

**TO: PJH TEAM MANAGERS**

RE: Player's Credential Packet and Rosters & Contact Info:

Every team manager in each association needs to have a notebook containing the following credentials for each player on their team. The scrutiny for nationally bound or rep teams is higher than that for recreation / house teams, but the same documentation needs to be collected for **ALL** levels of teams. Some tournaments will require this documentation for all levels of competition.

All forms need to be filled out, signed and dated for the current hockey season (2011-2012). Forms dated with previous season dates will not be accepted.

**TEAM FORMS**

1. USAH Roster, signed by all players (copy)
2. Letter from the association permitting travel (Some tournaments will require this)
3. OSHA Travel Permit \*for teams traveling outside of Oregon
4. Canada Travel Permit \*for teams traveling to Canada

**PLAYER/PERSONNEL FORMS**

1. Copy of Player's birth certificate
  - 1a. Any player born outside the US will need proof of US Citizenship (Passport, Consular Report of Birth Abroad). This documentation will be checked at Regional / Nationals.
  - 1b. Any player not a US citizen will need proof of valid residency (green card) and a USA Hockey Written Transfer form. The transfer form needs to be approved by USA Hockey personnel in Colorado Springs.
2. USA Hockey Consent to Treat (with Medical Consent Form)
3. USA Hockey Participant Code of Conduct
4. PJH Affidavit, Agreement, Consent and Release
5. PJH Code of Conduct
6. Copy of Current Coaching Card for all coaches. Make sure the coaching card level is appropriate for the age of the team.

**Forms 2, 3, 4 and 5 will need to be filled out by each coach and team manager for ALL levels.**

## USA HOCKEY FORM 1-T

USA Hockey Form 1-T will be provided to you via email attachment once the teams are formed.

Please have players sign and Coaches and Team Managers initial the roster. Please do this in **BLUE** ink. **BLUE INK ONLY. No cross outs/scribbles are allowed.** If a player makes a mistake signing his/her name, you need to START OVER with a clean form.

Please have the players sign exactly as their name appears on the Official Roster.  
Example: Jonathan Smith IV, needs to sign Jonathan Smith IV....not Jon or John Smith.  
The IV or Jr./Sr also needs to added.

Please submit the ORIGINAL signed roster to the PJH Registrar. Registrar's Mailbox is located at the Winterhawk Skating Center Ice Rink. Rosters should be signed and returned within two weeks of receipt.

If any additions to the team are necessary, a supplemental roster for that additional player is required. If the roster is at 20 players and a request is made to add a player, a player will need to be dropped. In order to drop a player it must be done in writing / email to the PJH registrar. Again, do NOT manually change the roster by crossing out the player name.

No changes to the roster may be made **after December 31** for all teams.

## **CONTACTS:**

### **PJH Registrar**

JoAnn Moradshahi

Cell Phone: 949-632-4176

Home Phone: 503-268-1633

Email: [ike.moradshahi@comcast.net](mailto:ike.moradshahi@comcast.net)

### **Ice Scheduler/Referee**

Lester Sparks

Cell Phone: 971-219-6367

Email: [lestersparks33@yahoo.com](mailto:lestersparks33@yahoo.com)

### **Treasurer**

Matt Conti

Email: [mconti1859@gmail.com](mailto:mconti1859@gmail.com)

### **FunRaising**

Florence Hahn

Email: [florence@hahnbp.com](mailto:florence@hahnbp.com)

### **Food For Funds**

Randy Malin

Email: [pmalin@dslnorthwest.net](mailto:pmalin@dslnorthwest.net)

### **OSHA Contact**

Kelly McMahan

OSHA Registrar

1750 Elanco Avenue

Eugene, OR 97408

Home Phone 541-683-6583

Cell Phone 541-232-5186

Email: [seakelandmic@msn.com](mailto:seakelandmic@msn.com)

### **Travel Permits:**

#### **CONTINENTAL USA**

Gloria Leo

Osha Treasurer

503-293-4031

email: [oshatreasurer@comcast.net](mailto:oshatreasurer@comcast.net)

#### **CANADA TRAVEL**

Ed Imes

Pacific District Registrar

Fax (509) 529-5999