

TO: Rep Team Managers
FROM: Nicole Drews, PJH Registrar
RE: Player's Credential Packet

Each team manager needs to have a notebook containing the following credentials for each player on the team.

- Copy of Player's birth certificate
 - ***Any player born outside the US will need proof of US Citizenship (Passport, Consular Report of Birth Abroad) or a Transfer Form. This documentation will be checked at Regionals/Nationals.
- USA Hockey Consent to Travel
- USA Hockey Consent to Treat
- USA Hockey Waiver of Liability
- Medical Consent Form
- PJH Affidavit, Agreement, Consent and Release
- USA Hockey Participant Code of Conduct
- PJH Codes of Conduct (Player and Parent)

YOU WILL NEED THE ABOVE FORMS FOR EACH PLAYER

- USAH Roster, signed by all players (copy)
- Copy of Current Coaching Card for all coaches
 - **Rep Coaches must be "Intermediate" level or higher
- Travel Documents
 - Letter from PJH permitting travel
 - OSHA Travel Permit *for teams traveling outside of Oregon/Washington
 - Canada Travel Permit *for teams traveling to Canada

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.

To request a roster you will need to provide PJH Registrar, Nicole Drews, with copies of all players' birth certificates and a list of the names of all the players and coaches for the team. The PJH Registrar will verify players' names and dobs.

Once the bcs are received and verified an electronic copy of your roster will be emailed to you. Please look over the roster and verify all players and coaches are listed on the roster. If everything is correct please have Players sign and Coaches and Team Managers initial the roster. Please do this in **BLUE** ink.

Once the roster is signed by everyone, contact the Registrar and let her know you will be putting the original and a copy in the "PJH Registrar" mail box at Valley Ice Arena. Keep a copy of the roster for your team book

If you have any additions to your team, you will need to follow the above procedures to obtain a supplemental roster for that additional player. If your roster is at 20 players and

you are requesting to add a player, you will need to drop a player. In order to drop a player it must be done in writing/email to the PJH registrar.

A Teams: I will be submitting your signed roster and players birth certificates Ed Imes, USAH District Registrar. This must be received by Ed before any of the games will start counting towards the 20/10 rule. You will not receive a USAH signed copy of your roster back until After January 1, 2009.

***Roster Changes are allowed up to December 31, 2008. As long as the number of players does not exceed 20. After December 31, 2008 roster changes will need to be requested and approved through USAH District Registrar, Ed Imes. (Do not think that just because you can request a roster change after 12/31/08 that it will happen, as of yet, I have not seen it happen) 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 can face fines.

B teams: I will be submitting your signed roster and players birth certificates to Edna Garret, OSHA Registrar. This must be received by Edna by October 31, 2008. You will receive a copy that has been signed by OSHA once the Association has received it.

All forms are located on the Portland Jr. Hawks website under Administration/ Forms. The travel permits and instructions for such are located there also. 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.

USA Hockey Contact

Ed Imes
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Email: imes@wwics.com

OSHA Contact

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PJH Registrar

Nicole Drews
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