

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

**PACIFIC DISTRICT**

**PNAHA ASSOCIATIONS**

**USA Hockey Associate Registrar:**

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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
  - PNAHA fee of \$1 for age 19+, \$9 for ages 7 to 18, \$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.
- All name corrections must be sent to the Washington 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).

**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 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.

**Information for High School Teams**

Division 1: All players from one school;

Division 2: Combined High School players

For High School, Tier I and Tier II teams (Youth and Girls) at age levels that have National Tournaments: Indicate on the roster if the team is National Tournament-bound. The approved Roster will reflect this selection.

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.

### **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.

### **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.

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. This form is signed off by the USA Hockey Associate Registrar, not the local association registrar.

### **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

### **Invitational Tournament Information**

The tournament application form is available in your Registry. The application, tournament rules and check for the applicable fee is required 60 days prior to the start of the tournament:

- USA Hockey - \$50 if all US teams or \$75 if any Canadian or other foreign teams
- “For Profit” tournaments require proof of additional insurance.

The packet is sent to Jeremy McCann, USA Hockey Associate Registrar, 8272 Saddle Trail NW, Bremerton, WA 98311.

### **Pacific District Concussion Protocol (Youth Programs)**

This protocol requires the use of Concussion Evaluation and Return to Participation form. Use and record-keeping of this form is outlined below:

- Blank copies of this form should be given to every team manager, kept in the manager’s binder, and used as follows:
  - When an athlete is removed from play for a suspected concussion, this form should be given to the parent/guardian.
  - The parent/guardian should provide this form to the medical provider evaluating the athlete, and the one subsequently treating the athlete throughout the course of the concussion.
  - Upon clearance, the athlete cannot return to participation until either this form, or a verified medical release from the clearing physician, is provided to the team manager. **There are no exceptions to this clearance requirement.**

Note: The legislation requirements of each state are in addition to or the same as the Pacific District Protocol. The Pacific District Protocol stays in place in every affiliate, in addition to any legislation. Where the Pacific District Protocol is more stringent than legislation, the Pacific District Protocol takes precedent.

Washington legislation applies to schools only. The Pacific District protocol is to be followed for 2018-2019 season.