

## **Atlantic District Technical Bulletin**

### **Cyber Sport Registration Software** **Version 14.0 2012-13 Season**

Organizations are **STRONGLY** encouraged to use online registration but may create traditional batch transmittals via disk/CD if needed. Contact Tony Montagna at [tony.montagna@verizon.net](mailto:tony.montagna@verizon.net) for procedures to follow when submitting disk transmittals.

#### **Steps in the Registration Process**

1. Individual Membership
2. Official Registration/Roster

#### **1. Individual Membership -- Online Registration**

- 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 (birth year 2006 and later), and AAHA fee of \$10 for age 7 thru 20, \$5 for age 21 and over and \$0 for age 6&under (birth year 2006 and later).
- Once you receive confirmation number(s) open Cyber Sport and select 'Claim Online Registration'.
- Select appropriate member type and scan or type the confirmation number for all participants being registered.
- Click Send/Receive to link the USA Hockey database to download requested records. All data the participant entered during the online registration process will be downloaded into your Cyber Sport. Each record is marked as transmitted thereby completing the registration process and allowing that participant to be placed on a roster.

**You must complete registration by claiming the registrations using the Cyber Sport software. The online registration process eliminates the need for data entry and transmitting to a disk**

**If processing your registrations online, do not download the previous year's database. Allow the online registration to populate your 2012-13 database. Doing so will minimize the number of duplicate entries in your database.**

#### **Team Managers and Volunteers can register online.**

This registration is optional and provided for your program if you track their participation through your software. Instruct approved Managers and Volunteers to register online and submit their confirmation numbers to you. There is no charge for this registration.

Manager/Volunteer registration does NOT allow on-ice participation. A Coach/Player confirmation number can also be transmitted through your software as a Manager or Volunteer.

#### **2. Building Teams – This information is for ALL Programs**

All participants must be registered individually and be claimed by a registered program. After you have performed your transmittal (either online or via disk), your next step is to build your teams, adding your players and staff to the Official Team Registration/Roster.

**The Team Registration/Roster is required for all National Tournament-bound teams, including Tier I (Atlantic Youth Hockey League), Tier II (Delaware Valley Hockey League & The New Jersey Youth Hockey League), Girls/Women (Mid Atlantic Women's Hockey**

**Association, and The Mid Atlantic Women's Hockey League). These rosters must be signed by the players and coaches of each team.**

**The Team Registration/Roster is also required for all High School teams. Copies of the roster signed by the District Registrar are required by each High School League. The rosters do not need to be signed by the players.**

Team ID requires no input. The system will create a unique number for each team.

The **Classification** is the age of play. **Do not make your own classification.** Use the USA Hockey classifications. If you need to differentiate your teams, you can do so in the Category. **High school includes only High School programs (Varsity and Junior Varsity). Elementary School and Middle School programs must be shown as the USA Hockey-defined Classification, i.e., Mite, Squirt, etc., using the USA Hockey age classifications for these teams. The team should be classified based on the age of the oldest player on the roster. You will be able to show elementary, middle school, or junior high in the category.**

The **Division** is the level of your team within a division, as shown below:

For club teams participating towards a National Championship or an Atlantic District Championship, rosters signed by the players are required:

**AAA - Tier I teams** - Teams, both major and minor, participating in the Atlantic Youth Hockey League. Signed rosters by the players and coaches are required for all teams except Mite and Squirt. The category for all teams, Peewee and above, in this league should be shown as Tier I. For Mite, and Squirt, show Travel.

**AA, A, B - Tier II teams** – Teams participating in the Delaware Valley Hockey League and the New Jersey Youth Hockey League. Signed rosters by the players and coaches are required for all teams except Mite and Squirt. The category for all teams, Peewee and above, in this league should be shown as Tier II. For Mite, and Squirt, show Travel.

**GIRLS TIER I & TIER II** – Teams participating in the Mid Atlantic Women's Hockey Association.

**SENIOR WOMEN** – If National Tournament bound - teams participating on the Mid Atlantic Women's Hockey League.

**A, B, C - Independent** - Teams not affiliated with any leagues, are not considered Tier I or Tier II, but are House/Rec Teams. All teams, including youth in house, light travel, and adult, should submit rosters, but they do not need to be signed by the players.

**For High School and Girls High School** – Two categories are in place under Classification:

Division 1: high school teams consisting of full-time students attending more than one high school

Division 2: high school teams consisting of full-time students exclusively from one high school

For both Division 1 and Division 2 team rosters, signed by the District Registrar, are required and are to be submitted to your respective League.

### **3. USA Hockey Official Team/Registration/Roster**

Once all players and coaches have been transmitted you are ready to assign your players and staff to the Official USA Hockey Registration/Roster. You cannot add a player or coach to the roster unless they have been transmitted, either through online registration or disk...

All Tier I and Tier II Team Registration/Rosters require a **HEAD COACH** to be designated. When creating the roster in the "Assign Personnel Screen" click on the drop down arrow by the position box, below the staff area, to make the change to Head coach.

*THE SOFTWARE OFFERS AN OPTION, WHICH IS RECOMMENDED, FOR NOT PRINTING THE STREET ADDRESS OF THE PLAYERS ON THE ROSTER. SOME ORGANIZATIONS, FOR LEAGUE PURPOSES, MAY NEED TO SHOW THE ADDRESS TO SHOW ELIGIBILITY OF THE PLAYER. UNLESS YOU NEED TO DO SO, IT IS NOT NECESSARY TO SHOW THE STREET ADDRESS ON THE ROSTER.*

**Prior to printing Rosters, be sure to update CEP information to get the most recent coach clinic and age specific module data for all Coaches...On the main screen, click on the button 'Update Personnel & CEP'. Please update on a regular (weekly) basis, as coaches are taking clinics and modules throughout the fall season.**

Once you have printed an Official Team/Registration/Roster, and mailed it to the District Registrar, additions can be made by using the Supplemental Roster option in your reports section. Each time you want to produce a roster you will be prompted requesting whether you want an Official Registration/Roster (to be sent in for the first time); or a Supplemental Roster (for additions after the base roster has been sent to the Registrar). Doing a Supplemental Roster will result in only the additions being printed and not the whole roster. The Supplemental Roster can also be used to delete a player from a roster.

**Rosters for tournament-bound teams; including those in the Atlantic Youth Hockey League; the Delaware Valley Hockey League, Pee wee and above; the New Jersey Youth Hockey League, Pee wee and above; the Mid-Atlantic Women's Hockey League; and the Mid Atlantic Women's Hockey Assn, MUST be signed by the players and coaches.**

#### **Distribution of reports**

**Official USA Hockey Registration/Roster, or Supplemental Roster** - If mailing, please send two copies, otherwise, the roster sent by email will be accepted..

### **4. Non-US Citizen Player Information**

After all players have been transmitted, please go to your reports section on your Cyber Sport main menu, and print this report. It is a summary of all players who are non-US citizens.

International Ice Hockey Federation regulations require that all non-US citizen players on youth and girls/women's classification teams be transferred by means of a letter of approval. There is no fee to process this written transfer. Under USAH Forms in your software, there are two Youth Transfer Forms – one for Canadians and a separate one for all other non-US citizens. Complete the appropriate form for all non-US citizen youth and girls/women's players in your program before games are played.

In addition to a completed Transfer, non-US citizen youth and all female players must also provide proof of resident status in the US. This information should be kept with the team registration materials and should be provided prior to regular season games. Additional information is available on the Youth Transfer Forms in your Cyber Sport.

New this year: When a non-US citizen's transfer is complete and proof of resident status has been approved by the national office, the player's record will be marked as 'Transfer Complete' in the national database. You will be able to update your software with this information and the player's record will be marked as 'Transfer Complete' on the Personnel screen in your Cyber Sport Software. To update, click on the Update Personnel and CEP button on the main screen of your software. There is a new column on the Player Roster and on the Credential Verification sheet that identifies non-US citizens. If the symbol is an 'O', the transfer is not complete. If the symbol includes a 'T', the Transfer is Complete.

### **5. Credential Verification form**

The Credential Verification form can be created for each team with player and coach names and coach CEP information printed on the form. Use this form for all teams going to State and/or District tournaments. Click on Reports, Credential Verification sheet and select the Team.

This technical bulletin is a summary of the registration process and is not meant to replace the Cyber Sport instructions or the registration instructions that will be sent to you by e-mail. You must read both sets of instructions in order to understand the complete registration process.

### **TEAM COUNT**

AS A BENEFIT OF YOUR USA HOCKEY REGISTRATION, YOU CAN RECEIVE THE FOLLOWING PUBLICATIONS:

2012-13 USA HOCKEY ANNUAL GUIDE available online at [www.usahockey.com](http://www.usahockey.com)

OFF ICE OFFICIATING MANUAL available online at [www.usahockey.com](http://www.usahockey.com)

INSURANCE HANDBOOK available online at [www.usahockey.com](http://www.usahockey.com)

OFFICIAL PLAYING RULES BOOK distributed to Teams

PLEASE COMPLETE THE BALANCE OF THIS FORM, AND MAIL OR E-MAIL TO THE ADDRESS SHOWN. THE BOOKS WILL BE SENT TO THE REGISTRAR OF EACH PROGRAM. IF THE FORM IS NOT SENT, YOU MAY NOT RECEIVE ANY BOOKS.

ASSOCIATION CODE \_\_\_\_\_

ASSOCIATION NAME \_\_\_\_\_

NUMBER OF TEAMS \_\_\_\_\_

PLEASE MAIL OR E-MAIL AS SHOWN BELOW:

**A.M. MONTAGNA, USA HOCKEY - REGISTRAR**  
**1374 WHITNEY ROAD**  
**SOUTHAMPTON, PA. 18966**  
**PHONE: 215-322-4320 FAX: 215-322-8385**  
**tony.montagna@verizon.net**