

TECHNICAL BULLETIN

Connecticut Hockey Conference New England District USA Hockey Registry 2016-17 Season

Connecticut Associate Registrar:

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ONLINE REGISTRATION FOR USA HOCKEY – REQUIRED FOR ALL PROGRAMS

Online registration is the safe, secure and preferred method for associations / local programs to use to register their members with USA Hockey. The **USA Hockey Waiver of Liability** is completed during online registration; copies of Waivers are therefore **NOT** required for those registering online.

Instruct your members to go to www.usahockey.com to register. Once complete, they can print the confirmation receipt or email it to you. When you have the confirmation numbers, enter them into the Registration section of your Registry. Click Submit Member List to link to the USA Hockey database & receive your records. All data the participant entered during the online registration process will be in your Registry completing the registration process & allowing participants to be placed on a roster.

Important: You must transmit **all** players and coaches, including LTP and Clinic players. 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 Rosters.

AFFILIATE FEE

The USA Hockey Individual Membership Registration fee is \$40 per member. This is collected during online registration. USAH does not charge for Players age 6 and under (birth year 2010 and later). **CHC Affiliate fees** - The CHC fee is also collected when registering online and is \$7.50 for ages 7-19 and \$0 for 6 & under and 20 & over.

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.

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.

Building Teams

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. Please do not assign colors to teams in this field unless they are equal. I will not know that your Blue team is your #1 team and that Red and Green are lower level or house teams.

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

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. **All travel team Rosters require a Head Coach to be designated on the Official 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 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.

No rosters will be needed for house, learn to skate, clinic etc. **Note: HOUSE LEAGUES, LEARN TO SKATE, CLINIC, ETC MUST CLAIM ALL PARTICIPANTS THROUGH THEIR REGISTRY**
Rosters will be needed for all travel teams.

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.

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.

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.

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.**

Do not publish the Participant Claim Form or the USA Hockey Waiver on your website.