

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

NORTH DAKOTA ASSOCIATIONS

Define Divisions

Your Registry comes with the North Dakota age ranges. **Under no circumstances are you to make any other changes to the division table.** Some associations will have 16&Und teams. Do not enter the “ND 16&UND USAH HS” into Youth Division in the Division Definition table. This division is a sub-division of Jr. Gold. It will be added to the Division table on the Teams panel.

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
 - NDAHA fee of \$15 for ages 7+, \$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

Note: All player and coaches within your association MUST be on an approved roster.

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

Team Name: Please be consistent in how you name your teams. The Team name field is composed of the Association Name, (Girls - if applicable – if not we assume this to be a youth team) team division and the team color or number (i.e. Mandan Bantam B White, Minot Mite 10). This field allows a maximum of 35 characters, spaces are counted as characters.

Examples:

Bismarck Peewee A White

WF Girls 10U Green

Minot Bantam B Wolves Maroon

Next comes CATEGORY, CLASS and DIVISION.

Category

House/ Rec – Choose this option if this team will not travel or play teams from other associations

Travel – Choose this option for any team that will play other teams from other associations

Class

Tier 2 will be the primary class of play for ND. Tier 1 teams will be only apply in very special situations

Division

For Girls, Bantams, Pee wee and Squirt level, pick the appropriate division: AA, A, B1 or B based on how your association declared their teams for league play. Generally Termite and Mite teams should be classified in the B Division.

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.

This is only for Tier I National Bound Teams, NOT North Dakota League play.

Team Roster

As in the past, you can add yourself to your Registry as a volunteer and use your name on all Team Roster forms to replace the TMA. Remember to change the position to Team Mgr/Rep or else you will be listed as a coach. The form that prints will be the roster with your name as the contact. You will remove your name from the roster once you have printed the form and turned it in to your Associate Registrar or when you add the team members and staff.

North Dakota requires a Head Coach be designated for all Youth, High School and Girls/Women's teams.

Remember 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.

Coach and Volunteer Requirements – Coaches are required to have completed a Coaching Education clinic and on-line training modules, submitted their background check and have completed SafeSport training. Volunteers must have completed the background check and Safesport training. **Please advise your members to register and complete their requirements early so you are not delayed in completing your team rosters.**

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 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

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