

**Portland Jr. Hawks
Youth Hockey**

TO: All House Division Directors, Team Managers
FROM: PJH Board Secretary
RE: **Player Credentials Packet**

www.portlandjrhawks.org

Each team manager needs to have a notebook containing the following credentials for each player on his/her team:

- Copy of Player birth certificate (All Rep level players born outside the US will need either proof of US Citizenship or a Transfer Form. This documentation will be checked at Regionals/Nationals).
- "Transfer Forms" are needed for ALL players (House and Rep) born outside of the USA who do not have documentation proving US citizenship (Passport, Birth Certificate or Consular Report of Birth Abroad All of these are Government issued documents).
- USA Hockey Consent to Travel
- USA Hockey Consent to Treat
- USA Hockey Waiver of Liability
- Medical Consent Form
- PJH Release of Liability
- USA Hockey Participant Code of Conduct
- PJH Codes of Conduct (Player and Parent)

All forms need to be filled out, signed, and dated with the current hockey season. Forms dated with previous season dates will NOT be accepted.

IMPORTANT: For Tier I and II teams: It is important that you get your rosters signed and back to PJH Registrar as soon as possible. She will mail them to Ed Imes (**District Registrar**). **Your signed team roster must be received by Ed Imes (District Registrar) before any of your games will start counting (20/10 Rule). Your birth certificate copies must also be received by Ed in order to certify your roster before your games will start counting.** PJH Registrar will mail your original signed roster and birth certificates to Ed Imes, who will sign and date it and return a copy to you. Only a roster with the necessary signatures will be accepted at Regionals/Nationals.

FOR ALL 'B' TEAMS:

It is also important that you get your rosters signed and back to PJH Registrar as soon as possible. They will mail **a copy of your team's signed roster** to OSHA and PNAHA by October 31st. Copies of your birth certificates need to be included with your roster.

CONTACT INFO:

PJH Registrar

Nicole Drews

Phone: (503) 970-5222

Email: nmdrews@yahoo.com

OSHA

Marie Ahrendt

4840 SW Western Ave, Suite 7000

Portland, 97005

Fax:503-643-5630

Email:

Dru Hammond

League commissioner - PNAHA
6803 West Arrowhead
Kennewick, WA 99336
Fax: 509-735-0333
Email: Error! Bookmark not defined.

Ed Imes
Pacific District Registrar
451 Ransom Road
Walla Walla, WA 99362
Fax: 509-529-5999
Email: imes@wwics.com

FOR ALL HOUSE TEAMS:

Please mail or fax copies of all **house player's Birth Certificates** to: Oregon State Hockey Association 4840 SW Western Ave, Suite 7000 Portland, OR 97005, FAX: 503-643-5630. Please include cover letter stating team name/division, contact person phone or email.

FOR ALL PJH TEAMS (HOUSE AND REP LEVELS):

Each team manager, needs to have in the notebook the following **TEAM information:**

- **COPY of USA Hockey Roster** with player/coaches signatures. Once teams are formed, Association registrar will give each manager a USA Hockey roster. Managers must have players sign neatly in the correct space for their signature. The manager then makes and keeps several copies. **Send Original to PJH Registrar, or leave in Registrar's box at Valley Ice. Email the registrar to let them know it is in the box.**

ROSTER CHANGES: A player can be added or deleted from a roster up until December 15th deadline. Maximum number of players on a roster: 20. After December 31 a roster is only permitted to change by 20%. **All changes before or after December 31 MUST go through the registrar.** **No player is allowed to play on a team that he/she is not rostered on. Coaches caught using suspended or non-rostered players will be suspended and could face fines.**

- **USA Hockey Team Membership Application Form.** Association Registrar will supply this to you early in the season. Keep in a safe place. For rep teams attending Regionals or Nationals your Team Application must be dated and signed by District Registrar at the bottom of the page.
- **Copy of current coaches card** (House teams coaching card must be an "Associate" level. Rep teams, must be at "Intermediate" level or higher)
- **Travel Documents:** For teams intending to travel outside Oregon and Washington, managers must have or file the following:
 - Letter from PJH Association permitting travel (You should already have this)
 - OSHA Travel Permit for travel outside of Oregon or Washington. This form can be downloaded from Association website portlandirhawks.org and submitted to OSHA 2 weeks prior to travel.
 - Canada Travel Permit (needs to be faxed to District Registrar, Ed Imes: Fax number: 509-529-5999)

These materials are necessary. Please make sure to have the necessary credentials on file for the team. Don't mess up a fun weekend of hockey by not being prepared!