



August 18, 2005

Dear ACHA Team,

Due to the overwhelming success of the partnership between the ACHA and USA Hockey since 2000, the relationship will continue through the 2007-2008 playing season. All ACHA member teams will again register with USA Hockey for the upcoming season. USA Hockey is very excited about the continuation of this partnership and would like to tell you about the new registration process and the benefits of being a registered member of USA Hockey.

Registration Directions:

As the coach or team contact we advise you to follow the directions pertaining to this new registration process for this season. Along with this document you should have received an Excel file and a PDF file. Both of these files will be explained below.

- Please fill out the Excel File (Team IMR) and return to USA Hockey at acha@achahockey.org.
- Please fill out the PDF File (Waiver and Release Form) and keep.

EXCEL FILE:

This is the only file to be completed and emailed back to acha@achahockey.org as soon as possible. This document will serve as your vehicle for registration with USA Hockey and should be the only item that you email back to USA Hockey. Each player, Coach and manager's information should put on this file. As stated above we would appreciate that you include all information requested to ensure that all team members are covered under USA Hockey Benefits. You may Roster 30 skaters plus coaches and training staff. If you need to add to the roster during the season make sure email the additions to acha@achahockey.org.

PDF FILE:

This is a waiver that you will need to print off for each of your team members to sign. **The Waiver and Release form is to be signed by all participants and retained by your team. This form is mandatory for proper USA Hockey registration and to ensure that all USA Hockey benefits are applicable.** The team should retain the waivers for the current season and two (2) additional seasons. Note that the Waiver has been updated this year, please discard any old waivers and be sure to only use copies of the new waivers enclosed.

Special Events Sanction:

USA Hockey understands some ACHA teams will be playing non-ACHA and non-USA Hockey registered teams throughout their season. **A Special Events Sanction is only required when an ACHA team is playing a non-USA Hockey registered team, to ensure proper insurance coverage during the game.** USA Hockey will review each request on a case-by-case basis.

The ACHA team must request a Special Event Sanction prior to a game with a non-USA Hockey team. If you do not know whether the team is currently registered, please call USA Hockey for verification. USA Hockey will need the following information from the **non-USA Hockey registered team:**

1. Who is the non-ACHA team affiliated with? (University, school, league, etc.)
2. The certificate of insurance for that team? (School, federation, etc.)
3. What are the dates of the games played against the ACHA team?

A fax or letter on official letterhead of the non-ACHA team, providing a statement of the above information should be sent to the USA Hockey, Attn: Ashley Bevan, to approve and keep on file. If a team can't provide this statement, the Special Event Sanction will not be issued.

All Special Events Sanction requests should be sent to Ashley Bevan or Scott Aldrich at:

USA Hockey

1775 Bob Johnson Drive

Colorado Springs, CO 80906

Fax: (719) 538-1160 Email: AshleyB@usahockey.org ScottA@usahockey.org

For individual insurance claims, the USA Hockey member should contact AIG Claims Department 1-800-551-0824 to request a claim form. Each member filing a claim will be asked to provide a copy of the member card or another proof of USA Hockey membership.

USA Hockey Membership Benefits

As a team:

- USA Hockey will again assist the ACHA with all of its' National Tournaments (Division I, II, III and Women's).
- Coaches and players are registered with USA Hockey with each team registration.
- Comprehensive training and certification programs for coaches and officials are available.
- Opportunity to represent the USA in the World University Games.
- Coverage several times per year of ACHA Nationals and story features in USA Hockey Magazine, which reaches a half million hockey players.
- Coverage of the ACHA on the USA Hockey web site.

As an individual:

- Membership to an organization that is the National Governing Body (NGB) and governs the sport of hockey in the United States and serves as the official representative of the United States Olympic Committee (USOC) and the International Ice Hockey Federation (IIHF).
- Membership to an organization that coordinates activities with other national hockey federations around the world and, closer to home, works with the National Hockey League (NHL) and the National Collegiate Athletic Association (NCAA) for matters of mutual interest.
- Excess accident, catastrophic and liability insurance coverage to all members while participating in a USA Hockey sanctioned activity or event.
- Special USA Hockey discounts and services through USA Hockey Marketing Partners.
- Access to custom merchandise, apparel and gifts through USA Hockey's Merchandise Program.
- Annual subscription to American Hockey Magazine, the world's largest hockey publication.

All of the necessary materials for USA Hockey registration have been included in this email. A new Summary of Coverages booklet will be sent to each team once it is ready from the printer. Please read through the instructions for detailed USA Hockey registration information.

Good luck with your season!

Sincerely,



Ashley Bevan
Director, Adult Hockey



Rae Briggie
Director, Member Services