

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

**TEXAS AND OKLAHOMA ASSOCIATIONS**

**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
  - Texas Affiliate fee of \$6 for ages 19+, \$8 for ages 7-18, \$0 for age 6&under (birth year 2012 and later)
- All of your approved managers and volunteers should also register online (select ice MANAGER/VOLUNTEER) and submit their confirmation numbers to you. The manager/volunteer confirmation number will have "XX" as the first two letters. **Manager/volunteer registration is free, however, it does NOT allow on-ice participation.** A coach or player may act in the capacity of a manager and their confirmation number can be transmitted through the registry as a manager or volunteer.
- 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.
- The easiest way to add multiple participants at once is to use the "import members" option and upload a spreadsheet with the data. Data must be in separate columns. You must have a column for confirmation numbers and a column indicating the member type – p, c, m, or v. When prompted, identify these two columns. You can "ignore" any other columns. Click "submit member list". All data the participants entered during online registration will be sent to your registry completing the registration for the participants and activating their USA Hockey benefits.
- 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).

**OFFICIAL ROSTERS**

**Creating official rosters:**

- Teams that will be participating in league play/tournaments/games against teams from other associations must create a roster.
- Once you have claimed your members, go to "teams". Select "create team".
- The team name is your choice. Up to 35 characters.
- Select the season type. For Fall only teams, use the pre/post option. Tournament rosters should go under the invitational tournament option.
- Select team type and classification. In order to select A, B divisions, you will need to select "travel" for the category. High School teams should be classified as HS (division 1 if all players from one HS; division 2 if players attend multiple HS's).
- When entering a tier team (girls or youth) you will see a message asking you to indicate if the team is national bound. If this is yes, then the national bound status will be reflected on the roster.
- Once your team is created, add players, coaches, and managers as needed.
- The pencil icon allows you to edit the participants. Each youth, disabled youth, or girls' team **MUST** have a head coach designated. Use the edit function to indicate the head coach.

- It is also possible to add player positions or jersey numbers, though not required. When creating 14U, 15 only, 16U, 18U, 19U or HS teams you will see a prompt suggesting you identify goalies. If identified, the goalies will receive development related information throughout the year.
- When the roster is finished “submit” the roster for approval by your affiliate registrar.
- You will receive an email with a link to the approved roster. The roster will also show as approved in your registry. You can distribute the roster link as needed. It will remain the same all season and will reflect any further changes made to the roster as they are added. **Please note that when making subsequent roster changes/additions you will not see a submit button. The roster will automatically be sent to the affiliate registrar for approval.**
- If you need to print a roster, be sure to do so from the link. This is the official roster, but with limited player information.

### **ROSTER REQUIREMENTS**

**Rosters MUST be submitted to the Texas/Oklahoma Affiliate Registrar BEFORE any team participates in an exhibition, league, non-league, or tournament game in the current playing year.**

#### **On Ice Participation:**

- Any member (excluding sled pushers for disabled teams) who will be on the ice or bench with youth players **MUST** be registered through USA Hockey as a **coach** (or C/P if he is also a player in your program). **Members registered as a manager or volunteer are NOT allowed on the ice or bench with youth players.**

#### **SafeSport:**

- All coaches are required to have current/completed SafeSport training PRIOR to participation in your program and being placed on a roster.
- 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.
- SafeSport training is available free of charge to anyone (including parents) as long as they have a USA Hockey confirmation number.
- SafeSport is good for two seasons. There is a refresher course available for those that have taken the course before but need to recertify.
- The link to the SafeSport website is on the home page of your USAH registry.
- The words “SafeSport verified” will appear on the personnel screen for any member in your program who has current/completed SafeSport training. That information will also be reflected in the staff area of the official roster. You can generate a SafeSport report from your registry as needed.

#### **TAHA Background Screening Requirements:**

- **All coaches, managers, etc. (anyone listed on the roster that is not a player) must have a background check prior to being added to any team roster. NO EXCEPTIONS.**
- All background screenings will be conducted through NCSI through the link provided on the TAHA web-site ([www.tahahockey.org](http://www.tahahockey.org)).
- Completed screening will now show on the roster and member’s profile.

#### **Other Requirements for Coaches:**

- 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.
- Remind your coaches that they must have current CEP completed by 12/31 or they will be removed from all rosters as of January 1<sup>st</sup>.
- **Please encourage coaches to use the exact same name/spelling for clinics, modules, USA Hockey registration to ensure that their credentials show up in the data base.**

### **Non-US Citizen Transfer Requirements for Players:**

- International Ice Hockey Federation regulations require that all non-US citizen players on youth or girl's teams have a completed transfer approved.
- The appropriate transfer form accompanied by documents showing proof of resident status in the US must be turned in to USA Hockey and **APPROVED PRIOR** to the player being added to a roster and participating in games. A player with an incomplete transfer will not be available for addition to a roster.
- Transfer forms can be found under "forms" in your registry.
- There are four different transfer forms – one for Canadian women on national bound teams, one for Canadian youth, one for all other non-US citizens on youth teams and one for 18 international on youth teams.
- Youth players aged 18 or over with a non-US and non-Canadian citizenship will need to obtain a special form from USA hockey and will be charged a fee for the transfer. All other groups are free of charge.
- Once a non-US citizen's transfer is complete and proof of resident status has been approved, the player's record will be marked as 'transfer complete' or 'transfer complete-student' in the database.
- Girls' national bound teams are restricted to no more than two (2) players in the US on student visas.
- Youth national bound teams are restricted to no more than four (4) players in the US on student visas.

### **Age Requirements and Birth Certificates:**

- 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.
- TAHA Member Associations may have two (2) 8U (Mite Major) players play-up on a 10U team.
- Each Member Association shall provide to TAHA the name/DOB of any such 8U (Mite Major) player as soon as he/she is added to a 10U roster.
- Play downs are NOT allowed unless approved by the District Registrar. Approval requests must be accompanied by a doctor's letter detailing a significant medical reason for the request.
- Birth certificates for all players not previously registered with USA Hockey or not yet verified should be submitted as soon as possible.
- Once the player's birth certificate has been reviewed by the affiliate registrar, the player's record will be marked as "verified". It will appear that way in your registry as well. The roster will show a "V" for all verified birth certificates.
- Once a birth certificate is verified, it remains in the database and will follow the player through each year of play with any USA Hockey team.

### **ROSTER CHANGE DEADLINES**

- National bound Tier I, Tier II, and Senior Women's teams are not allowed to make any changes/additions/deletions to their roster after December 31.
- National bound high school teams are not allowed to make any changes/additions/deletions to their roster after February 15<sup>th</sup>.
- Non-national bound teams can continue to make changes to their rosters throughout the season as needed in accordance with their league rules.

### **REGISTRY/ROSTER UPDATES**

- Each time that you sign into your registry you will receive the most current data for your members – approved rosters, completed coaching clinics, modules, SafeSport, date of birth verification, non-US citizen transfer completion, etc. – anything that has been updated since you last viewed your membership data.

### **FORMS**

- There are a number of forms available on your registry. Look under "forms".
- Before you sign an **accident claim form** for USA Hockey insurance make sure the participant is properly registered **AND CLAIMED** by your association.

- Never post-accident claim forms or waivers on your association websites.
- You will need to create a **credential verification form** for each one of your national bound teams participating in the state, district, or national tournament. This form is specific to each team and needs to be printed off and filled out prior to the tournament credential check.
- **Event sanction forms** are needed when an association/team is hosting an event that will include non-USA Hockey registered participants. These must be turned in for approval at least two weeks prior to the event.

**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.

**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

It is difficult to cover all possible situations, so please don't hesitate to contact us if you're in doubt about something or have additional questions.

**Good luck and have a great season!**

**Contact Information:**

**For all Association Codes**

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**For all Associations Codes**

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