



Credentials Book Instructions and Compilation Guidelines

2018-19 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. **CREDENTIALS VERIFICATION SHEET.** A pre-printed Credentials Verification Sheet (CVS) Form 1 – C should be obtained from your organization registrar and is located in the USAH hockey registry tool.
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.

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).

ROSTER STICKERS - All teams are responsible to bring enough roster stickers for all pages of all game sheets (**4 part game sheets will be used for the tournament**). **Sheets should 8 ½ by 11 sheets.**

CONSENT TO TREAT FORMS FOR ALL PLAYERS

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 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.
- 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. You do not need to include waivers or code of conduct forms in the book.

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. Consent to Treat Forms for all coaches.
- c. All coaches and staff members are required to register online; therefore a Signed waiver of liability Form is not required.
- d. All coaches are required to have a CORI screening done through Massachusetts Hockey. Your program should have a registered CORI submitter. In order to complete the screening the CORI submitter will need a copy of your driver’s license and this form: [Massachusetts Hockey CORI Consent Form](#). A report from this should be placed in the team credential book containing the screening ID number. You do not need to include the CORI Consent Form only the proof of screening.
- e. Personnel that are listed on the USA Hockey roster as Team Manager are not eligible to be on the bench during games.

Safesport Requirement For all Coaches

All coaches are required to complete the SafeSport Training Program every two years. Everyone is encouraged to complete the Training program (Team Managers, Volunteers, parents). 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.

To start the SafeSport Training you will need your USA Hockey Registration Confirmation Number. Once you have that you can go to the [SafeSport Training Link](#) to start the training process.

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- 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 required game count for the team. Games can only be counted towards the following requirements after the team's player roster form 1-T is certified by the appropriate USA Hockey Registrar. This includes any supplemental or amendments to the player roster form 1-T.
 - 11 games for the Team and 7 games for each player for Girls tournaments played in November 2018.
 - 14 games for the team and 10 for each player for Girls tournaments played in March 2019.
 - 17 games for the team and 7 for each player for Youth (14U, 15, 16U and 18U) youth tournaments.
- c. Labels should be in alphabetical order. Gamesheets which do not use pre-printed labels must be clearly legible in order to be used. NCR copies where the player names cannot be distinguished will not be used for game count for the team or the players.
- d. Score sheets should be Organized in Date Order from the earliest game played to the latest. **ALL GAME SHEETS MUST BE DATED AND INCLUDE ROSTERS FOR BOTH TEAMS.**
- 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. Only games played on/or after the validation date on the USA Hockey roster will count toward



credentials. All other game sheets for games played before the validation date 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.
- i. Referees signatures must be present on the game sheet in order for the game to count for the team or players.
- j. Results of all games played need to be entered in to the MYHockeyrankings.com website. These rankings will be used as a seeding tool by the tournament committee.
- k. All games need to be logged on the National Bound Game Log sheet so MyHockeyRankings scores can be verified.

7. ***FINAL NOTES ON CREDENTIALS***

Credentials books for all teams qualifying for the Mass Hockey State Tournaments must be reviewed by the appropriate Massachusetts Hockey Tournament 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, or USAH Girls'/Women Registrar Mark Lissner mlissner@mahockey.org following the State Tournament prior to attending the USAH National 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 Team History Roster Labels Consent to Treat Forms	Yes/No Yes/No Yes/No Yes/No	
4	Coaching Credentials CORI Certification SafeSport Certification	Yes/No Yes/No Yes/No	
5	Non Citizen Players (See Instructions)	Yes/No/NA	
6	Players' Birth Certificates	Yes/No	
7	Game Sheets Game Log Sheet	Yes/No Yes/No	
8	Tournament Fee	Yes/No	Check Number _____

Verified By: _____

Date: _____



Mass Hockey Tier I/II Credentials Meeting Reminders

- 1) Bring with you two copies of the preprinted 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. SEE Sample Credentials Verification, 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 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 Evidence of CORI Screening of all of your Coaches/Managers listed on your USAH Roster. (Screening ID # is available from your Organization’s Screening Person).
- 4) National Bound Tier I and Tier II teams make sure you bring with you the Mass Hockey National Bound Team Score Sheet that is also attached. Make sure you fill this out before you get to the meeting. These will be used to verify that scores have been entered with www.MyHockeyRankings.com.
- 5) 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
- 6) Please bring with you Pre-Printed Game Sheet Stickers to the Meeting as full 8 ½ x 11 sheets, (Make sure you bring enough for 4 copies per game).
- 7) Please bring a check to cover the tournament fee per team made out to Massachusetts Hockey to cover the tournament fee. For the 2018-2019 Season the tournament fees are:
 - a. National Bound Tier I and Tier II Youth, 15U, 16U & 18U- \$600
 - b. National Bound Tier I and Tier II Youth 14U - TBD



Massachusetts Hockey - Coaching Requirements Checklist

- USA Hockey Individual Membership Registration (\$40)
 - [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

- Coaching Background CORI Checks
 - [Massachusetts Hockey CORI Consent Form](#)
 - Complete and Submit to Organization CORI Form for submission to Mass Hockey
 - Good for 2 years – but orgs should try to submit each year

- 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 14, 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 (\$10)
 - [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 2 years

