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### Registration Deadline: Friday July 2nd 2021

or when league is at capacity (space for Minimum teams 4 – Max 6 Teams)

6 Game Season - Starts Thursday July 15th<sup>th</sup> and ends Thursday August 19th

(Thursday Evenings)

Team Fee \$ 950 – due in full before registration deadline

SCHEDULE/LOCATION: Games will be at KVIH (6) Games will be Thursday Evenings

#### ONLINE REGISTRATION SYSTEM: MANDATORY

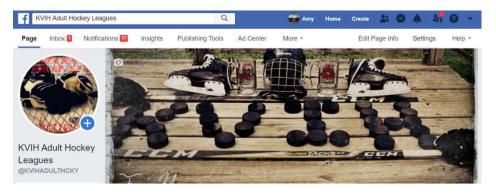
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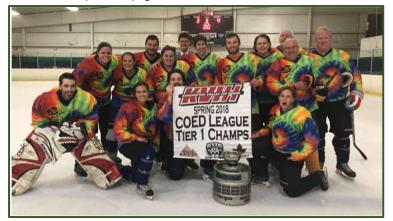


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League Director: Amy Finkbeiner 810-499-4756 cell afinkbeiner@kvicehouse.com

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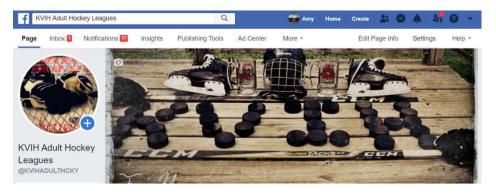
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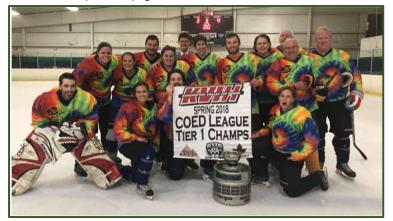


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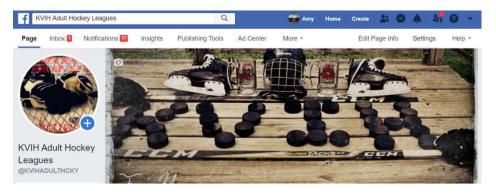
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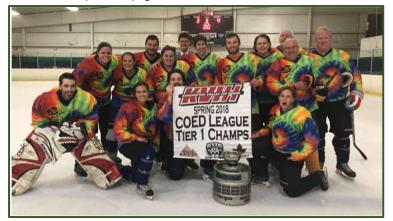


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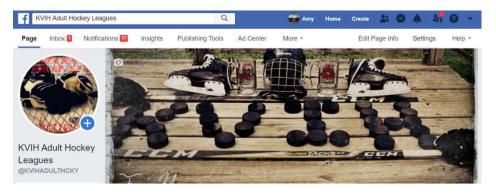
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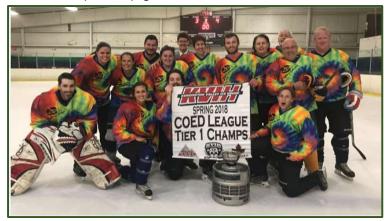


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- If you already have created an account on our new online registration site, you may sign in and register your team.

### STEP 2: REGISTER YOUR TEAM

### When registering a team for a league:

- 1. Click on "Adult & Youth League Registration" at the top.
- 2. Click on "Adult Leagues" on the left side of the page.
- 3. Click on the green "Register" button next to the League you want to register a team for
- 4. Click "Register a Team"
- 5. Enter your team name and hit submit.
- 6. Accept the Manager Waiver
- 7. Under Payment options, select the amount you want to pay now by clicking pay other amount (keep in mind your payment and the payments your players make when they register online for your team must equal a minimum \$1750 by). You can go on and make payments later. Make sure to instruct your players the amount each of them should pay when they register online. Hit "Add to Cart"
- 8. You will be prompted to "Check out" message will say order complete.
- 9. You will receive an email confirming your registration and a payment receipt.
- 10. You will be able to log into your account and manage your team using the "Captains Page" tool found in the menu at the top of site, kvicehouse.maxgalaxy.net.
- 11. Your team confirmation email will give you a "Reg Code", keep this code, your players will need it to complete their registration. If you need to look up your Reg Code you can go on "Account History" or by checking your payment receipt attachment in the email you receive.
- 12. **IMPORTANT!** You must now go on and also register as a player on your team by logging into your account a select "Join a Team", you will need your "Reg Code"

### STEP 3: COMMUNICATE WITH YOUR PLAYERS

Email your players - send them the instruction page (Labeled player registration process for Players to add to a registered team) it is the last page of this document.

They will need to know: the amount of the payment they need to make when they register and your Team Code. Make sure they know all league payments must be made before Friday April 9<sup>th</sup>, 2021.



## PLAYERS ADDING TO AN ALREADY REGISTERED TEAM!

### INSTRUCTIONS FOR PLAYERS TO REGISTER FOR A TEAM

### STEP 1: USA HOCKEY REGISTRATION

- You will need to have your USA Hockey Registration Number to complete your registration. Current
  USA registrations expire August 31<sup>st</sup>, so if you were a member in the fall your number is still valid (note
  that the 4<sup>th</sup> digit of your confirmation number must be an 1 or 2
- denoting the year it expires). If you do not have a membership from this fall wait to register until April 1<sup>st</sup> and your membership will be good through Aug 31<sup>st</sup> 2022.
- Visit <u>www.usahockeyregistration.com</u> to renew your registration, write the 9 digit and 5 letter confirmation number down so you can enter it when prompted during the player registration process below.

### STEP 2: CREATE YOUR INDIVIDUAL ACCOUNT

- If you already have created an account this fall at our rink on our new online registration site, you may sign in and add to your team. Do not create a new account. If you forgot your password you can request to have it reset.
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- Once you have created an account you may go on and register your team for the league. Player registration to add to an already registered team:
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- 4. Click "Join a Team".
- 5. Enter your team "Reg Code" supplied by your manager.
- 6. Click on Validate and your team name will be displayed, click continue. League information will display.
- 7. Scroll to Registrant Information
- 8. Enter <u>USA Hockey Confirmation Number</u> mandatory to complete the process. See Step 1 if you don't have this.
- 9. "Accept Waiver"
- 10. Make Payment in the amount instructed by your team manager click "Pay Other Amount" and manually enter your payment amount, click "Join Team" (note that the balance shown for amount due will reflect your current team balance, not your individual player balance).
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### STEP 3: GET YOUR HELMET STICKER



The CO-ED league is a recreational league with mixed teams comprised of both men and women. This league is organized for fun and exercise and welcomes skaters of all levels from beginners to seasoned players. All players are expected to be mindful of the skill level of others and to conduct themselves in a manner that is supportive to the development of less skilled players, by giving them an opportunity to handle, carry, and shoot the puck. This league is <u>not</u> for players with a very competitive nature! Chippy, aggressive players will be removed from league play.

### Registration Deadline: Friday July 2nd 2021

or when league is at capacity (space for Minimum teams 4 – Max 6 Teams)

6 Game Season - Starts Thursday July 15th<sup>th</sup> and ends Thursday August 19th

(Thursday Evenings)

Team Fee \$ 950 – due in full before registration deadline

SCHEDULE/LOCATION: Games will be at KVIH (6) Games will be Thursday Evenings

#### ONLINE REGISTRATION SYSTEM: MANDATORY

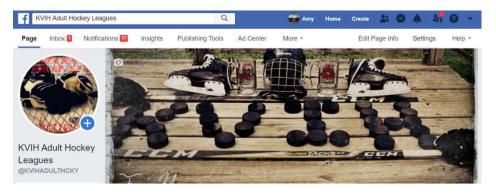
Team Managers must first register their team online (Direction sheet attached). Then players will go on and register to join your team (Direction Sheet attached).

**TEAM FEES:** Managers can choose to pay team fee in full or instruct their players to make payments toward the team balance when they register. Either way FULL LEAGUE FEES MUST BE COLLECTED BY the April 9th in order to have your team scheduled in the league. Note – this is prior to 1st night of games.

Players can NOT register at rink on the 1<sup>st</sup> night. This must be completed before coming to the rink.

**INDIVIDUAL PLAYERS:** Individual players looking to play on a team will be placed on our "Free Agent Waiting List". This list is provided to Team Managers seeking additional players. Go online to kvicehouse.maxgalaxy.net. Create an account if you do not already have one. Next from the menu select Adult Leagues and then register as a free agent

### FOLLOW OUR KVIH ADULT LEAGUE FACEBOOK PAGE:



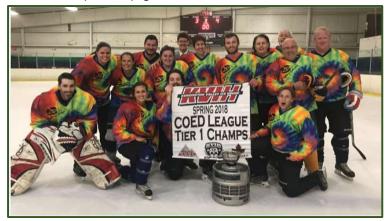


- ✓ Register as a member with USA Hockey for the current season.
- ✓ Register on KVIH new online system at kvicehouse.maxgalaxy.net
- ✓ Make league fee payment
- ✓ Have a valid Helmet Sticker
- ✓ Be age eligible for your Division

All players including Subs and Goalies must complete the above registration requirements prior to stepping on the ice NO EXCEPTIONS. Any illegal players will result in a suspension of the Team Manager.

**SKILL LEVEL AND TIERING:** The past few seasons we have had some teams with an overall advanced skill set and some teams with much weaker causing a big differential in level of play. Depending on registrations, in order to foster the best playing experience for all I will likely only schedule the 1<sup>st</sup> 5 weeks of the season seeded with most logical match ups. The next 4 weeks match ups will be seeded on standings from that point. The last 2 weeks playoffs will be split into two separate tiers each with their own championship games.





**COED PHILOSOPHY:** Mangers, PLEASE select players that are "on board" with the COED Philosophy. Yahoos, end to enders, chirpers and big egos should stay home! Verbal abuse and chippy aggressive play will NOT be tolerated. Be prepared to educate your team ahead of time and to immediately address any unwanted behaviors. We had a few incidents last season resulting from players with mind sets incompatible to the league and there will be a ZERO tolerance policy this year.

League Director: Amy Finkbeiner 810-499-4756 cell afinkbeiner@kvicehouse.com

Registration Link:



### INSTRUCTIONS FOR TEAM CAPTAIN'S TO REGISTER THEIR TEAM STEP

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