

TECHNICAL BULLETIN

Vermont Associations
NEW ENGLAND DISTRICT
USA Hockey Registry
2016-7 Season

Individual Membership Registration

ONLINE REGISTRATION

All programs must use the online registration process through USA Hockey at www.usahockey.com. The **USA Hockey Waiver of Liability** is completed during on line registration; copies of waivers are **NOT** required for those registering online.

- 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 and **Vermont fee** of \$5 for age 7-20 and \$0 for age 21 and over and 6&under (birth year 2010 and later).
- 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: 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 Roster.

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.

Your USA Hockey contact:

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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**.

CATEGORY: This is a required field. For teams going to the Vermont state tournaments, use Tier I for Green Mountain Glades and Vermont Stars and Tier II for all local association state tournament bound youth and girls teams. House/Rec is for local association teams that travel but do not enter the state tournament. All squirt level teams must use the House/Rec level designation. Girls/Women is used for all Sr. Women's teams.

Teams that are not USA Hockey tournament bound, such as the Glades' midgets; North American Hockey Academy; split, fall, spring or summer teams; or allied club teams may use any category that suits their need.

DIVISION: The Division is team level – Use AAA, AA, A, BBB, BB, B, AB, C, D, or N/A. Vermont state tournament bound youth and girls teams must use AA, A, or B class designations. All others may use an appropriate designation to suit the team's purpose.

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

OFFICIAL TEAM ROSTER

Remember that player signatures are no longer required on Rosters. Vermont requires a roster for all teams who travel to play other associations and teams. Cross Ice Mites may travel to jamborees but are not required to have a 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 participation in your program and prior to being placed on a Roster. Split season team coaches are required to have all Coaching Education Program certifications and Age Appropriate modules completed by October 31. Coaches of regular season teams have until December 31 to complete the coaching education requirements.

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. All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster. Vermont requires a Head Coach be designated for **all** Youth, High School and Girls/Women's teams.

If you notice that there is no coaching education information or outdated information, there may be a matching problem in the database. It is important to notify USA Hockey if there is a discrepancy.

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.

Credentialing Tournament Teams

The **Credential Verification form** can be created for each team with player and coach names and coach CEP information printed on the form. Please use this form for all teams going to State and/or District tournaments. Columns A-D labeled 'Local Use' do not apply and can be left blank. Click on Reports, Credential Verification sheet and select the Team.

Every association must run this report to create the Credentialing Sheet for teams advancing to state, regional, sectional and national tournaments. The report will automatically complete the roster information and, if players registered online, the report will complete the Waiver of Liability section. It will also include coach CEP information. 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.**