



# Important Information

July, 2018

To all Local Program Registrars,

Welcome to your USA Hockey Registry. This is the 5<sup>th</sup> season for the web-based registration program accessible from any computer, tablet or smart phone, through the USAH Portal. The Registry is provided at no charge to all USA Hockey member programs. As the Local Program Registrar, you are required to use this program to claim all player and coach confirmation numbers to complete their registration and ensure all member benefits are in place.

**NOTE:** The Registry is for your use only. You are responsible for the security of all data collected. **Do not share your user name and password.** All requests for second users to be added must be submitted to your District Registrar.

## **Individual Online Registration**

All members (players, coaches, team managers, volunteers) complete their USA Hockey registration online at [www.usahockeyregistration.com](http://www.usahockeyregistration.com).

## **Important Information for the 2018-19 Season**

- You must claim or transmit all member's confirmation numbers through your USAH Registry in order to receive their data and assure your program gets credit for its members. **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 as a Coach.** All Players must also be claimed regardless if they are on a roster or not.
- Each time that you sign into the USAH 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, screening (if your affiliate is integrated with USA Hockey), etc. – anything that has been updated since you last viewed your membership data will be there for you.

## **How to claim your Players, Coaches, Managers and Volunteers**

1. Collect Confirmation numbers/bar codes.
  2. Log in to the USAH Registry, click on Registration.
  3. Enter member type (C-coach, P-player, M-Manager, V-Volunteer)
  4. Enter or Import Confirmation Number(s) – **one or as many as you want.**  
Online confirmation numbers are 9 digits and 5 letters, **for the 18-19 season, the 4<sup>th</sup> digit will always be a 9.**
  5. **If importing,** create an Excel spreadsheet with the required two fields; Member Type (C, P, M or V) and Confirmation Number. Click on Import Members on the Registration screen to upload your file.
  6. Click 'Submit Member List'
- A confirmation number is required to sign up for a USA Hockey Coach clinic, Age Specific Module, SafeSport training and to access the USAH Coaching App.... Therefore, it's necessary for anyone who is going to be coaching to have an online registration processed.
  - You are **NOT** required to have the confirmation page and printout of the waiver on file or in a team's book. All you need is the confirmation number so you can claim it in the Registry.
  - If your program has a website that collects registration data, the process can be integrated with USA Hockey online registration; call 1-800-566-3288 ext 123 for details.
  - The earliest date for games to count for National Tournament-bound teams toward the 20/10 or 14/10 game requirement is August 15.

### **SafeSport Training Program**

USA Hockey has an extensive SafeSport program that provides resources to ensure the safety of all involved in the game both on and off the ice. This online training is free of charge to any employee, coach, official, volunteer or parent that is registered with USA Hockey as a Coach/Player or Manager/Volunteer (at no charge).

Note: all Coaches and Managers are required to complete the SafeSport Training Program every two seasons. This training is to be completed PRIOR to any participation with youth players. **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.** There is a refresher course available for those who need to re-certify. 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 who has completed the training. That information will also be reflected in the staff area of the Official Roster and on the Credentials Verification sheet. You can also generate a SafeSport Report from your Registry. This report will show you the season in which the participant needs to renew their SafeSport Training.

### **Managers and Volunteers can register online**

Team Managers and Volunteers can register online at no charge. This registration does not allow on-ice participation but is a way for you to have Team Managers and Volunteers in your Registry. The confirmation number that they receive is required for the SafeSport training. Collect the confirmation numbers and claim as M or V. These confirmation numbers are different from Coach/Player numbers as there are two X's after the 9 numbers. Manager/Volunteer Confirmation numbers cannot be claimed as Players or Coaches. However, if you have a Manager or Volunteer who is registered as a Player or Coach in another program, you can use their Player/Coach confirmation number and claim it as an M or V through your Program.

### **Date of birth and US citizenship verification**

If a birth date or citizenship has been verified to the USA Hockey National office, you will see the word 'Verified' next to the date and citizenship in the participant's personnel record. A verified symbol will also appear on the Official Roster and on the Credential Verification form. Copies of birth certificates are not required to be collected or carried for those participants who have the verification symbol in the 'V' column of the Official Roster.

### **Creating Teams and Rosters**

After you've claimed your player and coach registration confirmation numbers you are ready to create Teams and Rosters. Click **TEAMS** and consult your **Technical Bulletin** for instructions about creating Teams and Rosters. For a step by step guide to building Teams, click on the Creating and Submitting Teams document available on the home screen of your Registry. 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 do print a Roster, be sure to print from the link. This is the Official Roster but with limited Player information.

### **Number of Players allowed on a Team**

A limit of twenty (20) players at any one time may be registered per team except for high school, girls' high school, college and women's college who may roster 30 players and may dress 20 players and, adult and women's teams who may roster 25 players and may dress 20 players. Affiliates may allow their post season (Spring/Summer) teams, formed to play between the end of the last USA Hockey National Youth/Girls Championship and August 31, to have a limit of twenty five (25) players on a roster and may dress twenty (20) players per game. Check with your Affiliate for more information.

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

Please refer to the end of this document for the complete wording of these regulations:

- 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

### **Non-US Citizen Information**

International Ice Hockey Federation regulations require that all non-US citizen players on youth and girls/women's classification teams be transferred by means of a letter of approval. There is no fee to process this written transfer for youth aged players. There are four Transfer Forms in your Registry, Canadian Youth, Canadian Adult Females, International Youth and International Youth (age 18). Complete the appropriate form for all non-US citizen youth and girls/women's players in your program before games are played. There is a fee for transferring international female players who are 18 years of age or older on national championship bound teams along with male players 18 years of age or older on a youth team.

In addition to a completed Transfer, non-US citizen players must also provide proof of resident status in the US. Additional information is available on the Transfer Forms. When a non-US citizen's transfer is complete and proof of resident status has been approved by the national office, the player's record will be marked as either Transfer Complete or Transfer Complete-Student in the national database. This information is also reflected on the Official Roster and the Credential Verification sheet.

There is a rule limiting the number of non-US players in this country without their parents (student visa) for participation on Youth and Girl's National-Tournament bound teams. All girls' national championship-bound teams are restricted to only two (2) players and all youth national championship bound teams shall be restricted to only four (4) players, in either case, that are non-U.S. citizens temporarily residing in the U.S. under any combination of the following immigration visa categories: F. Academic Students; J. Exchange Alien Visa; P. Athletes and Entertainers [excluding their spouses and children under visa category P-4]; Category M. Non-Academic Student and Q. International Cultural Exchange Program participants. This restriction does not apply to non-U.S. youth here with their parents on approved Visas.

### **Invitational Tournaments**

If your program is hosting an invitational tournament, you are required to sanction the tournament by submitting the Invitational Tournament Application form. You are also required to verify that **all** participating teams are properly registered with USA Hockey or their country's federation. A USA Hockey **Official Team Roster Form (1-T)** approved by the District or Associate Registrar shall be proof of proper registration and individual player age. Invitational tournaments shall not require player birth certificates for review. **Travel Permits** are required for any team from an affiliate requiring Travel Permits, and are required for **all Canadian teams**. An **International Competition Travel Form** is required for all other foreign teams. All forms are available in your Registry, click on 'Forms'.

### **USAH Forms**

Click on Forms to access a number of current forms including the **Participant Accident Claim Form and Member Brochure** which should be provided to any member who is injured while participating with your program. **Before you sign a claim form for USA Hockey, make sure that the participant is properly registered with your association.** Please do NOT post the Claim Form on your program's website.

### **Reports**

There are several premade Reports in your Registry. You also have the option of creating a Custom Report.

### **Security**

Be sure to shred any documents containing personal information prior to discarding. Please do NOT post the USA Hockey Waiver Form or Participant Accident Claim Form on any website.

### **USA Hockey Member Number Information**

USA Hockey does not issue permanent **Member Numbers**. However, each participant has a current season registration number which is their confirmation number generated during online registration.

- To get a reprint of a confirmation page – go to [www.usahockeyregistration.com](http://www.usahockeyregistration.com), and then on 'Request Duplicate Registration Confirmation' under Member Options.
- Players, Coaches, Managers and Volunteers are sent an email when their registration is claimed by a member program. This email includes their current season registration number and can be used as proof of current registration. Member cards are no longer mailed.
- To look up a confirmation number through your Registry, click on Registration and then Member Lookup – enter last name, first name, date of birth and state.

**Technical Support – Suggestions**

Click on the ? on any screen, complete the form and it will be sent to us. The email address is [usahregistry@usahockey.org](mailto:usahregistry@usahockey.org) or call 1-800-566-3288, ext 123.

Thank you for all you do for your program. Have a great season!

USA Hockey Member Services

**Official Legislation**

***Rules & Regulations, II. Classifications, C. Youth, Girls/Women***

**Women's Senior C:** This category is for established teams. In the case of national tournament-bound teams, **players who are current or past Olympic or National team players shall have a minimum of ten (10) years separation from their last Olympic or National team to be eligible to compete in Women's C.** Teams are allowed to roster up to four (4) former NCAA college players. **There is no restriction of NCAA college players that have a minimum of ten (10) years separation from their last college game.** Restricted to legal U.S. residents.

***Rules & Regulations, IX. District Playoffs and National Championships, G. Notification of Intent to Enter Team(s)***

(2) A district shall signify their intention of entering a team or teams in the **Girls Tier I, Youth Tier I, and Youth Tier II** national championship, in writing, to USA Hockey with a copy to the Youth Council chair by October 15 of the current season. **A district shall signify their intention of entering a team or teams in the Girls Tier II or Senior Women's national championship, in writing, to USA Hockey with a copy to the Youth Council chair by November 15 of the current season.** Affiliates shall signify their intention of entering a team(s) in the High School Varsity and/or Prep School national tournament by November 15 of the current season.

***Rules & Regulations, IX. District Playoffs and National Championships, I. Age Classifications***

(3) Participation in Older Divisions of District or National Championships – 2017-18 Season and Beyond.

**No player 12 years of age or younger (as defined in the age classification chart for the current season) is eligible to play on a team intending or declared to compete in the District or National Championships or playoffs leading thereto except as follows:**

**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.

***Rules & Regulations, II. Classifications, C. Youth, Girls/Women***

WOMEN:

Divided into A, B and C classifications (additional recreational classifications of Adult Women 30 and Over, 40 and Over, and 50 and Over will be organized under the Adult Council). All players must be 18 years of age or older **by December 31 of the current playing year.**

***Rules & Regulations, III. Team Membership and Registration, D. National Championship Bound Teams***

**D. National Championship-Bound Teams**

A player may not register on more than one team that participates in games leading towards a national championship except for High School Varsity and/or Prep School divisions, who may also play on a Youth or Girls'/Women's national championship-bound team. Player changes to the official team roster form (1-T) for youth Tier I and Tier II teams and girls'/women's (except Women's A) national championship-bound teams will not be accepted after December 31. Refer to Rules and Regulations Section IX: District Playoffs and National Championships, for additional requirements for national championship-bound teams.

**No player may play in more than one State, Affiliate, or District Championship or playoffs leading thereto.**

In the event a player is registered on more than one team that participates in games leading towards a national championship, the appropriate registrar shall have the final authority to certify the eligibility of any such player solely on the basis of the date on which the effective date of the earliest team roster registration form, as provided above, is received.

***Rules & Regulations, II. Classifications, C. Youth, Girls/Women***

**NOTE: The youth hockey age classifications are unrestricted as to gender.**