

NEW YORK TECHNICAL BULLETIN 2018-19 Season

Welcome to the new hockey season. This document contains information pertinent to registration in the NY District. It is important that you read through all the information provided to you as this will assist you in following the proper procedures. USA Hockey also makes available supplemental information on basic registration procedures and using the portal registry, creating and submitting teams, working with reports and an FAQ document. All documents are accessible from the home screen of your Registry.

The NYRegistrar.com website is specifically designed to address registration in NY. This website is a great resource for registration information for the NY District, registration basics, news, approved rosters, sanctioned events and tournaments, credentials and hockey in NY. There will also be an NYRegistrar App available later in the season.

USAH registration in the NY District

PORTAL REGISTRY USERS

You are the authorized user of the USAH online registration software. The Registry is for your use only as you complete registration for all members with USA Hockey. You are responsible for the security and confidentiality of all data collected. Do not share or make public your user name and password. Multiple users are not allowed. However, should extenuating circumstances arise, a request for another user must be submitted by the club president in writing to the USAH District Registrar in NY, Tom Branden.

ONLINE REGISTRATION

Online registration for the 2018-19 season began on April 2, 2018.

- Each person/parent needs to be responsible for processing their own or their child's registration. **All Members (players, coaches, managers, volunteers and administrators)** are required to register online at www.usahockeyregistration.com and then send the participant's confirmation number to you. There is a \$40.00 USAH fee as well as a \$8.00 NYS Hockey fee collected during online registration for participants age 7 or older. Volunteers, managers and administrator registration is free of charge. This membership does not allow for any on ice participation or game day management on the bench. Participants must register using their full legal name, not a nickname or shortened name.
- Once you receive confirmation number(s) login to the USAH web-based portal registry and select 'Registration' to claim people to your club.

○ *****SEE USAH DOCUMENT "IMPORTANT INFORMATION" (PDF) for the process*****

Important: The online registration process **is not complete until you claim ALL your participants** through your Registry. Once completed you may then assign your players, coaches and staff to teams and create the Official Team Roster 1-T.

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, screening, 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.

TEAMS - OVERVIEW: OFFICIAL TEAM ROSTER (1 – T)

- ✓ All participants in your club must be placed on a roster if applicable
- ✓ You will submit your rosters through your web-based portal registry to your USA Hockey Registrar
- ✓ You will be able to view all pending rosters and will receive any/all approved Rosters back in your Registry
- ✓ You will also receive a public link to the Roster that you can distribute and publish as necessary. This link will remain the same all season – even if changes are made to the roster
- ✓ You are still able to print Rosters from the public link. This is the Official Roster but with limited Player information
- ✓ You must claim ALL Coaches through your USAH Registry – Any adult who is on the ice or on the bench must be registered through your Program as a Coach – member type C
- ✓ Player signatures are not required on Official Rosters

Birth Verification

- It is highly recommended that every player's **Birth Certificate** (house and travel) is verified by the USAH associate registrar for your section.
- It is **required that all players 8 and under and those players on national bound teams** (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey

registrar for verification and affirmation prior to roster submittal and approval.

- Hospital birth records, birth announcements or baptismal certificates are not acceptable forms of proof.
- **The West Section of NYSAHA mandates all youth and girls' participants are birth and citizenship verified prior to roster placement and approval**

Goaltenders must be identified for all teams in the NY District. To add the position, click on the pencil to the right of the Player's name.

Head Coach: A head coach must be named on every team

Players

A player of any gender may not be registered and/or play with more than one (1) tournament bound team regardless of classification, and not with any other ice federation, except for High School Club players who may be on both tournament-bound rosters.

USA Hockey approved the following proposal during annual congress in June 2018 regarding females 12 years of age playing up on Tier 2 girls teams:

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 that:

- (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.*

The NY district has yet to decide on allowing this exception. Should the exception be approved by the district and 12 year old female players are allowed participation on 14u girls national bound teams, the president of the club must put in writing to the appropriate section president and district registrar Tom Branden outlining the players moving up (name, DOB) and team they will be participating on. These players will be locked and no further movement allowed.

Out of district Players

Players outside of the NY District are allowed to participate on teams in NY provided they meet the NY district requirements. Players from another USA Hockey Affiliate/District who wishes to register and participate on a team within New York will not be permitted to register until he/she provides written documentation (a release) that he/she does not have any financial obligation, whether monetary or equipment, to any component of their previous Affiliate/District. Contact the USAH District Registrar or Associate Registrar in your section. **Do not allow any participation and/or rostering until this document is obtained.**

Youth and girl's player on a National Bound team in another district, who are eliminated from contention and did not qualify in the registered district for the National Tournament, are not eligible to join a National or State bound team in the NY District.

West Section: Players can only be registered (claimed) in one club. Dual registration in multi-organizations is not allowed in the West Section.

District/National Tournament Bound Designation: For all Tier I and Tier II teams (Youth and Girls) at age levels that have National Tournaments, there will be drop down field to select yes or no if the team is National Tournament-bound. The approved Roster will reflect this selection. All teams in NY need to make sure they also designate state/national tournament bound by placing the letters "TB" in their team name for all 12u, 14u, 15 only, 16u, 18u and 19u girls teams if they are NY District/National Tournament Bound.

ROSTER CHANGES/SUPPLEMENTAL ROSTERS

For any/all changes/modifications made to the original official roster of a team, the supplemented team roster will automatically be re-submitted through the registry. Do not create a brand-new roster; make all changes to the original roster.

ROSTER SIZE

Rosters cannot exceed the 20-player total limit with a maximum of 18 Skaters at any given time. If you are adding a 21st player, you must drop someone from the current roster prior to adding another participant.

USAH mandates the following:

Tier I level, all youth teams at 14u,15, 16u, and 18u and Girls Tier 1 teams at 14U, 16U and 19U classifications
MUST HAVE A MINIMUM OF 15 ACTIVE PLAYERS (including goalkeepers).

REMEMBER – USAH/NYSAHA RULES ONLY ALLOW PROPERLY CERTIFIED COACHES LISTED ON THE ROSTER TO BE ON THE BENCH (MAXIMUM OF FOUR) DURING GAMES, THIS INCLUDES PRE-SECTIONAL, SECTIONAL AND NY DISTRICT TOURNAMENTS.

**ROSTER LIMITS (Youth/Girls Teams)
20 PLAYERS TOTAL INCLUDING GOALTENDERS
18 SKATERS MAXIMUM
4 NON-PLAYERS ON BENCH**

BUILDING TEAMS

*****SEE USAH DOCUMENT IN THE REGISTRY ON CREATING AND SUBMITTING TEAMS*****

TEAM NAME

Type the team name in the designated area. Be as specific as you can.

All teams that are state/national tournament bound (Tier I and Tier II youth and girls) and Tier III state tournament bound teams in NY must designate the team as TB. All other teams will not have this designation. Add **“TB” to the team name** if the team is state/national tournament bound in NY. Only use the “TIER” designation for tournament bound teams. All other teams will be either travel or house.

Tournament bound team names should follow the same format for all teams designated tournament bound.

The name should appear as follows

“TB” - “NAME” “AGE CLASS”
i.e. TB – Bumblebees 16u

**NY DISTRICT: The TEAM’S NAME listed on the roster in this designated area and all scoresheets MUST reflect the USA Hockey registering organization name not a pseudonym or nickname.
Do not put a pseudonym or nickname in the team name**

SEASON TYPE

There will be 4 locked season types: Regular, Pre/Post, Spring/Summer and Invitational tournament; with no other options available. Select the appropriate season type for the team you are creating.

TEAM TYPE

There are 5 locked team types: Youth, Girls, Adult, Women and Disabled. Select the appropriate team type for the team you are creating.

CLASSIFICATION

This is the Age classification of the team you are creating and will be based on the “TEAM TYPE” selected

Fifteen (15) (Tier I National Bound Teams only) - 15 Only

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.

CATEGORY

Select the category that corresponds with the team you are creating. The category will define the competitive level of the team: i.e. Travel, House/Rec, Tier I, II, III, etc. USAH does not recognize Tier 1 hockey until the 14u age class.

Only use the Tier I, Tier II or Tier III Category designation if the team is District/National Tournament Bound at their respective level. All other teams will either be “TRAVEL”, “HOUSE/REC” OR “N/A”. There is no ‘Tier’ Category Designation available for teams at the 10U, 8U or 6U classifications.

NATIONAL TOURNAMENT BOUND DESIGNATION:

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.

All teams in NY need to make sure they also have “TB” as outlined above in their team name if they are NY State/District tournament bound at any: Tier I, Tier II and Tier III.

DIVISION

The Division further defines a level of play and is pre-determined based on selection of previous data.

ADDING PARTICIPANTS AND STAFF

After a team has been created participants and staff can be added to the team. Staff will be grayed out if they do not meet the proper requirements.

In the team screen select the team that you will be adding participants and staff to. Click the "ADD PLAYER" button. In the next screen select the players from the list to add to the team. When your participants are selected click the "ADD PLAYERS" button; this will return you to the team screen. Follow the same procedure for adding the staff: Coaches, assistant coaches and Manager.

Coaches and staff must have proper credentials prior to roster placement and approval. This includes valid screening, SafeSport, unexpired CEP and module.

- ❖ 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.

SCREENING -

All staff members of a team and all those that have contact with minors must screen (have a background check) in the NY district using the designated company outlined by the district regardless if screened elsewhere.

Once completed send the screening receipt showing name, date screened and completion of screening, to your respective section USAH Associate Registrar for roster approval. All those showing as not screened will be redlined.

HEAD COACH DESIGNATION, ASSIGNING JERSEY #'S AND POSITION

A head coach must be designated on each team roster. To designate a head coach: while in the team screen with the roster showing of the specific team, click the pencil icon next to the coach that will be designated as the head coach. A "Staff Options" pop up box will appear. Next to position select the designation to assign to this person and save. Follow the same procedure to assign positions to the remaining staff. Jersey #'s can be assigned to each player on the team if so desired using the same process.

DESIGNATING GOALTENDERS

Every roster MUST identify the goaltenders on the team. Select the "pencil" next to the goaltenders on the team and define their position on the pop-up box then save.

SUBMITTING ROSTERS

After the roster is set with the participants and staff the roster must be submitted for approval. Click the "Submit Team" button on the left side menu.

REDLINE/REJECT

Players and staff may be redlined if they do not meet proper requirements. Check your rosters carefully and contact your associate registrar to discuss.

ROSTER TAGS AND NOTES

Rosters will have color coordinated tags designating a category. There are 11 tags

Approved, Unapproved, Unsubmitted, Disabled, Dormant, Issues Found, NTB Tier I, NTB Tier II, Pending, Reviewing, Roster Note.

Rosters will occasionally have a note from the USAH Registrar. It is important that you review each roster and read the notes.

INFORMATION FOR HIGH SCHOOL TEAMS

High School/Prep School Division 1: Formal high school and prep school teams or non-varsity teams consisting of full-time students attending the same high school or prep school or full-time students that are eligible to play sanctioned varsity sports at that school.

High School/Prep School Division 2: Formal high school and prep school teams or non-varsity teams consisting of full-time students attending more than one high school/prep school.

Girls' High School/Prep Division 1: Formal high school and prep school teams or non-varsity teams consisting of full-time students attending the same high school or prep school or full-time students that are eligible to play sanctioned varsity sports at that school.

Girls' High School/Prep Division 2: Formal high school and prep school teams or non-varsity teams consisting of full-time students attending more than one high school/prep school.

IMPORTANT NOTES

District and National Tournament Bound Teams:

- ***A player of any gender may not be registered and/or play with more than one (1) tournament bound team regardless of classification, and not with any other ice federation, except for High School Club players who may be on both tournament-bound rosters.***
- The roster must clearly state that the team is tournament bound (TB). "TB" - "NAME" "AGE CLASS"
- **Team name MUST reflect the registering organization's name not a nickname on all documents**
 - **Do not put a pseudonym or nickname in the team name**

Only games played on or after the date the District Registrar and/or Associate Registrar approves/certifies the Player Roster form may be counted toward the 20/10 (Youth Boys) or 14/10 (Girls/Women) 10/8 (18 & Under, 16 & Under Tier III) 10/5 High School credential rule.

In order to be eligible to compete in State and/or National Championships, the Official Team/Player Registration Roster or Supplemented Roster (rosters with changes to the Official Team/Player Roster) must be received by the District Registrar/Associate Registrar no later than December 31, 2018 for youth and girls/women and February 15, 2019 for High School. In addition, no player may be rostered onto a tournament bound team after the earlier: commencement of the applicable section tournament or playdown, and/or December 31st of the current year except for full season 18 & Under/16 & Under teams who have until December 31st with the approval of the respective section president.

- Game score sheets used to verify the 20/10, 14/10, 10/8 and 10/5 rule, must contain only names found on the Player Roster form (1-T) for that team. **Teams are mandated to use their registering organization name on all scoresheets** for them to count toward the team and player credential.

Credential Book:

- Every Tournament Bound team must compile a Credential Book. Instructions and video for compiling the credential book are available online at www.NYRegistrar.com under the credentials link.
- *****It is required that all players 8 and under and those players on national bound teams (NYSAHA) must supply a government issued birth certificate or passport identification page for each rostered player to the USA Hockey registrar for verification and affirmation prior to roster submittal.**
- A ***Credential Verification Sheet (CVS)*** must be created for each team with the players and coaches printed on the form for inclusion in the team's credential book. Use this form for all teams going to state tournaments and/or National tournaments from your organization. To access the form click "reports" in your Registry. To create the CVS select the team from the Team list and click on Credential Verification.
- The team history also needs to be placed in the book.
- Organizations are solely responsible for properly rostering teams and submitting the information in a timely manner to the associate registrar.

General Information

USA Hockey Tournament Sanctioning:

- To sanction an Event and Invitational Tournament in NY, the ONLINE Invitational Tournament Application request form must be completed. The form is located at <http://www.nyregistrar.com/tournaments>. Only online request will be considered and processed for sanctioning.
 - **Tournament Rules:** you are required to provide a copy of the tournament rules
 - **Fees:** Online payment using a credit card, PayPal, or E-check is required in the amount of \$50 for only USA Hockey Teams participation, the amount of \$75 is required if your tournament will include other IIHF teams.
- All sanctioned tournaments will be given a tournament number and published at www.nyregistrar.com/sanctioned-events. This is the only official listing of sanctioned events in NY. The tournament chair will receive an official sanctioning certificate once the application is processed and approved.

TRAVEL PERMITS: travel permits are mandatory for all teams traveling to Canada. The travel permit request form is located in your registry. It is required that the form be completed for each instance of travel to Canada and submitted to your USAH Associate Registrar for approval at least 2 weeks prior to travel.

TEAMS PARTICIPATING IN A CANADIAN LEAGUE

If you have teams planning to participate in league play in Canada, you must contact the District Registrar to obtain a letter. Prior to participation, send an email request and provide the team or teams participating, age category of the team, the league they are participating in, the contact for that league, an approved team roster # for each team. Remember that USAH teams participating in a Canadian league MUST follow USAH rostering rules regardless of what the Canadian league allows/mandates. This includes age categories and roster size. Participants can only be registered in one (1) IIHF

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. You are to work with your club administrators and create the reports they need to do their job. Reports for the Coaching Education Program, SafeSport & Screening and Redlined Members reports should be reviewed frequently and sent to the appropriate people in your club for review and reference.

Consult the USAH document on custom reports and filters located in the registry on the home page.

Forms

The USAH Registry contains all forms needed for the season. The Participant Accident **Claim Form** is available to print out from your Registry for participants injured during sanctioned events. Click on "Forms" and select "Claim Form". Before you sign a claim form, make sure that the participant is properly registered with your association as required by USA Hockey and the event where the injury occurred was properly sanctioned. Do not publish this form in any public forum and/or on any website.

Grow the Game:

- Grow the Game events such as "Try Hockey for Free", 2 and 2 challenges can be sanctioned as USA Hockey events with the approval of the District Registrar. The steps to process and guidelines for consideration are:
 1. Each participant is required to wear gloves (of any kind) and a helmet.
 2. Completed IMR/Waiver form
 3. Properly registered, certified coaches required to be on-ice.

Membership Resources:

USAH makes available many resources. **Club Excellence** is a new online portal system designed to give the 1,500 youth USA Hockey associations a unique home to drive organizational success. The portal walks youth hockey leadership through the day-to-day needs of running a successful youth hockey association.

To access to the portal, an association's President or Vice President must submit their information through a link. Once the registration is confirmed, they may invite the rest of the board to join them in the portal. Each leader has a job description, monthly tasks and a resource center with quick reference templates / best practice guides that relates to their association role.

ASSOCIATE REGISTRARS CONTACT INFORMATION:

Website: www.nyregistrar.com

District Registrar
THOMAS BRANDEN
716.685.2171
716.863.8119

tbranden@nyregistrar.com
tbranden@verizon.net

Website: www.nyregistrar.com

Central – all NYH1’s

North – all NYH2’s

KIM WHITE
518.423.8824
whitekimarie@gmail.com

East – all NYH0’s

East – all NYH4’s

East – all NYH5’s

THOMAS BRANDEN
716.685.2171
716.863-8119
tbranden@nyregistrar.com
tbranden@verizon.net
Website: www.nyregistrar.com

CHARLES AIGEN
914.582.2239
chuckaigen@gmail.com

DAVID TEMKIN
718.969.1148
dtgnycihl@aol.com

West – NYH3’s

West –NYH3’s

**District Registrar
West Adult Programs**

JANICE CAVARETTA
716.581.3996
JANICE@NYREGISTRAR.COM

ROBERT LEWEK
716.683.6773 (H)
716.432.6336 (C)
bob@lewek.com

THOMAS BRANDEN
716.685.2171
716.863.8119
tbranden@nyregistrar.com
tbranden@verizon.net
Website: www.nyregistrar.com

THANK YOU FOR ALL YOU DO!!