



The National Governing Body
for the sport of ice hockey

Mr. Ashley Bevan

Director, Adult Hockey

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USA Hockey, Inc.

1775 Bob Johnson Drive

Colorado Springs, Colorado

80906-4090

usahockey.com

USA Hockey is a member

of the International

Ice Hockey Federation

and the United States

Olympic Committee



September 1, 2009

Dear ACHA Team,

Due to the continuing and long lasting success of the partnership between the ACHA and USA Hockey since 2000, all ACHA member teams will register with USA Hockey for the upcoming season. USA Hockey is very excited about the continuation of this relationship and would like to tell you about the registration process and the benefits of being a registered member of USA Hockey.

REGISTRATION DIRECTIONS:

As the coach or team contact we advise you to follow the directions pertaining to this registration process for this season. Along with this document you should have received an Excel file and a PDF file. Both of these files are explained below.

EXCEL FILE:

This is the only file to be completed and emailed back to acha@usahockey.org and your divisional commissioner asap.

Step 1 – Completely Fill Out **(Must list all Player/Coaches with their correct mailing address, email address and date of birth) – incomplete excel files will be returned and your team is not considered registered with USA Hockey.**

Step 2 – Email to both acha@usahockey.org and your divisional commissioner.

This document will serve as your vehicle for registration with USA Hockey and should be the only item that you email back to USA Hockey. Complete information for each Player and Coach needs to be entered on this spreadsheet. Please do not change the format of the file. As stated above we would appreciate that you include all information requested to ensure that all team members are covered under USA Hockey Benefits. You may roster 30 skaters plus coaches. If you need to add to the roster during the season make sure to email the additions to acha@usahockey.org and your divisional commissioner.

Note: please complete citizenship information for each participant. Select USA, for US citizens, CAN for Canadians or OTH for any other citizenship.

PDF FILE:

This is a waiver that you will need to print off for each of your team members to sign. **The Waiver and Release form is to be signed by all participants and retained by your team. This form is mandatory for proper USA Hockey registration and to ensure that all USA Hockey benefits are applicable.**

Step 1 – Everyone signs and the team keeps these for 3 total season.

- The team should retain the waivers for the current season and two (2) additional seasons. Please discard any old waivers and be sure to only use copies of the new waivers enclosed.



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Special Events Sanction:

USA Hockey understands some ACHA teams will be playing non-ACHA and non-USA Hockey registered teams throughout their season. **A Special Events Sanction is only required when an ACHA team wants to play a non-USA Hockey registered team, to ensure proper insurance coverage during the game.** USA Hockey will review each request on a case-by-case basis.

The ACHA team must request a Special Event Sanction prior to a game with a non-USA Hockey team. If you do not know whether the team is currently registered, please call USA Hockey for verification. USA Hockey will need the following information from the **non-USA Hockey registered team:**

1. Who is the non-ACHA team affiliated with? (University, school, league, etc.)
2. The certificate of insurance for that team? (School, federation, etc.)
3. What are the dates of the games played against the ACHA team?

A fax or letter on official letterhead of the non-ACHA team, providing a statement of the above information should be sent to the USA Hockey, Attn: Ashley Bevan, to approve and keep on file. If a team can't provide this statement, the Special Event Sanction will not be issued.

All Special Events Sanction requests should be sent to Ashley Bevan at:

USA Hockey
1775 Bob Johnson Drive
Colorado Springs, CO 80906
Fax: (719) 538-1160
Email: AshleyB@usahockey.org

For individual insurance claims, the USA Hockey member should contact K & K Prompt #2 1-800-237-2917 to request a claim form. Each member filing a claim will be asked to provide a copy of the member card or another proof of USA Hockey membership.

USA Hockey Membership Benefits

As a team:

- USA Hockey will again assist the ACHA with all of its' National Tournaments (Men's 1, 2, 3 and Women's 1, 2).
- Coaches and players are registered with USA Hockey with each team registration.
- Comprehensive training and certification programs for coaches and officials are available.
- Potential opportunity to represent USA Hockey in the World University Games.
- Coverage several times per year of ACHA Nationals and story features in USA Hockey Magazine, which reaches a half million hockey players.
- Coverage of the ACHA on the USA Hockey web site.
- Support with ACHA annual awards, dinners and promotional brochures.



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As an individual:

- Membership to an organization that is the National Governing Body (NGB) and governs the sport of hockey in the United States and serves as the official representative of the United States Olympic Committee (USOC) and the International Ice Hockey Federation (IIHF).
- Membership to an organization that coordinates activities with other national hockey federations around the world and, closer to home, works with the National Hockey League (NHL) and the National Collegiate Athletic Association (NCAA) for matters of mutual interest.
- Excess accident, catastrophic and liability insurance coverage to all members while participating in a USA Hockey sanctioned activity or event.
- Special USA Hockey discounts and services through USA Hockey Marketing Partners.
- Access to custom merchandise, apparel and gifts through USA Hockey's Merchandise Program.
- Annual subscription to USA Hockey Magazine, the world's largest hockey publication.

All of the necessary materials for USA Hockey registration have been included in this email. A new Summary of Coverages booklet can be requested by each team and/or accessed online at www.usahockey.com. Please read through the instructions for detailed USA Hockey registration information.

Good luck with your season!

Sincerely,

Ashley Bevan
Director, Adult Ice Hockey

Rae Briggie
Assistant Executive Director, Member Services