

<p style="text-align: center;">TECHNICAL BULLETIN 2016-17 Season USA Hockey Registry</p>	<p style="text-align: center;">Maine Associate Registrar: SUE HAMLIN 106 OLD STAGECOACH RD ALTON, MAINE 04468-4333</p>
<p style="text-align: center;">Maine Associations NEW ENGLAND DISTRICT</p>	<p style="text-align: center;">Phone: 2078276447 CELL: (207) 852-8579 Email: MSTEHAMLIN@AOL.COM</p>

Individual Membership Registration

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 and **MEAHA fee** of \$10 for age 7-19, \$10 for 20 and older and \$0 for age 6 under (birth year 2010 and later).
- Once you receive confirmation number(s) open your Registry and select 'Registration'.
- Select appropriate member type and scan or type the confirmation number for all participants being registered. A file listing member type and confirmation number can also be imported.
- Click Submit Member List to link to USA Hockey. All data the participant entered during online registration will sent to your Registry completing the registration process and allowing your members to be rostered.

Additional Information about online registration:

- Coach's registration – Be sure to identify your coaches as member type C
 - You are not required to send me any paperwork or payment for online registration
 - Players can use their confirmation number to register with multiple teams.
 - Coaches can put teams together quickly to go to tournaments by using the confirmation numbers.
- **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.

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.

- Next comes **CATEGORY, CLASS** and **DIVISION** (MEAHA does not use Divisions – Please use N/A)

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

Team Rosters

Remember that player signatures are no longer required on Rosters.

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.

- State requires Team Rosters for All Teams (State Registrar will certify all rosters)
 - Rosters may be required for in-state and out-of-state tournaments.
 - Rosters may be required for specific in-state and out-of-state leagues
- Rosters are not required for adult league teams unless you are playing for a regional tournament.

- **Note:**
 - **All Tier I and Tier II (Competitive A) Rosters require a Head Coach to be designated on the Official Roster. When creating the roster in the Assign Personnel Screen, click on the arrow by the Position box below the Staff area to make the change for the Head Coach.**
 - **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).
 - Competitive A & B team roster Registrar certification is time sensitive to count toward the state/regional/national tournament requirements.
 - Competitive C (House) rosters will be certified by the state registrar. There is no cutoff date but the players still need to meet the 10/14 criteria.

- **Roster Guidelines**
 - Official rosters
 - Youth teams can have only 18 skaters and 2 goalies
 - No limit on # of coaches on roster – only 4 coaches can be on the bench at any one time
 - **Head Coaches are required to be identified on the rosters**
 - Supplemental rosters are used to add players throughout the year.
 - Deadline for **supplemental** Competitive A & B rosters is **12/31/12** (you can add coaches at any time)
 - There is no deadline for house supplemental rosters (player needs to meet the 10/14 requirement)

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.

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.**