TECHNICAL BULLETIN

**Rhode Island Associations
NEW ENGLAND DISTRICT
USA Hockey Registry
2016-17 Season**

Rhode Island Associate Registrar:

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Individuals register online with USA Hockey Have everyone go to
www.USAHOCKEYregistration.com to register online. You will need a credit card. If you
don't want to use your own, you can get a VISA Gift Card for the right amount. It will cost
$40 for USA Hockey age 7 and over $0 for age 6 and under along with the RIAHA fee of
$5 for ages 7 and older and 6 and under no cost.

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.

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 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**.

Information for High School Teams:
Division 1: All players from one school;
Division 2: Combined High School players

Team Roster
Remember that player signatures are no longer required on Rosters.
 Make sure that you add your staff at the bottom of the roster. For the adult teams please just add a person who could be a contact person.
Roster are only needed for Travel, Tournament, Regional and National Bound Teams. All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster.

==**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 being participation in your program and prior to being put on a Roster.

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 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.**