

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

**Vermont Associations
NEW ENGLAND DISTRICT**

Your USA Hockey contact:

Robert Greemore
31 Hutchins Circle
Barre, VT 05641-8119
Phone: 802-476-4341 (home)
Cell: 802-272-8523
rgreemore@msn.com

Individual Membership Registration

All programs must use the online registration process through USA Hockey at www.usahockeyregistration.com. The **Waiver of Liability and Concussion Information & Acknowledgment** is completed during online registration. Copies of Waivers are therefore **NOT** required for those registering online. Instruct your members to register online and send 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 and **Vermont fee** of \$5 for ages 7 and older and \$0 for 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 scan or type 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: The online registration process is not complete until you transmit the confirmation numbers through your Registry to USA Hockey. You may then assign your players and coaches to Teams and create the Official Team Roster.

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.

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**.

CATEGORY: This is a required field. For teams going to the Vermont state tournaments, use Tier I for Green Mountain Glades and Vermont Stars and Tier II for all local association state tournament bound youth and girls teams formerly designated as AA, Tier III for all local association state tournament bound youth and girls teams formerly designated as A, Tier IV for all local association state tournament bound youth and girls teams formerly designated as B. House/Rec is for local association teams that travel but do not enter the state tournament. All squirt level teams must use the House/Rec level designation. Girls/Women is used for all Sr. Women's teams.

Teams that are not USA Hockey tournament bound, such as the Glades' midgets; North American Hockey Academy; split, fall, spring or summer teams; or allied club teams may use any category that suits their need.

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.

DIVISION: The Division is team level – Use AAA, AA, A, BBB, BB, B, AB, C, D, or N/A. Teams may use an appropriate designation to suit the team's purpose.

Information for High School Teams:

Division 1: All players from one school;

Division 2: Combined High School players

OFFICIAL TEAM ROSTER

Remember that player signatures are no longer required on Rosters. Vermont requires a roster for all teams who travel to play other associations and teams. Cross Ice Mites may travel to jamborees but are not required to have a 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.

Note: Coaches are required to have completed the SafeSport Training and the age specific coaching module PRIOR to participation in your program and prior to being placed on a Roster. Split season team coaches are required to have all Coaching Education Program certifications and Age Appropriate modules completed by October 31. Coaches of regular season teams have until December 31 to complete the coaching education level requirements.

All Tier I and Tier II Rosters require a Head Coach to be designated on the Official Roster. Vermont requires a Head Coach be designated for **all** Youth, High School and Girls/Women's teams.

If you notice that there is no coaching education information or outdated information, there may be a matching problem in the database. It is important to notify USA Hockey if there is a discrepancy.

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.

Credentialing Tournament Teams

The **Credential Verification form** can be created for each team with player and coach names and coach CEP information printed on the form. Please use this form for all teams going to State and/or District tournaments. Columns labeled 'Local Use' do not apply and can be left blank. Click on Reports, Credential Verification sheet and select the Team.

Every association must run this report to create the Credentialing Sheet for teams advancing to state, regional, sectional and national tournaments. The report will automatically complete the roster information and, if players registered online, the report will complete the Waiver of Liability section. It will also include coach CEP information. 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