



## Credentials Book Instructions and Compilation Guidelines 2015 – 16 Season

To facilitate the process of approving information for the Mass Hockey Tier I/II 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 name of the head coach and manager's name, cell phone and email address.
2. A pre-printed **Credentials Verification Sheet (CVS)**-report Form 1 – C (available from the organization registrar located in the USAH registry tool).
3. **TAB 1 -Roster form 1 - T**: Includes the team's Main roster with all supplemental roster changes (additions or deletes). 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. A team history report should be included in this section and placed after the primary roster(s). The history report is generated by the individual program's registrar (also available through the USA Hockey registration tool). **ALL TEAMS** are responsible to bring enough Roster Stickers for all pages of all game sheets.

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 stamped accordingly.
  - b. 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 show up on the CVS. If your roster does not have this verification on it you must supply a copy of the player's birth certificate.
  - c. The "C" column shows citizenship and **Transfer** if applicable – this is shown by a circle with a T in it on the roster and Credential sheet.
  - d. If registered online, a signed waiver of liability Form is not required and will show a check mark in "W" column.
4. **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. If these are not updated on the roster or CSV then a copy of the coaching card and module completion certification must be included in the book.
  - b. Current Consent to treat /Medical History Form 3C rev 8/12 (available from the organization registrar)
  - c. Current Participant Code of conduct Form 1-P Rev 02/09 (available from the organization registrar)

- d. Evidence of Cori screening (Screening ID # available from Organization Screening Person)
- e. All coaches and staff members are required to register online; therefore a Signed waiver of liability Form is not required.

### **SafeSport**

Commencing with the 2014-15 playing season, all coaches are required to complete the SafeSport Training Program every two years. Coaches not in compliance with their SafeSport certification have been redlined from the rosters and will not be allowed to be on a bench until the training has been completed and submitted to the NB registrar.

The words "SafeSport Training" will appear on the Personnel screen for any member in your program who has completed the SafeSport online training. That information will also be reflected in the Staff area of the Official Roster and the Credentials Verification form – it will appear as an 'S' in the SS column

### **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 Volunteers in your program. The confirmation number that they receive is required for the SafeSport video training which is available at no charge. After registering with USAH online as a manager they need to be added to the roster and are required to have a completed code of conduct, consent to treat and waiver of liability in the book.

### **5. TAB 3 - NON-USA CITIZENS:**

Any team with a player in the organization and/or on its roster who is a non-U.S. citizen should make immediate contact with its respective District Registrar and/or Associate Registrar to review credentials and determine the player's eligibility.

#### **Non-US Citizen Information**

Non-U.S. citizens must meet proof of resident status eligibility and transfer from their home country ice hockey federation (if Required) as stated in USAH Rules & Regulations II: Classifications, paragraph C. In addition to a completed Transfer, non-US citizen youth and all female players must also provide proof of resident status in the US. This information should be kept with the team registration materials and should be provided prior to regular season games.

When a non-US citizen's transfer is complete and proof of resident status has been approved by the national office, the player's record will be marked as 'Transfer Complete' in the national database. There is a column on the Player Roster and on the Credential Verification sheet that identifies non-US citizens. If the symbol is an 'O', the transfer is not complete. If the symbol includes a 'T' (valid visa) or 'S' (student visa), the Transfer is Complete.

6. **TAB 4 – Players Consent to Treat Forms:** Players should be organized in the book in alphabetically order according to the main roster and any supplemental rosters. Each player is required to have a current Consent to treat /Medical History Form 3C rev 8/12

7. **TAB 5 – Players Code of Conduct Forms:** Players should be organized in the book in alphabetically order according to the main roster and any supplemental rosters. Each player is required to have a current Participant Code of conduct Form 1-P Rev 02/09.

8. **TAB 6 - Sanctioned game score sheets:**

- a. Game score sheets will be reviewed to verify eligibility compliance for each team and every rostered player.
- b. For score sheets to count in meeting the 17/7 Mass Hockey Rule & the 20/10 USA Hockey Rule for the required number of games, that team's player roster form 1 – T must be certified by the appropriate USAH registrar prior to that game being played. This includes all supplemental and amended rosters.
- c. Labels should be in alphabetical order.
- d. Score sheets should be Organized in Date Order from the earliest game played to the latest
- e. Only games played against another registered team at that competitive age level from another organization can be used to satisfy the requirement
- f. Only games played on/or after the validation date on the roster will count toward credentials. All other sheets are unacceptable.
- g. It is not mandated that score sheets are signed by the participants
- h. Players not participating should be clearly crossed off the score sheet

#### **9. FINAL NOTES ON CREDENTIALS**

Credentials books for all teams qualifying for the Mass Hockey State Tournaments must be reviewed by the Mass Hockey Tier I/II National Bound Committee, prior to attending the Mass Hockey State Tournament. Credentials books for all teams that qualify for the USA Hockey National Tournament must again be reviewed by USAH District Registrar Steve Palmacci, [spalmacci@mahockey.org](mailto:spalmacci@mahockey.org) and/or USAH National Bound Registrar Paul Donohoe [pdonohoe@mahockey.org](mailto:pdonohoe@mahockey.org) following the State Tournament prior to attending the USAH National Tournament.