

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

MONTANA ASSOCIATIONS

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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.**
- 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
 - MAHA fee of \$10 for 19+, \$13 for ages 7-18, \$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 Associate Registrar.

Important: You must claim **all** players and coaches 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 and coaches to teams and create the Official Player Roster (USA Hockey Form 1-T).

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 Affiliate Registrar. **You will then enter TEAM NAME – a maximum of 35 characters** – composed of the Division designation with the order number. Example – the first Peewee Team is PW1 – Valley Ice Kings A, the second Peewee Team is PW2 – Valley Ice Kings B. Designation examples: Adult (AD), Women's (WM), High School (HS, JV), Midget (MD), Girls/Women (GW), Bantam (BA), Squirt (SQ), Mite (MT), Tyke (TY), Development (DEV). This field allows a maximum of 30 characters, spaces are counted as characters. **There will be no exceptions to these.** Next comes: **Season Type, Team Type, Classification, Category, Division.**

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster.

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 ROSTER FORMS

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.

Deadline – Rosters must be received by the USA Hockey Associate Registrar for Montana, before any team plays a league or tournament game. Subsequent changes to a roster (additions/deletions) are allowed. For teams competing towards National Championships (Tier I, Tier II and Senior Women), final rosters and all additions/deletions must be received by the USA Hockey Associate Registrar for Montana by December 31. For teams competing on natural ice the deadline is January 20. House/Rec teams can roster all season long.

A **Credential Verification Sheet (CVS)** will be created for each team with player and coach names along with coach CEP information. Please use the CVS for all teams going to State and/or District tournaments. Columns labeled 'Local Use' 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

Thank you for all your hard work and support.

Todd Porter