

**USA HOCKEY REGISTRY  
2017-18 SEASON  
TECHNICAL BULLETIN  
SOUTHEASTERN DISTRICT**

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**ONLINE REGISTRATION**

Online registration allows your individual members to register with USA Hockey. The **USA Hockey Waiver of Liability** is completed during online registration; copies of Waivers are **NOT** required for those registering online. To register online, follow these steps:

- 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 and Affiliate fees from \$4 to \$10 for age 7 and over 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.

**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.**

**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**

**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.

**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.

**Building Teams**

THERE ARE NO USA HOCKEY OR AFFILIATE FEES FOR REGISTERING 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.**

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 is 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.

**For Potomac Valley Amateur Hockey Association (PVAHA) teams only:**

AAA/Tier I, AA/Tier II and A/Tier II teams will not be approved unless submitted by an approved Tier I/Tier II association and in accordance with local Affiliate rules/regulations and By-laws. AAA/Rec or AAA Invitational Tournament rosters will not be approved during the regular USA Hockey season from September 1<sup>st</sup> until after Nationals. Any AAA/Rec or AAA/Invitational Tournament roster that is approved during the off season will expire on August 31<sup>st</sup>. AA/Tier II will not be approved unless the team is National Bound. Sanctioned Leagues may request the affiliate to allow all teams in that league to be allowed to register at Tier II.

**Recreational** teams may play other association's teams but do not qualify for Affiliate or District Playoffs or National Championships. Non National Bound teams may submit all Classes except AAA during the USA Hockey regular season from September 1<sup>st</sup> through Nationals.

The following teams are required to **submit** Rosters for certification:

- **All** Tier I and Tier II teams competing toward a National Championship.
- **All** Girls/Women's teams competing towards a National Championship.
- **All** league teams.
- **PVAHA High School teams**, and, **and all other High School teams in the District**, if required to do so by area High School leagues.
- **Any team** (including Rec teams) **playing a team outside of our Affiliate or District.**
- **Any team** (including Rec teams) **participating in a USA Hockey sanctioned Invitational Tournament.**
- **All Other Teams** as determined by the applicable Affiliate.

**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.

**Note:** All Coaches, Managers and Staff are required to have completed their SafeSport Training prior to participation in their local program. For all Youth/Girls Rosters submitted: any Coach, Manager or Staff who does not have Screening completed will be redlined (removed) from the pending roster. PVAHA Only: All Tier I, Tier II and Travel rosters requires that a Manager be listed and the Manager needs to complete Safe Sport and a Background Screen prior to roster approval.

#### **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.

**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 – member type C.

#### **ASSIGNING PLAYERS, COACHES, AND MANAGERS**

**All rosters must be certified and dated by your Associate Registrar before they are official and before your game count begins.**

**IMPORTANT:** For teams competing towards National Championships (Tier I, Tier II, High School, Girls', and Senior Women), certified rosters must be received by the USA Hockey

Associate Registrar (at the address enclosed) as soon as possible so they can be certified and dated for game counts to begin. Games played before the roster has been certified will not count toward the number of games needed to qualify for post-season play.

**Be sure your roster does not go over twenty players at any given time.** The only teams allowed to have more than 20 players are High School and Men's/Women's Adult teams.

## **DEADLINES:**

**Tier I, Tier II, Girls', and Senior Women** - final rosters and all additions/deletions must be received by your USA Hockey Associate Registrar **no later than 12/31**. **High School rosters must be submitted no later than 2/15**. Coaches, with proper certification and managers may be added at any time.

**House and Recreational teams** – follow your appropriate league, association or Affiliate rules.

## **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.**

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 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