

**TECHNICAL BULLETIN  
COLORADO  
USA Hockey Registry  
2016-17 Season**

**ONLINE REGISTRATION**

**All associations are required to instruct their members to register online with USA Hockey:**

- Members should go to [www.usahockey.com](http://www.usahockey.com) to register and pay the USA Hockey & Affiliate fees with a credit card, debit card or gift card.
- The receipt with the confirmation number should be sent to you (the association registrar) or in some cases, the number can be entered through the association's website.
- Each participant age 7 or older (birth year 2009 or earlier) will be charged the USA Hockey fee of \$40 if signing up as a player or coach. This fee is waived for 6 and under (birth year 2010 or later). 6U players must still complete the registration.
- The Colorado affiliate fee is \$15 for players between the ages of 9-18 (birth years 1998-2007). There is no affiliate fee for ages 0-8 and 19 & over.
- All of your approved managers and volunteers should also register online (select ice MANAGER/VOLUNTEER) and submit their confirmation numbers to you. The manager/volunteer confirmation number will have "XX" as the first two letters. **Manager/volunteer registration is free, however, it does NOT allow on-ice participation.** A coach or player may act in the capacity of a manager and their confirmation number can be transmitted through the registry as a manager or volunteer.
- Coaches, managers, and volunteers are not charged the affiliate fee.
- The USA Hockey Waiver of Liability is completed during online registration. Copies of waivers are NOT required for anyone who registered online.

**All associations MUST claim their members:**

- Login to your registry and select "registration".
- The easiest way to add multiple participants at once is to use the "import members" option and upload a spreadsheet with the data. Data must be in separate columns. You must have a column for confirmation numbers and a column indicating the member type – p, c, m, or v. When prompted, identify these two columns. You can "ignore" any other columns. Click "submit member list". All data the participants entered during online registration will be sent to your registry completing the registration for the participants and activating their USA Hockey benefits.
- You can also add members one at a time by selecting the appropriate member type and scanning or typing in the confirmation number for the participant.
- 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.** You may then assign your players and coaches to teams and create official player rosters as needed.
- You do not need to save confirmation pages once you have claimed your members.

**OFFICIAL ROSTERS**

**Creating official rosters:**

- Teams that will be participating in league play/tournaments/games against teams from other associations must create a roster.
- Once you have claimed your members, go to "teams". Select "create team".
- The team name is your choice. Up to 35 characters.
- Select the season type. For fall only teams (ie; CPHL fall league) use the pre/post option. Tournament rosters should go under the invitational tournament option.

- Select team type and classification. In order to select A, B, or C divisions, you will need to select “travel” for the category. High School teams should be classified as HS (division 1 if all players from one HS; division 2 if players attend multiple HS’s). Classify middle school teams as HS also. You will be able to id them as middle school when selecting the category.
- When entering a tier team you will see a message asking you to indicate if the team is national bound. If this is checked, the national bound status will be reflected on the roster.
- Once your team is created, add players, coaches, and managers as needed.
- The pencil icon allows you to edit the participants. Each youth, disabled youth, or girl’s team **MUST** have a head coach designated. Use the edit function to indicate the head coach.
- It is also possible to add player positions or jersey numbers, though not required. When creating 14U, 15U, 16U, 18U, 19U or HS teams you will see a prompt suggesting you identify goalies. If identified, the goalies will receive development related information throughout the year.
- When the roster is finished “submit” the roster for approval by your affiliate registrar.
- You will receive an email with a link to the approved roster. The roster will also show as approved in your registry. You can distribute the roster link as needed. It will remain the same all season and will reflect any further changes made to the roster as they are added.
- If you need to print a roster, be sure to do so from the link. This is the official roster, but with limited player information.

### **ROSTER REQUIREMENTS**

**Rosters MUST be submitted to the Colorado Affiliate Registrar BEFORE any team participates in an exhibition, league, non-league, or tournament game in the current playing year.**

#### **On Ice Participation:**

- Any member (excluding sled pushers for disabled teams) who will be on the ice or bench with youth players **MUST** be registered through USA Hockey as a **coach** (or C/P if he is also a player in your program). **Members registered as a manager or volunteer are NOT allowed on the ice or bench with youth players.**

#### **SafeSport:**

- All coaches are required to have current/completed SafeSport training PRIOR to participation in your program and being placed on a roster.
- Managers and volunteers must also complete SafeSport in order to be placed on a team roster.
- SafeSport training is available free of charge to anyone (including parents) as long as they have a USA Hockey confirmation number.
- SafeSport is good for two seasons. There is a refresher course available for those that have taken the course before, but need to recertify.
- 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 current/completed SafeSport training. That information will also be reflected in the staff area of the official roster. You can generate a SafeSport report from your registry as needed.

#### **CAHA Registration/Background Screening:**

- In addition to SafeSport, you **MUST** verify that your coaches and managers have completed their yearly CAHA registration/background check **BEFORE** you add them to a roster.

### **Other Requirements for Coaches:**

- You must also make sure your coaches have completed their annual Concussion Awareness Training prior to adding them to a roster.
- Remind your coaches that they must have current CEP and the appropriate modules completed by 12/31 or they will be removed from all rosters as of January 1<sup>st</sup>.
- **Please encourage coaches to use the exact same name/spelling for clinics, modules, USA Hockey registration to ensure that their credentials show up in the data base.**

### **Non-US Citizen Transfer Requirements for Players:**

- International Ice Hockey Federation regulations require that all non-US citizen players on youth or girl's teams have a completed transfer approved.
- The appropriate transfer form accompanied by documents showing proof of resident status in the US must be turned in to USA Hockey and **APPROVED PRIOR** to the player being added to a roster and participating in games.
- Transfer forms can be found under "forms" in your registry.
- There are three different transfer forms – one for Canadian women on national bound teams, one for Canadian youth and one for all other non-US citizens on youth teams.
- Youth players aged 18 or over with a non-US and non-Canadian citizenship will need to obtain a special form from USA hockey and will be charged a fee for the transfer. All other groups are free of charge.
- Once a non-US citizen's transfer is complete and proof of resident status has been approved, the player's record will be marked as 'transfer complete' in the database.
- There is also a column on the 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.
- Girls' national bound teams are restricted to no more than two (2) players in the US on student visas.
- Youth national bound teams are restricted to no more than four (4) players in the US on student visas.

### **Age Requirements and Birth Certificates:**

- 8U and younger players are not allowed to play on a 10U team without prior approval from CAHA (VP of Rec).
- 12U and younger players are NOT allowed to play on 14U teams.
- Play downs are NOT allowed unless approved by the District Registrar. Approval requests must be accompanied by a doctor's letter detailing a significant medical reason for the request.
- Birth certificates for all players not previously registered with USA Hockey or not yet verified should be submitted as soon as possible.
- Once the player's birth certificate has been reviewed by the affiliate registrar, the player's record will be marked as "verified". It will appear that way in your registry as well. The roster will show a "V" for all verified birth certificates.
- Once a birth certificate is verified, it remains in the database and will follow the player through each year of play with any USA Hockey team.

### **ROSTER CHANGE DEADLINES**

- National bound Tier 1, Tier 2, and Senior Women's teams are not allowed to make any changes/additions/deletions to their roster after December 31.
- National bound high school teams are not allowed to make any changes/additions/deletions to their roster after February 15<sup>th</sup>.
- Non-national bound teams can continue to make changes to their rosters throughout the season as needed in accordance with their league rules.

## **REGISTRY/ROSTER UPDATES**

- Each time that you sign into your registry you will receive the most current data for your members – approved rosters, completed coaching clinics, modules, SafeSport, date of birth verification, non-US citizen transfer completion, etc. – anything that has been updated since you last viewed your membership data.

## **FORMS**

- There are a number of forms available on your registry. Look under “forms”.
- Before you sign an **accident claim form** for USA Hockey insurance make sure the participant is properly registered **AND CLAIMED** by your association.
- Never post accident claim forms or waivers on your association websites.
- You will need to create a **credential verification form** for each one of your national bound teams participating in the state, district, or national tournament. This form is specific to each team and needs to be printed off and filled out prior to the tournament credential check.
- **Event sanction forms** are needed when an association/team is hosting an event that will include non-USA Hockey registered participants. These must be turned in for approval at least two weeks prior to the event.

It is difficult to cover all possible situations, so please don't hesitate to contact us if you're in doubt about something or have additional questions.

**Good luck and have a great season!**

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### **ANDA CRAVEN**

Colorado Associate Registrar – Association Codes **COH0....**, plus San Luis Valley, all adult teams, and all disabled teams, and ALL applications to host a tournament.

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