

NEW YORK TECHNICAL BULLETIN

2016-2017 Season

Claiming Players/Coaches/Managers/Volunteers

ONLINE REGISTRATION

Online registration for the 2016-17 season began on April 1, 2016.

- Each person/parent needs to be responsible for processing their own or their child's registration. All Members are required to register online at www.usahockey.com and then send the participant's confirmation number to you. There is a \$40.00 USAH fee as well as a \$3.00 NYS Hockey fee collected during online registration. Participants must register using their legal name, not a nickname or shortened name.
- Once you receive confirmation number(s) login to the USAH software online and select 'Registration'
- Select appropriate member type and enter or import the confirmation number for all participants being processed.
- Click "submit member list" to link to the USA Hockey database and download requested records. All data the participant entered during online registration will be downloaded into your program as well as CEP data for coaches. During this process each record is marked as transmitted which completes registration and makes the participant eligible to be placed on a roster.

Important: The online registration process **is not complete until you claim your participants** through your Registry. Once completed you may then assign your players and coaches to teams and create the Official Team Roster 1-T.

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.

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 would be no-check and ages can be mixed provided all participants are claimed and transmitted. 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:

- **GOALTENDERS:** 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 a NY District requirement for all teams and 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. All teams in NY need to make sure they also have TB in their team name if they are NY State/District tournament bound.

OFFICIAL TEAM ROSTER

OFFICIAL TEAM ROSTER (1 – T)

All participants in your club must be placed on a roster. You will submit your Rosters through your Registry (online) to your USA Hockey Registrar. You will be able to view all pending rosters and will receive any/all approved Rosters back in your Registry. You will also receive a link to the 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.

- Player signatures are not required on Official Rosters.
- It is highly recommended that every player's *Birth Certificate* (house and travel) is verified by the USAH associate registrar for your section. **It is required that all players 8 and under and those players on national bound teams (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey registrar for verification and affirmation prior to roster submittal and approval.**

SUBMITTING TEAM ROSTERS FOR VALIDATION/CERTIFICATION:

- **TEAM ROSTERS:** Teams are required to have all participants and coaches listed on an official roster which is created in the USAH Registry and then uploaded to your Associate Registrar for approval.

- **ROSTER CHANGES/SUPPLEMENTAL ROSTERS**

For any/all changes/modifications made to the original official roster of a team, the supplemented team roster will need to be re-submitted through the registry. Do not create a brand new roster; make all changes to the original roster and resubmit.

Rosters cannot exceed the 20 player total limit with 18 Skaters maximum at any given time. If you are adding a 21st player, you must delete/Remove someone from the current roster prior to submittal.

REMEMBER – USAH/NYSAHA RULES ONLY ALLOW COACHES LISTED ON THE ROSTER TO BE ON THE BENCH (MAXIMUM OF FOUR) DURING GAMES, THIS INCLUDES PRE-SECTIONAL, SECTIONAL AND STATE TOURNAMENTS.

ROSTER LIMITS (Youth/Girls Teams)
20 PLAYERS TOTAL INCLUDING GOALTENDERS
18 SKATERS MAXIMUM
4 NON-PLAYERS ON BENCH

BUILDING TEAMS *overview*

The USAH Registry creates the Official/Supplemental “USA Hockey Team Roster” 1-T form for all teams.

To Create an Official USAH Team Roster:

Claim all participants first. Then Transmit to USAH.

Building Teams in USAH Registry Portal

CLAIM all participants to your registry using the “Registration” tab on the top menu bar. You can import data from word or excel and/or by copy/paste in the import feature. When using the “import” function there must be at least two (2) columns of data: one for the confirmation # and the other for Member type (order of columns is not important). You will be asked to define each of the columns prior to import as either confirmation #, member type or ignore (only if there are multiple columns imported). Large lists do not import well therefore keeping the list manageable in advised.

BUILD

After participants are claimed in your Registry Click “TEAMS” on the top menu bar, then select “Create Team” from the left side menu.

This year’s Portal Registry will feature Intuitive selection criteria for building teams and will be based on the prior selection of the menu items. The flow of data will be as follows: Team Name → Season Type → Team Type → Classification → Category → Division = Save

TEAM NAME

Type the team name in the designated area. Be as specific as you can: add “TB” to the team name if the team is state/national tournament bound in NY.

SEASON TYPE

There will be 4 locked season types: Regular, Pre/Post, Spring/Summer and Invitational tournament; with no other options available. Select the appropriate season type for the team you are creating.

TEAM TYPE

There are 5 locked team types: Youth, Girls, Adult, Women and Disabled. Select the appropriate team type for the team you are creating.

CLASSIFICATION

This is the Age classification of the team you are creating and will be based on the “TEAM TYPE” selected

CLASSIFICATION				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
Midget 18U	Girls 19U	Adult US	Women's Senior A	Adult Sled
Midget 16U	Girls 16U	Adult NC	Women's Senior B	Youth Sled
Bantam 14U	Girls 14U	Adult NC 30+	Women's Senior C	Special
Pee Wee 12U	Girls 12U	Adult NC 40+	Adult Women's Rec 30+	Amputee/Standing
Squirt 10U	Girls 10U	Adult NC 50+	Adult Women's Rec 40+	Warrior-(Military-Sled)
Mite 8U	Girls Mite 8U	Adult NC 60+	Adult Women's Rec 50+	Warrior-(Military-Standing)

Half/Cross Ice Mini – Mite 6U Cross Ice	Half/Cross Ice Girls Mini – Mite 6U Cross Ice	Adult NC 70+ College	College	
HS/Prep Div 1 HS/Prep Div 2	HS/Prep Div 1 HS/Prep Div 2			

CATEGORY

Select the category that corresponds with the team you are creating. The category will define the competitive level of the team: i.e. Travel, House/Rec, Tier I, II, III, etc.

Only use the Tier I, Tier II or Tier III Category designation if the team is Tournament Bound (states/nationals) at their respective level. All other teams will either be “TRAVEL”, “HOUSE/REC” OR “N/A”. There is no ‘Tier’ Category Designation available for teams at the 10U, 8U or 6U classifications.

CATEGORY				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
For Pee Wee and above ONLY: Tier I, Tier II, Tier III	For Pee Wee and above ONLY: Tier I, Tier II, Tier III	House/Rec Travel N/A	House/Rec Travel N/A	House/Rec Travel N/A
All Classifications House/Rec Travel Middle School N/A	All Classifications House/Rec Travel Middle School N/A			
Mite and Mini Mite	Mite and Mini Mite			

DIVISION

The Division further defines a level of play

DIVISION				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
AAA AA A N/A	AAA AA A N/A	A B C N/A	N/A	N/A
Mite & Mini Mite N/A	Mite & Mini Mite N/A			
High School: VAR JV N/A	High School: VAR JV N/A			

TOURNAMENT BOUND TEAMS (TB)

There will be an option to designate a team roster as “TB”. All teams that are national tournament bound (Tier I and Tier II) and Tier III state tournament bound teams in NY must designate the team as TB. All other teams will not have this designation.

HOME AND AWAY COLORS - optional

SAVE

Save your team!

ADDING PARTICIPANTS AND STAFF

After a team has been created participants and staff can be added to the team.

In the team screen select the team that you will be adding participants and staff to. Click the “ADD PLAYER” button. In the next screen select the players from the list to add to the team. When your participants are selected click the “ADD PLAYERS” button; this will return you to the team screen. Follow the same procedure for adding the staff: Coaches, assistant coaches and Manager.

HEAD COACH DESIGNATION, ASSIGNING JERSEY #'S AND POSITION

A head coach must be designated on each team roster. To designate a head coach: while in the team screen with the roster showing of the specific team, click the pencil icon next to the coach that will be designated as the head coach. A “Staff Options” pop up box will appear. Next to position select the designation to assign to this person and save. Follow the same procedure to assign positions to the remaining staff. Jersey #'s can be assigned to each player on the team if so desired using the same process.

DESIGNATING GOALTENDERS

Every roster MUST identify the goaltenders on the team. Select the “pencil” next to the goaltenders on the team and define their position on the pop up box then save.

SUBMITTING ROSTERS

After the roster is set with the participants and staff the roster must be submitted for approval. Click the “Submit Team” button on the left side menu.

REDLINE/REJECT

Players and staff may be redlined if they do not meet proper requirements. Check your rosters carefully and contact your associate registrar to discuss.

INFORMATION FOR HIGH SCHOOL TEAMS

HIGH SCHOOL/PREP SCHOOL DIVISION 1

Formal high school and prep school teams or non-varsity teams consisting of full-time students attending high school/prep school.

HIGH SCHOOL/PREP SCHOOL DIVISION 2

Formal high school and prep school teams or non-varsity teams consisting of full-time students attending the same high school or prep school or full-time students that are eligible to play sanctioned varsity high school sports at that school.

GIRLS' HIGH SCHOOL/PREP SCHOOL DIVISION 1

Formal high school and prep school teams or non-varsity teams consisting of full-time students attending high school/prep school.

GIRLS' HIGH SCHOOL/PREP SCHOOL DIVISION 2

Formal high school and prep school teams or non-varsity teams consisting of full-time students attending the same high school or prep school or full-time students that are eligible to play sanctioned varsity high school sports at that school.

IMPORTANT NOTES

Tournament Bound Teams:

- Players may only be rostered on one tournament bound team. This applies to both youth and girls.
- The roster must clearly state that the team is tournament bound (TB).
- Only games played on or after the date the District Registrar and/or Associate Registrar certifies the Player Roster form may be counted toward the 20/10 (Youth Boys) or 14/10 (Girls/Women) 10/8 (Midget Tier III) 10/5 High School credential rule.
- In order to be eligible to compete in State and/or National Championships, the Official Team/Player Registration Roster or Supplemented Roster (rosters with changes to the Official Team/Player Roster) must be received by the District Registrar/Associate Registrar no later than December 31, 2016 for youth and girls/women and February 15, 2016 for High School. In addition, no player may be rostered onto a tournament bound team after the earlier: commencement of the applicable section tournament or playdown, and/or December 31st of the current year except for full season midget teams who have until December 31st with the approval of the respective section president.

Credential Book:

- Every Tournament Bound team must compile a Credential Book. Instructions and video for compiling the credential book are available online at www.NYRegistrar.com under the credentials link.
- *****It is required that all players 8 and under and those players on national bound teams (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey registrar for verification and affirmation prior to roster submittal.**
- Current forms required for Tournament Bound team credential books are available in your USAH Registry. These forms (Consent to Treat and the Code of Conduct) must be distributed and signed by all participants of the Tournament bound team including the manager and coaches. Electronic signatures on forms are not acceptable at this time. The Waiver of Liability was completed during the online registration process. Only the current forms will be accepted at the State and National tournaments.
- A *Credential Verification Sheet (CVS)* must be created for each team with the players and coaches printed on the form for inclusion in the team's credential book. Use this form for all teams going to state tournaments and/or National tournaments from your organization. To access the form click "reports" in your Registry. To create the CVS select the team from the Team list and click on Credential Verification.
- The team history also needs to be placed in the book.
- Organizations are solely responsible for properly rostering teams and submitting the information in a timely manner to the associate registrar.

General Information

USA Hockey Tournament Sanctioning:

- To sanction an Event and Invitational Tournament in NY, the ONLINE Invitational Tournament Application request form must be completed. The form is located at <http://www.nyregistrar.com/tournaments>. Only online request will be considered and processed for sanctioning.
 - **Tournament Rules:** you are required to provide a copy of the tournament rules
 - **Fees:** Online payment using a credit card, PayPal, or E-check is required in the amount of \$50 for only USA Hockey Teams participation, the amount of \$75 is required if your tournament will include other IIHF teams.
- All sanctioned tournaments will be given a tournament number and published at www.nyregistrar.com/sanctioned-events. This is the only official listing of sanctioned events in NY. The tournament chair will receive an official sanctioning certificate once the application is processed and approved.

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:

- The USAH Registry contains all forms needed for the season. The Participant Accident *Claim Form* is available to print out from your Registry for participants injured during sanctioned events. Click on "Forms" and select "Claim Form". Before you sign a claim form, make sure that the participant is properly registered with your association as required by USA Hockey and the event where the injury occurred was properly sanctioned.

Grow the Game:

- Grow the Game events such as "Try Hockey for Free" can be sanctioned as USA Hockey events with the approval of the District Registrar. The steps to process and guidelines for consideration are:
 1. Each participant is required to wear gloves (of any kind) and a helmet.
 2. Completed IMR/Waiver form
 3. Properly registered, certified coaches required to be on-ice.

ASSOCIATE REGISTRARS CONTACT INFORMATION:

Website: www.nyregistrar.com

Central – all NYH1's

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THANK YOU FOR ALL YOU DO!!