



NCRHA TEAM REGISTRATION PACKET

2010-2011



National Collegiate Roller Hockey Association

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

2010-2011 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, 2010 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 is forthcoming for 2010-2011, including an updated League Operations Manual and Rulebook. All documentation will be posted online in the NCRHA Document Center at <http://ncrha.org/documents.php>. A summary of these changes will be posted on www.ncrha.org as soon as they are finalized.

ITEMS OF NOTE FOR THE 2010-2011 SEASON

1. 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. Throughout the past 2 years, over 30 teams took part in this experience, and therefore better prepared themselves for the National Championship Tournament.

2. NCRHA National Championships

The NCRHA is working towards securing sites and dates for the next 2 National Championship Tournaments. Information will be posted on www.ncrha.org as soon as it is available.

3. Continued NCRHA Marketing/PR

The NCRHA was represented at Narch Finals and again this summer. 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 once again bring you a Mission Hockey College at an event in your area. Over 25 Mission Hockey Colleges have been held over the past 3 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.

4. NCRHA Division at NARCH

For the 4th consecutive year, NARCH has hosted an NCRHA Division at their championship event. This year's event was held at the Silver Creek Sportsplex in San Jose, CA, site of the 2010 Collegiate Roller Hockey Championships. 5 teams representing 4 NCRHA Member Organizations attended the event. The Western Collegiate Roller Hockey League team was crowned champion, defeating the GPCIHL team in the finals by a score of 3-2. We have had a different winner each of the past 4 years. Past champions are MCRHL (2009, Mississauga, Ontario, Canada), ECRHA (2008, San Jose, CA) and GPCIHL (2007, Fort Myers, FL).



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5. 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) are non-refundable; Alternates are 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. 2010-2011 marks the 16th year that a collegiate roller hockey champion has been crowned, and the 13th 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 San Jose, CA last April. The event was held at Silver Creek Sportsplex. The Lindenwood University Lions defeated the Arizona State University Sun Devils in Division I; West Chester University Golden Rams defeated the Southern Illinois University – Edwardsville Cougars in Division II; St. Charles CC Cougars defeated the Citrus College Fighting Owls in the Junior College Division; and Penn State University Nittany Lions defeated the University of Central Florida Knights 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.

Finally, good luck to all teams in the upcoming 2010-2011 season. See you on the rink!

Brennan Edwards
Executive Director
National Collegiate Roller Hockey Association



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2010-2011 Events and Dates of Note

October 15, 2010 (or 72 hours prior to your 1st event)

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

February 1, 2011

- 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 7, 2011

- NCRHA "Selection Monday"
All Bids to 2011 Collegiate Roller Hockey National Championships Announced This Week

April 2011 (Dates TBD)

- 2011 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.

****Team Representatives Only****

(players do not need to login to PowerPlayStats)

Logging In

Go to your member organization site or www.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, can't access your team information or don't know if you have an email address set up, contact 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.

Team Representative Responsibilities on PowerPlayStats

- Teams and Players Link – Rosters – Add players to your team roster for the season. Use the Roster Past Player link for any existing player. Use Add New Player(s) link for any new players. You will then search for them to see if they are already in the system. Note: Players may exist on PPS already if they played in AIHL or PIHA, State Wars, various high school leagues or another NCRHA team.
- Franchises Link – Update your franchise information – Change Officers – You can delete past officers at the bottom of the page and add yourself and any new officers. This information shows up on your team page under Front Office.



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Online Registration

****All players and coaches to register online****

The NCRHA and its Member Organizations have set up regional Online Registration websites. Similar to last season, all Member Organizations will be using Online Registration, in addition to the documents within this Team Registration Packet.

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.rmchreregistration.org

SCHL – www.schl.org

SECRHL – www.secrhl.net

WCRHL – www.wcrhlregistration.org

2. Click on Registration (left side of page)

Process for New Players, Coaches or Team Staff

- Click on the "Click here" link next to New Player or New Coach. (Other team staff should register as a Coach)
- Using the tabs under "Registration - New Player" (or "Coach"), enter in all required information.
- Choose your team under the Team tab. If your team is not listed, stop immediately and email your Member Organization Director.
- Once finished, click the "Submit" tab. Then click on the "Submit" button.

Process for Returning Players, Coaches or Team Staff

- Click on the "Login" link next to "Returning Participants."
- Enter your email address and password from the previous season (use Forgot Password if you do not remember your password).
- Visit the "Eligibility section of the "BackOffice" to determine what you need to turn in to be eligible to participate.
- Update "My Information." Make sure to click on the "Submit" button on the "Submit" tab to save your changes.

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

****Team Representatives** – Notify your Member Organization Director once you have registered. They can change your access to that of a Team Representative and you will have increased functionality.

****Team Representatives** – Member Organization 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 (2010-2011)

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
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 broken or chipped blades
11. No black tape on stick blades
12. Chassis have **all** wheels intact with axle
13. Designated captain has "C" on jersey

Signed

Date



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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, 2010
 - February 1, 2011

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

1354 Trailwood Village Dr.
Kingwood, TX 77339
(336) 462-8753

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
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Sincerely,

Brennan Edwards
Executive Director
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Player Enrollment Verification (2010-2011)

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: _____

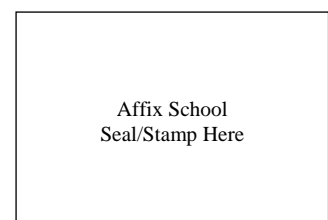
Last Name	First Name	Student ID #	Student Sign.	# Credits	Registrar Initials
1					
2					
3					
4					
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24					

Registrar

Signature: _____ Date: _____

Printed Name: _____

Phone: _____ Fax: _____





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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 your 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
- 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
- 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, 2010

ECRHA

1354 Trailwood Village Dr.
Kingwood, TX 77339
(336) 462-8753

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
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(310) 753-7285



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Coach / Instructor Profile

(2010-2011 season, Sept. 1, 2010 – Aug. 31, 2011)

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

(2010-2011 season, Sept. 1, 2010 – Aug. 31, 2011)

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, 2010)