

# NEW YORK TECHNICAL BULLETIN

## 2017-2018 Season

Please refer to the USA Hockey **Important Information** Document accessible from the home screen of your Registry for additional information on the following topics:

- New Playing Rules and Regulations take effect for the 2017-18 Season
- 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
- Tier I Standard and Criteria for Youth and Girls' teams
- Tryouts/Player Selection for Tier I & II 14U-18U Youth and 14U-19U Girls Teams
- Participation in Older Divisions of District or National Championships

In addition to the items in the important document the NYRegistrar.com website is a great resource for registration information for the NY District, registration basics, news, sanctioned events and tournaments, credentials and hockey in NY.

***The subsequent information is specific to registration for the NY District***

### **ONLINE REGISTRATION**

Online registration for the 2017-18 season began on April 1, 2017.

- Each person/parent needs to be responsible for processing their own or their child's registration. **All Members (players, coaches, managers and volunteers)** are required to register online at [www.usahockey.com](http://www.usahockey.com) and then send the participant's confirmation number to you. There is a \$40.00 USAH fee as well as a \$8.00 NYS Hockey fee collected during online registration. Participants must register using their legal name, not a nickname or shortened name.
- Once you receive confirmation number(s) login to the USAH web-based portal registry and select 'Registration'
- Select appropriate member type and enter the confirmation number for all participants being processed. **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.**
- Click "submit member list" to link to the USA Hockey database and download requested records. All data the participant entered during online registration will be downloaded into your program as well as CEP data, **screening and safesport for coaches, volunteers and managers**. During this process each record is marked as transmitted which completes registration and makes the participant eligible to be placed on a roster.

**Important:** The online registration process **is not complete until you claim your participants** through your Registry. Once completed you may then assign your players, coaches **and staff** to teams and create the Official Team Roster 1-T.

Each time that you sign into your Registry you will receive the most current data for your members – completed coach clinics, coach modules, SafeSport training, **screening**, 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.

### **OFFICIAL TEAM ROSTER (1 – T)**

- ✓ All participants in your club must be placed on a roster
- ✓ You will submit your rosters through your web-based portal registry to your USA Hockey Registrar
- ✓ You will be able to view all pending rosters and will receive any/all approved Rosters back in your Registry
- ✓ You will also receive a public link to the Roster that you can distribute and publish 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 from the public link. This is the Official Roster but with limited Player information

- ✓ You must transmit ALL Coaches through your USAH Registry – Any adult who is on the ice or on the bench must be registered through your Program as a Coach – member type C
- ✓ Player signatures are not required on Official Rosters

### **Birth Verification**

- It is highly recommended that every player's *Birth Certificate* (house and travel) is verified by the USAH associate registrar for your section.
- It is **required that all players 8 and under and those players on national bound teams** (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey registrar for verification and affirmation prior to roster submittal and approval.
- **NEW 2017-18: The West Section of NYSAHA mandates all youth and girls' participants are birth and citizenship verified prior to roster placement and approval**

**Goaltenders** must be identified for all teams in the NY District. To add the position, click on the pencil to the right of the Player's name.

### **Out of district Players**

Any player from another USA Hockey Affiliate/District who wants to register and participate on a team within New York will not be permitted to register until he/she provides written documentation that he/she does not have any financial obligation, whether monetary or equipment, to any component of their previous Affiliate/District. Contact the USAH District Registrar or Associate Registrar in your section.

### **NEW 17-18 NY District:**

Youth and girl's player on a National Bound team in another district, who are eliminated from contention and did not qualify in the registered district for the National Tournament, are not eligible to join a National or State bound team in the NY District.

**NEW 17-18 West Section:** Players can only be registered (claimed) in one club. Dual registration in multi-organizations is not allowed in the West Section.

**District/National Tournament Bound Designation:** 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. All teams in NY need to make sure they also designate state/national tournament bound by placing the letters "TB" in their team name for all 12u, 14u, 15 only, 16u, 18u and 19u girls teams if they are NY District/National Tournament Bound. **DO NOT USE "NTB" in the team name.**

### **ROSTER CHANGES/SUPPLEMENTAL ROSTERS**

For any/all changes/modifications made to the original official roster of a team, the supplemented team roster will need to be re-submitted through the registry. Do not create a brand-new roster; make all changes to the original roster.

### **ROSTER SIZE**

Rosters cannot exceed the 20 player total limit with 18 Skaters maximum at any given time. **If you are adding a 21st player, you must drop someone from the current roster prior to adding another participant.**

**NEW 17-18: USAH:** 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.

**NEW 17-18 NY DISTRICT:** 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 in the USA Hockey Annual Guide) is eligible to play on a Tier 1 or Tier 2 team intending or declared to compete in the District or National Championships or playoffs leading thereto. **However, players 12 years of age as defined in the age classification chart for the current season may participate on a Tier III 14U team eligible for a NYSAHA Championship.**

**NEW 17-18 USAH:** Tier I level, all youth teams at 14u,15, 16u, and 18u and Girls Tier 1 teams at 14U, 16U and 19U classifications **MUST HAVE A MINIMUM OF 15 PLAYERS** (including goalkeepers).

**REMEMBER – USAH/NYSAHA RULES ONLY ALLOW PROPERLY CERTIFIED COACHES LISTED ON THE ROSTER TO BE ON THE BENCH (MAXIMUM OF FOUR) DURING GAMES, THIS INCLUDES PRE-SECTIONAL, SECTIONAL AND NY DISTRICT TOURNAMENTS.**

**ROSTER LIMITS (Youth/Girls Teams)**  
**20 PLAYERS TOTAL INCLUDING GOALTENDERS**  
**18 SKATERS MAXIMUM**  
**4 NON-PLAYERS ON BENCH**

**BUILDING TEAMS *overview***

**To Create an Official USAH Team Roster:**

**CLAIM** all participants to your registry using the “Registration” tab on the top menu bar. You can import data from word or excel and/or by copy/paste in the import feature. When using the “import” function there must be at least two (2) columns of data: one for the confirmation # and the other for Member type (order of columns is not important). You will be asked to define each of the columns prior to import as either confirmation #, member type or ignore (only if there are multiple columns imported). Large lists do not import well therefore keeping the list manageable in advised.

**BUILD**

After participants are claimed in your Registry Click “TEAMS” on the top menu bar, then select “Create Team” from the left side menu.

This year’s Portal Registry will feature Intuitive selection criteria for building teams and will be based on the prior selection of the menu items. The flow of data will be as follows: Team Name → Season Type → Team Type → Classification → Category → Division = Save

**TEAM NAME**

Type the team name in the designated area. Be as specific as you can: add **“TB”** to the team name if the team is state/national tournament bound in NY.

**NEW 17-18 NY DISTRICT: The TEAM’S NAME listed on the roster and all scoresheets MUST reflect the USA Hockey registering organization name not a pseudonym or nickname.**

**SEASON TYPE**

There will be 4 locked season types: Regular, Pre/Post, Spring/Summer and Invitational tournament; with no other options available. Select the appropriate season type for the team you are creating.

**TEAM TYPE**

There are 5 locked team types: Youth, Girls, Adult, Women and Disabled. Select the appropriate team type for the team you are creating.

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. All teams in NY need to make sure they also have TB in their team name if they are NY State/District tournament bound.

**CLASSIFICATION**

This is the Age classification of the team you are creating and will be based on the “TEAM TYPE” selected

CLASSIFICATION				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
18 & Under	Girls 19 & Under	Adult US	Women's Senior A	Adult Sled
16 & Under	Girls 16 & Under	Adult NC	Women's Senior B	Youth Sled
15 Only (Tier I)	Girls 14 & Under	Adult NC 30+	Women's Senior C	Special
14 & Under	Girls 12 & Under	Adult NC 40+	Adult Women's Rec 30+	Amputee/Standing
12 & Under	Girls 10 & Under	Adult NC 50+	Adult Women's Rec 40+	Warrior-(Military-Sled)
10 & Under	Girls 8 & Under	Adult NC 60+	Adult Women's Rec 50+	Warrior-(Military-Standing)
8 & Under	Half/Cross Ice	Adult NC 70+	College	

Half/Cross Ice 6 & Under Cross Ice HS/Prep Div 1 HS/Prep Div 2	Girls Mini – Mite 6U Cross Ice  HS/Prep Div 1 HS/Prep Div 2	College		
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**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.

**CATEGORY**

Select the category that corresponds with the team you are creating. The category will define the competitive level of the team: i.e. Travel, House/Rec, Tier I, II, III, etc.

Only use the Tier I, Tier II or Tier III Category designation if the team is District/National Tournament Bound at their respective level. All other teams will either be “TRAVEL”, “HOUSE/REC” OR “N/A”. There is no “Tier” Category Designation available for teams at the 10U, 8U or 6U classifications.

CATEGORY				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
For 12U and above ONLY: Tier I, Tier II, Tier III	For 12U and above ONLY: Tier I, Tier II, Tier III	House/Rec Travel N/A	House/Rec Travel N/A	House/Rec Travel N/A
All Classifications House/Rec Travel Middle School N/A	All Classifications House/Rec Travel Middle School N/A			
Mite and Mini Mite	Mite and Mini Mite			

**DIVISION**

The Division further defines a level of play

DIVISION				
YOUTH	GIRLS	ADULT	WOMEN	DISABLED
AAA AA A N/A	AAA AA A N/A	A B C N/A	N/A	N/A
Mite & Mini Mite N/A	Mite & Mini Mite N/A			
High School: VAR JV N/A	High School: VAR JV N/A			

## **TOURNAMENT BOUND TEAMS (TB)**

There will be an option to designate a team roster as “TB” tournament bound. All teams that are national tournament bound (Tier I and Tier II) and Tier III state tournament bound teams in NY must designate the team as TB. All other teams will not have this designation.

## **HOME AND AWAY COLORS** - optional

**SAVE** - Save your team!

## **ADDING PARTICIPANTS AND STAFF**

After a team has been created participants and staff can be added to the team.

In the team screen select the team that you will be adding participants and staff to. Click the “ADD PLAYER” button. In the next screen select the players from the list to add to the team. When your participants are selected click the “ADD PLAYERS” button; this will return you to the team screen. Follow the same procedure for adding the staff: Coaches, assistant coaches and Manager.

**Coaches and staff must have proper credentials prior to roster placement and approval. This includes valid screening, SafeSport, unexpired CEP and module.**

## **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.

## **HEAD COACH DESIGNATION, ASSIGNING JERSEY #'S AND POSITION**

A head coach must be designated on each team roster. To designate a head coach: while in the team screen with the roster showing of the specific team, click the pencil icon next to the coach that will be designated as the head coach. A “Staff Options” pop up box will appear. Next to position select the designation to assign to this person and save. Follow the same procedure to assign positions to the remaining staff. Jersey #'s can be assigned to each player on the team if so desired using the same process.

## **DESIGNATING GOALTENDERS**

Every roster **MUST** identify the goaltenders on the team. Select the “pencil” next to the goaltenders on the team and define their position on the pop up box then save.

## **SUBMITTING ROSTERS**

After the roster is set with the participants and staff the roster must be submitted for approval. Click the “Submit Team” button on the left side menu.

## **REDLINE/REJECT**

Players and staff may be redlined if they do not meet proper requirements. Check your rosters carefully and contact your associate registrar to discuss.

## **INFORMATION FOR HIGH SCHOOL TEAMS**

**High School/Prep School Division 1:** Formal high school and prep school teams or non-varsity teams consisting of full-time students attending the same high school or prep school or full-time students that are eligible to play sanctioned varsity sports at that school.

**High School/Prep School Division 2:** Formal high school and prep school teams or non-varsity teams consisting of full-time students attending more than one high school/prep school.

**Girls' High School/Prep Division 1:** Formal high school and prep school teams or non-varsity teams consisting of full-time students attending the same high school or prep school or full-time students that are eligible to play sanctioned varsity sports at that school.

**Girls' High School/Prep Division 2:** Formal high school and prep school teams or non-varsity teams consisting of full-time students attending more than one high school/prep school.

## **IMPORTANT NOTES**

### **District and National Tournament Bound Teams:**

- Players may only be rostered on one tournament bound team. This applies to both youth and girls.
- **The roster must clearly state that the team is tournament bound (TB).**
- **Team name MUST reflect the registering organization's name not a nickname on all documents**

Only games played on or after the date the District Registrar and/or Associate Registrar approves/certifies the Player Roster form may be counted toward the 20/10 (Youth Boys) or 14/10 (Girls/Women) 10/8 (18 & Under, 16 & Under Tier III) 10/5 High School credential rule.

In order to be eligible to compete in State and/or National Championships, the Official Team/Player Registration Roster or Supplemented Roster (rosters with changes to the Official Team/Player Roster) must be received by the District Registrar/Associate Registrar no later than December 31, 2017 for youth and girls/women and February 15, 2018 for High School. In addition, no player may be rostered onto a tournament bound team after the earlier: commencement of the applicable section tournament or playdown, and/or December 31<sup>st</sup> of the current year except for full season 18 & Under/16 & Under teams who have until December 31<sup>st</sup> with the approval of the respective section president.

- Game score sheets used to verify the 20/10, 14/10, 10/8 and 10/5 rule, must contain only names found on the Player Roster form (1-T) for that team. **Teams are mandated to use their registering organization name on all scoresheets** for them to count toward the team and player credential.

### **Credential Book:**

- Every Tournament Bound team must compile a Credential Book. Instructions and video for compiling the credential book are available online at [www.NYRegistrar.com](http://www.NYRegistrar.com) under the credentials link.
- **\*\*\*It is required that all players 8 and under and those players on national bound teams (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey registrar for verification and affirmation prior to roster submittal.**

### **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.
- A **Credential Verification Sheet (CVS)** must be created for each team with the players and coaches printed on the form for inclusion in the team's credential book. Use this form for all teams going to state tournaments and/or National tournaments from your organization. To access the form click "reports" in your Registry. To create the CVS select the team from the Team list and click on Credential Verification.
- The team history also needs to be placed in the book.
- Organizations are solely responsible for properly rostering teams and submitting the information in a timely manner to the associate registrar.

## General Information

### USA Hockey Tournament Sanctioning:

- To sanction an Event and Invitational Tournament in NY, the ONLINE Invitational Tournament Application request form must be completed. The form is located at <http://www.nyregistrar.com/tournaments>. Only online request will be considered and processed for sanctioning.
  - **Tournament Rules:** you are required to provide a copy of the tournament rules
  - **Fees:** Online payment using a credit card, PayPal, or E-check is required in the amount of \$50 for only USA Hockey Teams participation, the amount of \$75 is required if your tournament will include other IIHF teams.
- All sanctioned tournaments will be given a tournament number and published at [www.nyregistrar.com/sanctioned-events](http://www.nyregistrar.com/sanctioned-events). This is the only official listing of sanctioned events in NY. The tournament chair will receive an official sanctioning certificate once the application is processed and approved.

**TRAVEL PERMITS:** travel permits are mandatory for all teams traveling to Canada. The travel permit request form is located in your registry. It is required that the form be completed for each instance of travel to Canada and submitted to your USAH Associate Registrar for approval at least 2 weeks prior to travel.

### 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. The Coaching Education Program, SafeSport & Screening and Redlined Members reports should be reviewed frequently and sent to the appropriate people in your club for review and reference.

### Forms:

- The USAH Registry contains all forms needed for the season. The Participant Accident *Claim Form* is available to print out from your Registry for participants injured during sanctioned events. Click on "Forms" and select "Claim Form". Before you sign a claim form, make sure that the participant is properly registered with your association as required by USA Hockey and the event where the injury occurred was properly sanctioned. Do not publish this form in any public forum and/or on any website.

### Grow the Game:

- Grow the Game events such as "Try Hockey for Free", 2 and 2 challenge can be sanctioned as USA Hockey events with the approval of the District Registrar. The steps to process and guidelines for consideration are:
  1. Each participant is required to wear gloves (of any kind) and a helmet.
  2. Completed IMR/Waiver form
  3. Properly registered, certified coaches required to be on-ice.

### Membership Resources:

USAH makes available many resources. **Club Excellence** is a new online portal system designed to give the 1,500 youth USA Hockey associations a unique home to drive organizational success. The portal walks youth hockey leadership through the day-to-day needs of running a successful youth hockey association.

To access to the portal, an association's President or Vice President must submit their information through the link below. Once the registration is confirmed, they may invite the rest of the board to join them in the portal. Each leader has a job description, monthly tasks and a resource center with quick reference templates / best practice guides that relates to their association role.

**ASSOCIATE REGISTRARS CONTACT INFORMATION:**

Website: [www.nyregistrar.com](http://www.nyregistrar.com)

**Central – all NYH1’s**

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THANK YOU FOR ALL YOU DO!!