

<b>TECHNICAL BULLETIN USA HOCKEY REGISTRY 2018-19 SEASON</b>	Maine Associate Registrar: SUE HAMLIN <b>106 OLD STAGECOACH RD ALTON, MAINE 04468-4333</b>
<b>Maine Associations NEW ENGLAND DISTRICT</b>	Phone: 2078276447 CELL: (207) 852-8579  Email: MSTEHAMLIN@AOL.COM

### Individual Membership Registration

#### **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 and \$0 for 6&under and **MEAHA fee** of \$10 for age 7-19, \$10 for 20 and older and \$0 for age 6 under (birth year 2012 and later).
- Once you receive confirmation number(s) open your Registry and select 'Registration'.
- Select appropriate member type and scan or type the confirmation number for all participants being registered. A file listing member type and confirmation number can also be imported.
- Click Submit Member List to link to USA Hockey. All data the participant entered during online registration will sent to your Registry completing the registration process and allowing your members to be rostered.

#### Additional Information about online registration:

- Coach's registration – Be sure to identify your coaches as member type C
- You are not required to send me any paperwork or payment for online registration
- Players can use their confirmation number to register with multiple teams.
- Coaches can put teams together quickly to go to tournaments by using the confirmation numbers.

**The online registration process is not complete until you claim the confirmation numbers through your Registry to USA Hockey.** You may then assign your players and coaches to teams and create the Official Team Rosters.

#### **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

#### **Building 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.**

**NEW:** New England District requires that the Association name be part of your team name. The Association name should come first followed by name. Abbreviations for the Association name are acceptable. This team name must be used to register for all league and tournament play.

- Next comes **CATEGORY, CLASS** and **DIVISION** (MEAHA does not use Divisions – Please use N/A)

#### Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

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.

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.

### **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.

### **Team Rosters**

Remember that player signatures are no longer required on Rosters.

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.

State requires Team Rosters for All Teams (State Registrar will certify all rosters)

- Rosters may be required for in-state and out-of-state tournaments.
- Rosters may be required for specific in-state and out-of-state leagues
- Rosters are not required for adult league teams unless you are playing for a regional tournament.

**Note:**

- **All Tier I and Tier II (Competitive A) Rosters require a Head Coach to be designated on the Official Roster. When creating the roster in the Assign Personnel Screen, click on the arrow by the Position box below the Staff area to make the change for the Head Coach.**
- Competitive A & B team roster Registrar certification is time sensitive to count toward the state/regional/national tournament requirements.
- Competitive C (House) rosters will be certified by the state registrar. There is no cutoff date but the players still need to meet the 10/14 criteria.

### **Roster Guidelines**

- Official rosters
  - Youth teams can have only 18 skaters and 2 goalies
  - No limit on # of coaches on roster – only 4 coaches can be on the bench at any one time
  - **Head Coaches are required to be identified on the rosters**
- Supplemental rosters are used to add players throughout the year.
  - Deadline for **supplemental** Competitive A & B rosters is **12/31/12** (you can add coaches at any time)

- There is no deadline for house supplemental rosters (player needs to meet the 10/14 requirement)

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.

### **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 claimed with your association.

**Do not post the Claim Form or USA Hockey Waiver form on your website.**

### **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