

TECHNICAL BULLETIN

Montana Associations
Northern Plains District
USA Hockey Registry
2017-18 Season

Your USA Hockey representative:
Todd Porter
Phone: 406-256-3886 home
406-661-1181 cell
Email: toddmcse@msn.com

ONLINE REGISTRATION

Online registration allows individual members to register with USA Hockey. The **USA Hockey Waiver of Liability** is completed during online registration; copies of waivers are **NOT** required.

- 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 (birth year 2011 and later) and **MAHA fee** of \$13 for age 7-18, \$0 for 6&under and \$5 for age 19 & over.
- 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: 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 players and coaches to teams and create Official Player 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**

Building Teams

Select a Team Type and a Season Type. If you have questions, contact your USA Hockey Affiliate Registrar. **You will then enter TEAM NAME – a maximum of 35 characters** – composed of the Division designation with the order number. Example – the first Peewee Team is PW1 – Valley Ice Kings A, the second Peewee Team is PW2 – Valley Ice Kings B. Designation examples: Adult (AD), Women’s (WM), High School (HS, JV), Midget (MD), Girls/Women (GW), Bantam (BA), Squirt (SQ), Mite (MT), Tyke (TY), Development (DEV). This field allows a maximum of 30 characters, spaces are counted as characters. **There will be no exceptions to these.** Next comes: **Season Type, Team Type, Classification, Category, Division.**

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster. You must transmit ALL of your Coaches through your 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.

For all Tier I and Tier II teams (Youth and Girls) at age levels that have National Tournaments, there is a box to check if the team is National Tournament-bound. The approved Roster will reflect this selection.

NOTE: Based on new USA Hockey Rules, no players age 12 or younger will be approved on 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.

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.

TEAM ROSTER FORMS

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.

Deadline – Rosters must be received by the USA Hockey Associate Registrar for Montana, before any team plays a league or tournament game. Subsequent changes to a roster (additions/deletions) are allowed. For teams competing towards National Championships (Tier I, Tier II and Senior Women), final rosters and all additions/deletions must be received by the USA Hockey Associate Registrar for Montana by December 31. For teams competing on natural ice the deadline is January 20. House/Rec teams can roster all season long.

Credential Verification Forms

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.

❖ 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.**

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

Thank you for all your hard work and support.
Todd Porter