NEW YORK TECHNICAL BULLETIN
2025-26 Season

In addition to the items in the important document, the *NYSAHA.COM* website is a great resource for registration information for the NY District, registration basics, news, sanctioned events and tournaments, credentials and hockey in NY.

Verification of Birth
It is required that all players of any gender on a youth, girls, high school and a women's national bound team participating with a NY District approved member program, must have birth and citizenship verified prior to participating with the approved member program and/or roster approval. Acceptable forms of proof of citizenship and birth are – government issued birth certificate or passport identification page for each rostered player. Documents are to be submitted by the association registrar to the USA Hockey Associate or District Registrar for verification and affirmation prior to participation in their association and/or with roster submittal. Those not in compliance will be redlined on the roster and are not eligible for participation.

Player Registration Requirements – All players must be listed on an approved USA Hockey Roster. Players that are redlined or not listed will be considered ineligible. A public link is sent to the Club Registrar and Head Coach of the team after the initial approval of the roster. It is the team's Head Coach's responsibility and the registering organization to ensure all players on a specific team are properly registered and placed on the team roster. Neglecting to ensure the accuracy of a roster and the listing all players on a team is not considered a clerical error.

Ineligible Player Definition: An ineligible player is a participant who is not registered properly, is not listed on an approved USAH roster, is in violation of the player movement rules or is on suspension.

Games and Score Sheets - Games involving ineligible players will not count toward a teams' or players' credential requirement. All rosters must have all participating, eligible players listed, including coaches, managers, and locker room monitors on a roster submitted and signed by the Associate Registrar. Any players on a scoresheet that are not on the official roster, will cause the game to be ineligible to count towards any game count or qualifying games. The player(s) and coaches can also receive disciplinary action.

Head Coaches are responsible for ensuring that the players listed on a scoresheet are only the ones eligible to participate in the game. The Head Coach or acting Head Coach signature on the scoresheet indicates that the participants listed are all properly rostered and are eligible to participate.

Team Names
Team Names are listed on the label as indicated on the official roster.

Example: NYH # - Association Name - Level - Head Coach

West Section ONLY: Players can only be registered (claimed) in one club.
Dual registration in multi-organizations is not allowed, except high school and girls, in the West Section.

District/National Tournament Bound Designation:
For all Tier I and Tier II teams (Youth and Girls) at age levels that have National Tournaments, there will be drop down field to select yes or no if the team is National Tournament-bound. The approved Roster will reflect this selection. A**ll teams in NY need to make sure they also designate State/National tournament bound by placing the letters "TB" in front of their team name** for all 12u, 13 only, 14u, 15 only, 16u, 18u, 19u and High School teams if they are NY District/National Tournament Bound. **DO NOT USE "NTB" in the team name.**

National Tournament Bound rosters should indicate position, jersey numbers, all Coaches and Locker Room Monitors; this is required if the team advances to the USA Hockey National Championships.

Roster Changes/Modifications
For any/all changes/modifications made to the original official roster of a team, the supplemented team roster does not need to be re-submitted through the registry. Any roster changes made are automatically submitted. **Do not** create a brand-new roster; make all changes to the original roster.

Roster Size
Rosters cannot exceed the 20-player total limit with 18 Skaters maximum at any given time. If you are adding a 21st player, you must drop someone from the current roster prior to adding another participant. Only exception is for Tier I 15O, 16U, 18U Youth and 19U Girls which can have 22 players (20 skaters and 2 goalies).

Playing in a Canadian League

NY District teams playing in a Canadian League must follow USA Hockey rostering rules including those on age classification and roster size. Players must be rostered on the team to participate.

In addition, any Association that intends on participating in a Canadian League must contact the District Registrar, Kim White, *kim.white@usahockey.org* in writing, listing the age classification of all teams that will be participating, and the Canadian League name with contact information, for an approval letter prior to playing in the league. An approved roster should accommodate the request.

Minimum Amount of Players

Tier I level, all youth teams at 13O, 14U, 15O, 16U, and 18U and Girls Tier I teams at 14U, 16U and 19U classifications MUST HAVE A MINIMUM OF 15 PLAYERS (including goalkeepers).

Game Count for State & National Tournament Qualifications

Only games played on or after the date the District Registrar and/or Associate Registrar approves/certifies the Player Roster form may be counted toward the 20/10 (Youth Boys) or 14/10 (Girls/Women) 10/8 (18 & Under, 16 & Under Tier III) 10/5 High School credential rule.

In order to be eligible to compete in State and/or National Championships, the Official Team/Player Registration Roster or Supplemented Roster (rosters with changes to the Official Team/Player Roster) must be received by the District Registrar/Associate Registrar no later than December 31, 2025 for youth and girls/women and February 15, 2026 for High School. In addition, no player may be rostered onto a tournament bound team after the earlier: commencement of the applicable section tournament or playdown, and/or December 31st .

- Game score sheets used to verify the 20/10, 14/10, 10/8 and 10/5 rule, must contain only names found on the Player Roster form (1-T) for that team. Teams are mandated to use their registering organization name on all scoresheets for them to count toward the team and player credential.

Credential Book

- Every Tournament Bound team must compile a Credential Book. Instructions and video for compiling the credential book are available online at www.nysaha.com.
- Copy of the ***Official Roster***
- A ***Credential Verification Sheet (CVS)*** must be created for each team with the players and coaches printed on the form for inclusion in the team's credential book. Use this form for all teams going to State Tournaments and/or National Tournaments from your organization. To access the form click "reports" in your Registry. To create the CVS select the team from the Team list and click on Credential Verification.
- Completion of a ***Consent to Treat*** form is required for each participant and staff member that will be competing in the District and/or National Championship.
- The ***Team History*** also needs to be placed in the Credential Book.
- Organizations are solely responsible for properly rostering teams and submitting the information in a timely manner to the Section Credentials Committee and/or Associate Registrar.

USA Hockey Tournament Sanctioning

- To sanction an Event and Invitational Tournament in NY, the ONLINE Invitational Tournament Application request form must be completed. The form is located at *https://www.nysaha.com/page/show/7997566-ny-sanctioned-events.*
- Only online request will be considered and processed for sanctioning.
    - **Tournament Rules**: you are required to provide a copy of the tournament rules
    - **Fees**: Online payment using a credit card, PayPal, or E-check is required in the amount of $250 for only USA Hockey Teams participation, this includes teams from Canada. If international teams are participation you will need to complete the International Competition form along with fee of $100 per incoming international team.
- All sanctioned tournaments will be given a tournament number and published at www.nysaha.com. This is the only official listing of sanctioned events in NY. The tournament chair will receive an official sanctioning certificate once the application is processed and approved.

Travel Permits

Travel permits are mandatory for all teams traveling to Canada**.** The Travel Permit request form is located in your registry. Request a signed Travel Permit for your association and then follow your Associate Registrar's request for timely submittal. Teams participating in a tournament in Canada must have the sanctioning number on the form prior to approval.

NY District Sections

Remember that every section in the NY District has rules and regulations that are specific to their own section and vary from section to section. Specific questions should

be directed to the specific section president.



DISTRICT REGISTRAR

KIM WHITE
518.423.8824
kim.white@usahockey.org

Central – all NYH1's SUSAN BRADY TESSIER 315.345.9400 susan.brady-tessier@usahockey.org	**East – all NYH0's** KIM WHITE 518.423.8824 kim.white@usahockey.org	**West –** **A, B & C Centers & Girls specific clubs** JANICE CAVARETTA 716.581.3996 Janice.cavaretta@usahockey.org
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USA Hockey Tech Bulletin

(revised 7/23/2025)

NEW RULES IMPLEMENTING IN THE 2025-26 SEASON

- ***MORATORIUM ON NEW TIER I PROGRAMS/TEAMS***
  Effective immediately, no Affiliate shall approve any new Tier I Programs or Teams in any age level unless that Program operated Affiliate-approved Tier I teams during the 2024-25 playing season. If a Program was approved to operate Tier I teams in 2024-25, it shall be permitted to add additional teams in compliance with the applicable Affiliate's approval and rules. This Moratorium shall be in place for any new Programs/Teams during the 2025-26 and 2026-27 playing seasons. Unless this Moratorium is otherwise modified, Affiliates shall be permitted to consider applications for new Tier I Programs/Teams during the 2026-27 season to begin play in the 2027-28 season, which shall be subject to any new USA Hockey or Affiliate rules in place at that time.
  Notwithstanding the foregoing, in special circumstances as determined by the applicable Affiliate, the Affiliate may submit a request for approval of a new Tier I Program/Team during this Moratorium, which shall be submitted and reviewed by a Committee composed of the Vice President, Youth Council, Vice President Girls Council, and the Chair of the Registrar's Section. Any decision of this Committee to approve or deny a new Tier I Program/Team shall be final and not subject to appeal.

- **Tier I Roster Submissions - Roster Change Date**
  Each Tier I team must submit its roster to the applicable Registrar for approval on or before October 15 of each season. Adds or drops from the roster, if permitted by this Rule III.B., may be made up to the December 31 deadline for changing rosters. If an affiliate, state or district tournament is held prior to December 31, player changes to the official team roster will not be accepted after the affiliate, state or district tournament begins.

- **Tier I Roster Size**
  A limit of twenty (20) players at any one time may be registered per team except for (1) high school, girls high school, college and women's college which may roster 30 players and may dress 20 players, (2) adult and women's teams which may roster 25 players and may dress 20 players, and (3) Tier I teams at the 18U, 16U and 15O youth classifications and 19U girls classification which may roster and dress 22 players, of which not more than 20 shall be skaters (see Section XI: Junior Hockey for junior roster limits).

- Tier I Vertical Integration – Changed from a pilot to a rule and expanded to Girls 16U and 19U. See additional information on page 5 of this bulletin.

- Tier I 13O National Championships – Changed from a pilot to rule. See additional information on page 4 of this bulletin.

- CEP Update –
  - Districts and/or Affiliates may not impose earlier deadlines for coaches to attend a clinic prior to December 31.
    - If a coach is redlined from a roster during the season due to not having the proper CEP, the affiliate may require that coach to have the proper CEP before the coach can be rostered on a team in the next season.
  - Adds a 6U/8U CEP level (includes LTS) for new coaches.
    - Coaches need Level 1 once they begin coaching an age class of 10U or above.
    - Good for 5 years as long as not coaching a higher age classification. Refresher will be needed after 5 years
    - No need to progress unless coaching something other than 6U/8U/LTS
    - Expired coaches can continue to coach 6U/8U/LTS
  - Student coaches need to attend a training session held by the LOCAL HOCKEY ASSOCIATION
    - Must wear a helmet and neck laceration protection, even when on the bench.
  - Coaching Continuing Education
    - Coaches at Levels 1-3 can accumulate CE Credits for future use
    - Coaches at Level 4 are valid for 3 seasons, Level 5 is valid for 4 seasons. Both levels need 5 CE Credits to be recertified at the same level.

NEW – Board Rosters

USA Hockey is requiring that each association create and submit for approval a Board Roster of their association. All board members of the association should be registered with USA Hockey and complete both Safe Sport and screening. When creating the Board Roster, add all members as Staff and use the pencil to select the appropriate title for that Board member. If there is not a title listed

for their position, select volunteer. Board rosters should be submitted and approved first before any team rosters are approved for the association.

Individual Online Registration

Online registration is provided for individual members to register with USA Hockey at https://membership.usahockey.com/. All members (players, coaches, team managers and volunteers) must register with USA Hockey for participation. For the 2025-26 season, the **Waiver of Liability, Concussion Information & Acknowledgment and Safe Sport Training Policy Acknowledgment** have been updated and are completed during online registration. These waivers can also be found in the Forms section of the Registry/Admin.

Instruct your members to register online **using their legal name, correct DOB** and send their confirmation number to you.

Let your members know the below USA Hockey fee is collected during online registration plus the affiliate fee. More information on the USA Hockey fee structure and membership benefits can be found at https://www.usahockey.com/membership

Important note: If a player registration is completed with a wrong year of birth and should be at a different fee then USA Hockey national office will refund the original registration fee and have the individual register again. This will result in the person getting a NEW Confirmation number. The old confirmation number will be deleted from the national database and if it was already claimed to your association the process of us deleting it will remove this number from your Registry. You will need to get the NEW confirmation number from that member to claim them again with the correct DOB.

Claiming/Registering Members

All associations MUST claim their members:

- Collect Confirmation numbers/bar codes
- Log in to the USAH Registry, click on Registration
- Enter member type (C-coach, P-player, M-Manager, V-Volunteer)
- Enter Confirmation Number to claim that individual. The player/coach confirmation number is 9 digits and 5 letters, **for the 2025-26 season, the 4th digit will always be 6.** A manager/volunteer confirmation number is 9 digits followed by XX and 3 letters.
- You can also import several confirmation numbers at one time with the upload feature. When importing lists, it is recommended to have no more than 500 confirmation numbers per import.
- **If importing,** create an Excel spreadsheet with the required two columns; Member Type (C, P, M or V) is in one column and Confirmation Number in the next column. Click on Import Members on the Registration screen to upload your file. You will identify which column contains what information and then import.
- After submitting one or many confirmation numbers with the member type a table will list who you are ready to submit for claiming.
- Click 'Submit Member List;' a report will be provided summarizing the registrations you have submitted and are now in your personnel. You can then begin to create rosters.

It is important that you claim all members that are participating in your association to confirm compliance with education, Safe Sport, and screening and to have the correct count of members participating in your association. **ALL Coaches must be claimed through your USAH Registry – any adult who is on the ice or bench with youth players must be registered through your program as a Coach.** Manager/Volunteer registration is only for off-ice participation. All players **must** also be claimed regardless of being on a roster or not. You do not need to save confirmation pages once you have claimed your members.

If you have any name corrections or other updates for the member, please contact the Associate Registrar or USA Hockey Member Services.

USA Hockey Member Confirmation Information

Each participant has a current season registration number which is their confirmation number generated during online registration. To get a reprint of a confirmation page – go to https://membership.usahockey.com/, and click 'Request Duplicate Registration Confirmation' on the home page. You can print the page; it does not email to you. To look up a confirmation number through your Registry, click on Registration and then Member Lookup – enter last name, first name, date of birth and state.

Building Team Rosters

After you have claimed your member, you are ready to create team rosters. Click Team button, then click Create Team to start your roster. If you have questions about creating a team in your area, contact your USA Hockey Associate Registrar.

You will enter TEAM NAME, a maximum of 35 characters. Please remember that USA Hockey is no longer using the nomenclature of Midgets, Bantams, Pee Wees, Squirts, Mites, and these should not be part of the "Team Name." Refer to your affiliate regulations regarding any specific directions on creating team name.

Following the prompts to continue the team setting; select CATEGORY, CLASS, and DIVISION.

National Tournament Bound teams **MUST** have positions and jersey numbers assigned as part of the official and at minimum name one Locker Room Monitor; this is a requirement of the USA Hockey National Championships.

It is recommended that you also claim your Team Manager and/or a Locker Room Monitor (Volunteer) to your official roster. This will show that they are compliant with Safe Sport and screening. Refer to your affiliate tech bulletin if this is a requirement versus recommendation.

You will not be able to add a Coach to a Youth/Girls Roster until the required Age-Specific Coaching Module has been completed. You will not be able to add Team Staff (Coach or Manager) to a Youth/Girls Roster until their Safe Sport training and Background Screening are completed.

You will not be able to add a Player (2008 birth year or older) to a youth, girls, high school, flex, disabled or junior roster until their Safe Sport training has been completed.

Once your roster is ready, you will submit the roster through your Registry (online) to your USA Hockey Registrar for approval. Once approved the status will change from submitted to approved on the tags listed on the team screen. You will also receive daily email notices on any actions taken to the roster. A link to the Official Certified Approved Roster is available so that you can distribute, as necessary. This link will remain the same all season, even if changes are made to the roster. You are still able to print Rosters. If you do print a Roster, be sure to print from the link.

Requirement for Creating a Roster

USA Hockey Annual Guide under III. Team Membership and Registration indicates the requirement of creating a roster.

A. Membership
   Except for Juniors, all teams of USA Hockey member programs must register with USA Hockey in a manner prescribed by the appropriate district registrar. All youth, girls, high school, and disabled teams shall be required to use the official USA Hockey roster registration form (1-T). Affiliates and leagues may also require the USA Hockey roster registration form (1-T) for other specified teams. All applicants for team membership must be members in good standing of an affiliate.

Number of Players allowed on a Team

A limit of twenty (20) players at any one time may be registered per team except for high school, girls' high school, college and women's college who may roster 30 players and may dress 20 players and, adult and women's teams who may roster 25 players and may dress 20 players. Affiliates may allow their post season (Spring/Summer) teams, formed to play between the end of the last USA Hockey National Youth/Girls Championship and August 31, to have a limit of twenty-five (25) players on a roster and may dress twenty (20) players per game. Check with your Affiliate for more information.

TIER I Roster Size will be 22 players for Tier I Youth 15O, 16U and 18U as well as Tier I Girls 19U. 22 players can dress, no more than 20 skaters.

Date of birth and US citizenship verification

If a birth date or citizenship has been verified to the USA Hockey National office, you will see the word 'Verified' next to the date and citizenship in the participant's personnel record. A verified symbol will also appear on the Official Roster and on the Credential Verification form. Copies of birth certificates are not required to be collected or carried for those participants who have the verification symbol in the 'V' column of the Official Roster.

For National Championship bound teams, a verification is required to indicate that a review of each player's birth certificate has been completed. When no verification is indicated on the Roster or Credential Verification sheet, a copy of the birth certificate or passport for rostered player will be required.

Non-US Citizen Transfer Requirements for Players

- International Ice Hockey Federation (IIHF) regulations require that all non-US citizen players on youth or girls' teams complete a transfer to USA Hockey and your member team prior to participation
- The appropriate transfer form and documents showing proof of resident status in the US must be sent to transfers@usahockey.org and **APPROVED PRIOR** to the player participating. A player with an incomplete transfer will not be available to add to a roster.
- Once a transfer is complete this will show in the player's record in Personnel as Transfer Complete or Transfer Complete – Student.
- Transfer forms can be found under "forms" in your registry. There are four different transfer forms –Canadian women on national bound teams, Canadian youth, all other non-US citizens on youth teams and 18 or over non-US/non-Canadian citizens on youth teams.
- Youth players age 18 and adult women, with a non-US and non-Canadian citizenship, will be charged a fee for the transfer. Those under the age of 18 are processed at no fee.
- Girls' national bound teams are restricted to no more than two (2) players in the US on student visas. Youth national bound teams are restricted to no more than four (4) players in the US on student visas. These transfers will show as transfer complete –student.

Registry Updates

Each time that you sign into your registry you will receive the most current data for your members – approved rosters, completed coaching clinics, modules, Safe Sport, screening, date of birth verification, non-US citizen transfer completion, etc. – anything that has been updated since you last viewed your membership data.

The USA Hockey national database receives information on members several times a day however it can take up to 24 hours from completion of age modules, coaching continuing education credits, screening, or safe sport training for this information to post. Once in the national database that will sync to the registry.

Rules & Regulations

Tier I rules regarding recruiting, tampering and player movement. Detailed information on this subject can be found in the Forms section of the Registry Portal; refer to the official language approved on January 28, 2024, and the summary document. This is particularly important when it comes to adding and dropping players from Tier I programs.

National Championship Guidebook reminders:

- Affiliate/State/District tournaments held prior to 12/31, there will be no changes to the roster once the tournament begins
- National Game Count requirement must be met prior to the State/Affiliate/District or Nationals
- Locker Room Monitors must be listed on the official roster if they are going to participate in the National Championships; they can be added up to 7 days prior to the event.
- The deadline to add a coach to the official roster will be 7 days prior to the National Championships.
- Credentials must be submitted to the host registrar within 7 days of qualifying for national, no exceptions.
- High Schools will no longer be different divisions; verification from Head Coach is required to confirm all players are eligible for participation on a High School roster

13 Only Tier I National Championship

In conjunction with the Tier I National Championships, USA Hockey shall conduct a twelve team National Championship with no host representative. All other USA Hockey Rules and Regulations applicable to the Youth Tier I Levels shall be applicable to the Tier I Youth 13 Only classification. Furthermore, the playing rules for Tier I Youth 13 Only shall be consistent with the Tier I Youth 14U classification and any other playing rule modifications recommended by the Player Development Committee and approved by the Youth Council. For the 2025-26 season, Tier I Youth 13 Only eligibility shall be limited to only those players whose birth year is 2012.

Fifteen (15) (Tier I National Bound Teams only) - 15 Only

The 15-year-old age category shall be for the Tier I Youth level only and shall be limited to players age 15 (as defined in the age classification chart for the current season). Players that are not age 15 in the current season shall not be permitted to play at the 15-year-old age classification under any circumstances. For the current 2025-26 season this is the 2010 birth year.

Vertical Movement – Tier I Youth 15O, 16U and 18U; Tier I Girls 16U and 19U

Vertical roster movement shall be permitted at the Tier I Youth 15O, 16U, 18U, and 16U and 19U Girls levels within the same Organization through February 1st. Only those players otherwise eligible for a different age category within their Organization and currently appearing on a Tier I roster in the Organization shall be eligible to play on a different Tier I team from that Organization without being added to the official roster, subject to the following conditions:

- Each Player is limited to a total of 8 games played outside of their official roster between September 1 and February 1.
- Players may only compete at one age level per day.
- Tier I teams shall submit the Vertical Movement Tracking Form to the applicable Registrar for each game a player plays on a different roster within their Organization under this Vertical Roster Integration rule.

All other current National Championship rules, including the 20/10 rule and the 12/31 roster deadline will stay in effect. Games played shall not count toward the 20/10 rule until added to the official roster. If a player receives a suspension in any game of a tournament or showcase, the player must serve the suspension at the age group in which they are playing at the time of the suspension. If a player receives a suspension in the last game of a tournament or a showcase, the player will serve the suspension with the official rostered team. Any suspension incurred by a player under this rule outside of a tournament or showcase must be served with the team in which the player is officially rostered. Players under suspension are not eligible for vertical integration movement until the suspension is served with the team in which the player is officially rostered. Players are not eligible for vertical movement to a team in which they were previously officially added to that team's roster and then dropped.

Important Definitions

Definitions for High School classification:

Div I – a community based academic high school where teams consist of players attending the same high school as full-time students who are eligible to play in sanctioned varsity sports at that school

Div II – Community or non-community based academic high schools where teams consist of players representing more than on high school who are full-time students eligible to play sanctioned varsity sports at any one of the combined schools

Prep – Boarding schools or Academies that house players in a school dormitory or with billet families, and non-community based high schools consisting of full-time students attending the same school and non-community based online schools. All teams, players and coaches must register with USA Hockey prior to application for participation.

Definitions for Adult classifications:

Adult US – Open to all US Citizens; non-US residents are eligible on a limited basis. Excludes players that have participated during the current season at any elite professional level (NHL, AHL or European) or on an NCAA Division I and/or III team. Players that have participated in the following leagues before November 30 of the current season are eligible on a limited basis; ECHL, CHL, IHL, UHL, SPHL, AAHA and any Major Junior (other leagues may apply). Players that participated during the current season at any level of the ACHA are eligible for this classification. Players shall be 18 years of age or older. However, only 25 % of an Adult US registered team may be under the age of 20 unless approved by the Vice President, Adult Council Chair.

Adult Non-Checking – Unrestricted as to citizenship, and unlimited to include amateurs and/or reinstated professionals. National Championship rosters are limited as to: Exclude any player who plays that current season as a professional player or on an NCAA Div I, II or III or junior college, or college team. Players shall be 18 years of age or older.

Women are part of the adult classification and should be rostered as classification Adult Women. The age divisions are no longer part of the classification for adults. These age divisions could be part of the name of the team if needed.

Coaching Education Information

- Level 1, 2, 3 will be valid for one season
- As of the 2021-22 season, coaches who obtained Level 4 are part of the continuing education path. Their education will be valid for three (3) seasons; coach needs to take 5 credits for continuing education to advance the expiration to the next three-year cycle. If Level 5, valid for four (4) seasons.
- Grandfathered Level 4 & 5 coaches; if the coach had their Level 4 or 5 prior to January 1, 2021, and was not a coach on a category Tier I or Tier II roster since that date, they are grandfathered into the system and their expiration remains as 12/31/2099. If they do coach on a category Tier I or Tier II roster from the 2020-21 season or after, the expiration changed from 12/31/2099 to the three-year or four-year expiration and they are now on the continuing education path. Once a grandfathered coach is on the continuing education path they will remain on that path.

- Continuing Education courses will be provided by the Coaches Section; these could be virtual or in-person courses, online videos, or clinics. Additional information can be found online https://www.usahockey.com/coaching-continuingeducation
- The Registry/Admin will include information on the CEP Level as well as how many earned credits a coach has available. This will be shown in reports, in personnel and in roster views.
- A coach who is on continuing education path is required to earn 5 credits before their expiration date; if they earn more than 5 credits once they reach their expiration date all earned credits will go to zero and the expiration will move out to a new expiration date (3 years for Level 4, four years for Level 5). Extra credits over 5 will not carry over.

Other Requirements for Coaches

- Coaches MUST have the appropriate module completed PRIOR to being placed on a roster.
- If a coach already has a 10U module and coaching a 10U team, they do not need to take the new 10U/12U module. However, if they are coaching a 12U team and did not have the 12U module then they would need to take the new 10U/12U module.
- Remind your coaches that they must have current CEP completed by 12/31 or they will be redlined as of January 1st.
- **Please encourage coaches to use their legal name when registering so their coaching education (clinics and modules), safe sport and screening show in their record. Example if history is Michael Smith and new registration is Mike Smith the system will create a new record and not connect previous education and compliance.**

Safe Sport

- All coaches are required to have current/completed Safe Sport training PRIOR to participation in your program.
- Managers and volunteers must also complete Safe Sport to be placed on a team roster.
- **All players, 2008 birth year and older, participating on a team with minor participants will need to complete Safe Sport training PRIOR to being allowed to participate in any program.**
- Safe Sport training is available free of charge to anyone (including parents) if they have a USA Hockey confirmation number.
- **IMPORTANT: Safe Sport is required annually**. Individuals will take the core training the first time and then a Refresher course is available each subsequent season. This repeats in the fourth year going back to core training followed by three refresher courses.
- **USA Hockey will communicate with members during the season to remind them to renew their registration on their annual date**.
- You can generate a Safe Sport report from your registry as needed. The report will indicate the date on which the member needs to renew their training.
- Additional information can be found in the Safe Sport Handbook, located in the Registry, Forms.
- **IMPORTANT INFORMATION:** For those renewing their Safe Sport Training, the course will only be available to the member 60 days prior to their expiration date. USA Hockey is sending an email to the members primary email 30 days prior to reminding them to take the training. If they do not take the training another reminder is sent 15 days prior and the day of expiration. If member does not take training, then they will receive an email on the day of expiration indicating they are no longer eligible for participation with USA Hockey and member programs until they renew the training. If a member goes to take training too early a course will not appear for them.
- **AUTOMATIC REDLINE:** If a staff member or player is on an approved roster or pending add to a roster and their Safe Sport Expires; the system will automatically redline this member. It will be recorded in the Team History Log as an Auto Redline. It will also show to the local program registrar in the daily log report that is emailed to them with any changes to the rosters. The Local Program Registrar and the member will need to work together to clear the redline. Once the member takes the training it will report to USA Hocky within an hour of completion. This will sync to the Registry so Local Program Registrar will see they are now currently trained. That person will need to reverse the redline, requesting the add back to the roster. It will become a supplemented roster that the Admin will then need to approve. Auto redlines will NOT automatically revert.

National Background Screening

USA Hockey National Screening started in the 2020-21 season. NCSI is the company that processes the background screen for USA Hockey members. All adult coaches, officials, board members, employees, volunteers, and anyone else who will have regular contact with, or authority over, athletes under the age of 18 are required to submit to a background screen.

Screening must be completed before a person begins having regular contact with minor athletes. **You will not be able to add Team Staff (Coach or Manager) to a Youth/Girls/HS Roster until their Background Screen has been completed.**

The words Verified or Verified with conditions will appear on the Personnel screen for any member who has completed the background screen. If verified with conditions, the terms of those conditions will be provided to the affiliate, District Registrar, and

association through separate correspondence. Screening will also be reflected on the Official Roster and on the Credentials Verification sheet. You can also generate a Safe Sport & Screening Report from your Registry. This report will show you the time at which the participant needs to renew their Safe Sport Training and Background Screening.

Screening is valid for two seasons. To start a background screen, go to: https://www.usahockey.com/backgroundscreen

Reports

Your Registry provides several Reports that you can create from your membership data. You can also create a Custom Report pulling any fields that you define for the Report. Click on the 'Create Custom Report' button on the right of the screen. All custom reports do require at least one filter. If you need assistance with the reports, please refer to the document on the home screen or contact Member Services.

USA Hockey Forms

Click on Forms to access several current forms including the Member Brochure, Transfer Forms, Tournament Sanction forms and more.

USA Hockey Member Benefits – Insurance

The participant accident insurance claim form is online. If you have a member who was injured, properly registered and participating in a USA Hockey sanctioned event, they can go to the below link to submit an insurance claim.

https://www.usahockey.com/filingaclaim

The member or submitter of the claim needs to be prepared to have details on the injured person including their USA Hockey confirmation number, team they participated with at the time of the injury, if it was regular season play or a tournament (if tournament, name of event is required) as well as additional details. The submitter must also have the name and email address of a person with the team that can verify the information. The claim is submitted, first going to the verifier to verify the details of the claim. Once the verifier approves, the form is passed to USA Hockey for review and approval before going to the carrier for processing. Once they process, a claim number and information on the insurance process is returned to the member or submitter of the claim via email.

Invitational Tournaments

If your program hosts an invitational tournament, you are required to sanction the tournament by submitting the Invitational Tournament Application form. The form is available in your Registry or check with your Registrar if your affiliate has an online application process.

As of April 12, 2021, the USA Hockey tournament sanction fee is $250; additional fee for Canadian teams has been removed. There may be additional State/Affiliate and/or District fees in addition to the USA Hockey fee. Refer to your Affiliate or District Registrar regarding any additional fees or requirements when submitting the invitational tournament sanction form.

You are also required to verify that **all** participating teams are properly registered with USA Hockey or their country's federation. USA Hockey **Official Team Roster Form (1-T)** approved by the District or Associate Registrar shall be proof of proper registration and individual player age. Invitational tournaments shall not require player birth certificates for review. **Travel Permits** are required for any team from an affiliate requiring Travel Permits, and approved travel permits from Hockey Canada or member branches are required for **all Canadian teams**. An **International Competition Travel Form** is required for all other foreign teams. All forms are available in your Registry, click on 'Forms.'

Try Hockey for Free Days Sanctioning

The process for sanctioning and to keep it consistent for all Try Hockey Events, sanctioning will be done solely through the Try Hockey For Free Portal and vetted by the Program Services staff. A special event sanction form will no longer be required by associations for Try Hockey events.

This sanctioning process is already in place for the USA Hockey national try hockey dates but will now include custom dates. As a reminder, associations are always welcome and encouraged to use the portal for custom dates. If additional information is required on any association's event request, program services staff will contact the appropriate registrar.

For reports of try hockey events happening in your area, contact the program services department. The request to host Try Hockey Events (both national dates and custom) can be found here: https://www.tryhockeyforfree.com/host_signup

It is difficult to cover all situations, so please do not hesitate to contact your local registrar or USA Hockey Member Services if you are in doubt about something or have additional questions.

Good luck and have a great season!