

Spring/Post Season 2024 Rostering Instructions



A player's obligation to his/her regular season team ends on April 30th of the current season or when his/her regular season team becomes inactive prior to that date. A team may become inactive when their ice contract ends.

1) Complete the **template** ("CYH_Roster_Template_2023_3.23.2023") and send to the Compuware Youth Hockey Registrar: Bob DeSpirt – BobD@compuwarehockey.org. You must send as an excel file. Players, coaches, managers, volunteers, locker room monitors, etc. must all have a valid USA Hockey Confirmation number.

2) **Paperwork** requirements for the post/spring season are below. Please drop these items off to the USA Hockey Arena front office, "Attention Bob DeSpirt". All forms can be found on the CYH website on the "MANAGERS", "[Rostering Information](#)" tab. All forms must be presented at the time of rostersing prior to submission to the District 4 Registrar for approval.

3) If any **birth certificates** are needed for DOB/age verification, you will be notified.

4) Coaches, Managers, and Volunteers must complete a USA Hockey **background screening** in order to be rostered. Verification will not be required unless you are notified. [Link to screening.](#)

5) Coaches, Managers, and Volunteers must complete **Safe Sport** training in order to be rostered. Verification will not be required unless you are notified. [Link to training.](#)

6) All coaches must have a **Concussion Training** certificate on file prior to rostersing. Training must be renewed every three (3) years. A current list is on the CYH website ("MANAGERS", "[Rostering Information](#)"). [Link to training.](#)

7) On line **age specific modules** need to be completed for the age division the head and assistant coaches are rostersing for. If a coach is moving up an age classification (example: PeeWee AA to Bantam A), the coach would need a new module. Verification will not be required unless you are notified. [Link to training.](#)

8) **New coaches** will need to register with USA Hockey, complete USA Hockey's background screening, complete USA Hockey's Safe Sport training, complete USA Hockey's age specific module training, and provide a Concussion Training certificate.

9) **New managers** will need to register with USA Hockey, complete USA Hockey's background screening and complete USA Hockey's Safe Sport training. **Finance managers** will need to register with USA Hockey and complete USA Hockey's background screening. Managers and Finance Managers can register with USA Hockey as Volunteers and there is no USA Hockey Membership fee.

10) Rosters are generally approved within **72 hours** from the time of submission to the District 4 Registrar and will be sent back to you via email.

11) Do not expect expedited **processing** if you are adding/dropping players for specific games or tournaments.

12) Players can **double roster** in the Spring.

Teams may **roster 25** (dress 20) players.

18U Tier 1 may roster 25 and dress 22 players.

13) You must have at least two coaches or volunteers listed as staff to provide SafeSport **locker room supervision**.

14) **MICHIGAN RESIDENCY**

- You can review the full MAHA Policy [here](#). This policy applies to Tier 1/2/3 players.
- The Policy addresses a participant's residence requirements and how MAHA will look at residency for the purpose of hockey in Michigan.
- The player/parents shall have the burden of proving residence, and MAHA Rule II Registration and Rostering: Participants and Teams Paragraph J is especially important in this context. For Tier I teams, "district" refers to Michigan. If a player's residence is not with the parent(s), and the player's current residence was necessitated for the purposes of playing hockey, the presumption is that the player does not meet the residency requirements outlined in this policy.
- Non-Michigan players will be defined as players who were rostered with USA Hockey outside of Michigan during their first regular season of play after the 8U age classification.
- Once a player is considered/determined to be an out of state player, that player will be considered an out of state player no matter how long they play in Michigan.
- A player whose entire family has moved to and become residents of the state of Michigan for reasons other than to play hockey, may apply for acceptance as a Michigan resident player.
- If you have a player that needs to apply, please include that in your rostering information.

Additional Player Requirements for Tier 1 Players

- Tier I organizations are limited in the number of non-Michigan (out of state) players per organization. This encourages MAHA member organizations to provide development and playing opportunities at the Tier I level for Michigan players.
- Out of state players are not permitted in Tier I at the 10U and 11U age groups. Players in those age groups may apply for Michigan Residency from February through December of the current playing season. The player must be approved as a Michigan Resident before being added to a 10U or 11U team roster.
- A player whose entire family has moved to and become residents of the State of Michigan for reasons other than to play hockey may apply for acceptance as a Michigan resident player during the first regular season following their relocation for players in the 12U, 13U, 14U, 15U, 16U and 18U age classifications.

- Applications for players in the 12U, 13U, 14U, 15U, 16U and 18U age classifications may be submitted beginning in February through September of the current registration season. If Michigan Residency is not approved by September 30 of the current season, the player can play on a Michigan Tier I 12U, 13U, 14U, 15U, 16U and 18U age classification that season but would be considered an out of state player per the MAHA allowance for that age classification for that season. The player would be eligible to apply to establish Michigan Residency prior to the next season.

15) INTER-STATE RELEASE FOR TIER 2 & TIER 3 PLAYERS

- Tier 2 or Tier 3 players that live close to the state lines and do not have a place to play and/or the rink in the other affiliate is the closest option, must obtain a release in order to roster in the Affiliate that is not where their residence is.
- Any players coming into Michigan from border states will be asked to get a release from either Mid-am (Ohio and Indiana) or Wisconsin prior to being able to roster with one of our associations. Likewise, players leaving Michigan and going to those states must have MAHA signoff to roster in the other Affiliate.
- Please fill out the **form** and send it to the appropriate MAHA authority. If you coming to Michigan you must have the release completed by the other affiliate. It would then go to the Chairperson of District 4. If you leaving Michigan, the Chairperson of the District that oversees the Association you are currently participating with must signoff on the release.

FORMS REQUIRED

PLAYERS

Documents	Returning	New
Spring/Post Season 2024 CYH's Player/Parent Agreement and Waiver	X	X

HEAD COACH

Documents	Returning	New
Spring/Post Season 2024 CYH/USA Hockey's SafeSport Program Acknowledgement for Head Coaches	X	X
Spring/Post Season 2024 CYH's Coach Agreement and Waiver	X	X

Also must have a current Concussion Training certificate, current USA Hockey background screening, current Safe Sport training verification, and completion of the on line age specific module for the age division.

ALL COACHES

Documents	Returning	New
Spring/Post Season 2024 CYH's Coach Agreement and Waiver	X	X

Also must have a current Concussion Training certificate, current USA Hockey background screening, current Safe Sport training verification, and completion of the on line age specific module for the age division.

MANAGERS/VOLUNTEERS

Must have a current USA Hockey background screening and current Safe Sport training verification. Anyone who will be doing business for the team will need to be rostered (i.e.: locker room monitors, those scheduling games, those assisting in recruiting, etc.)