

**TECHNICAL BULLETIN  
USA HOCKEY REGISTRY  
2017-18 SEASON**

**New Hampshire Amateur Hockey Association  
NEW ENGLAND DISTRICT**

New Hampshire Associate Registrar:

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**ONLINE REGISTRATION IS MANDATORY FOR ALL NHAHA ASSOCIATIONS.**

It is a very simple process. Direct players/parents to [www.USAHOCKEYregistration.com](http://www.USAHOCKEYregistration.com) and follow the instructions. Have the parent/player save a copy of the confirmation you can have either email it to you or print it and mail to you. Players under 18 years of age will need an adult to complete the registration process for them. They will need a credit card. VISA Gift Card for the right amount can be used.

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

**USA HOCKEY AND AFFILIATE FEES**

The USA Hockey registration fee is \$40 for age 7 and over and \$0 for age 6 and under (birth year 2012 and later). The New Hampshire Affiliate charges \$7 for age 7 and over, and \$0 for age 6 and under. This fee is collected during the online registration process and is distributed to the affiliate by USA Hockey.

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.

**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. This option is at your discretion, please consider names that will make it easier to identify and differentiate between your teams. **\*\*\*Please do not assign colors to teams in this field. I will not know that your Blue team is your #1 team and that Red and Green are the lower level or house teams, nor will the Divisional VP's.\*\*\***

**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**.

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.

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

**All Rosters require a Head Coach to be designated on the Official Roster. When creating the roster, in the Assign Personnel Screen, click on the drop down arrow by the Position box below the Staff area to identify the Head Coach.**

**Coaches are required to have completed their Screening and the SafeSport Training PRIOR to participation in your program.**

- ❖ 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.
- ❖ 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.

If you have any questions about building your team(s), please call me.

**Team Roster**

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.

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