



USA Hockey Incident Report Cheat Sheet



The only Reasons for an Incident Report

-
- **Major Penalty**
- **Game Misconduct**
- **Match Penalty**
- **15 Penalties on Same Team (Coach Suspension)**
- **Fan Ejection (get the name from the offending team)**
- **Concussion Protocol (Other Incident)**
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Note: all reports are single report (one per offending person), Do Not Use the "Add Player" option

Step 1: Go to your USAH profile page (https://learn.usahockey.com/profile/welcome_login.cfm)

Step 2: Click on "File an Incident Report"

Step 3: Click on the green box labeled "Report Incident"

Step 4: The report will open, and you will start with "General Information"

Date and time:	City:
State:	Rink:

Step 5: These two categories are **important** to get correct.

Category: Youth (Boys), Girls, Adult or Junior

League/Tournament: This line will be the Level of the game (e.g. Bantam AA, Pee wee A....etc.)

Step 6: "Game Details"

Age Classification: (Bold indicates the most likely category)

8 & Under	Mite	Levels: AA, A, B, B1, B2, C (in-house)
10 & Under	Squirt	Levels: AA, A, B, B1, B2, C (in-house)
12 & Under	Pee wee	Levels: AA, A, B, B1, B2, C (in-house)
14 & Under	Bantam & 15U (Girls)	Levels: AA, A, B, B1, B2, C (in-house)
16 & Under	16U (Boys)	High Performance League (~6 teams) or SSM
18 & Under	Midget (very few MN teams)	Do not use if unsure
18 & Under	18U (Boys)	High Performance League (~4 teams) or SSM
19 & Under	19U (Girls)	19U League (~6 Teams); Do not use if unsure
High School	Junior Gold	Levels: AA, A, B, B1, B2, C (in-house)
Adult	Adult	Reserved for the AHA and WHAM

Level: (Bold indicates the most likely category)

Tier I:	Very few teams, Do not use if unsure
Tier II:	Very few teams, Do not use if unsure
Recreation (A, B, C)	99% of teams in MN are this category
House	Do not use

Officiating System: 2-man, 3-man or 4-man	Was this game supervised? No or Yes (95% = "No")
Home Team: Use the Name of the Team (e.g. Edina Green Bantam B1)	USA Hockey Affiliate: Minnesota Hockey (unless out of state team)
Visiting Team: Use the Name of the Team (e.g. Edina Green Bantam B1)	USA Hockey Affiliate: Minnesota Hockey (unless out of state team)
Final Score Home:	Final Score Visitor:

Step 7: "Players (Coaches) Involved"

- Remember less is more
- Click on the search button
- Enter the last name of the person **only**
- Enter the State (Select "Minnesota", unless team is from other state)
- Click "Search"
- Once the person is found, click the button "Use Selected Player"
- Information will populate the form

ote: If you are using a common name e.g. Smith, you will like et multiple hits. Be sure to check the First initial of the person o make sure it matches who you are reporting on. If there are ultiple with same First initial, select the name and make sure e "USAH Association" is correct for that person.

Player's Team: Home or Visitor	Player/Coach: Player or Coach
Player/Coach Name: (do not fill in , will populate from search)	Player Number:
USAH Confirmation #: (do not fill in , will populate from search)	USAH Association: (do not fill in , will populate from search)
Did injury occur? Yes or No	Period Incident Occurred:
Time Elapsed:	

Step 8: **Important to get this correct**

Penalty Assessed: (Bold indicates the most likely category)

Minor Penalty	Never Used; Do Not Use
Minor Plus Misconduct	Never Used; Do Not Use
Game Misconduct	
Match Penalty	
Team 15 Penalties	Use when assessing a suspension to a coach for 15 penalties in same game
Major Penalty	
Major plus Game Misconduct	
Other Incident	Use for Fan Ejections, Concussion Protocol reporting or things not covered directly in the USAH Rules

Rule Reference: Pick the correct rule reference; when in doubt, look it up



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Step 9: "Incident Description"

Provide a brief report of the incident: This should be "Brief". No more than a couple sentences and **NO opinions!**

Step 10: Click on "**Submit Report**"