

HOW TO ROSTER A COMPUWARE YOUTH HOCKEY TEAM

2023-2024 SEASON

This is a time-consuming process. Please allow sufficient enough time to complete the entire process. You cannot play your first game/scrimmage until this entire process is completed and you have a stamped certified roster from the USA Hockey Associate Registrar.

OVERVIEW

This year there are changes to the rostering process and there are updated forms.

All the forms needed for rostering are uploaded to the Compuware Youth Hockey website on the “Managers” page, then “2023-2024 Rostering Information”. *You must include the completed Rostering Form Checklist with your documents.*

Remind all involved in the rostering process that when becoming a member of USA Hockey, they should use their name as shown on their birth certificate. For those doing SafeSport training, USA Hockey National Background Screening, age specific modules, etc., the name as shown on the birth certificate should be used. All these are linked together and not following this protocol can result in rostering delays.

- 1) Create a binder with all your paperwork/forms. Please drop these items off to the USA Hockey Arena front office, “Attention Bob DeSpirt”. All forms must be presented. E mail submissions will not be accepted. Players, coaches, managers, volunteers, locker room monitors, billet host adult family members, etc. must all have a USA Hockey Registration member number.
- 2) If any birth certificates are needed for DOB/age verification, you will be notified.
- 3) Coaches, managers, volunteers, locker room monitors, and billet host adult family members must complete SafeSport training AND the USA Hockey National Background Screening in order to be rostered. Verification will not be required unless asked for. Be advised, it can take up to 14 days once the background check is completed to show up in the USA Hockey Registry as verified. Follow the directions at USA Hockey to track your screening status.
- 4) All coaches must have a Concussion Training certificate on file prior to rostering.
- 5) Age Specific on line modules need to be completed for the age division coaches are rostering for prior to being placed on a roster. Verification will not be required unless asked for.
- 6) You must have at least two coaches or volunteers listed as staff to provide Safe Sport locker room supervision. Parents can be locker room monitors as a volunteer.
- 7) All teams are required to have a manager identified on the roster. Coaches can be listed as both a coach and manager.
- 8) Please allow 10 days for your roster to be processed and accepted complete. Once accepted complete, the roster will be submitted to the District 4 Registrar. Do not expect expedited processing.
- 9) Rosters are generally approved within 72 hours from time of submission to the District 4 Registrar and will be sent back to you approved /stamped via email.
- 10) Once you receive your certified roster, your rostering book will be returned to you. You should retain the returned forms as they will be needed for Credentialing to enter the MAHA District and State Championships. Your stamped official roster can be viewed at any time from the link provided to you. Birth certificates should not be retained.

As a reminder, you cannot play a game and/or scrimmage until you have a stamped and certified roster for your 2023-2024 Season team. Plan accordingly.

A separate waiver document will be required to participate in the Compuware Youth Hockey dryland program through GVN. These waivers will be collected separately. You will be notified when this registration is open.

CREATE YOUR ROSTERING BINDER

FIRST IS THE ROSTERING FORM **CHECKLIST** FOLLOWED BY ALL THE FORMS AND DOCUMENTS.
Please no plastic protectors.

Group the forms for **PLAYERS**. Follow the order on the rostering Checklist.

1. USA Hockey Membership Online Registration Confirmation page (also known as the IMR, registration sheet, USA Hockey Waiver sheet, Registration Confirmation, or the page with the bar code). You will need to obtain a copy from the parents. Register with USA Hockey using **"Player/Coach"**. (Group all these forms together alphabetically).
2. Birth Certificate (if needed). You will need to obtain a copy from the parents. Birth certificates should be returned to parents after the rostering process. You will need a copy of a government issued birth certificate or U.S. issued passport. Hospital or church certificates are not acceptable; Nexus cards are not acceptable. For all non U.S. birth certificates, a copy of the player's proof of citizenship or residency is required; U.S. passports are acceptable. If a player is not a U.S. citizen, then USA Hockey has to process a Transfer Form before a player can be rostered. (Group all these forms together alphabetically).
3. For all players: Compuware Youth Hockey's Player/Parent Agreement and Waiver. Both parent signatures are required. In a one parent family you can use 'deceased' or 'single parent guardian' to complete the form. Players are required to sign. (Group all these forms together alphabetically). *These forms will be retained by Compuware Youth Hockey.*
4. Compuware Youth Hockey Policies: both parent signatures are required. In a one parent family you can use 'deceased' or 'single parent guardian' to complete the form. Players are required to sign. (Group all these forms together alphabetically). Only Page 1 is required to be submitted. *These forms will be retained by Compuware Youth Hockey.*
5. Position: Identify the player position on the Rostering Form Checklist.
 P=player; C=center, F=forward, D=defense, G=goalie.
6. The USA Hockey National Championships Consent To Treat/Medical History Form is required of all National bound teams (Tier 1 18U, 16 Only, 15 Only, 14U and 13 Only; and Tier 2 14U).
7. Out of state players. Prior to being placed on a roster, you must identify these players, the address where they will be living, and who they will be living with. District 4 will need to approve all these players prior to them being placed on a roster. These players need to complete the USA membership registration using their out of state address.
8. 2006 birth year players will need to complete SafeSport training prior to being placed on a roster. "All players (17) years of age or older on or before December 31 of that playing season, and that play on a team in a classification that allows minor age players, shall be required to complete SafeSport Training before being added to such team and prior to participation (on-ice or off-ice)." USA Hockey Background Screening is not required.
9. District Registrars are being asked to look into the history for all players that did not play in Michigan the prior season. On the Checklist, you are required to indicate if the player played in Michigan last season. For those that did not, you should be prepared to provide evidence that the player is now in state or identify as an out of state player.
10. Michigan resident. You will also be asked to identify if the family are residents of Michigan.
MICHIGAN RESIDENCY [does not apply to Tier 3 8U and 6U players]
 - The MAHA has created a policy that applies to all 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.

- Refer to the 'Michigan Residency Requirements Policy' dated 6/15/2023 for full policy details.

- If you have a player that needs to apply, please include that in your rostering information.

11. Jersey number: Add player numbers for 9U and older teams on the Checklist; does not apply to Tier 3 8U and 6U players.

Group the forms for each individual **COACH** alphabetically behind the players. Follow the order on the rostering Checklist.

1. USA Hockey Membership Online Registration Confirmation page (also known as the IMR, registration sheet, USA Hockey Waiver sheet, Registration Confirmation, or the page with the bar code); you will need to obtain a copy from the coach. Register with USA Hockey using "Players/Coach".
2. Concussion Training Certificate. Each coach will need to complete the training and provide a copy of the certificate of completion. The class takes about 30 minutes to complete. Coaches will take one of the two concussion on-line training courses listed on the Michigan Department of Community Health (MDCH) website (www.michigan.gov/mdhhs), 'Safety & Injury Prevention', 'Public Safety', 'Michigan Sports Concussion Law', 'Youth Sports Training' or 'High School Sports Training'. *These forms will be retained by Compuware Youth Hockey.* Compuware Youth Hockey has a list of certificates currently on file (shown on the '2023-2024 Rostering Information' page of the Compuware Youth Hockey website). If your coach's name is listed, you need not provide a certificate. If the coach is not listed, he/she will need to provide a certificate of completion. Certification is valid for three (3) years.
3. Compuware Youth Hockey Policies. Only Page 1 is required to be submitted. *These forms will be retained by Compuware Youth Hockey.*
4. Compuware Youth Hockey's Coach Agreement and Waiver form. *These forms will be retained by Compuware Youth Hockey.*
5. Compuware Youth Hockey USA Hockey's Safe Sport Program Acknowledgement for Head Coaches. Each head coach will need to complete this form. *These forms will be retained by Compuware Youth Hockey.*
6. The USA Hockey National Background Screen must be completed prior to rostering and verified valid on your roster. Background screening is only good for two seasons. Go to www.USAHockey.com; then 'Membership', 'Safe Sport', 'Background Screen'. The screening must be verified prior to rostering.
7. USA Hockey Safe Sport On Line Class. The initial class takes about 2 hours to complete and is required every three years; annual refresher classes take about 30 minutes. Go to www.USAHockey.com; then 'Membership'; 'SafeSport Training'. Safe Sport certification needs to be completed annually. The roster must show 'verified' under SafeSport to add the coach to the roster. Certificates need not be submitted.
8. On-Line Age Specific Coaching Module. All coaches must complete the specific module for their age classification prior to being placed on a roster. Certificates need not be submitted.
9. The USA Hockey National Championships Consent To Treat/Medical History Form is required of all National bound teams (Tier 1 18U, 16 Only, 15 Only, 14U, and 13 Only; and Tier 2 14U).
10. If you are rostering a head coach, assistant coach, or manager that was on a roster for other than a Compuware Youth Hockey team for the 2022-2023 season, they need to be identified on the Checklist.

Note- we have encountered incidents in past seasons that have highlighted the importance of making sure that there is enough certified staff to support each team primarily during games, but also during practices. We need to protect our players and their families. As a result, please roster Mike Henry and Bob DeSpirt who will be placed on every team's roster. We have determined that this is more or less a standard practice. This would come into play only in emergency situations, but we need to be prepared.

STUDENT COACHES

Teams are allowed/encouraged to have student coaches. The forms needed are included in the rostering Checklist under Student Coaches. Here are the criteria.

Student Coach (Definition) - A player between the ages of 13 and 17 who is currently properly registered with USA Hockey.

Qualifications:

1. Must attend a training session conducted by the local hockey association Coaching Director (District 4) or audit a Level 1 clinic (not required to pay nor will they receive certification credit).
2. Must always be under the supervision of a CEP carded, screened, adult coach during all practices, clinics, try-outs, and in the locker room.
3. May help out at practices, clinics, and try-outs only.
4. May not participate in scrimmages or games as a Student Coach (cannot play and coach on the same team).
5. May not act as an assistant or head coach during practices or games.
6. May be on the bench during games with an adult. The Student Coach will count as one of the maximum of four team officials allowed on the bench.
7. Must wear a helmet with full face shield, gloves, and skates while on the ice.
8. Must wear a helmet with full face shield during games while on the bench.
9. May only work with players at least one full playing age level below the Student Coach (e.g., a 14U age player may act as a Student Coach at the 12U, 10U, or 8U level).
10. The organization that is using the Student Coach must provide a form indicating on what team he/she is participating as a Student Coach, and, if applicable, what team he/she is properly registered/rostered as a player. (This paperwork is to be available for review at all games along with the regular team roster, etc.)
11. Upon reaching the age of 18, the Student Coach must comply with the USA Hockey National Background Screening program requirements and meet the USA Hockey Coaching Education Program requirements which will qualify him/her to act as an assistant or head coach. (In other words- once a student coach reaches the age of majority (18), they are subject to the regular rules governing coaches, and no longer subject to "Student Coach" provisions.)
12. No more than four registered/rostered team officials, including student coaches, will be permitted in the vicinity of the player's bench during games (USA Hockey Playing Rule).

Group the forms for the **MANAGERS** alphabetically behind the coaches. Follow the order on the rostering Checklist. This category includes those that are only team managers and those that are both a team manager and the team financial manager.

1. USA Hockey Membership Online Registration Confirmation page (also known as the IMR, registration sheet, USA Hockey Waiver sheet, Registration Confirmation, or the page with the bar code); you will need to obtain a copy from the manager. Register with USA Hockey using “**Manager/Volunteer**”.
2. Compuware Youth Hockey Policies including Safe Sport. Only page 1 is required to be submitted. *These forms will be retained by Compuware Youth Hockey.*
3. The USA Hockey National Background Screen must be completed prior to rostering and verified valid on your roster. Background screening is only good for two seasons. Go to www.USAHockey.com; then ‘Membership’, ‘Safe Sport’, ‘Background Screen’. The screening must be verified prior to rostering.
4. USA Hockey Safe Sport On Line Class. The initial class takes about 2 hours to complete and is required every three years; annual refresher classes take about 30 minutes. Go to www.USAHockey.com; then ‘Membership’; ‘SafeSport Training’. Safe Sport certification needs to be completed annually. The roster must show ‘verified’ under SafeSport to add the coach to the roster. Certificates need not be submitted.
5. The USA Hockey National Championships Consent To Treat/Medical History Form is required of all National bound teams (Tier 1 18U, 16 Only, 15 Only, 14U, and 13 Only; and Tier 2 14U).
6. If you rostering a head coach, assistant coach, or manager that was on a roster for other than a Compuware Youth Hockey team for the 2022-2023 season, they need to be identified on the Checklist.

If your team elects to have **VOLUNTEERS** acting as locker room monitors. They would need the same forms as for a manager. They register with USA Hockey using “**Manager/Volunteer**” for USA Hockey membership.

FINANCIAL MANAGER ONLY

This category does not include those individuals who are also the team manager. These individuals will not be on the roster.

These individuals will not be allowed in the locker room.

1. USA Hockey Membership Online Registration Confirmation page (also known as the IMR, registration sheet, USA Hockey Waiver sheet, Registration Confirmation, or the page with the bar code). They need to register with USA Hockey using “**Manager/Volunteer**” when becoming a USA Hockey member.
2. The USA Hockey National Background Screen must be completed and verified valid. Background screening is only good for two seasons. Go to www.USAHockey.com; then ‘Membership’, ‘Safe Sport’, ‘Background Screen’. The screening must be verified prior to rostering.

AAA OUT OF STATE PLAYERS

MAHA has restrictions on the number of out of state players allowed on AAA teams. Players being billeted are considered out of state players. Players who have moved to Michigan temporarily for the season are considered out of state players. Refer to the MAHA Policy, ‘Michigan Residency Requirements Policy’, dated 6/15/2023.

Any player in this category must be identified at the time of rostering.

BILLETS

Any player not living with their parents is considered a billet player.

All adult host family members will be placed on the team roster as a Volunteer-Billet.

1. USA Hockey Membership Online Registration Confirmation page (also known as the IMR, registration sheet, USA Hockey Waiver sheet, Registration Confirmation, or the page with the bar code). Billet families need to register with USA Hockey using “**Manager/Volunteer**” when becoming a USA Hockey member.
This membership number should be used for the USA Hockey National Background Screen and SafeSport training.
2. The USA Hockey National Background Screen. Each adult (all individuals over 18 years of age) living in the home must go to www.USAHockey.com; then ‘Membership’, ‘Safe Sport’, ‘Background Screening’ and complete the background screening prior to the billet player being placed on a roster. The screening must be verified prior to rosters.
3. USA Hockey SafeSport On Line Class. Each adult (all individuals over 18 years of age) living in the billet family will need to complete the training prior to the billet player being placed on a roster. Go to www.USAHockey.com; then ‘Membership’, ‘Safe Sport’, ‘SafeSport Training’. SafeSport certification needs to be completed annually. Certificates need not be submitted.
4. Compuware Youth Hockey Billeting Policy. Both parent signatures are required; in a one parent family you can use ‘deceased’ or ‘single parent guardian’ to complete the form. Only page 1 is required to be submitted. *These forms will be retained by Compuware Youth Hockey.*

GOOD STANDING

All teams must be in good standing with Compuware Youth Hockey to be rostered. This includes such items as being current with your ice bill, having no outstanding financial reports due to Compuware Youth Hockey/Accounting, etc.

MOST COMMON DELAYS

- 1) Missing rostering Checklist.
- 2) Missing signatures. If a form requires two signatures, both parents must sign. In the case of single parent families, you can use “deceased” or ‘single parent guardian’ to complete the form.
- 3) Make sure that everyone uses their legal name (as it appears on their birth certificate) on their USA Hockey Membership Online Registration Confirmation page and on the roster.
- 4) Missing forms.
- 5) Coaches not completing their USA Hockey National Background Screen, SafeSport training, concussion training, or on line age specific module.
- 6) Managers/Volunteers not completing their USA Hockey National Background Screen, or SafeSport training.
- 7) When registering for USA Hockey, players and coaches use the “Player/ Coach” button. Managers, volunteers, locker room monitors, finance managers, and billet family members use the “Manager/Volunteer” button. The “Manager/Volunteer” button generates a USA Hockey membership number with XX in the number. Membership numbers containing XX cannot be used for players or coaches. These membership numbers are required to complete SafeSport training and the USA Hockey National Background Screen.
- 8) Not following directions.
- 9) Not being a team in good standing.