

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

SOUTHEASTERN DISTRICT

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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
 - Carolina AHA fee of \$5 for age 7&over, \$0 for age 6&under (birth year 2012 and later)
 - Potomac Valley AHA fee of \$0 for 65+, \$5 for age 7-64, \$0 for 6&under (birth year 2012 and later)
 - Southern AHA fee of \$7 for age 7&over, \$0 for age 6&under (birth year 2012 and later)
 - SAHOF fee of \$10 for age 7&over, \$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.

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

THERE ARE NO USA HOCKEY OR AFFILIATE FEES FOR REGISTERING TEAMS

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

You will enter TEAM NAME, a maximum of 35 characters. Please remember that USA Hockey is no longer using the nomenclature of Midgets, Bantams, Pee Wees, Squirts, Mites, and these will not be allowed in the "Team Name".

Following the prompts, select your CATEGORY, CLASS and DIVISION. You may receive more detailed information on this once the 2018-19 USAH Portal Registry is released.

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.

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

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.

For Potomac Valley Amateur Hockey Association (PVAHA) teams only:

AAA/Tier I, AA/Tier II and A/Tier II teams will not be approved unless submitted by an approved Tier I/Tier II association and in accordance with local Affiliate rules/regulations and By-laws. AAA/Rec or AAA Invitational Tournament rosters will not be approved during the regular USA Hockey season from September 1st until after Nationals. Any AAA/Rec or AAA/Invitational Tournament roster that is approved during the off season will expire on August 31st. AA/Tier II will not be approved unless the team is National Bound. Sanctioned Leagues may request the affiliate to allow all teams in that league to be allowed to register at Tier II.

Travel or Recreational teams may play other association's teams but do not qualify for Affiliate or District Playoffs or National Championships. Non National Bound teams may submit all Classes except AAA during the USA Hockey regular season from September 1st through Nationals.

The following teams are required to **submit** Rosters for certification:

- **All** Tier I and Tier II teams competing toward a National Championship.
- **All** Girls/Women's teams competing towards a National Championship.
- **All** league teams.
- **PVAHA High School teams, and, and all other High School teams in the District**, if required to do so by area High School leagues.

- **Any team** (including Rec teams) **playing a team outside of our Affiliate or District.**
- **Any team** (including Rec teams) **participating in a USA Hockey sanctioned Invitational Tournament.**
- **All Other Teams** as determined by the applicable Affiliate.

Official Team Roster

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.

Note: All Coaches, Managers and Staff are required to have completed their SafeSport Training prior to participation in their local program. For all Youth/Girls Rosters submitted: any Coach, Manager or Staff who does not have Screening completed will be redlined (removed) from the pending roster. PVAHA Only: All Tier I, Tier II and Travel rosters requires that a Manager be listed and the Manager needs to complete Safe Sport and a Background Screen prior to roster approval.

ASSIGNING PLAYERS, COACHES, AND MANAGERS

All rosters must be certified and dated by your Associate Registrar before they are official and before your game count begins.

IMPORTANT: For teams competing towards National Championships (Tier I, Tier II, High School, Girls', and Senior Women), certified rosters must be received by the USA Hockey Associate Registrar (at the address enclosed) as soon as possible so they can be certified and dated for game counts to begin. Games played before the roster has been certified will not count toward the number of games needed to qualify for post-season play.

Be sure your roster does not go over twenty players at any given time. The only teams allowed to have more than 20 players are High School and Men's/Women's Adult teams.

Deadlines

Tier I, Tier II, Girls', and Senior Women - final rosters and all additions/deletions must be received by your USA Hockey Associate Registrar **no later than 12/31**. **High School final rosters must be submitted no later than 2/15**. Coaches, with proper certification and managers may be added at any time.

House and Recreational teams – follow your appropriate league, association or Affiliate rules.

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.**

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

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