



NCRHA TEAM REGISTRATION PACKET

2009-2010



National Collegiate Roller Hockey Association

c/o Brennan Edwards
4733 Torrance Blvd. #618
Torrance, CA 90503
p: (310) 753-7285
f: (310) 347-4001

2009-2010 NCRHA Team Registration Packet

All materials are to be submitted to your Member Organization. Unless otherwise noted, all materials must be received by your Member Organization by October 15th, 2009 or 72 hours before your team's first game.

Please use the enclosed Team Checklist to ensure that all registration materials have been completed. Your specific Member Organization may have additional registration materials that must be completed before league play can commence. Please consult your league director for details.

If at any time you have any questions or concerns, do not hesitate to contact the league using the information provided in this document.

New documentation has been released for 2009-2010, including an updated League Operations Manual, Rulebook and Bylaws. All documentation is posted online in the NCRHA Document Center at www.ncrha.org under NCRHA Docs.

ITEMS OF NOTE FOR THE 2009-2010 SEASON

1. Continued improvement on Divisional Structure

In 2008-2009, the NCRHA launched the new Divisional Structure. For 2009-2010, some improvements and additional requirements have been made, for all divisions. For more information, download the NCRHA League Operations Manual from the NCRHA Documents section at www.ncrha.org and review the Divisional Requirements section.

2. Inter-Regional Events

The NCRHA, in conjunction with all NCRHA Member Organizations, will be working to bring Division I teams (as well as all other divisions, pending availability) several opportunities to compete in Inter-Regional Events during the season. Information will be announced on www.ncrha.org as soon as it is available. In 2008-2009, over 25 teams travelled to neighboring Member Organizations to participate in Inter-Regional play. 16 Division I teams, 6 Division II teams, and 6 B Division teams took part in this experience, and therefore better prepared themselves for the National Championship Tournament.

3. NCRHA Winterfest

The NCRHA will once again bring you Winterfest, held in Key West, Florida in early January. This is an open-invitation tournament to all NCRHA Active Members. The dates and further details will be posted at www.ncrha.org as soon as they are available.

4. NCRHA National Championships

The NCRHA is working towards securing sites and dates for the next 2 National Championship Tournaments. These things take time, so we are asking for your patience.

5. Continued NCRHA Marketing/PR

The NCRHA was represented at both NARCH Finals and State Wars for the past 3 years. Nanette Houser, NCRHA Director of Marketing, was in attendance with the NCRHA College Information Station at State Wars. Bill Bourque from the ECRHA, Shippensburg University alumni, was in attendance with the Information Station at NARCH Finals. The NCRHA realizes that youth are the future of our sport, and that our presence at these large events is crucial to our overall longevity. We are also "doing our part" to keep interest alive in the sport of roller hockey. We are there to show these young players that they can continue playing all the way through high school and into college.

The NCRHA is working with one of their sponsors, Mission Hockey, to bring you a Mission Hockey College at an event in your area. 19 Mission Hockey Colleges have been held over the past 2 seasons. The Mission Hockey College is a clinic for the youth of the area to come out and skate with college roller hockey players and be mentored on improving skills, etc. Your Member Organization Director will be contacted in order to get you involved in helping out with this event. To view the schedule of past Mission Hockey Colleges, and view pictures of the grateful participants, go to www.ncrha.org and click on Hockey College.



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6. NCRHA Division at NARCh

For the 3rd consecutive year, NARCh has hosted an NCRHA Division at their championship event. This year's event was held at the Hershey Centre in Mississauga, Ontario, Canada. 4 teams representing 4 NCRHA Member Organizations attended the event. The Midwest Collegiate Roller Hockey League team was crowned champion, defeating the ECRHA team in the finals. WCRHL earned the bronze medal, and SCHL was the 4th place team. Past champions are ECRHA (2008, San Jose, CA) and GPCIHL (2007, Fort Myers, FL).

7. Payments

- All payments are to be submitted to your Member Organization. They will be invoicing you for both your Regular Season and for your NCRHA Registration Fees. No payments are necessary to the NCRHA, except for the NCRHA Winterfest and National Championships.
- National Championships Fees – All fees paid for entrance to the National Championships (or Winter Invitational) will be subject to the following refund criteria: 50% refund with 2 weeks notification; No refund with less than 2 weeks notification; Alternates fully refundable unless they accept a spot from a dropped team.
- The NCRHA continues its policy of not accepting personal checks. The NCRHA will be collecting a \$25 fee for all NSF (insufficient funds) checks.



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To all players, staff, parents, alumni,

Welcome to another exciting season of collegiate roller hockey. 2009-2010 marks the 15th year that a collegiate roller hockey champion has been crowned, and the 12th year that a national governing body for collegiate roller hockey has officially sanctioned the sport and held a "True National Championship."

We had a great National Championship Tournament in Feasterville, Pennsylvania last April. 56 teams from across the nation again competed to be crowned champion in 4 divisions. The event was held at The Sportsplex, Three first-time champions were crowned at this event. The University of Missouri St. Louis Tritons defeated the Lindenwood University Lions in Division I; Grand Valley State University Lakers defeated the Central Michigan Chippewas in Division II; Saddleback College Gauchos defeated St. Charles CC Cougars in the Junior College Division; and Lindenwood University Lions defeated the Penn State University Nittany Lions in the B Division. Thank you goes out to all of the teams that competed and helped make this event a success, and one of our best yet!

Once again, you will be asked to submit your registration paperwork no later than October 15th or 72 hours before your first game of the season, whichever occurs first. All completed registration materials are to be mailed or handed to your Member Organization Director, not to the NCRHA office.

If you look at the checklist provided on the following pages, you will have a comprehensive listing of everything you need to do to prepare for the upcoming season. Due dates for paperwork are included where applicable. Do not hesitate to submit anything you have completed before the due date – we appreciate having completed materials early. Your Member Organization may have several documents in addition to this packet that are required in order to register.

A Letter of Recognition of the team as an official student organization is to be submitted by the due date on the checklist. An administrator at your school must complete this and sign with their information. Additionally, forms have been provided to verify that all players on your team are taking the requisite number of credits at your school. Please note that these forms must be completed for ALL players on the roster. They must be signed and/or stamped by your registrar to be accepted.

Please, use the web site tools that have been provided for you! I am always surprised at the number of high school players who write NCRHA and already know everything about the roller hockey teams at the schools they are considering. Make sure your information on the website is updated and post articles regularly. Additionally, use the PPS Administration Area to check on the status of your registration paperwork. A short summary on using PPS is provided in this packet.

Lastly, we have assessed last year's divisional changes and have made some improvements and further changes to them. This should make for an exciting season! No longer are teams placed into a division based solely on their school size. The teams themselves have chosen where to participate, based on a number of criteria. Overall, the NCRHA believes that this will be good for the sport!

Finally, good luck to all teams in the upcoming 2009-2010 season. See you on the rink!

Brennan Edwards
Executive Director
National Collegiate Roller Hockey Association



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2009-2010 Events and Dates of Note

October 15, 2009 (or 72 hours prior to your 1st event)

- Player Registration materials due (both online and paper).
- First semester enrollment verification due.

Early January 2010 (Date TBD)

- NCRHA 4th Annual WinterFest (Key West, Florida)
Contact Rob Coggin, Director of League Operations at dlo@ncrha.org if interested!

February 1, 2010

- Second semester enrollment verification and paperwork for new players due.
- If your Member Organization begins play earlier than this date, materials are due 72 hours prior to your team's first game.

March 8, 2010

- NCRHA "Selection Monday"
All Bids to 2010 Collegiate Roller Hockey National Championships Announced This Week

April 2010 (Dates TBD)

- 2010 Collegiate Roller Hockey National Championships (Location TBD)

Interregional Play / Home & Home Series

If you are interested in traveling to another region to play inter-regional games or are interested in hosting inter-regional or exhibition games at your home rink, the NCRHA wants to hear from you!

The NCRHA is currently working to organize several weekends where this can be accommodated, in addition to your regular season play.

Contact your League Director as well as Nanette Houser, Director of Marketing, at marketing@ncrha.org. NCRHA will assist you in contacting the appropriate Member Organization Directors and make every effort to give your team viable opportunity to travel to another region to play.



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NCRHA.org and PowerPlayStats.com

Once again, the NCRHA has contracted with PowerPlayStats™ (PPS) to bring you updated standings, stats and scores. Below is a brief summary of the areas online that you will need to keep up-to-date this year, as well as instructions on how to do so.

Logging In

Go to your member organization site or NCRHA.org and click on the PPS icon. Click on “Admin Login” at the bottom of the page. You will be brought to the PPS login page. Your login is tied to your email address. Enter your email address and password (same as last year). If you have forgotten your password, you can have a new one sent to you by clicking the “Forgot Password” link immediately below the login box. If you are a brand new team or don’t know if you have an email address set up, contact PPS at support@powerplaystats.com or your Member Organization Director for your login information.

Changing Your Password

Chances are good that you’ll never remember the password that was created for you. After logging in, click on the “My Account” section on the top right and update your password through the “Change Password” button.

League and Content Menus

The main two pull-down menus to be concerned with are League and Content. Those will lead you to adding players to your roster, posting news articles about your team, etc. Please feel free to explore all of the drop-down menus as soon as possible, to ease your familiarity with the site. If you have questions or comments about the new look, please don’t hesitate to contact PPS at support@powerplaystats.com.



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Online Registration

The NCRHA and its Member Organizations have set up regional Online Registration websites. The SCHL and SECRHL have been doing this for several seasons. This season, all Member Organizations will be using Online Registration, in addition to the documents within this Team Registration Packet.

All players, coaches and other team staff must register on this site. All registered users will enter their email address, emergency contact information, etc. This will enable League Officials on-site to have access to your emergency contact information, should it be necessary, and with your approval. Having your email address on file will allow your Member Organization and the NCRHA to include you in their mailings, which will include news articles from around the nation, sponsorship/vendor details, league news such as bids to the National Championship Tournament, etc.

The following is the process for online registration for each player.

1. Go to the following site, for your Member Organization:

ECRHA – www.echreregistration.org

GPCIHL – www.gpcihlregistration.org

MCRHL – www.mcrhlregistration.org

RMCRHA – www.rmcrharegistration.org

SCHL – www.schl.org

SECRHL – www.secrhl.net

WCRHL – www.wcrhlregistration.org

2. Click on Registration (left side of page)

3. Click on the "Click here" link next to New Player or New Coach. (Other team staff should register as a coach.)

4. Using the tabs under "Registration - New Player" (or "Coach"), enter in all required information.

5. Once finished, click the "Submit" tab. Then click on the "Submit" button.

**Should you have any issues, contact your League Director for more information.

**Team Representatives – League Directors will distribute information to Team Representatives on managing your team on your registration website. Team Representatives will have further responsibilities once all players are in and the team rep access has been granted. Team Representatives will have the ability to log in and view the eligibility of each player on their team at any time.



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Team Checklist (2009-2010)

Instructions on how to complete many of the items in the following lists can be found within this packet. If you have any questions, feel free to contact the Executive Director at ED@ncrha.org. Additional registration requirements may be imposed by your Member Organization. For more information, contact the director of your particular Member Organization.

Team Administration

1. _____ **Online (PPS):** Completed master roster
2. _____ **Online (PPS):** Updated all pertinent contact information
3. _____ Enrollment Verification Form Completed (each semester)
4. _____ School Acknowledgement Letter
5. _____ Coach/Instructor Profile (if applicable)
6. _____ Team Commitment Form/Divisional Application
7. _____ Designated captain (not a goaltender)
8. _____ Designated team representative – Name here _____
9. _____ Paid team registration fees
10. _____ Copy of NCRHA Rule Book and League Operations Manual obtained from www.ncrha.org
11. _____ Signed this checklist

Team Players (ALL rostered players, coaches and team staff must complete the following)

1. _____ All players completed NCRHA Consent Form & Waiver Release
2. _____ **Online:** All players completed Online Registration (see page 7 for instructions)
3. _____ **Online:** All players completed USA Hockey InLine Insurance (www.usahockeyregistration.com)
4. _____ All players have completed any additional required Member Organization paperwork
5. _____ All have appropriate uniform and equipment, per divisional requirements (see NCRHA LOM online)

Equipment / Uniform Reminders

1. _____ 2 sets of **matching** jerseys with permanent numbers, for DI, DII, JC, B Divisions
2. _____ No sponsors on uniforms or helmets, uniforms comply with NCRHA Rule Book and LOM
3. _____ Full length roller hockey pants (see NCRHA League Operations Manual, differs by division)
4. _____ Hockey gloves with full palms and no holes larger than a nickel (see NCRHA League Operations Manual, differs by division)
5. _____ Shin guards, gloves and elbow pads designed for hockey w/ puck
6. _____ HECC certified helmet with FULL facial protection (no Mylec)
7. _____ No stickers on helmet (unless League approved)
8. _____ HECC certified helmet and cage for goalie
9. _____ Properly fastened chin strap
10. _____ No shoulder pads
11. _____ No broken or chipped blades
12. _____ No black tape on stick blades
13. _____ Chassis have **all** wheels intact with axle
14. _____ Designated captain has "C" on jersey

Signed

Date



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Team Commitment Form / Divisional Application (2009-2010)

Please make sure to update related information on the web site (www.powerplaystats.com/admin)

University or College: _____

Member Organization: (Circle One) ECRHA / GPCIHHL / MCRHL / RMCRHA / SCHL / SECRHL / WCRHL

Division in which my PRIMARY team intends to participate **THIS YEAR** (09-10): (Circle One) DI / DII / DIII / JC

Division in which my PRIMARY team participated **LAST SEASON** (08-09): (Circle One) DI / DII / DIII / JC

Will you be entering a SECONDARY (B) team this year? (Circle One) Yes / No

Club Address: _____

Club E-mail: _____

Club Website: _____

School Contact/Advisor: _____

Phone: _____

E-mail: _____

Club President: _____

Phone: _____

E-mail: _____

Team/ACC Representative (Main Contact): _____

Phone: _____

E-mail: _____

Coach: _____

Phone: _____

E-mail: _____

Team Uniform Colors: Home _____ Away _____ Pants _____

Please list only the predominant color of the uniform. For instance, if pants are black with gold stripes, list "black"

Total University Enrollment: _____ Undergraduate Enrollment: _____

As president of this club, I assume responsibility to ensure that all members are aware of and abide by the regulations set forth by the NCRHA and to conduct our affairs in a manner that is representative of my college or university.

President: _____ (typed or signed) Date: _____

This form is an application, subject to Member Organization and NCRHA approval. The NCRHA or the affected Member Organization Director reserves the right to deny any Divisional Application should there be any detriment to the league.

This form is to be submitted to your Member Organization Director. Contact Information can be found at: <http://www.ncrha.org/members.php>



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Player Enrollment Verification

Dear Registrar:

In order to better serve our members, the National Collegiate Roller Hockey Association has created a verification process to ensure that all participating NCRHA members conform to the NCRHA's eligibility standards. You will find the requirements below, along with explanations of fields on the attached form.

- An official school raised seal or ink stamp must be visible in the designated area at the bottom-right of the attached form.
- The form must be signed and dated by the registrar or an authorized school official.
- Any unmarked rows must be clearly crossed out to prevent addition of players after the signature and stamp have been affixed.
- To prevent tampering, please mail directly to the address listed **BELOW**.
- Due Dates are as follows:
 - October 15, 2009
 - February 1, 2010

If you have any questions or concerns, please do not hesitate to contact the league office. Thank you in advance for your consideration and cooperation!

Note to Team Representative: This form must be completed once per quarter/semester.

Please mail completed Enrollment Verification Form to the proper Member Organization below:

ECRHA

14121 Cuba Rd.
Cockeysville, MD 21030
(443) 841-8447

GPCIHL

917 Trianon Lane
Ballwin, MO 63011
(314) 503-4467

MCRHL

5906 Myrick Road
Dublin, OH 43016
(614) 738-4954

RMCRHA

13211 Holly St. Unit F
Thornton, CO 80241
(720) 934-9500

SCHL

111 E. University Drive, Suite 105-372
Denton, TX 76209
(940) 390-6739

SECRHL

12106 Bruceton Way
Orlando, FL 32828
(407) 493-7616

WCRHL

4733 Torrance Blvd., #618
Torrance, CA 90503
(310) 753-7285

Sincerely,

Brennan Edwards
Executive Director
National Collegiate Roller Hockey Association



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Player Enrollment Verification (2009-2010)

The NCRHA requires that all participants conform to strict eligibility guidelines. The league requires the following information before any member may participate. If a student has dropped from enrollment or has amended his/her number of credit hours since the beginning of the semester, please indicate the most current total of ACTIVE credit hours. **An official school raised seal or ink stamp must be visible in the box at the bottom right of this form. This form must be signed and dated by either the registrar or an authorized school official. Any and all empty rows must be crossed out to prevent addition of players after completion of the form. To prevent tampering, please mail the completed form to the league address listed above.** Thank you for your cooperation!

University/Organization Name: _____

Last Name	First Name	Student ID #	Student Sign.	# Credits	Registrar Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

Registrar

Signature: _____ Date: _____

Printed Name: _____

Phone: _____ Fax: _____

Affix School
Seal/Stamp Here



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School Acknowledgment Letter

Every NCRHA member team must have a school acknowledgment letter on file for the current calendar year in order to be eligible for league play. **This is in addition to any letter required by a regional Member Organization.** The letter must fit the following criteria:

- Must appear on **official** university or college letterhead.
- Must state clearly that the team is recognized by the school as one of the following types of organizations
 - Club Sport
 - Student Organization
 - Campus Organization
 - If the club is recognized as some other form of organization, please contact the proper Member Organization or NCRHA prior to submission to ensure approval
- Must be signed and dated by an authorized university representative
 - Examples include a club sports director, club advisor, or student government president
 - The signature must be accompanied by a title, address and phone number at which the representative can be reached
- Must be received by the proper Member Organization at the below address no later than October 15, 2009.

ECRHA

14121 Cuba Rd.
Cockeysville, MD 21030
(443) 841-8447

GPCIHL

917 Trianon Lane
Ballwin, MO 63011
(314) 503-4467

MCRHL

5906 Myrick Road
Dublin, OH 43016
(614) 738-4954

RMCRHA

13211 Holly St. Unit F
Thornton, CO 80241
(720) 934-9500

SCHL

111 E. University Drive, Suite 105-372
Denton, TX 76209
(940) 390-6739

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12106 Bruceston Way
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(407) 493-7616

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- If your school has any additional policies they would like us to be aware of (i.e., use of mascot, logos), please have them include them in the letter.



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Coach / Instructor Profile

(2009-2010 season, Sept. 1, 2009 – Aug. 31, 2010)

Please make sure to also add this coach/instructor to your "team staff" on the web site (www.powerplaystats.com/admin)

College or University: _____

Name: _____

Address: _____

E-mail: _____

Phone Number (home) _____ (cell) _____

Affiliation with Club (check one)

Undergraduate Student

Staff

Faculty

Graduate Student

Parent

No Affiliation

Experience (please list any certifications, past teams, First Aid/CPR, EMT, etc.):

Goals & Expectations in coaching/instructing this club:

Coaching Philosophy:

References (optional):

Name: _____

Signature: _____ Date: _____



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Consent Form and Waiver Release

(2009-2010 season, Sept. 1, 2009 – Aug. 31, 2010)

Name _____ DOB _____

SS# _____ Email _____

Permanent Address _____

Permanent Phone _____

School Address _____

School Phone _____

In case of emergency, please notify:

Name _____ Relation _____

Address _____

Phone (day) _____ Phone(evening) _____

(PLEASE READ CAREFULLY)

I, _____, in consideration of being permitted to participate in any activities sponsored, coordinated and/or assumed by the National Collegiate Roller Hockey Association (known hereafter as the NCRHA), individual colleges, universities, sports clubs or any facility at which I participate (known hereafter as "the organizations") assume all risk of loss, damage, illness, death or injury to person or property which I may sustain while participating or engaging in, or as a result of such activities. I also release the organizations, its' officers, trainers, administrators, and fellow members and/or associates from any and all claims, demands and causes of action on account of any loss or injury, which may occur during my participation, involvement with, or as a result thereof, whether arising through negligence, omission, default, or any other action of or by the organizations, their officers, trainers, administrators, fellow members, and/or any person or organization associated with such activities. I fully understand that the activities undertaken by the organizations may include but are not limited to risks of: heat exhaustion, dehydration, concussion, sprains, fractures, abrasions and other injuries to myself and other participants, including the risk of permanent injury and/or death.

I have been advised to seek a physical examination in order to determine my fitness for all activities undertaken by the organizations and have informed the organizations of any physical and/or medical conditions, which may prohibit or limit my participation in such activities. I am aware that there are risks associated with the activities as described above and that I may suffer property loss or bodily injury arising out of my participation in the activities. In executing this document, I also relinquish any right to sue any of the organizations, its officers, trainers, administrators, other members, and/or any person or organization associated with activities as a result of any injury, loss, or action involving the organizations. However, I voluntarily choose to assume these risks and participate in the activities. I have read and executed (printed name above and signed below) this document with full knowledge of its significance. I further state that I am 18 years of age or older and competent to execute this affirmation and release or I must have parental consent and signature of a parent or guardian in order to participate in the activities of the above named organizations.

I further declare that I have received and read all information regarding the insurance policy offered by USA Hockey InLine in affiliation with the NCRHA, and at the time of signing this release, I am currently a member in good active status of USA Hockey InLine or intend to be as mandated by the NCRHA in order to partake in NCRHA events. I understand that full facial protection is mandatory.

Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if participant is under eighteen years of age as of Sept 1, 2009)