

**TECHNICAL BULLETIN
USA HOCKEY REGISTRY
2018-19 SEASON**

COLORADO ASSOCIATIONS

INDIVIDUAL ONLINE REGISTRATION

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

- Instruct your members to register online at www.usahockeyregistration.com using their legal name (as it appears on their birth certificate) and send their 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 if registering as player or coach.
 - CAHA affiliate fee for players only of \$0 for ages 19+, \$20 for ages 9-18, \$5 for ages 7 & 8, \$0 for age 6 & under (birth year 2012 and later)
- **All 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 **Waiver of Liability** and **Concussion Information & Acknowledgment** is completed during online registration. Copies of waivers are **NOT** required for anyone who registered online.

All associations MUST claim their members:

- Once you receive confirmation number(s) 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 (.xls or .txt file) 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.
- 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.
- 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 do not need to save confirmation pages once you have claimed your members.
- Send any name or other corrections needed to the Affiliate Registrar.

Important: You **MUST claim ALL of your members** 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 your players and coaches to teams and create Official Player Rosters (USA Hockey Form 1-T) as needed.

OFFICIAL ROSTERS

Creating official rosters:

- Teams that will be participating in league play/tournaments/games against teams from other associations **MUST** create rosters.
- 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 (ie; CPHL fall league) 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, or C divisions, you will need to select "travel" for the category. High School teams should be classified as HS (division 1 if all players attend the same HS;

division 2 if players attend multiple HS's). Classify middle school teams as HS also. You will be able to id them as middle school when selecting the category.

- When entering a tier team (girls or youth) you will see a message asking you to indicate if the team is national bound. If this is checked as "yes", the national bound status will be reflected on the roster.
- Once your team is created, add players, coaches, and managers as needed. Each team needs to have at least one manager.
- 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 (2003's **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. **Please note that when making subsequent roster changes/additions you will not see a submit button. The roster will automatically be sent to the affiliate registrar for approval.**
- 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 Colorado Affiliate Registrar BEFORE any team participates in an exhibition, league, non-league, or tournament game in the current playing year.

On Ice Participation:

- Any member (excluding sled pushers for disabled teams) who will be on the ice or bench with youth players **MUST** be registered through USA Hockey as a **coach** (or C/P if he is also a player in your program). **Members registered as a manager or volunteer are NOT allowed on the ice or bench with youth players.**

SafeSport:

- All coaches are required to have current/completed SafeSport training PRIOR to participation in your program and being placed on a roster.
- Managers and volunteers must also complete SafeSport in order to be placed on a team roster.
- 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. Anyone needing to recertify this year will need to complete the full course on the new platform. Note that there are three parts to the new SS course. After the completion of each section the member will receive a certificate. However, the course is not considered complete until the 4th certificate (with the word "trained" in a red banner) is received.
- 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.

CAHA Registration/Background Screening:

- In addition to SafeSport, you **MUST** verify that your coaches and managers have completed their yearly CAHA registration/background check **BEFORE** you add them to a roster.
- Instruct your members to be sure to enter their USAH confirmation number when registering for screening.
- Completed screening will now show on the roster and member's profile.

Other Requirements for Coaches:

- **Coaches MUST have the appropriate module completed PRIOR to being placed on a roster. Modules will be available year round at \$10.**

- 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.**
- You must also make sure your coaches have completed their annual Concussion Awareness Training prior to adding them to a roster.
- Coaches of National Tournament Bound youth/girls 14U, 15U, 16U, and 18/19U teams at the Tier One level and of 16U, and 18/19U at the Tier Two level must complete their level 4 certification in their first season eligibility regardless of the expiration date.

Non-US Citizen Transfer Requirements for Players:

- International Ice Hockey Federation regulations require that all non-US citizen players on youth or girls' teams have a completed transfer approved.
- The appropriate transfer form accompanied by documents showing proof of resident status in the US must be turned in to USA Hockey and **APPROVED PRIOR** to the player being added to a roster and participating in games. A player with an incomplete transfer will not be available for addition to a roster.
- Transfer forms can be found under "forms" in your registry.
- There are four different transfer forms – one for Canadian women on national bound teams, one for Canadian youth, one for all other non-US citizens on youth teams and one for 18 or over non-US/non-Canadian citizens on youth teams.
- Youth players aged 18 or over with a non-US and non-Canadian citizenship will be charged a fee for the transfer. All other groups are free of charge.
- Once a non-US citizen's transfer is complete and proof of resident status has been approved, the player's record will be marked as 'transfer complete' or 'transfer complete-student' in the database.
- Girls' national bound teams are restricted to no more than two (2) players in the US on student visas.
- Youth national bound teams are restricted to no more than four (4) players in the US on student visas.

Age Requirements and Birth Certificates:

- 8U and younger players are not allowed to play on a Youth 10U team without prior approval from CAHA (VP of Rec).
- 12U and younger players are NOT allowed to play on Youth 14U teams.
- 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 (or passport) 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 1, Tier 2, and Senior Women's teams are not allowed to make any player changes/additions/deletions to their roster after December 31.
- National bound high school teams are not allowed to make any player 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, screening, 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.
- The **Code of Conduct** is no longer required for credential verification checks and is no longer available in the registry. A Code of Conduct is still required by CAHA, but can/should be an association specific document.
- The **Consent to Treat** is only required of teams going to Districts/National Championships for credential verification checks. CAHA suggests that associations/teams create their own consent to treat form for use during the year, as the USAH form is not to be used outside of District and National Championships.
- **Event sanction forms** are needed when an association/team is hosting an on or off ice event that will include non-USA Hockey registered participants. These must be turned in for approval at least two weeks prior to the event.
- Any team that participates in a NON-sanctioned event or tournament will need to have each participant complete and turn in the **Acknowledgement of Non-USAH and CAHA Sanctioned Event form**.

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!

SUSAN CARDASIS

Colorado Affiliate Registrar
1280 Ulster St
Denver, CO 80220-3341
Cell (575) 770-2565
SCARDASIS@MSN.COM

ANDA CRAVEN

Colorado Affiliate Registrar
5218 Abbey Road
Fort Collins, CO 80526-3953
Cell (970) 481-2773
Fax: (970) 281-7908
ANDACRAVEN@COMCAST.NET