

Technical Bulletin

**USA Hockey – Minnesota District
USA Hockey Registry
2016/2017 Season**

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**

Define Divisions

Your USAH Registry is set with the Minnesota age ranges.

Asterisks on the Roster

A player playing outside their age specific Division, will have either a single or double asterisk on the roster next to their name. A single asterisk designates that the player is younger than the age range and a double asterisk designates that the player is too old for the Division.

Two-thirds (2/3) of the players on a roster must be the correct age for the Division by Minnesota Hockey rules.

Players with a single asterisk are allowed to remain on the team as long as the Association's play-up rule is being followed.

Players with a double asterisk will be red lined on the roster if the play down has not been approved by the USA Hockey Minnesota District Registrar. Approval will be noted by having a letter from the Registrar as part of the team's credentials. For further instructions on the process to have a player play down, see the documentation given to all Associations at the mandatory training sessions.

Note:

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.

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.

Team Name

The Team name field is composed of the Association Name, team division and the team color **OR** number (i.e. Edina Bantam B White, WBL Mite 10). This field allows a maximum of 30 characters, spaces are counted as characters. **Do not deviate from this format for your team names.**

Category

Select Travel, House or REC. This field is required.

Travel – designates a team that plays against other associations.

House – designates a team that plays **ONLY** within the association. Teams that play against other associations whether it is a league game, scrimmage, tournament or Jamboree are required to be classified as Travel.

REC – this is for recreational only teams such as the MN Hockey Recreational League. These teams follow the definition of a Recreational League found in the MN Hockey Handbook.

Classification

The Classification is the age of play. Classification names are MN BANTAM USAH MIDGET, MN PEEWEE USAH BANTAM, MN SQUIRT USAH PEEWEE, MN MITE USAH SQUIRT, GIRLS MN 16U USAH 19U, GIRLS MN 14U USAH 16U, GIRLS MN 12U USAH 14U, GIRLS MN 10U USAH 12U, GIRLS MN 8U USAH 10U.

Division

Select the Division or team level -- (A, B, B1, B2, C, C1, C2, H, JV, REC, or VAR). This field is required.

Online Registration

Online Registration with USA Hockey is required for all associations. To register online members log on to USA Hockey website and register and pay the \$40.00 USA Hockey fee and \$10.00 Minnesota Hockey fee for ages 7-18 and \$1.00 for ages 19 and over with credit or debit card. There is no charge for players age 6 (birth year 2010) and younger

All online registrations must be claimed using your Registry.

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.

Please note – if you do not claim your players and coaches they will not be available for placement on a roster. If you are waiving players to another association, process their Confirmation through your Registry and then pass the online confirmation page to the new association that they are waiving in to.

Team Declarations

You are required to submit a Roster for each team a minimum of two (2) weeks before your roster sign-off meeting.Enter the Team Manager or if no Manager yet, use your name. In order to do this, you must be in the database. Register online as a Manager/Volunteer to get your confirmation number. This Roster will be used to verify that the Division, Team Name, and Class are correct for all your teams before the rosters are signed. If there are any errors, you will be informed of the changes that are required and these will need to be completed before the rosters can be approved and signed.

You will remove your name from the roster when you submit the Players and Staff.

Official Team Roster

Remember that player signatures are no longer required on Official 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. If you print a Roster, be sure to print from the link. This is the Official Roster but with limited Player information.

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.

A Credential Verification Sheet (CVS) will be created for each team with player and coach names and coach CEP information. 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.**