



Credentials Book Instructions and Compilation Guidelines 2025-2026 Season

To facilitate the process of approving information for the Mass Hockey Tier I/II/II-S State Tournaments and USA Hockey National Tournaments, all qualifying teams will present their information in a **THREE RING BINDER**, organized with divider tabs, referred to as the team's credentials book. The book shall be arranged in the following order:

1. **COVER PAGE:** Includes the organization name, team, playing level, tier, season, the names of the head coach and manager along with their cell phone numbers and email addresses.
2. **CREDENTIALS VERIFICATION SHEET.** A pre-printed Credentials Verification Sheet (CVS) Form 1 – C should be obtained from your organization registrar through the USAH hockey Registry. **Please make sure you are working with CVS form that matches your current roster. Showing all players and coaches expected to participate in the State Tournament. The Coach/Manager should fill out the CVS form prior to providing the credentials book to the tournament committee.**
3. **TAB 1 -ROSTER FORM 1 - T:** Includes the team's **Current** Approved USA Hockey form from the USA Hockey Registry Portal. Note that all rosters **MUST BE APPROVED & VALIDATED** by a USAH registrar from Massachusetts. The roster does not need to be signed by the players. Nothing should be handwritten on the rosters. Each Roster must contain a **Head Coach, Manager, and Locker Room Monitor**.

Notes on the roster:

- a. Verification and affirmation that a review of each player's birth certificate has been completed by a district or associate registrar. The roster will be marked accordingly. If the roster has a symbol in the "V" column, the verification of birth has been completed for the participant. **NO FURTHER PROOF** is required. This will also be shown on CVS. If your roster does not have this verification on it for an individual player, you must supply a copy of that player's birth certificate. You do not need to include birth certificates for "V" players.
 - b. The "C" column shows citizenship and **Transfer** if applicable.
 - c. USA Hockey requires all players 17 and older for the current season to complete SafeSport Training. Players in these birth years **WILL NOT** be allowed on a roster until the SafeSport training is completed and reflected within the USA Hockey Portal. Players whose SafeSport expires during the season will be automatically redlined by the USA Hockey Portal and will need to be added back by the program once their SafeSport training is up to date. Programs/coaches should be aware of players whose SafeSport expires during the season and remind them to recertify prior to the expiration date.
4. **TEAM HISTORY REPORT** - A team history report from the USA Hockey Registry Portal **must** be included in this section and placed after the USA Hockey roster(s). The history report is generated by the individual program's registrar (also available through the USA Hockey registration tool).
 5. **CONSENT TO TREAT FORM FOR EACH PLAYER ON YOUR ROSTER**



6. **TAB 2 – Coaches, Staff and Manager:** Every coach and staff member must have the following included in the book:
- a. A current, valid coaching credential & level for each coach and the appropriate age specific module mandated by USA Hockey. This is visible on the roster and on the pre-printed CVS.
 - b. Consent to Treat Forms for all coaches.
 - c. All coaches are required to have a Background Screening (which includes the CORI) done through USA Hockey. It should be reflected in the USA Hockey portal and on your verified roster. Coaches cannot be added to the roster until their background screening is up to date.
 - d. USA Hockey requires coaches, managers and locker room monitors to complete SafeSport Training. This is visible on the roster and on the pre-printed CVS, coaches cannot be added to the roster without a current SafeSport.
 - e. Personnel that are listed on the USA Hockey roster as Team Manager or Volunteer are not eligible to be on the bench during games.

Managers and Volunteers can register online

Team Managers and Program Volunteers can register online at no charge. This registration does not allow on-ice participation but is a good way for you to be able to have Team Managers and Locker Room Monitors in your program. The confirmation number that they receive is required for the SafeSport training and Background Screening.

District Registrar and/or Associate Registrar to review credentials and determine the player's eligibility.



7. ***TAB 4- Sanctioned game score sheets:***

- a. Gamesheets will be reviewed to verify eligibility compliance for each team and every rostered player.
- b. Games can only be counted towards the following requirements after the team's roster is certified by the appropriate USA Hockey Registrar. This includes any supplemental or amendments to the player roster. Games for players only count after the "Date Rostered" shown on the CVS. The required game count prior to the start of the State Tournament for Teams/Players is shown below.
 - 11 games for the Team and 7 games for players in the 16U and 19U Tier II-S Girls State Tournament.
 - 14 games for the team and 10 for players in all other Girls State Tournament Categories
 - 20 games for the team and 10 for players in all Youth National Bound State Tournament Categories
- c. Paper gamesheets which have handwritten rosters for your team will not be accepted. It is preferable that all names be in alphabetical order by the last name of the player. Gamesheets must list all coaches.
- d. Gamesheets should be Organized in Date Order from the earliest game played to the latest. **ALL GAME SHEETS MUST INCLUDE THE FOLLOWING: (i) Date and Time of the Game. (ii) Location of the Game. (iii) Rosters for both teams. (iv) Head Coach/Acting Head Coach Signature. (v) Signatures of all referees present at the game.**
- e. Games played against another registered team at that competitive age level can be used to satisfy the requirement, and Youth games among 15U, 16U & 18U teams against each other and between 16U & 19U Girls teams shall count towards the requirements.
- f. Players not participating should be clearly crossed off the score sheet.
- g. Results of all games played need to be entered into the MYHockeyrankings.com website. These rankings will be used as a seeding tool by the tournament committee. A printout of the most recent list of games from the MYHockeyRankings website must be included in the credentials book for the team.

8. ***FINAL NOTES ON CREDENTIALS***

Credentials for all teams qualifying for the Mass Hockey State Tournaments must be reviewed by the appropriate Massachusetts Hockey Tournament Committee, prior to being seeded into the State Tournament. Credentials books for all teams that qualify for the USA Hockey National Tournament must again be reviewed by USAH District Registrar Peter Giuliano (pgiuliano@mahockey.org) or USAH Girls'/Women Registrar Mark Lissner (mlissner@mahockey.org) following the State Tournament and prior to attending the USAH National Tournament. No player changes may be made to the USA Hockey roster after the conclusion of the State Tournament.



Massachusetts Hockey Credentials Verification Checklist

Program _____ Division _____ Tier _____

Item No.	Item	Status	Comments
1	Cover Page	Yes/No	
2	Pre Printed CVS	Yes/No	
3	Roster Locker Room Monitor Manager Player Birth Certificates	Yes/No Yes/No Yes/No Yes/No	
4	Team History	Yes/No	
5	Player Consent to Treat	Yes/No	
6	Staff – CEP SafeSport/Screening Modules	Yes/No Yes/No Yes/No	
7	Game Sheets Game Log (MYHockey)	Yes/No Yes/No	
8	Tournament Fee	Yes/No	Check Number _____

Verified By: _____

Date: _____



Mass Hockey Tier I, Tier II and Tier II-S Credentials Meeting Reminders

- 1) Bring with you two copies of the completed Credentials Verification Sheet for each team. You can get this sheet from your USAH Registry by following these steps, Click on Teams, then click on the team you are looking for, when the team comes up click on “Credentials Verification.” You should then fill in the dates of your team’s games. You should track player participation by including a number in the corresponding box for the number of games played by each player before the meeting. If a player has not played in a game that box should be left blank.
 - 2) If you have made any changes to your USAH Roster since the beginning of the season, make sure that you bring with you your most current USA Hockey Roster and CVS and a copy of the “Team History” which you can again get on the USAH Registry just below the “Credentials Verification”.
 - 3) Make sure you bring with you a printout of your teams’ games from MYHockey.com. This will be used to verify that scores have been entered with www.MyHockeyRankings.com.
 - 4) You should have already filled in the Tournament Roster form & sent that to Kevin Kavanagh kevink@mahockey.org (Remember to fill in the blanks, DO NOT change anything on that form). Teams participating in the Girls State Tournaments will be provided a separate roster form by Mark Lissner mlissner@mahockey.org
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Massachusetts Hockey - Coaching Requirements Checklist

- USA Hockey Individual Membership Registration
 - [USA Hockey Membership Registration Link](#)
 - Provide Registration Confirmation Info to Organization
 - Will Need Registration Confirmation Number to register for
 - Coaching Clinics
 - Age Specific Modules
 - SafeSport Training
 - Background Screening
- Obtain Appropriate USA Hockey CEP Level
 - Level I, II & III Coaching Clinic (\$55-75)
 - [USA Hockey Coaching Education Registration Link](#)
 - Coaching Level Certifications must be verified before rosters will be approved
- USA Hockey National Bound Coaching
 - Youth 13O, 14, 15O, 16U, 18U Tier I and Tier II, Girls 14U, 16U, 19U Tier I and Tier II – Annual progress towards Level 4 Required for All Coaches.
- Complete USA Hockey Online Age -Specific Module
 - [USA Hockey Coaching Age Specific Modules](#)
 - Must be completed prior to being added to the roster
 - 30 days to complete Module once registered
- Online SafeSport Training Program (Free)
 - [USA Hockey SafeSport Training Link](#)
 - Need USA Hockey Registration Confirmation Number to complete.
 - Download and print completion certificate
 - Complete Renewal Certification If Required – every year
- USA Hockey Background Screening (Free for Massachusetts Residents)
 - [USA Hockey Background Screening](#)
 - Needs to be completed every two years
 - Make sure you check the box indicating you are coaching in Massachusetts