

TECHNICAL BULLETIN USA HOCKEY REGISTRY 2018-19 SEASON

MINNESOTA DISTRICT

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**

Define Divisions

Your USAH Registry is set with the Minnesota age ranges.

Asterisks on the Roster

A player playing outside their age specific Division, will have either a single or double asterisk on the roster next to their name. A single asterisk designates that the player is younger than the age range and a double asterisk designates that the player is too old for the Division.

Two-thirds (2/3) of the players on a roster must be the correct age for the Division by Minnesota Hockey rules.

Players with a single asterisk are allowed to remain on the team as long as the Association's play-up rule is being followed.

Players with a double asterisk will be red lined on the roster if the play down has not been approved by the USA Hockey Minnesota District Registrar. Approval will be noted by having a letter from the Registrar as part of the team's credentials. For further instructions on the process to have a player play down, see the documentation given to all Associations at the mandatory training sessions.

Building Teams

Select a Team Type and a Season Type. If you have questions, contact your USA Hockey Registrar.

Team Name

The Team name field is composed of the Association Name, team division and the team color **OR** number (i.e. Edina Bantam B White, WBL Mite 10). This field allows a maximum of 30 characters, spaces are counted as characters. **Do not deviate from this format for your team names.**

Category

Select Travel, House or REC. This field is required

Travel – designates a team that plays against other associations.

House – designates a team that plays ONLY within the association. Teams that play against other associations whether it is a league game, scrimmage, tournament or Jamboree are required to be classified as Travel.

REC – this is for recreational only teams such as the MN Hockey Recreational League. These teams follow the definition of a Recreational League found in the MN Hockey Handbook.

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.

Classification

The Classification is the age of play. Classification names are MN BANTAM USAH MIDGET, MN PEEWEE USAH BANTAM, MN SQUIRT USAH PEEWEE, MN MITE USAH SQUIRT, GIRLS MN 19U, GIRLS MN 16U USAH 19U, GIRLS MN 15U USAH 16U, GIRLS MN 12U USAH 14U, GIRLS MN 10U USAH 12U, GIRLS MN 8U USAH 10U.

Division

Select the Division or team level -- (A, B, B1, B2, C, C1, C2, H, JV, REC, or VAR). This field is required.

Individual Online Registration

Online registration is provided for individual members to register with USA Hockey. The **Waiver of Liability and Concussion Information & Acknowledgment** is completed during online registration.

- **All players and coaches must register online with USA Hockey.**
- Online registration is required for all Managers/Volunteers. There is no charge for this online registration.
- Instruct your members to register online **using their legal name** 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
 - Minnesota Hockey fee of \$1 for age 19+, \$10 for age 7 to 18, \$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.
- All name corrections must be sent to the Registrar.

Please note – if you do not claim your players and coaches they will not be available for placement on a roster. If you are waiving players to another association, process their Confirmation through your Registry and then pass the online confirmation page to the new association that they are waiving in to.

Team Declarations

You are required to submit a Roster for each team a minimum of two (2) weeks before your roster sign-off meeting.Enter a coach that meets the requirements for the level of team you are registering. In order to do this, they must be in your database. This Roster will be used to verify that the Division, Team Name, and Class are correct for all your teams before the rosters are signed. If there are any errors, you will be informed of the changes that are required and these will need to be completed before the rosters can be approved and signed. You will remove the coaches name from the roster when you submit the Players and Staff.

Official Team Roster

Remember that player signatures are no longer required on Official 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.

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.

A **Credential Verification Sheet** (CVS) will be created for each team with player and coach names and coach CEP information. 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.

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