



# 2024-2025 SEASON

## ATLANTIC DISTRICT - TECHNICAL BULLETIN

Please refer to the USA Hockey Technical Bulletin that follows this bulletin, regarding Registering/Claiming Members prior to beginning the formation of your team rosters. The USA Hockey bulletin also has other important general information regarding the formation of teams. The information in this, the AAHA Atlantic District Technical Bulletin, outlines items **required by the Atlantic District** in addition to the requirements found in the USA Hockey bulletin. If you have any questions regarding any of the requirements, or need assistance setting up your teams, please do not hesitate to contact [Registrar@aahahockey.org](mailto:Registrar@aahahockey.org). 2024-25 Rosters will be reviewed for approval beginning August 1, 2024. The following requirements **do not** apply to Disabled teams. **All Disabled teams should follow the instructions provided by the National Disabled Registrar, Laura Johnson who may be contacted at: disabled-registrar@comcast.net**

### SPECIFIC REQUIREMENTS OF THE ATLANTIC DISTRICT WHEN CREATING YOUR ROSTERS

Team rosters are required for all teams (except Adult) regardless of Tier, Age Level, National Tournament Bound Status or League Affiliation including all Scholastic **and In-House teams** unless otherwise noted. Adult teams/leagues are not required to form rosters however it is strongly recommended. Adult teams/leagues **are required** to claim all players participating in your program.

*Please take the following steps to properly form a team's roster.  
All rosters must include the specific items outlined as follow or the roster will not be approved.*

#### 1. CREATE YOUR TEAM SETTINGS

a) **NEW FOR 2024**

**NAME YOUR TEAM:** For all Youth and Girls teams, this field **must** start with the acronym for the name of the League(s) the team will participate in, with **NO EXCEPTIONS** other than for Adult level teams. If the team is not part of a league, start the teams name with NL. **Example:** SCH-North Penn HS.....or..... DVHL-EJEPL- Central Penn Panthers

*The following sample acronyms are to be used when naming your team:*

**AGHF** – Atlantic Girls Hockey Federation

**AYHL** – Atlantic Youth Hockey League

**EJEPL** – Eastern Junior Elite Prospects Hockey League

**NJYHL** – NJ Youth Hockey League

**THF** – Tier I Hockey Federation

**NC** – Non-Check Recreational Team *(other than Girls or In House)*

**BOD** – Board of Directors Rosters

**AHF** – Atlantic Hockey Federation

**DVHL** – Delaware Valley Hockey League

**MAWHA** – Mid Atlantic Women's Hockey Assoc.

**SCH** – All High School, Middle School and Elem School Teams

**UWHL** – United Women's Hockey League

**NL** – Not Participating with a League *(Independent/In-House/Rec Teams)*

**NEW FOR 2024**

In-House programs are required to form rosters with the appropriate Staff designations.

**NEW FOR 2024**

In order to be included on USA Hockey's insurance policies, each member association is required to identify all members of its Board of Directors on a separate roster. Please use the acronym **BOD** followed by your association name when submitting your board of directors' rosters. All members of the BOD are required to register with USA Hockey as a volunteer, have SafeSport and the required NCSI Screening. Please use the following team settings from the drop down menus when forming your BOD Roster:

**REGULAR SEASON; ADULT; ADULT US; N/A; N/A**

b) **CHOOSE THE SEASON:**

**REGULAR** – Teams formed for the regular season September 1, 2024 thru the conclusion of Nationals.

**INVITATIONAL TOURNAMENT** – For teams that attend a tournament during the regular season.

**SPRING/SUMMER** – For teams being formed for participation from May 1, 2025 thru July 31, 2025.

c) **CHOOSE THE TEAM TYPE:** Adult – Youth – Girls

d) **CHOOSE THE CLASSIFICATION:** Choose the appropriate age classification, Adult Classification or Scholastic Classification for the team. The age of a player is determined by his/her age at midnight on December 31 prior to or during the current playing season. Middle School teams are classified as 14U teams, Elementary school teams are classified as 12U

e) **CHOOSE THE CATEGORY :**

**TIER I or TIER II** – Choose for all League Programs operating in the Atlantic District.

**CROSS ICE | or HALF ICE** – Choose for all Mite teams

**SCHOLASTIC** – Choose appropriate level according to classification.

**IN-HOUSE** – Choose for all teams that never leave the building

**RECREATIONAL** – Choose for all teams that leave the facility, playing a max of 25 games per year against other rink run recreational programs

**MAJOR or MINOR** – Teams that that would like to distinguish between first age-year player and second age-year player teams within an age classification.

**INDEPENDENT** – Teams that operate in the District, Independent of any AAHA Sanctioned League.

f) **INDICATE IF THE TEAM IS NATIONAL TOURNAMENT BOUND:** Use the drop down menu to choose Yes or No

g) **CHOOSE THE DIVISION :** Choose the appropriate division for the team as follows:

**YOUTH TIER I: AAA:** For all teams participating in the AYHL or Affiliate approved Tier I Independent

**YOUTH TIER II: AA, A, B or N/A:** For all teams participating in the DVHL, the NJYHL or Affiliate approved Tier II Independent

**GIRLS TIER I: AAA or GIRLS TIER II : AA, A, B or N/A** - For all girls teams participating at the Tier I level, participating in MAWHA or Affiliate approved Independent Teams

**ADULTS: A, B or N/A** - For all Adult teams participating in UWHL or Affiliate approved Independent Teams

**IN HOUSE/REC/INDEPENDENT: A, B, C, NON-CHECK or N/A** - For all In-House, Recreational, or Independent travel teams not affiliated with any League.

## 2. **ASSIGN PLAYERS AND STAFF TO YOUR ROSTER**

### **NEW FOR 2024**

**PLAYER VERIFICATION:** Each organization is required to provide Birth Certificates or another form of Government ID for any player that has not been verified *except* for Adult teams. Please run the **VERIFIED BIRTHDATE REPORT** which may be found in the Registry, prior to forming rosters. This report will indicate which players need to be verified prior to adding to a roster. Please do not send documents for players that have been previously verified. Players *will not be approved* to rosters without verified proof of Birthdate and Citizenship. **All unverified players will be redlined and must be removed from the roster until verification is complete.** Verification documents may be securely submitted thru the AAHA website at the following link:

<https://www.atlantic-district.org/player-forms> or may be emailed to **REGISTRAR@AAHAHOCKEY.ORG** prior to submitting your rosters.

a) **ADD PLAYERS:** You may add total players up to the maximum numbers indicated below, however only max 18 skaters/max 2 goaltenders can dress and be on the bench for games, with the exception noted.

**YOUTH and GIRLS:** 20 players

**EXCEPTION:** Tier I-18U Youth may roster 22 players (dress 20 skaters-2 Goaltenders)

**HIGH SCHOOL:** 30 players

**COLLEGE/WOMENS COLLEGE:** 30 players

**ADULT AND WOMENS:** 25 players

b) **NEW FOR 2024**

**ADD TEAM STAFF:** Each team is required to designate a Head Coach, a Team Manager and a Locker Room Manager *except* Adult teams. Rosters *will not be approved* without the three required Staff designations. Please note that any team advancing to post season play and/or Nationals will be required to list ALL participating Locker Room Monitors on the roster prior to credentialing.

The following requirements are mandatory for all Coaches:

**CURRENT CEP\*, APPROPRIATE COACHING MODULE, CURRENT SAFESPORT, CURRENT NCSI SCREENING, PA ACT 153 CLEARANCES (if applicable)**

\*Coaches have until December 31, 2024 to complete this requirement. After this date they will be removed from the roster.

\*Mite Coaches are required to have a minimum Level 1 by Dec 31-2024 and recommended to be current.

The following requirements are mandatory for all Managers and Locker Room Managers:

**CURRENT SAFESPORT, CURRENT NCSI SCREENING, PA ACT 153 CLEARANCES (if applicable)**

c) **NEW FOR 2024**

**IDENTIFY YOUR GOALTENDER(S):** Each team is required to designate at least one goaltender *except* Adult teams. Rosters *will not be approved* without the designation(s).

d) **NEW FOR 2024**

**CONSENT TO TREAT FORMS:** All teams designated as National Tournament Bound are required to collect and hold on file, authorized Consent to Treat Forms from each Player and Staff member so they may be submitted promptly during the end of season credentialing process.

*If at any time you need assistance forming your rosters  
or have any questions regarding the requirements please contact  
Registrar@aaahockey.org*

# USA Hockey Tech Bulletin

## Individual Online Registration

Online registration is provided for individual members to register with USA Hockey at <https://membership.usahockey.com/>. All members (players, coaches, team managers and volunteers) must register with USA Hockey for participation. For the 2024-25 season, the **Waiver of Liability, Concussion Information & Acknowledgment and Safe Sport Training Policy Acknowledgment** have been updated and are completed during online registration. These waivers can also be found in the Forms section of the Registry/Admin.

Instruct your members to register online **using their legal name, correct DOB** and send their confirmation number to you.

Let your members know the below USA Hockey fee is collected during online registration plus the affiliate fee, which is listed on page 1 of this Tech Bulletin. More information on the USA Hockey fee structure and membership benefits can be found at <https://www.usahockey.com/membership>



**2024-25 USA HOCKEY  
MEMBERSHIP FEE STRUCTURE**

<b>PLAYERS (by birth year)</b>	<b>COACHES</b>
2018 & Younger.....\$15.00	All Levels.....\$46.00
2016-2017.....\$50.00	<b>OFFICIALS</b>
2012-2015.....\$61.00	Level 1.....\$55.00
2006-2011.....\$70.00	Levels 2/3/4.....\$110.00
2005 & Older (Adults).....\$46.00	Affiliated Non-Skating.....\$45.00
	<b>VOLUNTEER ADMINISTRATORS</b>
	All.....\$0.00

**Important note:** If a player registration is completed with a wrong year of birth and should be at a different fee then USA Hockey national office will refund the original registration fee and have the individual register again. This will result in the person getting a NEW Confirmation number. The old confirmation number will be deleted from the national database and if it was already claimed to your association the process of us deleting it will remove this number from your Registry. You will need to get the NEW confirmation number from that member to claim them again with the correct DOB. Example player registers with 2016 and should be 2006 this would result in us processing a refund for the 2016 and having member register again and getting new number. If the error is just in the day or month or stays within the same fee, then we can correct this in the national database and re-sync to the Registry without a new registration needing to be completed.

## Claiming/Registering Members

All associations **MUST** claim their members:

- Collect Confirmation numbers/bar codes
- Log in to the USAH Registry, click on Registration
- Enter member type (C-coach, P-player, M-Manager, V-Volunteer)
- Enter Confirmation Number to claim that individual. The player/coach confirmation number is 9 digits and 5 letters, **for the 24-25 season, the 4<sup>th</sup> digit will always be a 5.** A manager/volunteer confirmation number is 9 digits followed by XX and 3 letters.
- You can also import several confirmation numbers at one time with the upload feature. When importing lists, it is recommended to have no more than 500 confirmation numbers per import.
- **If importing**, create an Excel spreadsheet with the required two columns; Member Type (C, P, M or V) is in one column and Confirmation Number in the next column. Click on Import Members on the Registration screen to upload your file. You will identify which column contains what information and then import.
- After submitting one or many confirmation numbers with the member type a table will list who you are ready to submit for claiming.

- Click 'Submit Member List;' a report will be provided summarizing the registrations you have submitted and are now in your personnel. You can then begin to create rosters.

It is important that you claim all members that are participating in your association to confirm compliance for education, Safe Sport, and screening and to have the correct count of members participating in your association. **ALL Coaches must be claimed through your USAH Registry – any adult who is on the ice or bench with youth players must be registered through your program as a Coach.** Manager/Volunteer registration is only for off-ice participation. All players **must** also be claimed regardless of being on a roster or not. You do not need to save confirmation pages once you have claimed your members.

If you have any name corrections or other updates for the member, please contact the Associate Registrar or USA Hockey Member Services.

### **USA Hockey Member Confirmation Information**

Each participant has a current season registration number which is their confirmation number generated during online registration. To get a reprint of a confirmation page – go to <https://membership.usahockey.com/>, and click 'Request Duplicate Registration Confirmation' on the home page. You can print the page; it does not email to you. To look up a confirmation number through your Registry, click on Registration and then Member Lookup – enter last name, first name, date of birth and state.

### **Building Team Rosters**

After you have claimed your member, you are ready to create team rosters. Click Team button, then click Create Team to start your roster. If you have questions on creating a team in your area, 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 should not be part of the "Team Name." Refer to your affiliate regulations regarding any specific directions on creating team name.

Following the prompts to continue the team setting; select CATEGORY, CLASS, and DIVISION.

National Tournament Bound teams **MUST** have positions and jersey numbers assigned as part of the official and at minimum name one Locker Room Monitor; this is a requirement of the USA Hockey National Championships.

It is recommended that you also claim your Team Manager and/or a Locker Room Monitor (Volunteer) to your official roster. This will show that they are compliant with Safe Sport and screening. Refer to your affiliate tech bulletin if this is a requirement versus recommendation.

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 Safe Sport training and Background Screening are completed.

You will not be able to add a Player (2007 birth year or older) to a youth, girls, high school, flex, disabled or junior roster until their Safe Sport training has been completed.

Once your roster is ready, you will submit the roster through your Registry (online) to your USA Hockey Registrar for approval. Once approved the status will change from submitted to approved on the tags listed in the team screen. You will also receive daily email notices on any actions taken to the roster. A link to the Official Certified Approved Roster is available that you can distribute, 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. If you do print a Roster, be sure to print from the link.

### **Requirement for Creating a Roster**

USA Hockey Annual Guide under III. Team Membership and Registration indicates the requirement of creating a roster.

#### **A. Membership**

Except for Juniors, all teams of USA Hockey member programs must register with USA Hockey in a manner prescribed by the appropriate district registrar. All youth, girls, high school, and disabled teams shall be required to use the official USA

Hockey roster registration form (1-T). Affiliates and leagues may also require the USA Hockey roster registration form (1-T) for other specified teams. All applicants for team membership must be members in good standing of an affiliate.

### **Number of Players allowed on a Team**

A limit of twenty (20) players at any one time may be registered per team except for high school, girls' high school, college and women's college who may roster 30 players and may dress 20 players and, adult and women's teams who may roster 25 players and may dress 20 players. Affiliates may allow their post season (Spring/Summer) teams, formed to play between the end of the last USA Hockey National Youth/Girls Championship and August 31, to have a limit of twenty-five (25) players on a roster and may dress twenty (20) players per game. Check with your Affiliate for more information.

**PILOT PROJECT – 18U TIER I ROSTER EXCEPTION:** The 18U Tier I roster exception allows for a limit of twenty-two (22) players at any one time to be rostered per team at the 18U Tier I age category starting with the 2023-24 season through the 2024-25 season. Teams in the 18U Tier I category may roster and may dress up to 22 players. All other USA Hockey Rules and Regulations applicable to Youth Tier I shall remain applicable.

### **Date of birth and US citizenship verification**

If a birth date or citizenship has been verified to the USA Hockey National office, you will see the word 'Verified' next to the date and citizenship in the participant's personnel record. A verified symbol will also appear on the Official Roster and on the Credential Verification form. Copies of birth certificates are not required to be collected or carried for those participants who have the verification symbol in the 'V' column of the Official Roster.

For National Championship bound teams, a verification is required indicating that a review of each player's birth certificate has been completed. When no verification is indicated on the Roster or Credential Verification sheet, a copy of the birth certificate or passport for rostered player will be required.

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

- International Ice Hockey Federation (IIHF) regulations require that all non-US citizen players on youth or girls' teams complete a transfer to USA Hockey and your member team prior to participation
- The appropriate transfer form and documents showing proof of resident status in the US must be sent to [transfers@usahockey.org](mailto:transfers@usahockey.org) and **APPROVED PRIOR** to the player participating. A player with an incomplete transfer will not be available to add to a roster.
- Once a transfer is complete this will show in the player's record in Personnel as Transfer Complete or Transfer Complete – Student.
- Transfer forms can be found under "forms" in your registry. There are four different transfer forms –Canadian women on national bound teams, Canadian youth, all other non-US citizens on youth teams and 18 or over non-US/non-Canadian citizens on youth teams.
- Youth players age 18 and adult women, with a non-US and non-Canadian citizenship, will be charged a fee for the transfer. Those under the age of 18 are processed at no fee.
- 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. These transfers will show as transfer complete –student.

### **Registry 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, Safe Sport, screening, date of birth verification, non-US citizen transfer completion, etc. – anything that has been updated since you last viewed your membership data.

The USA Hockey national database receives information on members several times a day however it can take up to 24 hours from completion of age modules, screening, or safe sport training for this information to post. Once in the national database that will sync to the registry.

### **NEW Rules & Regulations**

The following legislative changes passed at the recent USA Hockey meetings.

Tier I rules regarding recruiting, tampering and player movement. Detailed information on this subject can be found in the Forms section of the Registry Portal; refer to the official language approved on January 28, 2024, and the summary document. This is particularly important when it comes to adding and dropping players from Tier I programs.

National Championship Guidebook was reviewed, and several changes were approved. Once the Guidebook is finalized, we will post it in the Forms Section of the Registry. Here are a few important updates to note:

- Affiliate/State/District tournaments held prior to 12/31, there will be no changes to the roster once the tournament begins
- National Game Count requirement must be met prior to the State/Affiliate/District or Nationals
- Lock Room Monitors must be listed on the official roster if they are going to participate at the National Championships; they can be added up to 7 days prior to the event.
- Deadline to add a coach to the official roster will be 7 days prior to the National Championships.
- Credentials must be submitted to the host registrar within 7 days of qualifying for national, no exceptions.
- High Schools will no longer be different divisions; verification from Head Coach is required to confirm all players are eligible for participation on a High School roster
- EBUG language will be added into the Guidebook

#### **PILOT PROJECT – 13 Only Tier I National Championship**

The 13 Only Tier I Pilot proposal allows for creation of a 13 Only Tier I National Bound Team classification. This new level of classification shall go into effect for 2023-24 season through 2024-25 season. In conjunction with the Tier I National Championships, USA Hockey shall conduct a twelve team National Championship event (one team from each District) in 2024 for this classification. All other USA Hockey Rules and Regulations applicable to the Youth Tier I Levels shall be applicable to the Tier I Youth 13 Only classification. Furthermore, the playing rules for Tier I Youth 13 Only shall be consistent with the Tier I Youth 14U classification and any other playing rule modifications recommended by the Player Development Committee and approved by the Youth Council. Tier I Youth 13 Only eligibility shall be limited to only those players whose birth year is 2010 for 2023-24 season. For the 2024-25 season, Tier I Youth 13 Only eligibility shall be limited to only those players whose birth year is 2011.

#### **PILOT PROJECT – TIER I YOUTH VERTICAL ROSTER INTEGRATION PROGRAM**

The Youth Council hereby authorizes a pilot program known as Tier I Youth Vertical Roster Integration starting with the 2023-24 season through the 2024-25 season. The purpose of this pilot program is to allow vertical roster movement at the Tier I Youth 15O, 16U and 18U levels within the same Association through February 1st. Only those players otherwise eligible for a different age category within their Organization and currently appearing on a Tier I roster in the Organization shall be eligible to play on a different Tier I team from that Organization without being added to the official roster, subject to the following conditions:

- Each Player is limited to a total of 8 games played outside of their official roster between September 1 and February 1.
- Players may only compete at one age level per day.
- A player will not be eligible for vertical integration to a team in which they were previously added to that team's roster and then dropped.
- The Youth Council and Registrar's Section shall establish a means of requiring notice and record keeping of all instances under this pilot program where players play in a game without being added to the official roster.
- A player who is under any suspension is not allowed to participate in vertical roster movement until such time the suspension is served.
- Any suspension incurred by a player under this rule, when playing normally scheduled league or exhibition games, must be served with the team in which the player is officially rostered. If player is participating in sanctioned tournament and/or showcase refer to the FAQ.
- All other current National Championship rules, including the 20/10 rule would stay in effect. Games only count if player is on official roster.

**Additional information on the Pilot Projects can be found in your Forms section of the Registry Portal.**

#### **Important Definitions**

Definitions for High School classification:

Div I – a community based academic high school where teams consist of players attending the same high school as full-time students who are eligible to play in sanctioned varsity sports at that school

Div II – Community or non-community based academic high schools where teams consist of players representing more than one high school who are full-time students eligible to play sanctioned varsity sports at any one of the combined schools

Prep – Boarding schools or Academies that house players in a school dormitory or with billet families, and non-community based high schools consisting of full-time students attending the same school and non-community based online schools. All teams, players and coaches must register with USA Hockey prior to application for participation.

## Definitions for Adult classifications:

Adult US – Open to all US Citizens; non-US residents are eligible on a limited basis. Excludes players that have participated during the current season as any elite professional level (NHL, AHL or European) or on an NCAA Division I and/or III team. Players that have participated in the following leagues before November 30 of the current season are eligible on a limited basis; ECHL, CHL, IHL, UHL, SPHL, AAHA and any Major Junior (other leagues may apply). Players that participated during the current season at any level of the ACHA are eligible for this classification. Players shall be 18 years of age or older. However, only 25 % of an Adult US registered team may be under the age of 20 unless approved by the Vice President, Adult Council Chair.

Adult Non-Checking – Unrestricted as to citizenship, and unlimited to include amateurs and/or reinstated professionals. National Championship rosters are limited as to: Exclude any player who plays that current season as a professional player or on an NCAA Div I, II or III or junior college, or college team. Players shall be 18 years of age or older.

Women are part of the adult classification and should be rostered as classification Adult Women. The age divisions are no longer part of the classification for adults. These age divisions could be part of the name of the team if needed.

### **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 current 2024-25 season this is the 2009 birth year.

### **Coaching Education Information**

- Level 1, 2, 3 will be valid for one season
- As of the 2021-22 season, coaches who obtained a Level 4 are part of the continuing education path. Their education will be valid for three (3) seasons; coach needs to take 5 credits of continuing education to advance the expiration to the next three-year cycle.
- As of the 2021-22 season, coaches who obtained a Level 5 will be valid for four (4) seasons. If a coach was a Level 4 with expiration of 12/31/2099 then the Level 5 will also stay with the 12/31/2099 unless that individual in the future coaches a Tier I or Tier II team, then they would change to the continuing education based on the grandfather clause below.
- Grandfathered Level 4 & 5 coaches; if the coach had their Level 4 or 5 prior to January 1, 2021, and was not a coach on a category Tier I or Tier II roster since that date, they are grandfathered into the system and their expiration remains as 12/31/2099. If they do coach on a category Tier I or Tier II roster from the 2020-21 season or after, the expiration changed from 12/31/2099 to the three-year or four-year expiration and they are now on the continuing education path. Once a grandfathered coach is on the continuing education path they will remain on that path.
- Continuing Education courses will be provided by the Coaches Section; these could be virtual or in-person courses, online videos, or clinics. Additional information can be found online <https://www.usahockey.com/coaching-continuingeducation>
- The Registry/Admin will include information on the CEP Level as well as how many earned credits a coach has available. This will show in reports, in personnel and in roster views.
- A coach who is on continuing education path is required to earn 5 credits before their expiration date; if they earn more than 5 credits once they reach their expiration date all earned credits will go to zero and the expiration will move out to a new expiration date (3 years for Level 4, four years for Level 5). Extra credits over 5 will not carry over.

### **Other Requirements for Coaches**

- Coaches MUST have the appropriate module completed PRIOR to being placed on a roster.
- Age Modules did change in the 2023-24 season from the 8U, 10U, 12U, 14U and 16U/18U/19U modules and will combine some age classifications. The new modules are 8U, 10U/12U and 13 Plus.
- If a coach already has a 10U module and coaching a 10U team, they do not need to take the new 10U/12U module. However, if they are coaching a 12U team and did not have the 12U module then they would need to take the new 10U/12U module.
- Remind your coaches that they must have current CEP completed by 12/31 or they will be redlined as of January 1<sup>st</sup>.
- **Please encourage coaches to use their legal name when registering so their coaching education (clinics and modules), safe sport and screening show in their record. Example if history is Michael Smith and new registration is Mike Smith the system will create a new record and not connect previous education and compliance.**
- All coaches must enter USA Hockey's Coaching Education Program at Level 1 and must continue their education with a coaching clinic every year until, at a minimum, they achieve Level 4. Coaches of only 8 and Under players, **as well as coaches of disabled hockey**, may remain at a Level 1 **or other certification level, even if expired**, until such time as they are coaching any older age level of play **or something other than disabled hockey**.

## Safe Sport

- All coaches are required to have current/completed Safe Sport training PRIOR to participation in your program.
- Managers and volunteers must also complete Safe Sport to be placed on a team roster.
- **All players, 2007 birth year and older, participating on a team with minor participants will need to complete Safe Sport training PRIOR to being allowed to participate in any program.**
- Safe Sport training is available free of charge to anyone (including parents) if they have a USA Hockey confirmation number.
- **IMPORTANT: Safe Sport is required annually.** Individuals will take the core training the first time and then a Refresher course is available each subsequent season. This repeats on the fourth year going back to core training followed by three refresher courses.
- **USA Hockey will communicate with members during the season to remind them to renew their registration on their annual date.**
- The words "SafeSport verified" will appear on the personnel screen for any member in your program who has current/completed training. That information will also be reflected on the official roster. You can generate a Safe Sport report from your registry as needed. The report will indicate the date in which the member needs to renew their training.
- Additional information can be found in the Safe Sport Handbook, located in the Registry, Forms.
- **IMPORTANT INFORMATION:** For those renewing their Safe Sport Training, the course will only be available to the member 60 days prior to their expiration date. USA Hockey is sending an email to the members primary email 30 days prior to remind them to take the training. If they do not take the training another reminder is sent 15 days prior and day of expiration. If member does not take training, then they will receive an email on day of expiration indicating they are no longer eligible for participation with USA Hockey and member programs. If a member goes to take training too early a course will not appear for them.
- **AUTOMATIC REDLINE:** If a staff or player is on an approved roster or pending add to a roster and their Safe Sport Expires; the system will automatically redline this member. It will record in the Team History Log as an Auto Redline. It will also show to the local program registrar in the daily log report that is emailed to them with any changes to the rosters. The Local Program Registrar and the member will need to work together to clear the redline. Once the member takes the training it will report to USA Hockey within an hour of completion. This will sync to the Registry so Local Program Registrar will see they are now currently trained. That person will need to reverse the redline, requesting the add back to the roster. It will become a supplemented roster that the Admin will then need to approve. Auto redlines will NOT automatically revert.

## National Background Screening

USA Hockey National screening started in the 2020-21 season. NCSI is the company that processes the background screen for USA Hockey members. All adult coaches, officials, board members, employees, volunteers, and anyone else who will have regular contact with, or authority over, athletes under the age of 18 are required to submit to a background screen.

Screening must be completed before a person begins having regular contact with minor athletes. **You will not be able to add Team Staff (Coach or Manager) to a Youth/Girls/HS Roster until their Background Screen has been completed.**

The words Verified or Verified with conditions will appear on the Personnel screen for any member who has completed the background screen. If verified with conditions, the terms of those conditions will be provided to the affiliate, District Registrar, and association through separate correspondence. Screening will also be reflected on the Official Roster and on the Credentials Verification sheet. You can also generate a Safe Sport & Screening Report from your Registry. This report will show you the time in which the participant needs to renew their Safe Sport Training and Background Screening.

Screening is valid for two seasons. To start a background screen, go to: <https://www.usahockey.com/backgroundscreen>

Members will receive an email after their screening has been submitted for processing which will provide them with an Applicant ID Number. This number or other identifiers can be used for the member to check their status online at [www.ncsisafe.com](http://www.ncsisafe.com) and click on "check your background screening status." The status will indicate in process or completed. The screening process generally takes 10 business days to complete.

## Reports

Your Registry provides several 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. All custom reports do require at least one filter. If you need assistance with the reports, please refer to the document on the home screen or contact Member Services.



### **USA Hockey Forms**

Click on Forms to access several current forms including the Member Brochure, Transfer Forms, Tournament Sanction forms and more.

### **USA Hockey Member Benefits – Insurance**

Since mid-2023-24 season, the participant accident insurance claim form is now online. If you have a member who was injured, properly registered and participating in a USA Hockey sanctioned event, they can go to the below link to submit an insurance claim.

<https://www.usahockey.com/filingaclaim>

The member or submitter of the claim needs to be prepared to have details on the injured person including their USA Hockey confirmation number, team they participated with at the time of the injury, if it was regular season play or a tournament (if tournament, name of event is required) as well as additional details. The submitter must also have the name and email address of person with the team that can verify the information. The claim is submitted, first going to the verifier to verify the details of the claim. Once the verifier approves, the form is passed to USA Hockey for review and approval before going to the carrier for processing. Once they process, a claim number and information on the insurance process is returned to the member or submitter of the claim via email.

### **Invitational Tournaments**

If your program is hosting an invitational tournament, you are required to sanction the tournament by submitting the Invitational Tournament Application form. The form is available in your Registry or check with your Registrar if your affiliate has an online application process.

As of April 12, 2021, the USA Hockey tournament sanction fee is \$250; additional fee for Canadian teams has been removed. There may be additional State/Affiliate and/or District fees in addition to the USA Hockey fee. Refer to your Affiliate or District Registrar regarding any additional fees or requirements when submitting the invitational tournament sanction form.

You are also required to verify that **all** participating teams are properly registered with USA Hockey or their country's federation. USA Hockey **Official Team Roster Form (1-T)** approved by the District or Associate Registrar shall be proof of proper registration and individual player age. Invitational tournaments shall not require player birth certificates for review. **Travel Permits** are required for any team from an affiliate requiring Travel Permits, and approved travel permits from Hockey Canada or member branches are required for **all Canadian teams**. An **International Competition Travel Form** is required for all other foreign teams. All forms are available in your Registry, click on 'Forms.'

### **Try Hockey for Free Days Sanctioning**

The process for sanctioning and to keep it consistent for all Try Hockey Events, sanctioning will be done solely through the Try Hockey For Free Portal and vetted by the Program Services staff. A special event sanction form will no longer be required by associations for Try Hockey events.

This sanctioning process is already in place for the USA Hockey national try hockey dates but will now include custom dates. As a reminder, associations are always welcome and encouraged to use the portal for custom dates. If additional information is required on any association's event request, program services staff will contact the appropriate registrar.

For reports of try hockey events happening in your area, contact program services department. The request to host Try Hockey Events (both national dates and custom) can be found here: [https://www.tryhockeyforfree.com/host\\_signup](https://www.tryhockeyforfree.com/host_signup)

It is difficult to cover all situations, so please do not hesitate to contact your local registrar or USA Hockey Member Services if you are in doubt about something or have additional questions. Contacts for District and Associate Registrars for your area are listed at the beginning of this technical bulletin.

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