

## TECHNICAL BULLETIN

### PACIFIC DISTRICT USA HOCKEY REGISTRY 2017-18 SEASON

### ALASKA & HAWAII ONLINE REGISTRATION

Alaska/Hawaii Associate Registrar:

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**AKREGISTRAR@LIVE.COM**

Online registration is provided for programs to use to allow their individual members to register with USA Hockey. The **Waiver of Liability** is completed during online registration.

- **All players and coaches must register online with USA Hockey.**
- Instruct your members to register online **using their legal name** and send their 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 ASHA fee of \$5 for age 7&over Alaska members, \$.50 for 7&over Hawaii members and \$0 for age 6&under (birth year 2011 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.
- All name corrections must be sent to the Alaska/Hawaii Associate Registrar.

**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 your players and coaches to teams and create the Official Player Roster (USA Hockey Form 1-T).

### Pacific District Concussion Protocol (Youth Programs)

This protocol requires the use of the following forms by each affiliate's member organization: Parent/Guardian Acknowledgement form, Coach Acknowledgement form, and the Concussion Evaluation and Return to Participation form. Use and record-keeping of these forms is outlined below:

- **Coach Acknowledgement form:** All coaches must sign this form prior to participation. The form will be kept on file at the organization level with other season participant records.
- **Parent/Guardian Acknowledgement form:** All parent/guardians must sign this form during the registration/sign-up process, and prior to participation. The form will be kept on file at the organization level, with other season participant records.
- **Concussion Clearance and Return to Participation form:** Blank copies of this form should be given to every team manager, kept in the manager's binder, and used as follows:
  - When an athlete is removed from play for a suspected concussion, this form should be given to the parent/guardian.
  - The parent/guardian should provide this form to the medical provider evaluating the athlete, and the one subsequently treating the athlete throughout the course of the concussion.

- Upon clearance, the athlete cannot return to participation until either this form, or a verified medical release from the clearing physician, is provided to the team manager. **There are no exceptions to this clearance requirement.**

Note: The legislation requirements of each state are in addition to or the same as the Pacific District Protocol. The Pacific District Protocol stays in place in every affiliate, in addition to any legislation. Where the Pacific District Protocol is more stringent than legislation, the Pacific District Protocol takes precedent.

Alaska's legislation applies to schools only. The Pacific District protocol is to be implemented and followed for 2017-2018. Alaska recognizes board certified athletic trainers as able to identify (but not treat and release) concussions.

**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**

### **Building Teams**

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

You will enter TEAM NAME – a maximum of 35 characters – your choice. Please remember that USA Hockey is no longer using the nomenclature of Midgets, Bantams, Pee Wees, Squirts, Mites, and these will not be allowed in the “Team Name”.

Following the prompts, select your CATEGORY, CLASS and DIVISION. You may receive more detailed information on this once the 2017-18 USAH Portal Registry is released.

**Please Note: Based on new USA Hockey Rules with the 2017-18 season, no players age 12 or younger will be approved on Tier I or Tier II Youth or Girls 14U rosters.**

For all Tier I & Tier II teams (Youth and Girls), 14U and older with National Tournaments, there is ***a box to check if the team is National Tournament-bound***. The approved Roster will reflect this selection.

**Reminder: age classification implemented in the 2016-17 season:**

### **Fifteen (15) (Tier I National Bound Teams only) - 15 Only**

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. For the 2017-18 season this is the 2003 birth year.

### **OFFICIAL TEAM 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. –Advise Team Staff to print their roster from the link as this is the Official Roster (Form 1-T) 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, through the USAH Registry, as a Coach – member type C.

**NEW FOR THE 2017-18 SEASON:**

- ❖ You will not be able to add a Coach to a Youth/Girls Roster until the required Age-Specific Coaching Module has been completed.
  
- ❖ You will not be able to add Team Staff (Coach or Manager) to a Youth/Girls Roster until their SafeSport training has been completed.

**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.

**Birth Certificates are NO LONGER to be in your TEAM BOOKS.** When creating a roster, you must submit the birth certificate of any player who's birth certificate is not verified at the time of roster submission or the entire roster will not be approved.

A **Credential Verification Sheet (CVS)** will be created for each team with player & coach names & coach CEP information provided. Please use the CVS for all teams going to State and/or District tournaments. Columns labeled 'Local Use' can be left blank. To create the CVS select the team from the Team list and click on Credential Verification.

**NEW FOR THE 2017-18 SEASON:**

- ❖ The Consent to Treat form is no longer a required form. It has been removed from the Registry and the Credentials Verification Sheet.
  
- ❖ The Participant Code of Conduct has been removed as a required document. It is still available in your Registry if you chose to use it or you can create one for your program. The form is no longer required in a team book and has been removed from the Credentials Verification sheet.

**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.*

**Note: Do not post the Claim Form or USA Hockey Waiver form on your website.**

**New Rules and Regulations that take effect for the 2017-18 Season**

Refer to the Important Information document for the complete wording of new regulations about:

- Tryouts/Player Selection for Tier I & II 14U-18U Youth and 14U-19U Girls Teams
- Youth Tier I Standards and Criteria
- Girls Tier I Standards and Criteria
- Participation in Older Divisions of District or National Championships

**Invitational Tournament Information**

The tournament application form is available in your Registry. The application, tournament rules and a check, payable to USA Hockey, for applicable fees are required 60 days prior to the start of the tournament: \$50 if all US teams; \$75 if any Canadian or other foreign teams. Presently, ASHA does not charge an invitational tournament fee; however there is a \$100 late fee imposed if applications are not submitted 60 days in advance.

**DO NOT SIGN OR DATE ANY OF THE FORMS WHERE IT SAYS REGISTRAR!! THAT IS WHERE THE ALASKA/HAWAII ASSOCIATE REGISTRAR SIGNS.**