



Registration Policy

Revised June 2023

SECTION 1: Player Registration

1. HHA registration will start on July 1st of each year.
2. Registration fees increase by \$100 for any travel team player that doesn't register by July 15th.
3. A \$25 late fee will be added for any Mites that don't register by the first day of practice.
4. Registration must be completed through SportsEngine (SE) using the provided registration link.
5. Each **new** player shall give the HHA Registrar a copy of his or her birth certificate. This will be sent to the D5 Registrar to keep on file. You will not be allowed to try out if you do not have the proper birth certificate on file with HHA/D5.
6. The billing process consists of payment options which will be communicated at time of registration. All payments will be automatically charged to the credit/debit card provided. If at the end of the season there is a balance due, the balance must be paid in full before the player can return to any HHA activities.
7. If a hardship arises and you find it difficult to maintain your hockey fees, a request must be submitted to the President.
8. HHA will not allow for registration information to be sold, transferred, acquired, or used for anything other than the registration process or HHA related activities or events.

SECTION 2: Registrar Responsibilities

1. It is mandatory that the HHA Registrar attends the District 5 registration meeting that is held annually. At this meeting, the Registrar will receive all necessary information that is required to be submitted to the District, MN Hockey, and USA Hockey for our teams to be properly registered to play. Also, the District will give the Registrar a list with the due dates, times and places of such meetings that are required for the official completion of the team registration for the upcoming hockey season.
2. The HHA Registrar will set up registration with input from the Board of Directors. At the time of registration, players and parents will be informed of the fundraising project(s) (see the fundraising policy) and the mandatory volunteer time commitment (see the volunteer time policy), as well as parent and player codes of conduct for the upcoming season.
3. The Registrar shall provide the President with a list of all the players who do not have the proper birth certificate on file.
4. The Registrar will provide support to finalize the team rosters as listed in Section 3.

SECTION 3: Finalizing Team Rosters

1. The President and Coach-in-Chief shall work together to give the Registrar a completed list of each player's team designation upon completion of travel team tryouts. The Registrar will then start creating the player rosters.
2. The Director of Youth teams (for youth teams) and Director of 10U, 12U, and 14U (for girls teams) will work with each travel team head coach and/or team manager to gather final roster information, including jersey numbers.
 - a. The Registrar will not call each coach or manager for the information. If team information is not provided, the team will not skate.
3. The HHA Registrar will submit the team information to USA Hockey.

- a. The Registrar shall prepare player rosters for the travel teams. Upon the completion of this form, the head coach and/or team manager will be sent the roster electronically. Coaches and/or team managers should review the roster to ensure there are no errors. If something needs to be corrected, notify the Registrar.
 - b. The head coach and/or team manager must keep a record of the roster to reference as needed, such as for tournaments or to set up GameSheet. The team manager will upload the roster to GameSheet for online scoring.
4. For the Mites teams, the Director of Mites must provide relevant team information to the Registrars.
 - a. The Registrar shall prepare player rosters for the Mites teams with a due date in early January. Registrars will notify the Director of Mites or coach(es) if additional information is needed.

SECTION 4: Player Changes

1. If a skater is changed from a travel team or cut from a travel team, the team manager or coach must notify the Registrar.
2. The Director of Youth Teams or the Director of 10U, 12U, and 14U shall retrieve any issued equipment/jerseys from that player.

SECTION 5: Coach Requirements

1. All coaches must become a USA Hockey member each season.
2. All coaches must PASS a background check (done every other year).
3. All coaches must complete the required SafeSport certification (done every year).
4. NO COACH is allowed on the ice until items 1-3 are complete.
5. All travel team coaches must be CEP (Coaches Education Program) certified at the appropriate level.
6. Additional requirements may apply for coaches to be compliant with D5 and MN Hockey.
7. The Registrars may help verify coach compliance with a provided USA Hockey number. Ultimately, the coach is responsible for ensuring all requirements are met by the deadline.