

Atlantic District Technical Bulletin

USA Hockey Registry

2018-19 Season

Organizations are required to use online registration. Contact Tony Montagna at tony.montagna@verizon.net with any questions.

Steps in the Registration Process

1. Individual Membership
2. Building Teams
3. Official Roster

1. Individual Membership -- Online Registration

- 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, \$0 for 6&under (birth year 2012 and later),
 - AAHA fee of \$10 for age 7&over, \$0 for age 6&under (birth year 2012 and later).
- Once you receive confirmation number(s) login to your Registry and select Registration.
- Select appropriate member type and enter 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.

You must complete registration by claiming the registrations using your Registry.

Resources

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**

2. Building Teams – This information is for ALL Programs

All participants must be registered individually and be claimed by a registered program. After you have claimed the participants, your next step is to build your teams, adding your players and staff to the Official Team Roster.

The Team Roster is required for all National Tournament-bound teams, including Tier I (Atlantic Youth Hockey League), Tier I Independent (approved by the Affiliate) Tier II (Delaware Valley Hockey League & The New Jersey Youth Hockey League), Tier II Independent (approved by the Affiliate; Girls/Women (Mid Atlantic Women's Hockey Association, Girls Tier I and Tier II Independent (approved by the Affiliate).

The Team Roster is also required for all High School and independent teams. Copies of the roster approved by the District Registrar are required by each High School League.

Player signatures are NOT required on Official Rosters

Fifteen (15) (Tier I National Bound Teams only) - 15 Only (age classification implemented in 2016-17 season)

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 the 2018-19 season this is the 2003 birth year.

For all Tier I & Tier II teams (Youth and Girls), 14U and older with National Tournaments, there is drop down box to indicate yes or no if the team is National Tournament-bound. The approved Roster will reflect this selection.

The **Classification** is the age of play. High school includes only High School programs (Varsity and Junior Varsity). Elementary School and Middle School programs must be shown as the USA Hockey-defined Classification, i.e., Mite, Squirt, etc., using the USA Hockey age classifications for these teams. The team should be classified based on the age of the oldest player on the roster. You will be able to show elementary, middle school, or junior high in the category.

Note: Based on USA Hockey Rules as of the 2017-18 season, no players age 12 or younger will be approved on Tier I or Tier II Youth or Girls 14U Tier I rosters.

For the 2018-19 and 2019-20 seasons for Girls 14U Tier II only, an Affiliate may permit up to 3 players that are 12 years of age for the current season (as defined in the Youth/Junior Age Classification chart in the Annual Guide) to be rostered on a Girls 14U Tier II team intending or declared to compete in the District or National Championships or playoffs leading thereto if the Affiliate finds that either:

- (a) the younger player(s) are from the same local geographic area as the team they intend to play for and are needed to field a Girls 14U Tier II team with a roster size recommended by the ADM, or
- (b) there is no 12U girls' team available in the player's home local geographic area.

The **Division** is the level of your team within a division, as shown below:

AAA - Tier I teams - Teams, both major and minor, participating in the Atlantic Youth Hockey League, or Tier I Independent teams approved by the affiliate. The category for all teams, Pee wee and above, should be shown as Tier I. For Mite, and Squirt, show Travel.

AA, A, B - Tier II teams – Teams participating in the Delaware Valley Hockey League, the New Jersey Youth Hockey League, or Tier II Independent teams approved by the Affiliate. The category for all teams, Pee wee and above, in this league should be shown as Tier II.

GIRLS TIER I & TIER II – Teams participating in the Mid Atlantic Women's Hockey Association, or Independent teams approved by the Affiliate

SENIOR WOMEN – Women's teams participating in the UWHL, or Independent women's' team.

A, B, C - Independent - Teams not affiliated with any leagues, are not considered Tier I or Tier II, but are House/Rec Teams. All teams, including youth in house, light travel, and adult, should submit rosters.

For High School and Girls High School – Two categories are in place under Classification:

Division 1: All players attend the same High School fielding the teams

Division 2: Players attend various High Schools, who do not have enough players to form their own teams.

For both Division 1 and Division 2 team rosters, certified by the District Registrar, are required and are to be submitted to your respective League.

3. USA Hockey Official Team Roster

Once all players and coaches have been claimed you are ready to assign your players and staff to the Official USA Hockey Roster. You cannot add a player or coach to the roster unless they have been claimed in your Registry. **Please identify all goaltenders on the teams.**

If any coaches or managers do not have Screening completed, they will be red-lined by the District Registrar.

All team rosters require a **HEAD COACH** to be designated. When creating the roster in the "Assign Personnel Screen" click on the drop down arrow by the position box, below the staff area, to make the change to Head coach.

You will submit your Rosters through your Registry (online) to your USA Hockey Registrar. You will receive daily email notifications to any updates, pending and approved Rosters and you can see this information 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. Advise Team Staff to print their roster from the link as this is the Official Roster (Form 1-T) but with limited player information.

- ❖ You must claim 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, through the USAH Registry, as a Coach or member type C.
- ❖ You will not be able to add a Coach to a Youth/Girls 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 Roster until their SafeSport training has been completed.

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, 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.

Birth Certificates

To minimize and eliminate the carrying of birth certificates, USA Hockey has a process for verifying the birth dates of all players (girls and youth). On your USA Hockey roster, any players with unverified birth certificates will show an empty circle in the “V” column. When the birth certificate is verified, there will be a “V” in the circle. Once verified, the verification will become part of the player’s permanent record in USA Hockey, and will carry forward on all future rosters. Players who have their date of birth verified do NOT need to have a birth certificate with the team documents. Players who do not have their date of birth verified ARE required to have birth certificates with the team documents.

In the Reports section, go to the Verified Birthdate report to see which players need verification. Mail copies of all unverified birth certificates to me. I will verify and process and send you confirmation of the verifications. If you have sent rosters prior to verification, the system will automatically update the information.

Please email, fax or mail copies of all birth certificates needing verification. They will be shredded after verification is complete. Please send to:

Tony Montagna
District Registrar, USA Hockey
1374 Whitney Road
Southampton, PA 18966-3547
Tony.montagna@verizon.net
215-322-4320 (Phone), 215-322-8385 (Fax)

Credential Verification Sheet

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.

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 and claimed with your association.

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.

New Rules and Regulations that take effect for the 2018-19 Season

Refer to the Important Information document for the complete wording of new regulations about:

- *Women's Senior C – allowing players to play in a division that better suits their hockey abilities*
- *Timeline for Senior Women and Tier II Girls Teams to signify intention to enter national championships*
- *12U female players allowed to roster on Girls 14 Tier II only if the affiliate finds they are from same local geographic area as the team or there is no 12U girls team available in player's home area*
- *Removing waiver for players under 18 to play adult women's hockey*
- *No player may play in more than one State, Affiliate, or District Championship or playoffs leading thereto*
- *Added note to youth hockey categories indicating they are unrestricted as to gender*

The 2018-19 USA Hockey Annual Guide is available online at <https://www.usahockey.com/annualguide>

OFF ICE OFFICIATING MANUAL available online at <https://www.usahockey.com/rulesandresources>

INSURANCE HANDBOOK available online at <https://www.usahockey.com/insurancemanagement>

OFFICIAL PLAYING RULES BOOK distributed to Teams or go to www.usahockey.com to install the mobile rulebook

IF YOU WISH TO RECEIVE PRINTED COPIES OF THE ANNUAL GUIDE, AND RULE BOOK PLEASE COMPLETE THE INFORMATION BELOW:

ASSOCIATION CODE _____

ASSOCIATION NAME _____

NUMBER OF TEAMS _____

MAILING ADDRESS:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Return form to:

Tony Montagna, USA Hockey District Registrar

1374 Whitney Road

Southampton, PA 18966

Phone 215-322-4320 Fax 215-322-8385

Tony.montagna@verizon.net