

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

MICHIGAN DISTRICT

Welcome to your USA Hockey Registry. This is our 5th year for our web-based registration program accessible from any computer, tablet or smart phone. The Registry is provided at no charge to all USA Hockey member programs. You are required to use this program to claim all player, coach, manager and volunteer's confirmation numbers to complete their registration and ensure all member benefits are in place. Do not share your user name and password. If you require a second user please contact the Michigan Affiliate Registrar.

Individual Online Registration

All members (players, coaches, team managers, volunteers) must complete their USA Hockey registration online at www.usahockeyregistration.com. There is no fee for team managers or volunteers and member programs are **NOT** required to collect and retain signed USA Hockey Waiver forms. The waiver form and concussion acknowledgment is completed during online registration and retained by USA Hockey.

- Registration fee is \$40.00 for USA Hockey and \$5.00 for the MAHA fee and is paid online using any credit or debit card.
- No USAH registration or MAHA fee is charged for players with 2012 birth years or younger.
- You must process all members' confirmation numbers through your USAH Registry in order to receive their data and assure your program gets credit for its members. You must transmit 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 player must also be claimed whether they are on a roster or not. Claiming all your coaches, managers and players will make them available to you to create official Team Rosters and triggers the email to each member notifying them that their registration is now complete.
- 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.
- An online confirmation number is required:
 - to sign up for USA Hockey Coaching clinics
 - to take any online Age Specific Module,
 - to take the Mandatory SafeSport training
 - to apply for a Michigan Background Check
 - to access the USAH Coaching App

Therefore, it's necessary for anyone who is going to be a coach, team manager, or volunteer to have an online registration processed. **You cannot use a youth or girls confirmation number to register for Coaching Clinics, Age Specific Modules, SafeSport or Michigan Background Screening.**

Procedure to Enter Confirmation Numbers

- Members take/email/send their confirmation number page to their local program registrar.
- Local program registrar opens Registry and clicks on Registration tab.
- Select appropriate member type and enter the confirmation number for all participants being registered. A file listing member type and confirmation number can also be imported. This can be useful if your program uses a website to collect confirmation numbers.
- After you have completed entering your information Click Submit Member List to link to the USA Hockey database to download requested records. All data the participant entered during the online registration process will be available for the local programs Registry. Each record is marked "submitted" completing the process and allowing the participants to be placed on a roster.
- Note Confirmation numbers can also be collected in an excel spreadsheet and imported into your Registry. Two fields are required; member type (C, P, M or V) and confirmation number. Click on import members on the registration screen to upload your file.

Important: you must submit your online registered players, coaches, team managers and volunteers as instructed above. **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, coaches and team managers to teams and create the Official Team Roster.

- 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.
- 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 x 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.
- 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.

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.

Birth verification/Birth Certificates/Citizenship Verification

USA Hockey has a secured data base of all USA Birth verification and citizenship verification that have been forwarded to them. You will only need to look at birth certificates of players that are not indicated in the Registry or on the roster as being verified. When building your team roster you will need to add players to the roster. After adding the players to your roster and clicking on the Add Selected Players, your roster will appear with the players added as being pending players. Look at each player and the information below the name will indicate DOB and Citizenship along with the players address. If the DOB and Citizenships have green boxes with check marks inside they are verified if not you will need to get this information for your Associate Registrar. Non-US Citizens must complete a Transfer before being approved on a roster. This is completed through the International Department.

Do not roster any **Player without DOB and Citizenship verified.**

Resources

For information on the following topics, refer to the **Important Information** Document accessible from the home screen of your Registry:

- SafeSport 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

USA Hockey/ Michigan District Team ID

The team ID is automatically generated by the Registry program.

9MIH0000-01RYSQ22A

Static portion:

- 9 Season: 2018-19 (the last digit of the season)

- MIH Affiliate (Michigan)

- 0000 Association code (assigned Michigan association codes)

- 01 Team Number, This is the number of teams in said association. Once you reach 99 teams the Dash will disappear and start with 100 to 999.

Dynamic Portion:

Seasons

- R Regular Season

- P Pre/Post (this is used only for pre-season high school teams and split season teams)

Split Season teams must put either the words split season or the letters (SS) at the end of the team title. All Split Season teams must indicate YES in the National Bound Box on the team information screen and be prepared to be play in the Split Season playoffs in October.

- S Spring/Summer (teams may form as early as March 15 but cannot play games until April 1) Players may participate on two teams at one time during this season and roster sizes are increased to 25 players per team.

- T Tournament Teams, This is for B house/rec and Girls Tier III players only during the regular season. This allows players to be on a second roster. These Rosters are good for only one tournament. Travel players may only form tournament teams after the completion of their regular season and the beginning of the Spring Summer season.

Classifications

- Y Youth

- SQ Squirt

- 2 Tier 2

- 2A AA

It is the District Associate Registrars' responsibility to check for proper coding of teams. A coding chart is provided to help you check the Michigan codes.

For 18U, 16U and 14U Youth Teams along with 19U, 16U and 14U Girls Teams:

A message will appear prior to the Roster being submitted asking you to identify Goaltenders. This is not required but is requested to identify Goalies for development purposes. To add the position, click on the pencil to the right of the Player's name.

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

Please note: You must assign at least one name as the Head Coach (except Adult teams) in order to complete the official roster. Association registrars will not be allowed to add a coach to a roster who has not completed SafeSport training for all youth teams. Associate Registrars will redline any Coach or Team Manager on a youth roster who has not completed a background check. Rosters will then be submitted through your Registry (online) to the District Associate USA Hockey registrar and after it has been approved you will receive a link to the Official Approved Roster that can be distributed as necessary. The link will remain the same for this roster all season and updated as roster changes are made. This is the Official roster but has limited player information. You are still able to print rosters if you want. 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 including goaltenders 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. Michigan allows (Spring/Summer) teams to be 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. Spring/Summer teams in Michigan are allowed to carry Canadian citizens on their rosters. All Canadian players must be registered with USA Hockey and have a signed US/Canadian Spring/Summer form on file with their District Associate Registrar.

Invitational Tournaments

If your program is hosting an invitational tournament, you are required to sanction the tournament by submitting the Invitational Tournament Application form. This can be completed on the MAHA website under the tournament tab and following the instructions. 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, Michigan has two types of Travel Permits available to our teams. The first Travel Permit is the Exhibition Permit which allows teams traveling to Canada for exhibition games only. The tournament Travel Permit is for teams attending tournaments or showcases in Canada. There is no charge for an Exhibition Travel Permit and it must be applied for 14 days in advance of the exhibition. There is a \$10.00 fee for Tournaments and Showcases and they must be applied for 14 days in advance of the tournament. All Canadian teams playin in the US must present a Travel Form. 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

Your Registry provides some canned Reports that you can use to create 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.

Security

Be sure to shred any documents containing personal information prior to discarding. Please do not post the USA Hockey Waiver Form, Participant Accident Claim Form or the IMR (individual Membership Registration 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, 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.

The online registration process is not complete until you have claimed all players and coaches and transmitted the confirmation numbers through your USAH Registry.

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2018-19 TEAM NUMBERS

Classification	Category	Division		Team Number
Development	Cross Ice	C	This classification is for Learn to Skate and IP programs of players of all ages.	9MIH0000-01RDEVR1C
6U (Mini Mite)	Cross Ice	C	Combined Boys and Girls	9MIH0000-01RY06C1C
8U (Mini Mite)	Cross Ice	C	Combined Boys and Girls	9MIH0000-01RY08C1C
6U Girls	Cross Ice	C	Girls Only	9MIH0000-01RG06C1C
8U Girls	Cross Ice	C	Girls Only	9MIH0000-01RG08C1C
10U Youth (Squirt)	Travel	AAA		9MIH0000-01RYSQT3A
	Travel	AA		9MIH0000-01RYSQT2A
	Travel	A		9MIH0000-01RYSQT1A
	House/Rec	B		9MIH0000-01RYSQR1B
	House/Rec	C		9MIH0000-01RYSQR1C
10U Girls	Travel	AA		9MIH0000-01RG1022A
	Travel	A		9MIH0000-01RG10T1A
	Tier III	B		9MIH0000-01RG10R1B
	House/Rec	C		9MIH0000-01RG10R1C
12U Youth (PeeWee)	Tier I	AAA		9MIH0000-01RYPW13A
	Tier II	AA		9MIH0000-01RYPW22A
	Travel	A		9MIH0000-01RYPWT1A
	House/Rec	B		9MIH0000-01RYPWR1B
	House/Rec	C		9MIH0000-01RYPWR1C
12U Girls	Tier I	AAA		9MIH0000-01RG1213A
	Tier II	AA		9MIH0000-01RG1222A
	Tier III	B		9MIH0000-01RG12R1B
14U (Bantam)	Tier I	AAA		9MIH0000-01RYBN13A
	Tier II	AA		9MIH0000-01RYBN22A
	Travel	A		9MIH0000-01RYBNT1A
	House/Rec	B		9MIH0000-01RYBNR1B
	House/Rec	C		9MIH0000-01RYBNR1C
14U Girls	Tier I	AAA		9MIH0000-01RG1413A
	Tier II	AA		9MIH0000-01RG1422A
	Tier III	B		9MIH0000-01RG14R1B
15 Only	Tier I	AAA		9MIH0000-01RY1513A
16U (Midget)	Tier I	AAA		9MIH0000-01RY16R13A
	Tier II	A		9MIH0000-01RY16R21A
16U Split-Season	Tier II	A	SEASON TYPE MUST BE P FOR PRE/POST SEASON TEAMS. YOU MUST CHECK THE NATIONAL BOUND BOX YES AND INCLUDE THE WORDS SPLIT SEASON OR SS IN THE TEAM TITLE.	9MIH0000-01PY1621A
	House/Rec	B		9MIH0000-01RY16R1B
16U Girls	Tier I	AAA		9MIH0000-01RG1613A
	Tier II	AA		9MIH0000-01RG1622A
	Tier III	B		9MIH0000-01RG16R1B

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18U (Midget)	Tier I	AAA		9MIH0000-01RY18R13A
	Tier II	AA		9MIH0000-01RY18R22A
	House/Rec	BB		9MIH0000-01RY18R2B
	House/Rec	C		9MIH0000-01RY18R1C
19U Girls	Tier I	AAA		9MIH0000-01RG1913A
	Tier II	AA		9MIH0000-01RG1922A
	Tier III	B		9MIH0000-01RG19R1B
Youth High School	Travel	VAR	SEASON TYPE MUST BE P FOR PRE SEASON	9MIH0000-01PYYHSTNA
Youth High School	Div I	VAR	REGULAR HIGH SCHOOL TEAM PLAYING NO MORE THAN 30% OF THEIR GAMES AGAINST NON HIGH SCHOOL TEAMS	9MIH0000-01RYHSTVA
Youth High School	Div I	JV		9MIH0000-01RYHS1JV
Youth High School	Div II	JV		9MIH0000-01RYHS2JV
Girls High School	Div I	AAA		9MIH0000-01RGHS13A
Girls High School	Div II	AA		9MIH0000-01RGHS22A
Adult (Men)	House/Rec	B		9MIH0000-01RMMAR1B
30+	House/Rec	B		9MIH0000-01R30AR1B
40+	House/Rec	B		9MIH0000-01R40AR1B
50+	House/Rec	B		9MIH0000-01R50AR1B
60+	House/Rec	B		9MIH0000-01R60AR1B
70+	House/Rec	B		9MIH0000-01R70AR1B
Adult US	Tier I	AAA	THIS CLASSIFICATION IS FOR CHECKING TEAMS ONLY.	9MIH0000-01RUSA13A
Adult (Women)	House/Rec	B		9MIH0000-01WWOR1B
30+	House/Rec	B		9MIH0000-01RW30R1B
40+	House/Rec	B		9MIH0000-01RW40R1B
50+	House/Rec	B		9MIH0000-01RW50R1B
Women's A	Tier I	AAA	MUST CHECK THE NATIONAL BOUND BOX ON ROSTER AND HAVE A COACH OR TEAM MANAGER ASSIGNED.	9MIH0000-01RWOA13A
Women's B	Tier II	B	MUST CHECK THE NATIONAL BOUND BOX ON ROSTER AND HAVE A COACH OR TEAM MANAGER ASSIGNED.	9MIH0000-01RWOB21B
Women's C	Tier II	C	MUST CHECK THE NATIONAL BOUND BOX ON ROSTER AND HAVE A COACH OR TEAM MANAGER ASSIGNED.	9MIH0000-01RWOC21C
College Club	Travel	B		9MIH0000-01RWCLT3A
Special			Contact USA Hockey for Rosters	
Sled			Contact USA Hockey for Rosters	
Michigan Warriors			Contact USA Hockey for Rosters	