

## NTB Credential Books

12/1/2025

[https://drive.google.com/file/d/1gvy\\_ToxiXmtznOmP7BCPvUEPJlZpIACc/view?usp=drive\\_link](https://drive.google.com/file/d/1gvy_ToxiXmtznOmP7BCPvUEPJlZpIACc/view?usp=drive_link)

### Documents.

- USAH Roster. **0:01:59**
  - PDF of 1-T roster.
  - All players with verified dob and citizenship.
  - All players with jersey numbers and positions listed.
  - All coaches showing CEP expiration of 20\*\*, 2026, or later.
  - Athletic Trainers added and identified by 12/31.
  - Players or staff not attending Districts and Nationals crossed off.
  - No SafeSport expirations within next 60 days.
- High School Verification Form - High School Teams ONLY. **0:04:05**
  - Head coach signs the form to indicate they attest all players on the roster meet the criteria for a NTB HS team.
    - Full-time student in grades 9-12.
    - No 8<sup>th</sup> graders and no post-grads.
    - Have not and will not graduate mid-year.
    - Have not exceeded 8 consecutive semesters of school beginning with first semester of 9<sup>th</sup> grade. No 5<sup>th</sup> year students.
    - Under 20 years of age as of 12/31/2025.
    - Eligible for team based on school attendance per CPHL rules.
- Credential Verification Sheet (CVS). **0:05:54**
  - Auto-populated.
  - Must match roster information with all of the above roster information showing.
  - Add game dates to top of column and indicate which players participated.
  - Check off each team member's CTT (players, coaches, managers, LRMs, volunteers).
  - Add additional column to check off school IDs.
  - **Do NOT submit photo of CVS.** Fill out online or download, fill out and scan back in. LANDSCAPE format please.
- Game Counts. **0:18:10**
  - Youth Tier One and Tier Two – 20 games per team and 10 per player.
  - Girls Tier One and Tier Two – 14 games per team and 10 per player.
  - High School – 10 games per team and 5 per player.
  - Games must be against like teams. Youth 14U AAA vs Youth 14U AAA; Girls 19U AA vs Girls 19U AA, etc.
  - Girls HS may play up to 2 games vs NTB Girls 19U AA.
  - Tier One 130 may use games against Tier One 14U.
  - Tier One 150 may use games against Tier One 16U.
- Game Sheets. **0:20:09**
  - Must be legible and include complete game data.

- Must include the head coach's signature.
- Must include the official's signature.
- Must not have more than 20 active players (22 for Youth Tier One 15O, 16U, 18U, and Tier One Girls 19U) or 4 active coaches.
- Please use LANDSCAPE format and align all so they are upright, not sideways. Will need to be in PDF format. Chronological order to match the order in which they are listed on CVS.
- Consent to Treat (CTT) Forms. **0:27:38**
  - Must be signed and dated.
  - Must be current (6/21 version) form with excess accident coverage up to \$50,000. Fillable form.
  - If no insurance must be marked with NA.
  - Emergency contact information filled out.
  - Do not mix players with staff.
- School ID. **0:29:30**
  - Photo, name of player, and name of school and school year visible.
  - PDF format.
  - Home school or online school - need a document from the organization that will grant the diploma.

### **Converting and Consolidating Documents. 0:30:45**

- All documents must be in PDF format.
- Uniform sizes, with no thumbnail-sized documents.
- Once converted, the documents will be consolidated into 4 master PDF files.
- 4 total PDFs (not folders containing multiple PDFs).
  - First PDF contains:
    - USAH roster.
    - HS Eligibility Form. Add after the end of the first term/January 1<sup>st</sup>. ONLY applicable to HS teams.
    - CVS.
  - Second PDF contains:
    - Game Sheets
  - Third PDF contains:
    - CTT forms. Can split into two PDFs (players in one and staff in second) if large team).
  - Fourth PDF contains: ONLY applicable to High School teams.
    - School IDs.
- Suggested to name each master PDF as shown on slide for ease of organizing into the master PDFs.

### **Submitting Credential Books. 0:39:30**

- Combine all 4 PDFs into one folder on GOOGLE DRIVE.

- Title the folder with your team name, age level (ie, 16U, HS), division (ie, Tier One or AAA, Tier Two or AA, Varsity), and Affiliate (Colorado).
- Do not include league in the folder name.
- Do not need to include Colorado if part of team name.
- Add the master PDFs.
- Share with your Affiliate Registrar (Anda or Stacey). No need to share with both of us.
  - Be sure to share with **edit** privileges.
  - Share to the following email address:
    - For Stacey use [registrar2@coloradohockey.org](mailto:registrar2@coloradohockey.org).
    - For Anda use [Anda.Craven@USAHockey.org](mailto:Anda.Craven@USAHockey.org).
  - Send an email to confirm receipt.

### **Physical Books. 0:42:29**

- Needed at Districts and Nationals.
- Organize in the same order as the electronic folder.
  - Three ring binder with tabs to correspond with the 4 sections.

### **What to Expect. 0:43:13**

- Once book is verified by District Registrar she will email the Head Coach and Manager with the registration link and hotel information.
- Fee to register.
- Team photo for Nationals.
- Have roster link handy when registering team.
- Stay to play.
- Mandatory Zoom meeting for Head Coaches and Managers.

### **Emergency Back Up Goalies (EBUGs). 0:44:18**

- If a team with 2 rostered goalies loses one or both for Districts or Nationals they may request the use of an EBUG.
- EBUGs preferred from the same association, age, and level.
- EBUGs can only be used during Districts and Nationals.
- USAH must approve.
- Not added to 1-T roster.
- Added to game sheets.

### **Deadlines: 0:45:45**

- No further player changes for Youth and Girls Tier One and Two after 12/31.
- Girls HS can still add players in January, but will need to demonstrate how the player will meet game counts by the book due date to add.
- Vertical movement (applicable to youth Tier 1, 15O, 16U, 18U, and Girls Tier 1 16U and 19U) ends on 2/1.

- All staff changes, CVS updates, and roster updates completed at least one week prior to start of state playoffs.

**Book Due Dates. 0:46:18**

- Youth Tier 1 – January 15<sup>th</sup>
- Girls Tier 2 – January 15<sup>th</sup>
- Girls Tier 1 – February 1<sup>st</sup>
- Youth Tier 2 – February 9<sup>th</sup>
- Girls HS – February 9<sup>th</sup>

**State Playoffs. 0:46:48**

- Youth Tier One: first round 1/30 – 2/1; second round 2/6 – 2/8
  - State Champions to Districts.
- Girls Tier Two: 2/6 – 2/8
  - State Champions to Districts
- Youth Tier Two: 2/20 – 2/22
  - State Champions to Nationals
- Girls HS: 2/27 – 3/1
  - State Champion and possibly runner up to Nationals
- Girls Tier One:
  - Straight to Districts

**RM Districts.**

- 2/26 – 3/1 in Denver