

# TECHNICAL BULLETIN

## Connecticut Hockey Conference New England District USA Hockey Registry 2017-18 Season

Connecticut Associate Registrar:

MARY TURNER  
126 BROOKSVALE AVE  
HAMDEN, CT 06518-1205  
Cell (203) 915-6336  
Home (203) 407-1222  
MTURNER126@ATT.NET

### **ONLINE REGISTRATION FOR USA HOCKEY – REQUIRED FOR ALL PROGRAMS**

Online registration is the safe, secure and preferred method for associations / local programs to use to register their members with USA Hockey. The **USA Hockey Waiver of Liability** is completed during online registration; copies of Waivers are therefore **NOT** required for those registering online.

Instruct your members to go to [www.usahockeyregistration.com](http://www.usahockeyregistration.com) to register. Once complete, they can print the confirmation receipt or email it to you. When you have the confirmation numbers, enter them into the Registration section of your Registry. Click Submit Member List to link to the USA Hockey database & receive your records. All data the participant entered during the online registration process will be in your Registry completing the registration process & allowing participants to be placed on a roster.

**Important:** You must transmit **all** players and coaches, including LTP and Clinic players. 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.

### **AFFILIATE FEE**

The USA Hockey Individual Membership Registration fee is \$40 per member. This is collected during online registration. USAH does not charge for Players age 6 and under (birth year 2011 and later). **CHC Affiliate fees** - The CHC fee is also collected when registering online and is \$7.50 for ages 7-19 and \$0 for 6 & under and 20 & over.

**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 Registrar.

You will then enter **TEAM NAME** – a maximum of 35 characters – your choice. Please do not assign colors to teams in this field unless they are equal. I will not know that your Blue team is your #1 team and that Red and Green are lower level or house teams.

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

#### Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

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.

Based on the new USA Hockey Rules, **NO** players age 12 or younger will be approved on National-Tournament Bound Tier I or Tier II Youth or Girls 14U rosters.

**Reminder: age classification implemented in the 16-17 season:**

**Fifteen (15) (Tier I National Bound Teams only)**

15 Only birth year 2002

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.

**OFFICIAL TEAM ROSTER**

Remember that player signatures are no longer required on Rosters. **All travel team 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 do print a Roster, be sure to print from the link. This is the Official Roster but with limited Player information.

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

- ❖ You will not be able to add a Coach to a Youth/Girls/HS 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/HS Roster until their SafeSport training has been completed.

No rosters will be needed for house, learn to skate, clinic etc. **Note: HOUSE LEAGUES, LEARN TO SKATE, CLINIC, ETC MUST CLAIM ALL PARTICIPANTS THROUGH THEIR REGISTRY**  
Rosters will be needed for all travel teams.

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.

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 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.

**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.
- ❖ **NEW FOR THE 2017-18 SEASON:** The Participant Code of Conduct is no longer a required document. It is still available in your Registry or you can create one for your program. Codes of Conduct are encouraged. However, 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.**

Do not publish the Participant Claim Form or the USA Hockey Waiver 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