

TECHNICAL BULLETIN

TEXAS AND OKLAHOMA ASSOCIATIONS

USAH Registry
2017-18 SEASON

ONLINE REGISTRATION

All associations are required to instruct their members to register online with USA Hockey:

- Members should go to www.usahockeyregistration.com to register and pay the USA Hockey & Affiliate fees with a credit card, debit card or gift card.
- The receipt with the confirmation number should be sent to you (the association registrar)
- Each participant age 7 or older (birth year 2011 or earlier) will be charged the USA Hockey fee of \$40 if signing up as a player or coach. This fee is waived for 6 and under (birth year 2011 or later). 6U players must still complete the registration.
- The Texas affiliate fee is \$8 for players between the ages of 7-18 (birth years 1999-2010) and \$6 for age 19 and over (birth years 1998 and over)
- All of your approved managers and volunteers should also register online (select ice MANAGER/VOLUNTEER) and submit their confirmation numbers to you. The manager/volunteer confirmation number will have "XX" as the first two letters.
Manager/volunteer registration is free; however, it does NOT allow on-ice participation. A coach or player may act in the capacity of a manager and their confirmation number can be transmitted through the registry as a manager or volunteer.
- The USA Hockey Waiver of Liability is completed during online registration. Copies of waivers are NOT required for anyone who registered online.

All associations MUST claim their members:

- Login to your registry and select "registration".
- The easiest way to add multiple participants at once is to use the "import members" option and upload a spreadsheet with the data. Data must be in separate columns. You must have a column for confirmation numbers and a column indicating the member type – p, c, m, or v. When prompted, identify these two columns. You can "ignore" any other columns. Click "submit member list". All data the participants entered during online registration will be sent to your registry completing the registration for the participants and activating their USA Hockey benefits.
- You can also add members one at a time by selecting the appropriate member type and scanning or typing in the confirmation number for the participant.
- 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.** You may then assign your players and coaches to teams and create official player rosters as needed.
- You do not need to save confirmation pages once you have claimed your members.

OFFICIAL ROSTERS

Creating official rosters:

- Teams that will be participating in league play/tournaments/games against teams from other associations must create a roster.
- Once you have claimed your members, go to "teams". Select "create team".
- The team name is your choice. Up to 35 characters.

- Select the season type. For Fall only teams, use the pre/post option. Tournament rosters should go under the invitational tournament option.
- Select team type and classification. In order to select A, B divisions, you will need to select “travel” for the category. High School teams should be classified as HS (division 1 if all players from one HS; division 2 if players attend multiple HS’s).
- When entering a tier team, you will see a message asking you to indicate if the team is national bound. If this is checked, the national bound status will be reflected on the roster.
- Once your team is created, add players, coaches, and managers as needed.
- The pencil icon allows you to edit the participants. Each youth, disabled youth, or girls’ team **MUST** have a head coach designated. Use the edit function to indicate the head coach.
- It is also possible to add player positions or jersey numbers, though not required. When creating 14U, 15 only, 16U, 18U, 19U or HS teams you will see a prompt suggesting you identify goalies. If identified, the goalies will receive development related information throughout the year.
- When the roster is finished “submit” the roster for approval by your affiliate registrar.
- You will receive an email with a link to the approved roster. The roster will also show as approved in your registry. You can distribute the roster link as needed. It will remain the same all season and will reflect any further changes made to the roster as they are added.
- If you need to print a roster, be sure to do so from the link. This is the official roster, but with limited player information.

ROSTER REQUIREMENTS

Rosters MUST be submitted to the Texas/Oklahoma Affiliate Registrar BEFORE any team participates in an exhibition, league, non-league, or tournament game in the current playing year.

SafeSport:

- **NEW for the 2017-2018 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.**
- SafeSport training is available free of charge to anyone (including parents) as long as they have a USA Hockey confirmation number.
- SafeSport is good for two seasons. There is a refresher course available for those that have taken the course before, but need to recertify.
- 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 in your program who has current/completed SafeSport training. That information will also be reflected in the staff area of the official roster. You can generate a SafeSport report from your registry as needed.

TAHA Background Screening Requirements:

- **All coaches, managers, etc. (anyone listed on the roster that is not a player) must have a background check prior to being added to any team roster. NO EXCEPTIONS.**
- All background screenings will be conducted through NCSI through the link provided on the TAHA web-site (www.tahahockey.org).

Other Requirements for Coaches:

- NEW for the 2017-2018 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.
- Remind your coaches that they must have current CEP completed by 12/31 or they will be removed from all rosters as of January 1st.
- **Please encourage coaches to use the exact same name/spelling for clinics, modules, USA Hockey registration to ensure that their credentials show up in the data base.**

Age Requirements and Birth Certificates:

- 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.
- TAHA Member Associations may have two (2) 8U (Mite Major) players play-up on a 10U team.
- Each Member Association shall provide to TAHA the name/DOB of any such 8U (Mite Major) player as soon as he/she is added to a 10U roster.
- Play downs are NOT allowed unless approved by the District Registrar. Approval requests must be accompanied by a doctor's letter detailing a significant medical reason for the request.
- Birth certificates for all players not previously registered with USA Hockey or not yet verified should be submitted as soon as possible.
- Once the player's birth certificate has been reviewed by the affiliate registrar, the player's record will be marked as "verified". It will appear that way in your registry as well. The roster will show a "V" for all verified birth certificates.
- Once a birth certificate is verified, it remains in the database and will follow the player through each year of play with any USA Hockey team.

ROSTER CHANGE DEADLINES

- National bound Tier I, Tier II, and Senior Women's teams are not allowed to make any changes/additions/deletions to their roster after December 31.
- National bound high school teams are not allowed to make any changes/additions/deletions to their roster after February 15th.
- Non-national bound teams can continue to make changes to their rosters throughout the season as needed in accordance with their league rules.

REGISTRY/ROSTER UPDATES

- Each time that you sign into your registry you will receive the most current data for your members – approved rosters, completed coaching clinics, modules, SafeSport, date of birth verification, non-US citizen transfer completion, etc. – anything that has been updated since you last viewed your membership data.

FORMS

- There are a number of forms available on your registry. Look under "forms".
- Before you sign an **accident claim form** for USA Hockey insurance make sure the participant is properly registered **AND CLAIMED** by your association.
- Never post-accident claim forms or waivers on your association websites.
- You will need to create a **credential verification form** for each one of your national bound teams participating in the state, district, or national tournament. This form is specific to each team and needs to be printed off and filled out prior to the tournament credential check.
- **Event sanction forms** are needed when an association/team is hosting an event that will include non-USA Hockey registered participants. These must be turned in for approval at least two weeks prior to the event.

- **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.

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**

It is difficult to cover all possible situations, so please don't hesitate to contact us if you're in doubt about something or have additional questions.

Good luck and have a great season!

Contact Information:

For all Association Codes

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