



Roster Completion Instructions

You should have received a blank roster workbook which is to be completed in Excel. It provides spaces for all information necessary to submit your roster to the league. The steps for completing the roster are listed below. **Please complete them according to the instructions.**

Steps for completing your roster.

1. Enter the name of your team where it says '**Team Name Here**' in blue. This will fill in your team's name throughout the spreadsheet. This is the only place you'll need to enter your team's name.
2. Enter player information – Number, Last Name, First Name, Position, Grade for 2026-27, Date of Birth. **Use a single letter (F, D, G) for position. If you have a player who will be playing goalie and skating out, list them twice – once as a goalie and once as a skater.**
3. In the next section (below the red bar) you will assign players to a team or teams. You must lock 10 skaters and 1 goalie at the Boys Varsity level.
4. Place an L in the VAR column for each of your 11 locked Boys Varsity players.
5. All other players who would be eligible to play Boys Varsity should have an R in the VAR column.
6. All players eligible to play JV should have an R in the JV column. These players will likely have an R in the VAR column as well.
7. In the GIRLS column, place an L for any girls who will only be playing for your girls' team. If you have girls who will be playing Varsity or JV, they should have an R in the GIRLS column as well as in the column for any other team they may be playing on. (VAR, JV)
8. The **School** column is very important. Here you will list information regarding the player on the corresponding line.
9. List the school where the player will attend in 2026-27 and where they attended school in 2025-26 if it is different from the 2026-27 school. This includes the middle school attended from your incoming freshmen.
10. If the player is not a 9th grader and came from another school, list the school they transferred from. You will be asked to complete a transfer form for that player.
11. For Girls Varsity players in 8th grade, simply list the school they attend.
12. Next, you will complete the coaches' information. It is listed below the players – you may have to scroll down to get to it.



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13. Enter the information for each coach in your program. Last Name, First Name, the team they will be coaching, Position (Head or Assistant), CEP Number, CEP Level. Place and X in the last column which is your certification that the coach is current on Safe Sport for 26-27, All Act 153 requirements (see website under Resources, Links for Coaches) and the USA Hockey 13+ Module. If these items are not complete, the coach will not be able to be included on your USA Hockey roster and will not be permitted to be on the bench until they are complete.
14. Once everything is complete, have a school official verify that your players are attendees of the school and have them sign in the red box at the top of the roster. If you have students from multiple schools (co-ops and partnerships) you'll need to do this for both schools. This should be sent separately from the roster workbook.
15. After the roster workbook is complete, forward it to Steve Mescanti – steve.mescanti@icshl.org
This must be the Excel version.
16. You'll need to complete your USA Hockey roster through Karen Fund and submit it or the link to it BEFORE your first game at any Level – Varsity, Girls, JV. This also gets submitted to Steve Mescanti – steve.mescanti@icshl.org
17. You must submit your signed Rules Acknowledgement Form with your roster.
18. If you have any questions, contact Steve Mescanti.