

TECHNICAL BULLETIN

MICHIGAN DISTRICT

USA HOCKEY REGISTRY

2016-17 SEASON

Welcome to your USA Hockey Registry. This is our third year for our web-based registration program accessible from any computer, tablet or smart phone. The Registry is provided at no charge to all USA Hockey member programs. You are required to use this program to claim (transmit) all player, coach, manager and volunteer's confirmation numbers to complete their registration and ensure all member benefits are in place. Do not share your user name and password. If you require a second user please contact the Michigan Affiliate Registrar.

Online Registration

All members (players, coaches, team managers, volunteers) must complete their USA Hockey registration online at www.usahockeyregistration.com. There is no fee for team managers or volunteers and member programs are **NOT** required to collect and retain signed USA Hockey Waiver forms. The waiver form is completed during online registration and retained by USA Hockey.

- Registration fee is \$40.00 for USA Hockey and \$5.00 for the MAHA fee and is paid online using any credit or debit card.
- No USAH registration or MAHA fee is charged for players with 2010 birth years or younger.
- You must process all members' confirmation numbers through your USAH Registry in order to receive their data and assure your program gets credit for its members. Also, it allows you to create Official Team Rosters and triggers the email to each member notifying them that their registration is now complete.
- An online confirmation number is required:
 - to sign up for USA Hockey Coaching clinics
 - to take any online Age Specific Module,
 - to take the Mandatory SafeSport video training
 - to apply for a Michigan Background Check
 - to access the USAH Coaching App

Therefore, it's necessary for anyone who is going to be a coach, team manager, or volunteer to have an online registration processed. **You cannot use a youth or girls confirmation number to register for Coaching Clinics, Age Specific Modules, SafeSport or Michigan Background Screening.**

Procedure to Enter Confirmation Numbers

Members take/email/send their confirmation number page to their local program registrar.

- Local program registrar open Registry and clicks on Registration tab.
- 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. This can be useful if your program uses a website to collect confirmation numbers.
- After you have completed entering your information Click Submit Member List to link to the USA Hockey database to download requested records. All data the participant

entered during the online registration process will be available for the local programs Registry. Each record is marked "submitted" completing the process and allowing the participants to be placed on a roster.

Important: you must submit your online registered players, coaches, team managers and volunteers as instructed above. **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, coaches and team managers to teams and create the Official Team Roster.

Birth verification/Birth Certificates

USA Hockey has a secured data base of all USA Birth verification that have been forwarded to them. While you are making the team roster you will see a box with a check mark next to the DOB that will indicate that player has a verified birth date on file. If there is no box with a check mark they will need to supply you a copy of the birth certificate to be forwarded to the associate registrar for entry into the database. Return the birth certificate to the parents or guardian upon entry into the database.

Citizenship Verification

All youth and girls citizenship needs to be verified. When verifying a players' birth certificate you need to also verify the players' citizenship. District Associate registrars are the only people who can verify this information. Associate registrars must go to the admin tool and open the tab label Verification. On this page you can search by name and verify both the DOB and Citizenship or you can verify whatever the player needs.

Do not approve any **Player without DOB and Citizenship verified.**

Players requiring a transfer will be grayed out in the player selection box and you will not be able to add them to any team. These players will need to contact the international department at USA to complete the transfer process.

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:

USA Hockey/ Michigan District Team ID

The team ID is automatically generated by the Registry program.

7MIH0000-01RYSQ22A

Static portion:

7 Season: 2016-17 (the last digit of the season)

MIH Affiliate (Michigan)

0000 Association code (assigned Michigan association codes)

-01 Team Number, This is the number of teams in said association. Once you reach 99 teams the Dash will disappear and start with 100 to 999.

Dynamic Portion:

Seasons

R Regular Season

P Pre/Post (this is used only for pre-season high school teams and split season teams).

- S Spring/Summer (teams may form as early as March 15 but cannot play games until April 1)
Players may participate on two teams at one time during this season and roster sizes are increased to 25 players per team.
- T Tournament Teams, This is for B & BB house/rec players during the regular season and players Can be on a second roster. Travel players may only form tournament teams after the completion of their regular season and the beginning of the Spring Summer season.

Classifications

- Y Youth
- SQ Squirt
- 2 Tier 2
- 2A AA

It is the District Associate Registrars' responsibility to check for proper coding of teams. A coding chart is provided to help you check the Michigan codes.

Team Rosters

Please note: You must assign at least one name as the Head Coach (except Adult teams) in order to complete the official roster. Association registrars should not submit a youth or girls roster without the coach having a completed Background Checks and completed SafeSport. Rosters will be submitted through your Registry to the District Associate USA Hockey registrar and after it has been approved you will receive a link to the Official Approved Roster that can be distributed as necessary. The link will remain the same for this roster all season and updated as roster changes are made. This is the Official roster but has limited player information.

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.

The online registration process is not complete until you have claimed all players and coaches and transmitted the confirmation numbers through your USAH Registry.

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**2016-17
TEAM NUMBERS**

Classification	Category	Division		Team Number
DEV	Cross Ice	C	This Classification is for Learn to Skate and IP programs of players of all ages	7MIH0000-01RDEVR1C
6U (Mini Mite)	Cross Ice	C	Combined Boys and Girls	7MIH0000-01RY06C1C
8U (Mite)	Cross Ice	C	Combined Boys and Girls	7MIH0000-01RY08C1C
6U Girls	Cross Ice	C	Girls Only	7MIH0000-01RGY06C1C
8U Girls	Cross Ice	C	Girls Only	7MIH0000-01RGY08C1C
10U Youth (Squirt)	Travel for AAA	AAA		7MIH0000-01RYSQT3A
	Travel for AA	AA		7MIH0000-01RYSQT2A
	Travel for A	A		7MIH0000-01RYSQT1A
	House/Rec	B		7MIH0000-01RYSQR1B
10U Girls	Travel for AA	AA		7MIH0000-01RG1022A
	House/Rec	B		7MIH0000-01RG10R1B
	House/Rec	C		7MIH0000-01RYSQR1C
12U (PeeWee)	Tier I for AAA	AAA		7MIH0000-01RYPW13A
	Tier II for AA	AA		7MIH0000-01RYPW22A
	Travel for A	A		7MIH0000-01RYPWT1A
	House/Rec	B		7MIH0000-01RYPWR1B
	House/Rec	C		7MIH0000-01RYPWR1C
12U Girls	Tier I for AAA	AAA		7MIH0000-01RG1213A
	Tier II for AA	AA		7MIH0000-01RG1222A
	House/Rec	B		7MIH0000-01RG12R1B
14U (Bantam)	Tier I for AAA	AAA		7MIH0000-01RYBN13A
	Tier II for AA	AA		7MIH0000-01RYBN22A
	Travel	A		7MIH0000-01RYBNT1A
	House/Rec	B		7MIH0000-01RYBNR1B
	House/Rec	C		7MIH0000-01RYBNR1C
14U Girls	Tier I for AAA	AAA		7MIH0000-01RG1413A
	Tier II for AA	AA		7MIH0000-01RG1422A
	House/Rec	B		7MIH0000-01RG14R1B
16U (Midget)	Tier I for AAA	AAA		7MIH0000-01RY1613A
	Tier II for A	A		7MIH0000-01RY1621A
	Tier II for A	A	SEASON TYPE MUST BE P FOR PRE/POST SPLIT SEASON TEAMS	7MIH0000-01PY1621A
	House/Rec	B		7MIH0000-01RY16R1B
16U Girls	Tier I for AAA	AAA		7MIH0000-01RG1613A
	Tier II for AA	AA		7MIH0000-01RG1622A
	House/Rec	B		7MIH0000-01RG16R1B
18U (Midget)	Tier I for AAA	AAA		7MIH0000-01RY1813A
	Tier II for AA	AA		7MIH0000-01RY1822A
	Tier II for AA	AA	SEASON TYPE MUST BE P FOR PRE/POST SPLIT SEASON TEAMS	7MIH0000-01PY1822A
	House/Rec	BB		7MIH0000-01RY18R2B
	House/Rec	C		7MIH0000-01RY18R1C
19U Girls	Tier I for AAA	AAA		7MIH0000-01RG1913A
	Tier II for AA	AA		7MIH0000-01RG1922A
	House/Rec	B		7MIH0000-01RG19R1B

**2016-17
TEAM NUMBERS**

Classification	Category	Division		Team Number
YHS	Travel	NA	SEASON TYPE MUST BE P FOR PRE SEASON TEAMS	7MIH0000-01PYHSTNA
YHS	DIV I	JV		7MIH0000-01RYHS1JV
YHS	DIV II	JV		7MIH0000-01RYHS2JV
GHS	DIV I	AAA		7MIH0000-01RGHS13A
GHS	DIV II	AA		7MIH0000-01RGHS22A
Adult (Men)	House/Rec	B		7MIH0000-01RMMAR1B
30+	House/Rec	B		7MIH0000-01R30AR1B
40+	House/Rec	B		7MIH0000-01R40AR1B
50+	House/Rec	B		7MIH0000-01R50AR1B
60+	House/Rec	B		7MIH0000-01R60AR1B
Adult US	Tier I	AAA		7MIH0000-01RUSA13A
Adult (Women)	House/Rec	B		7MIH0000-01WWOR1B
30+	House/Rec	B		7MIH0000-01RW30R1B
40+	House/Rec	B		7MIH0000-01RW40R1B
50+	House/Rec	B		7MIH0000-01RW50R1B
Women's A	Tier I	AAA		7MIH0000-01RWOA13A
Women's B	Tier II	B		7MIH0000-01RWOB21B
Women's C	Tier II	C		7MIH0000-01RWOC21C
College Club	Travel	B		7MIH000-01RWCLT3A
Special	Travel	AA		7MIH0000-01RSPCT2A
Sled	Travel	AA		7MIH0000-01RASDT2A
Michigan Warriors	House/Rec	NA		7MIH0000-01RMMARNA