

# TECHNICAL BULLETIN

Montana Associations  
Northern Plains District  
USA Hockey Registry  
2016-17 Season

Your USA Hockey representative:  
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## ONLINE REGISTRATION

Online registration allows individual members to register with USA Hockey. The **USA Hockey Waiver of Liability** is completed during online registration; copies of waivers are **NOT** required.

- 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 (birth year 2010 and later) and **MAHA fee** of \$13 for age 7-18, \$0 for 6&under and \$5 for age 19 & over.
- 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.

**Important:** 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 to USA Hockey. You may then assign players and coaches to teams and create Official Player 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** There is no Team Application or Team Fee

Select a Team Type and a Season Type. If you have questions, contact your USA Hockey Registrar.

You will then enter **TEAM NAME** – composed of the Division designation with the order number. Example – the first Peewee Team is PW1 – Valley Ice Kings A, the second Peewee Team is PW2 – Valley Ice Kings B. Designation examples: Adult (AD), Women's (WM), High School (HS, JV), Midget (MD), Girls/Women (GW), Bantam (BA), Squirt (SQ), Mite (MT), Tyke (TY), Development (DEV). This field allows a maximum of 30 characters, spaces are counted as characters. There will be no exceptions to these this year.

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

### Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

**All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster**

## **TEAM ROSTER FORMS**

**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.**

**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.**

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.

### **Credential Verification Forms**

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.**