



Important Information

July, 2017

To all Local Program Registrars,

Welcome to your USA Hockey Registry. This is the fourth year for our web-based registration program accessible from any computer, tablet or smart phone, through the USAH Portal. The Registry is provided at no charge to all USA Hockey member programs. You are required to use this program to claim (transmit) all player and coach confirmation numbers to complete their registration and ensure all member benefits are in place.

NOTE: The Registry is for your use only. You are responsible for the security of all data collected. **Do not share your user name and password.** All requests for second users to be added must be submitted to your District Registrar.

Online Registration

All members (players, coaches, team managers, volunteers) complete their USA Hockey registration online at www.usahockeyregistration.com.

Important Information for the 2017-18 Season

- You must transmit all member's confirmation numbers through your USAH Registry in order to receive their data and assure your program gets credit for its members. **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.** All Players must also be transmitted – whether they are on a Roster or not.
- Each time that you sign into the USAH 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.

How to transmit your Players, Coaches, Managers and Volunteers

1. Collect Confirmation numbers/bar codes.
2. Log in to the USAH Registry, click on Registration.
3. Enter member type (C-coach, P-player, M-Manager, V-Volunteer)
4. Enter or Scan Confirmation Number(s) – **one or as many as you want.**
Online confirmation numbers are 9 digits and 5 letters.
For the 17-18 season, the 4th digit will always be a 8.
5. Click 'Submit Member List'

NOTE: Confirmation numbers can also be collected in an Excel spreadsheet and imported into your Registry. Two fields are required: Member Type (C, P, M or V) and Confirmation Number. Click on Import Members on the Registration screen to upload your file.

- A confirmation number is required to sign up for a USA Hockey Coach clinic, Age Specific Module, SafeSport online training and to access the USAH Coaching App.... Therefore, it's necessary for anyone who is going to be coaching to have an online registration processed.
BE SURE to have your Coaches register online.

- You are **NOT** required to have the confirmation page and printout of the waiver on file or in a team's book. All you need is the confirmation number so you can transmit it.
- If your program has a website that collects registration data, the process can be integrated with USA Hockey online registration; call 1-800-566-3288 ext 123 for details.
- The earliest date for games to count for National Tournament-bound teams toward the 20/10 or 14/10 game requirement is August 15.
- **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.
- **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.

SafeSport Online Training Program

USA Hockey has an extensive SafeSport program that provides resources to ensure the safety of all involved in the game both on and off the ice. This online training is free of charge to any employee, coach, official, volunteer or parent that is registered with USA Hockey as a Coach/Player or Manager/Volunteer (at no charge).

Note: all Coaches and Managers are required to complete the SafeSport Training Program every two seasons. This training is to be completed PRIOR to any participation with youth players. **New this season: 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.** There is a refresher course available for those who need to re-certify. The Safe Sport website will direct those eligible to the Refresher course. The link to the SafeSport website is on the home page of your USAH Registry.

The words "SafeSport Verified" will appear on the Personnel screen for any member who has completed the training. That information will also be reflected in the Staff area of the Official Roster and on the Credentials Verification sheet. You can also generate a SafeSport Report from your Registry

Managers and Volunteers can register online

Team Managers and Volunteers can register online at no charge. This registration does not allow on-ice participation but is a way for you to have Team Managers and Volunteers in your Registry. The confirmation number that they receive is required for the SafeSport training. Collect the confirmation numbers and transmit as M or V. These confirmation numbers are different from Coach/Player numbers – there are 2 X's after the 9 numbers. Manager/Volunteer Confirmation numbers cannot be transmitted as Players or Coaches. However, if you have a Manager or Volunteer who is registered as a Player or Coach in another program, you can use their Player/Coach confirmation number and transmit it as an M or V through your Program.

Date of birth and US citizenship verification

If a birth date or citizenship has been verified to the USA Hockey National office, you will see the word 'Verified' next to the date and citizenship in the participant's personnel record. A verified symbol will also appear on the Official Roster and on the Credential Verification form. Copies of birth certificates are not required to be collected or carried for those participants who have the verification symbol in the 'V' column of the Official Roster.

Creating Teams and Rosters

After you've transmitted your player and coach registration confirmation numbers you're ready to create Teams and Rosters. Click **TEAMS** and consult your **Technical Bulletin** for instructions about creating Teams and Rosters. For a step by step guide to building Teams, click on the 2017-18 Creating and Submitting Teams document available on the home screen of your Registry. **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.**

Number of Players allowed on a Team

A limit of twenty (20) players at any one time may be registered per team except for high school, girls' high school, college and women's college who may roster 30 players and may dress 20 players and, adult and women's teams who may roster 25 players and may dress 20 players. Affiliates may allow their Post season (Spring/Summer) teams formed to play between the end of the last USA Hockey National Youth/Girls Championship and August 31 to have a limit of twenty five (25) players on a roster and may dress twenty (20) players per game. Check with your Affiliate for more information.

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

Please refer to the end of this document for the complete wording of these 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

Non-US Citizen Information

International Ice Hockey Federation regulations require that all non-US citizen players on youth and girls/women's classification teams be transferred by means of a letter of approval. There is no fee to process this written transfer for youth aged players. There are three Transfer Forms in your Registry – one for Canadian Women, one for Canadian Youth and a separate one for all other non-US citizens. Complete the appropriate form for all non-US citizen youth and girls/women's players in your program before games are played. There is a fee for transferring women's players 18 years of age or older on national championship bound teams along with male players 18 years of age or older.

In addition to a completed Transfer, non-US citizen youth and all female players must also provide proof of resident status in the US. Additional information is available on the Youth Transfer Forms.

When a non-US citizen's transfer is complete and proof of resident status has been approved by the national office, the player's record will be marked as 'Transfer Complete' in the national database. This information is also reflected on the Official Roster and the Credential Verification sheet.

There is a rule limiting the number of non-US players in this country without their parents (student visa) for participation on Youth and Girl's National-Tournament bound teams. All girls' national championship-bound teams are restricted to only two (2) players and all youth national championship bound teams shall be restricted to only four (4) players, in either case, that are non-U.S. citizens temporarily residing in the U.S. under any combination of the following immigration visa categories: F. Academic Students; J. Exchange Alien Visa; P. Athletes and Entertainers [excluding their spouses and children under visa category P-4]; Category M. Non-Academic Student and Q. International Cultural Exchange Program participants. This restriction does not apply to non-U.S. youth here with their parents on approved Visas.

Invitational Tournaments

If your program is hosting an invitational tournament, you are required to sanction the tournament by submitting the Invitational Tournament Application form. You are also required to verify that **all** participating teams are properly registered with USA Hockey or their country's federation -- A USA Hockey **Official Team Roster Form (1-T)** approved by the District or Associate Registrar shall be proof of proper registration and individual player age. Invitational tournaments shall not require player birth certificates for review. **Travel Permits** are required for any team from an affiliate requiring Travel Permits, and are required for **all Canadian teams**. An **International Competition Travel Form** is required for all other foreign teams. All forms are available in your Registry – click on 'Forms'.

USAH Forms

Click on Forms to access a number of current forms including the **Participant Accident Claim Form and Member Brochure** which should be provided to any member who is injured while participating with your program. **Before you sign a claim form for USA Hockey, make sure that the participant is properly registered with your association.** Please do NOT post the Claim Form on your program's website.

Reports

There are several premade Reports in your Registry. You also have the option of creating a Custom Report.

Security

Be sure to shred any documents containing personal information prior to discarding. Please do NOT post the USA Hockey Waiver Form, Participant Accident Claim Form or the IMR (Individual Membership Registration form) on any website.

USA Hockey Member Number Information

USA Hockey does not issue permanent **Member Numbers**. However, each participant has a current season registration number which is their confirmation number generated during online registration.

- To get a reprint of a confirmation page – go to www.usahockey.com, click on Register Online and then on 'Request Duplicate Registration Confirmation' under Member Options.
- Players, Coaches, Managers and Volunteers are sent an email when their registration is transmitted by a member program. This email includes their current season registration number and can be used as proof of current registration. Member cards are no longer mailed.
- To look up a confirmation number through your Registry, click on Registration and then Member Lookup – enter last name, first name, date of birth and state.

Technical Support – Suggestions

Click on the ? on any screen, complete the form and it will be sent to us. The email address is usahregistry@usahockey.org or call 1-800-566-3288, ext 123.

Please refer to pages 5 and 6 for information about new Rules & Regulations that take effect in the 2017-18 season.

Thank you for all you do for your program. Have a great season!

USA Hockey Member Services

III TEAM MEMBERSHIP AND REGISTRATION (p 136-139)

E. Youth Tier I Standards and Criteria

This section is effective as of the 2017-18 season.

USA Hockey recognizes Youth Tier I programs/teams only at the 14U, 15 Only, 16U and 18 age levels. The following criteria must be met for any team to be classified as a Tier I team in any Affiliate:

- Tryouts for Tier I teams must be published and advertised. No youth Tier I or II team may recruit or solicit players or offer hockey contracts to players for the following season, or hold development camps, tryouts, player selections or any activity that could be construed as a tryout/solicitation or recruitment for the following season, until 48 hours after the last game of Youth National Championships (both Tier I and Tier II Nationals must be completed). For example, if the National Tournament ends at 4 pm on Monday, tryouts can begin after 4 pm on Wednesday. Any violation of this prohibition may subject the coach, team, program and/or responsible administrators to appropriate discipline, or ineligibility of the team or coach, as determined by the Affiliate.
- The number of Tier I teams in each Affiliate in each age classification shall be limited by the number of players registered in that Affiliate in that age classification. In each age classification, the Tier I teams shall not exceed fifteen percent (15%) of the total players registered in that age classification in that Affiliate two seasons prior (i.e., the player registration numbers in USA Hockey's Final Registration Report for 2015-16 would be used to determine the number of teams permitted in the 2017-18 season, and similar calculations would be made in subsequent seasons). Each Affiliate's player registration numbers for the preceding season shall be provided on or before September 1 each year. For the purposes of this calculation, each team shall be presumed to have twenty (20) players. For example, the total number of players in that age classification shall be multiplied by 15%, and the product shall then be divided by 20 players, which shall determine the number of Tier I teams permitted in the Affiliate. If an Affiliate has 360 players in an age classification in the 2015-16 season, then 15% of that number would equal 54 players. In order to have teams of 20 players, the Affiliate would be limited to two Tier I teams at that age classification in the 2017-18 season. In Affiliates that allow programs to have multiple Tier I teams in an age classification (e.g., Major/Minor, National/American), then only the teams that are national tournament bound shall count against the limitations on Tier I teams in this paragraph. Notwithstanding the limitations in this paragraph on the number of Tier I teams permitted in an Affiliate based on the number of players registered, subject to Affiliate approval and satisfaction of all other requirements of this Section E, each Affiliate shall be permitted to have at least one team per age classification.
- Notwithstanding the use of 20 players per team in the calculation of the number of teams that may be registered in an Affiliate at the Tier I level, all teams at 14U, 15 Only, 16U and 18U classifications must have a minimum of 15 players (including goalkeepers).
- In order for any team to be eligible for National Tournament play, the program/association must have been in existence and registered with the applicable Affiliate for a minimum of three (3) prior consecutive years.
- The Association/Program must have at least two (2) National Tournament Bound teams from the 14U, 15 Only, 16U or 18U age categories in either the Tier I or Tier II categories, each of which must have a minimum of 15 players per team.
- It is recommended that each player on the team have on-ice and off-ice practices consistent with the ADM recommendations for that age group (which practices may include practices on other teams).
- Notwithstanding anything to the contrary in this Section E, each Affiliate shall be permitted to "grandfather" any Tier I team(s) that were in existence in the 2016-17 season, and in the Affiliate's discretion may allow such team(s) to continue to be classified as Tier I so long as such programs continue to register team(s) in that age classification. If an Affiliate chooses to reduce the number of Tier I teams beyond those permitted in this Section E, then the Affiliate may do so through the Affiliate's rules or decisions. The Youth Council recommends that each Affiliate's teams do not exceed a maximum of 15% of the total players registered in that age classification in that Affiliate two seasons prior.
- Any exceptions to the above limitations on teams may be granted by the Youth Council.

F. Girls Tier I Standards and Criteria

This section is effective as of the 2017-18 season.

USA Hockey recognizes Girls Tier I programs/teams only at the 14U, 16U and 19U age levels. The following criteria must be met for any team to be classified as a Tier I team in any Affiliate:

- Tryouts for Tier I teams must be published and advertised. No girls Tier I or II team may recruit or solicit players or offer hockey contracts to players for the following season, or hold development camps, tryouts, player selections or any activity that could be construed as a tryout/solicitation or recruitment for the following season, until 48 hours after the last game of Girls National Championships (both Tier I and Tier II Nationals must be completed). For example, if the National Tournament ends at 4 pm on Monday, tryouts can begin after 4 pm on Wednesday. Any violation of this

prohibition may subject the coach, team, program and/or responsible administrators to appropriate discipline, or ineligibility of the team or coach, as determined by the Affiliate.

- The number of Tier I teams in each Affiliate in each age classification shall be limited by the number of players registered in that Affiliate in that age classification. In each age classification, the Tier I teams shall not exceed twenty percent (20%) of the total players registered in that age classification in that Affiliate two seasons prior (i.e., the player registration numbers in USA Hockey's Final Registration Report for 2015-16 would be used to determine the number of teams permitted in the 2017-18 season, and similar calculations would be made in subsequent seasons). Each Affiliate's player registration numbers for the preceding season shall be provided on or before September 1 each year. For the purposes of this calculation, each team shall be presumed to have eighteen (18) players. For example, the total number of players in that age classification shall be multiplied by 20%, and the product shall then be divided by 18 players, which shall determine the number of Tier I teams permitted in the Affiliate. If an Affiliate has 350 players in an age classification in the 2015-16 season, then 20% of that number would equal 70 players. In order to have teams of 18 players, the Affiliate would be limited to 3 Tier I teams at that age classification in the 2017-18 season. In Affiliates that allow programs to have multiple Tier I teams in an age classification (e.g., Major/Minor, National/American), then only the teams that are national tournament bound shall count against the limitations on Tier I teams in this paragraph. Notwithstanding the limitations in this paragraph on the number of Tier I teams permitted in an Affiliate based on the number of players registered, subject to Affiliate approval and satisfaction of all other requirements of this Section E, each Affiliate shall be permitted to have at least one team per age classification.
- Notwithstanding the use of 18 players per team in the calculation of the number of teams that may be registered in an Affiliate at the Tier I level, all teams at 14U, 16U and 19U classifications must have a minimum of 15 players (including goalkeepers).
- In order for any team to be eligible for National Tournament play, the program/association must have been in existence and have registered Girls team(s) with the applicable Affiliate for a minimum of three (3) prior consecutive years.
- It is recommended that each player on the team have on-ice and off-ice practices consistent with the ADM recommendations for that age group (which practices may include practices on other teams).
- Notwithstanding anything to the contrary in this Section E, each Affiliate shall be permitted to "grandfather" any Tier I team(s) that were in existence in the 2016-17 season, and in the Affiliate's discretion may allow such team(s) to continue to be classified as Tier I so long as such programs continue to register team(s) in that age classification. If an Affiliate chooses to reduce the number of Tier I teams beyond those permitted in this Section E, then the Affiliate may do so through the Affiliate's rules or decisions. The Girls'/Women's Section recommends that each Affiliate's teams do not exceed a maximum of 20% of the total players registered in that age classification in that Affiliate two seasons prior.
- Any exceptions to the above limitations on teams may be granted by the Youth Council.

IX DISTRICT PLAYOFFS AND NATIONAL CHAMPIONSHIPS (p 155)

I. Age Classifications

(3) Participation in Older Divisions of District or National Championships – 2017-18 Season and Beyond

Beginning in the 2017-18 season, no player 12 years of age or younger (as defined in the age classification chart for the current season) is eligible to play on a team intending or declared to compete in the District or National Championships or playoffs leading thereto. A player 13 years of age or older may play on a youth or girls' team in an older classification at a District or National Championship Tournament only if the applicable Affiliate's rules or decisions, and the applicable local program's rules or decisions, permit that player to do so. A player residing in one Affiliate may not play on a team in an older classification in a different Affiliate unless both the Affiliate where the player resides and the Affiliate where the player desires to play have granted permission to play in an older classification. In the event a youth or girls player has been denied the permission to play in an older classification in the Youth or Girls' District or National Championships on a team in an Affiliate other than the Affiliate where the player resides, the player may appeal such denial to the National Championship Appeal Committee.

All other requirements, rules, regulations, operation and procedures of all USA Hockey District and National Championship Tournaments shall be set forth in the District and National Championship Tournament Guidebook.