participating in the Mid Atlantic Women’s Hockey Association, or Independent teams approved by the Affiliate

**SENIOR WOMEN** – If National Tournament bound - teams participating on the Mid Atlantic Women’s Hockey League, or teams declaring to participate in the National Championships.

**A, B, C - Independent** - Teams not affiliated with any leagues, are not considered Tier I or Tier II, but are House/Rec Teams. All teams, including youth in house, light travel, and adult, should submit rosters.

**For High School and Girls High School** – Two categories are in place under Classification:  
Information for High School Teams:

Division 1: All players attend the same High School fielding the teams

Division 2: Players attend various High Schools, who do not have enough players to form their own teams.

For both Division 1 and Division 2 team rosters, certified by the District Registrar, are required and are to be submitted to your respective League.

### **3. USA Hockey Official Team Roster**

Once all players and coaches have been claimed you are ready to assign your players and staff to the Official USA Hockey Roster. You cannot add a player or coach to the roster unless they have been claimed in your Registry.

All team rosters require a **HEAD COACH** to be designated. When creating the roster in the “Assign Personnel Screen” click on the drop down arrow by the position box, below the staff area, to make the change to Head coach.

#### **Updating Information -- You no longer need to ‘update your information’!**

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.

**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.**

Coaches are required to have completed the SafeSport Training prior to participation with your program.

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.

#### **4. Birth Certificates**

In an effort to minimize and eliminate the carrying of birth certificates, USA Hockey has an on-going process for verifying the birth certificates of all players (girls and youth). On your USA Hockey roster, any players with unverified birth certificates will show an empty circle in the "V" column. When the birth certificate is verified, there will be a "V" in the circle. Once verified, the verification will become part of the player's permanent record in USA Hockey, and will carry forward on all future rosters.

In your Reports section, you can go to the Verified Birthdate report, and see which players need verification. Mail copies of all unverified birth certificates to me. I will verify the birth certificates, and process. I will send you confirmation of the verifications. After you receive the confirmation, update your personnel, and the verification will show on the players' record, as well as any rosters that are processed after the verification is complete. If you have sent rosters prior to the verification, there isn't any need to re-print the roster.

Please email, fax or mail copies of all birth certificates needing verification. They will be shredded after verification is complete. Please mail to:

Tony Montagna  
District Registrar, USA Hockey  
1374 Whitney Road  
Southampton, PA 18966-3547  
[Tony.montagna@verizon.net](mailto:Tony.montagna@verizon.net)  
215-322-4320  
215-322-8385 (Fax)

#### **5. Credential Verification Sheet**

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.

#### **6. 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.

#### **7. Reports**

Your Registry provides a number of Reports that you can create from your membership data. You can also create a Custom Report pulling any fields that you define for the Report. Click on the 'Create Custom Report' button on the right of the screen.

**TEAM COUNT**

AS A BENEFIT OF YOUR USA HOCKEY REGISTRATION, YOU CAN RECEIVE THE FOLLOWING PUBLICATIONS:

The 2016-17 USA HOCKEY ANNUAL GUIDE is available online at [www.usahockey.com](http://www.usahockey.com)  
OFF ICE OFFICIATING MANUAL available online at [www.usahockey.com](http://www.usahockey.com)  
INSURANCE HANDBOOK available online at [www.usahockey.com](http://www.usahockey.com)  
OFFICIAL PLAYING RULES BOOK distributed to Teams

PLEASE COMPLETE THE BALANCE OF THIS FORM, AND MAIL OR E-MAIL TO THE ADDRESS SHOWN. THE BOOKS WILL BE SENT TO THE REGISTRAR OF EACH PROGRAM. IF THE FORM IS NOT SENT, YOU MAY NOT RECEIVE ANY BOOKS.

ASSOCIATION CODE \_\_\_\_\_

ASSOCIATION NAME \_\_\_\_\_

NUMBER OF TEAMS \_\_\_\_\_

WHERE DO YOU WANT THE BOOKS MAILED?

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE, ZIP \_\_\_\_\_

**A.M. MONTAGNA, USA HOCKEY - REGISTRAR  
1374 WHITNEY ROAD  
SOUTHAMPTON, PA. 18966  
PHONE: 215-322-4320 FAX: 215-322-8385  
[tony.montagna@verizon.net](mailto:tony.montagna@verizon.net)**