METRO NORTH

Team Registration Procedures
2011-2012

Dee Washburn, Registrar
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2501 Crabtree Lane
Northbrook, IL 60062
(H) 847-498-2718
(M) 847-942-2719
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All rosters must be **completed in Excel**; this is a change from previous years. You can complete a great portion of the form by exporting the "team-player-info" report into excel from CyberSport and then cutting and pasting in much of the required information. If you need assistance with this process I am happy to assist, it should save you a great deal of typing. You will still need to submit a copy of this form with your paperwork and also submit an electronic copy of this form to my email address above. The new excel version should allow for much quicker completion and will allow for sorting capabilities as well. If you are not your leagues registrar you can contact that person for your organization and they can send you the above referenced report to assist you in completion of the new form. In order to preserve the blank form for future use (i.e., for the JV team after doing the Varsity team), the file you select should be copied and renamed before entering any data. If you encounter difficulty in using this format, please contact me for assistance.

The first games for the season will be played on Wednesday, October 5, 2011. In order to get all the team and player information reviewed prior to the start of the season, **ALL** Metro rosters are due no later than October 2, 2011. This is also the date of the annual Presidents, Coaches, Managers and Minor Officials meetings and the registration packages can be turned in at those meetings. Packages completed prior to that date can be mailed or delivered to my home (before 10:00 PM). Remember, there is no shame in turning in the rosters early.

The rosters (AHAI and Metro) and the Chicago Metro Player Participation Forms should be placed in a sealed envelope so nothing falls out. The name of the club and the name and telephone number(s) for the club registrar or contact person should be placed on the outside of the envelope. After the rosters and player participation forms

have been checked and the required copies made, I will contact the person listed on the envelope and arrange for them to pick up the envelope.

OVERVIEW:

1. The AHAI rosters for High School teams are required to be submitted to the AHAI Registrar (Laura Johnson (registrar@ahai2.org)) on or before October 15. However, since a copy of the AHAI roster must be turned in with Metro North roster, the AHAI roster must therefore be completed by the October 2nd deadline. AHAI's policy regarding adding players after the roster submission deadline is now very strict and, accordingly, it is now be virtually impossible to add a player after October 15th. The procedure requires the approval of the full AHAI board, which meets only once monthly on the 1st Monday of the month. Depending on the timing of the request, there can be a long wait for approval. Although it is technically possible to add a player after the October 15th deadline, it is obviously difficult and creates a lot of extra paperwork for all involved. The bottom line is to get it right before the deadline. If you will be unable to meet the Metro North October 2nd deadline for some reason, please let the Metro North Registrar know as far in advance as possible.

2. The Chicago Metropolitan High School Hockey League Official Roster" (Metro roster), will also be due Sunday, October 2nd, 2011.

3. The list of players on the AHAI roster must be identical to the list on the Metro roster. A copy of the AHAI roster must be submitted with the Metro roster.

4. For High School teams, a total of up to **30** players can be listed on the roster. However, teams are allowed to dress only twenty (20) players for a game, no more than eighteen (18) of which can be skaters.

5. **FOR VARSITY TEAMS ONLY**, one goalie and fifty (50%) percent of the total number of players listed on the roster (including double rostered JV players) must be frozen. If you have an odd number of players, you must round up. Obviously, frozen varsity players can not be double rostered on the JV team. No player can be listed on two varsity rosters. **JV players should NOT be FROZEN**.

6. Each player must have home and away jerseys bearing the same number. No other player in the organization should be assigned that number (no duplicates). Double rostered players must use the same jersey number on each roster.

7. The final roster must indicate players as Varsity or Junior Varsity by showing a V or JV inserted into the "Frozen" column. List each player on all team rosters that you expect them to play on. There is adequate space in the "Frozen" column to insert both a "V"and an "F".

8. ***VERY IMPORTANT!*** On the Metro rosters, the players primarily assigned to that team should be listed first. *Players double rostered from another team should be listed last, thus indicating that this is his/her secondary team*. This will make it much easier for the statistician to prepare the labels used for the score sheets and will help avoid players being listed on the score sheet stickers for their secondary team in error.

9. A Chicago Metropolitan High School Hockey League Participation Form (the Participation Form) must be submitted for each player. There were no changes to the form again this year so any of the last few years (CMHSHL REV 5/06 or newer) or this years form (REV 5/11) will be accepted. Copies of the form were distributed to the Metro Representatives earlier in the summer. Place the completed Participation Forms behind the Metro rosters in the order the players are listed on the roster. The Participation Form for a double rostered player should be submitted with the roster of his/her primary team. NO FAX COPIES OF THE PARTICIPATION FORM WILL BE ACCEPTED. ALL SIGNATURES ON THE FORM MUST BE ORIGINALS.

10. Individual players will not be allowed to play in any Metro contest until his/her Participation Form has been approved and initialed by the Metro North Registrar.

OFFICIAL ROSTER:

You should review the form carefully in order to be sure that all the required information is collected from the players and coaches.

1. Insert the names of the Team Manager and the Head Coach in the spaces provided. Please list both the home and work phone numbers. Also, insert the name of the organization in the appropriate blank.

2. Place and "X" in the appropriate space to indicate either Varsity or Junior Varsity.

3. ROSTER GRID (***<u>Please do not change the type size</u>***)-

a. FROZEN -

Insert a "V" or a "J" to indicate the player's primary team affiliation.

For VARSITY rosters only, also insert an "F" to indicate the frozen players. In accordance with AHAI regulations, 50% of a **<u>VARSITY</u>** team's rostered players, including one goalie, must be frozen and you must indicate which players are frozen with an "F" in the first column of the grid. If you have an odd number of players, you must round up (15 rostered players = 8 frozen players).

b. JERSEY NUMBER - This one should be easy.

c. PLAYER NAME - First and last name. The name must be consistent with the USA Hockey registration. ***<u>DO NOT USE NICKNAMES</u>***.

d. ADDRESS, CITY, ZIP and PHONE - Make sure they are filled out accurately. Make sure that the proper area code is provided for the phone number.

e. SCHOOL YEAR - Use the following codes:

Freshman	9
Sophomore	10
Junior	11
Senior	12

f. BIRTH DATE - Enter in mm/dd/yy format is preset in the cell. Make sure this information is accurate.

g. HEIGHT and WEIGHT - Be honest!

h. SHOT - Enter "L" for left and "R" for right.

i. PRIMARY POSITION - Enter as follows:

Right Wing	RW
Left Wing	LW
Center	C
Right Defense	RD
Left Defense	LD
Goalie	G
Backup Goalie	BUG or BG

PARTICIPATION FORMS: (Use only forms - CMHSHL REV 5/06 or newer)

1. No FAX copies of the form will be accepted. The players and parents must plan ahead.

2. Make sure that the forms are thoroughly reviewed before submitting them to the Metro North Registrar. This can save a significant amount of time if there is missing information. Do not sign on behalf of a player or parent; you do not want to take on that kind of liability.

3. Make sure that Players Name, Street Address, City, State, Zip Phone, including area code, and School information is filled out correctly.

4. Under the Hold Harmless Agreement section, make sure that both the Player and Parent signatures are affixed to the form and that the season date (2011-2012) is inserted.

5. The Doctors Authorization section must be completed in its entirety. It is highly recommended that the doctor MANUALLY sign the form. Again, be sure that the season date (2011-2012) is inserted. If the doctor inserts the date of the player's last physical examination (P/E), it must be within one year of when the season ENDS. Any date after 4/1/11 would be safe. Do not submit forms with doctors physical attached, they will be rejected.

6. The Hospital Release section must be completed in its entirety. The signature of the parent is critical. As with the other sections of the form, be sure that the season date (2011-2012) is inserted.

7. DO NOT fill in the Metro Initials or the Date at the bottom of the form. These will be completed by the Metro North Registrar.

8. BOTH COPIES OF THE PARTICIPATION FORM MUST BE TURNED INTO THE METRO NORTH REGISTRAR. Both copies will be returned after the review by the Metro North Registrar is completed.

SUBMISSION OF FORMS:

All forms are to be turned into Dee Washburn, the Metro North Registrar, by Sunday, October 2, 2011 at the Metro North meeting that morning. Prior to that date they can be turned at my house:

Dee Washburn
2501 Crabtree Lane
Northbrook, IL 60062
(H) 847-498-2718
(M) 847-942-2719
(F) 847-498-0087

I will do my best to accommodate everyone's needs, but it will be impossible to process the forms in a timely manner if everyone turns them in late. You can not count on me being home the day the season starts, so do not wait to the last minute. Improperly completed Participation Forms will not be overlooked. **PLEASE PLAN AHEAD!**

AHAI ROSTERS:

The AHAI team rosters must be submitted by October 15th to the AHAI registrar, Laura Johnson. Once the AHAI registrar has reviewed the roster, a signed and receipted copy will be returned to each Clubs registrar. A copy of that receipted roster must be forwarded to the Metro North Registrar by October 16th. The team information contained on the AHAI roster must be the same as that shown on the copy of the AHAI and Metro rosters previously submitted. If you make sure the rosters are identical, you should not have any difficulty.

Each organization must submit a copy of the AHAI roster for each team they field, even if one of those teams does not play in Metro North.

Amateur Hockey Association Illinois, Inc. Webtools:

Once the registration of your players and teams has been completed on the CyberSport software supplied by USA Hockey, you must download the AHAI Website Tool from http://www.ahai2.org/webtool and then use this tool to upload your team rosters to the ahai2.org website. You will not be able to schedule any referees for any games until at least your team registration information has been uploaded. Statistics for league games can not be entered until your team roster information has been posted to the website. The AHAI Registrar, Laura Johnson, and our league statistician, Dan Pierre, or I can provide some assistance in completing this process.

METRO NORTH STATISTICIAN

Dan Pierre
1016 Park Avenue
Lake Villa, IL 60046
(H) 847-265-9239
Fax email 847-557-2205 - Preferred
pies21@comcast.net

ATHLETIC CODE CERTIFICATE OF COMPLIANCE:

The Metro North rules require that each Club adopt a code of conduct and an academic policy. They can either adopt the schools policies or formulate the Clubs own, as long as it is at least as strict as the school's rules. In addition, each Club must submit along with the rosters for their teams a certificate of compliance with the Metro North rules relating to Athletic Code of Conduct and Academic Eligibility. The required form of the certificate is attached hereto as Exhibit A. Please make sure that you attach a current copy of your policies to the certificate.

Exhibit A

ATHLETIC CODE and ACADEMIC ELIGIBILITY

REGISTRAR'S CERTIFICATE OF COMPLIANCE

To: METRO NORTH REGISTRAR

From: _____
(Insert Club Name)

I hereby certify that pursuant to the rules and regulations heretofore adopted by the Metro North Hockey league, the above-mentioned hockey club has duly adopted an Athletic Code of Conduct and an Academic Eligibility Policy for the leagues 2011-2012 hockey season, a true and correct copy of which is appended hereto. I further certify that all rostered players have subscribed to said Code and/or Policy, have agreed to be bound thereby, and that the originals of said documents are in my possession.

Respectfully Submitted,

Club Registrar

Please attach a copy of your Clubs Athletic Code and Academic Policy to this certificate.