

Registrar Update

9/2/2026

Video link:

https://drive.google.com/file/d/1yc_BOekVEfdtn90TNIcZA_dvq8ydRGVh/view?usp=sharing

Top Priorities. 01:21

- Background screens for coaches, managers, locker room monitors, board members.
- Association documents submitted and approved.
 - Due prior to first roster approval or 9/30 whichever comes first.
- 2025-26 portal set up.
- Board roster.

USAH Registration. 02:31

- USAH registration 4/1/25 through 8/31/26.
- April – August can use past season's or next season's number.
- Coaches and players pay a fee to USAH to register.
- Players, depending on age, might also pay a fee to CAHA.
- Managers, volunteers are free, but no on ice participation allowed.

SafeSport (SS). 05:06

- All players born in 2008 or earlier need SS, but not screening.
- All adults with frequent direct contact with minor athletes OR with authority over minor athletes need both SafeSport and screening.
- Good for 12 months.
- Will receive email reminders from USAH. Single Sign On code will be included.
- Can access course 60 days prior to expiration.
- Access via links on CAHA or USAH site or link on reminder email.
 - Must use SSO code to access, not USAH number.
 - Do NOT access through Center for SS site.
 - Players do NOT take youth athlete course.
- No certificates.
- Portal auto redlines members whose SS expires mid-season, but does not add back once completed.
- If conflicting SS information in portal always go by the date not the "complete".

Screening. 11:34

- Good for 2 seasons April to April.
- Time frame to get results 10 -14 business days.
- Self-registration number auto-populates.
- Out of US/Canada for 6 consecutive months in any one country during the last 7 years will need an international screen.
- USAH will NOT accept a screen from any other organization.

- Receive email confirmation when register for screen. This is NOT confirmation that screening is complete and they can be added to a roster.
- Flagged – check emails and spam as often just need more information.

Locker Room Policies. 13:07

- Best practices include two locker room monitors inside the locker room. Applies to girls as well. No players allowed into locker room until monitors are present for practices, games, home, or away.
- A coach can be a locker room monitor but each team must also have at least two non-coach LRMs.
- If a LRM is registered and credentialed as a coach, but assigned as LRM only, they are NOT allowed on the bench. Must be rostered as coach to be on bench.
- Monitor can also be outside the door close enough to hear inside the room. Should be frequently communicating with the players inside the room. Within arm's reach with door slightly ajar.
- Need monitors if player goes to locker room during game or practice.
- Any time only one player is present, must have two monitors.
- If only one monitor is available must wait until multiple players are present before allowing anyone inside the locker room.
- No cell phone use in locker rooms.

**** You need to roster your LRMs on the team rosters, not on one big volunteer roster. This came up and we gave out the incorrect information at first and later corrected it.**

Modules. 38:12

- 6U/8U, 10U/12U, 13 over.
- \$20 for 6U/8U module; \$25 for rest.
- One time requirement.
- Old ones still valid as long as coaching the correct age group.
- Start with Fundamentals module if taking a new module for the first time – free and short.
- Reminder – use legal name for all USAH requirements.

New CEP course for 6U/8U, Learn to Skate and Learn to Play. 39:24

- Only if have not taken Level One yet.
- Good for 5 years. Able to renew if still only coaching 6U/8U, LTS, or LTP.
- Once move to older age level must take a Level One course and continue with the yearly progression.

CEP (Coaching Education Program) 41:13

- Coaches can be added without CEP or in some cases with expired CEP, but need to meet requirements by 12/31.
- Clinics through 12/15.
- Must have CEP with 2026 expiration or later by 12/31.

- 8U coaches with Level 1 (L1) obtained prior to this fall, can continue with expired CEP until they coach an older age group. At that point they take Level 2 and continue with the CEP progression.
- L1, L2, L3, L4 first four years of coaching.
- Levels 1-3 are good for one year each.
- L4 is good for 3 years and requires 5 continuing education units (ceu's) in order to renew.
- L5 is good for 4 years and requires 5 ceu's in order to renew.
- Ceu's for L4 or L5 renewal are due 12/31/2025.
- L4 and L5 coaches that have ceu's due will not see the expiration date of their CEP change until some time in December.
- Grandfathered coaches - achieved L4 or L5 prior to 2021 and have not been on Tier 1 or 2 roster. Exp shows as 20**
- Coaches returning to coaching after break start where they left off.
- Temp Cards only available ONE time during coaching career.
- Additional CEP level requirements for youth/girls Tier 1 and girls T2 coaches.
- Not in compliance by 12/31 will be redlined.
- No games or practices if redlined. Option to apply for temp card if have not had one.
- Removed from roster, redlined, receive Temp Card – will need to complete CEP prior to being added to a roster in the future.

Additional requirements. 49:23

- Yearly Concussion Awareness Training.
- Coaching Code of Ethics
- Codes of Conduct
- Player Transfer for non-US citizens.
- Player Releases.
- DOB and citizenship verification.
 - Association registrars, not team managers or parents, submit documents.
 - Mandatory for all 10U teams, NTB teams and teams planning to play in CAHA state championships.
 - NTB and 10U players will need dob/citizenship verified PRIOR to being added to roster.
 - Players participating in CAHA state rec playoffs need to have verification done by 12/15.
 - DOB/Citizenship verification process.
 - Create a google folder and share with your Affiliate Registrar with editor access.
 - Title the folder with "[Name of Association] DOB Verification."
 - Add subfolder titled "Verified".
 - Add Birth cert, passport, real ID drivers license to main folder.
 - Affiliate registrar will verify and move to verified sub-folder.

Board Roster. 59:21

- Need President, VP, Secretary, Treasurer, Hockey Director, Registrar, SafeSport Coordinator up front.
- Name as “[your association name] board”.
- Team type is board.
- Edit board members to list their roles.
- Claimed as a coach – use the “custom” option to add the role.
- Claimed as volunteer – most roles (but not all) are listed in the drop down.
- If role is not listed or member has more than one role, let your Affiliate Registrar know so she can add a roster note.

Roster Creation. 1:01:46

- Team name
- Season type
- Team type.

Team Names. 1:02:20

- Specific rules to follow when naming teams.
- League first (if two leagues put both), association, age level (use numbers and put U or O AFTER the age), division, identifier.
- No league for Tier One and 8U so leave that out.
- Other teams not in a league or playing in an out of state league, use IND (independent) in place of league.
- High School teams start with CPHL, IND if not in CPHL, or HPHL. Instead of association name use team name, followed by CPHL tier, CPHL division, if IND, use HS for tier and jv or varsity for division. HPHL uses division followed by V or JV.
- Do NOT use 18U or 16U in the team name for HS teams.
- Do NOT use HS, JV, or varsity in the team name for 18U or 16U teams.
 - 18U and HS rosters have different requirements and are NOT interchangeable.

Naming Dual League Rosters. 1:02:43

- If playing in two leagues list both. Primary league first. ie, WGHL 14U AA Girls /CRHL HHA 14U.
- Cannot use dual league roster if team is NTB in both leagues.

Naming Tournament Rosters. 1:07:24

- Tournament roster needed if adding players for a specific tournament.
- Start tournament team name with TT instead of league.
- Select the Invitational Tournament season instead of Regular season.
- In state tournament – include tournament name.
- Out of state tournament – include tournament name AND dates.
- Games played under a tournament roster do not count for game counts.

Classification, Category and Division. 1:08:59

- After season type and team type select the classification - age group or High School.
- Category is next - tier, travel, house/rec.
- T1 and T2 is NOT related to CPHL T1 and T2.
- WGHL, RMHF, WCHL use travel.
- CRHL, CGHL, use house/rec.
- High school (HS) classification options are DI, DII, and Prep.
- Do NOT classify a HS team as 18U or 16U and do NOT classify an 18U or 16U team as HS.
- All HS and 8U are house/rec.
- Division options depend on prior selections - AAA, AA, A, B, NA.
- 12U AA uses Tier Two and AA, but is considered a travel rec team and not a tier team.
- 10U does not have AA option, so use A and add AA to team name.
- Girls travel – most do not have A and B options so add to team name.
- HS defaults to JV change all CPHL rosters to V.
- Check box for NTB designation if applicable.

Additional Roster Information. 1:11:47

- Tier One and Tier Two 13/14U and up require CAHA approval for Tier status.
- All T1 and T2 13/14U and older must be NTB.
- 12U AA and 10U AA require CAHA approval, regular season teams must participate in a CAHA league and CAHA State Rec playoffs.
- Teams wishing to participate in the Quebec Qualifier and/or CAHA State Rec playoffs must use regular season roster and participate in a CAHA league.
- Tournament rosters require CAHA approval, regular season players must be below 12.
- No out of state players or out of age range players allowed unless already approved for regular season roster.
- No Tier One or Tier Two tournament rosters.

Adding Players And Staff. 1:14:37

- Designate a head coach.
- Designate manager and locker room monitors.
 - Must have at least 2 non-coach LRMs.
- Can't find a player try clearing the filter.
- Grayed out – missing requirement.

Flex Rosters. 1:17:40

- Mixed ages, non-check, house/rec.
- Up to 100 players.
- Can use flex rosters without approval to roster players not on a team, such as 8U's not playing in jamborees, practice players.
- In some instances might be able to use a flex roster to allow a brand new player to start out one year down.

- CAHA approval needed.
- Non check only.
- Either non-league or rec league with approval from league.
- Would require tournament approval to use Flex roster in tournament.
- CAHA year-end tourneys would require petition – no guarantee!
- Coaches need module for age group most represented.

Play Ups and Play Downs. 1:23:53

- CAHA pre-approval needed for 8U to 10U and 12U too 14U play-ups.
- Max of 3 girls and 3 boys per association from 8U to 10U. Either on top team if skill related move or roster with less than 12 players for numbers related move up.
- Max of 2 12U to 14U move ups per association. Only to NON-check teams.
- VP of Girls, Jeff Walker approves girls. VP of Rec approves boys.
- Play Downs require a documented medical condition and USAH approval. Affiliate Registrar can provide information if needed.
- Brand new player (older than 8) without medical condition needs a year to play one level down consider petitioning for flex roster.

Dual rostering. 1:26:41

- Cannot be on 2 youth NTB rosters; cannot be on 2 girls NTB rosters; cannot be on 2 HS NTB rosters at the same time.
- Can be on youth and girls NTB roster.
 - Must declare which team will go through playoffs with by 12/31.
 - Able to participate in games with both teams for duration of regular season.
- Can be on youth/girls NTB roster and on HS NTB roster.
 - Able to play in both playoffs and nationals.
- CAHA dual rostering rules.
 - Cannot roster on two travel teams or on a Tier Two and travel team.
 - May substitute in emergency.
 - Includes goalies.
 - Rostering on more than one CPHL or CRHL team is allowed as long as league approves.
 - Can roster on CPHL AND tier, travel, or CRHL as long as league rules allow.
 - Can roster on CRHL AND tier, travel, or CPHL as long as league rules allow.
 - May only participate in CAHA State Rec playoffs with the highest team rostered on.
- Leagues might have additional dual rostering rules.

Roster Limits. 1:29:43

- HS rosters - max of 30 players on roster.
- Youth 15O, 16U, 18U and Girls 19U NTB T1 teams – max of 22 players on roster.
- 8U max of 25 players per roster.
- All other youth or girls teams - max of 20 players on roster.

Bench Limits.

- NTB Tier One youth 15O, 16U, 18U and NTB Tier One Girls 19U – 22 players on bench. No more than 20 skaters.
- All others teams (including HS) can have a max of 20 players on the bench with a max of 18 skaters on bench for non NTB teams.
- Unlimited staff on roster, but max of 4 on bench.
- Must be registered and rostered as coach or player to be on bench/ice.

NTB Roster Specifics. 1:31:31

- No 12U on NTB rosters.
- No 8th graders, 5th year students, or post grads on HS rosters.
- Max of 4 student visas on youth T1, T2 roster.
- Max of 2 student visas on girls T1, T2 roster.
- Out of state limits per CAHA policies for Tier 1.
- No out of state players on T2 unless no T2 association within 250 miles and approved by CAHA.
- All Youth and Girls Tier One coaches (HC and ACs) must be at Level 4 or higher by 12/31.
 - An association can request one 1 level waiver for a Head Coach (would need to attain L3 by 12/31) and a total of three 2 level waivers (would need to attain L2 by 12/31) for Assistant Coaches.
- All Girls Tier Two head coaches must be at level 3 by 12/31.

Out of State Players. 1:32:45

- Tier One has the maximum number of out of state players per age group listed in the T1 policies.
- Tier Two can request approval for a player if they have no T2 association within 250 miles in their home affiliate.
- Teams may also request an exception for a player whose address on record is within 100 miles of the CAHA association they would request to roster with.
- No out of state players added to tournament rosters unless already approved for the regular season roster.
- \$300/out of state Tier player rostered due to CAHA within 21 days of rostering.
 - Associations will need to monitor and submit payment to the CAHA bookkeeper.
 - Copy the both the bookkeeper and CAHA Treasurer in any emails regarding out of state player fees.

Notes, Redlines, Links, and Tags. 1:37:24

- Roster notes are at top of roster.
- Redlines are at bottom of roster. NOT eligible for participation if redlined.
- Roster Link is automatically emailed to Association Registrar and Head Coach upon initial approval of the roster.
 - Forward to head coach or manager if updated or added later. They should SAVE the link.
- Roster tags you might see include approved, supplemented, NTB, roster note.

Roster Deadlines. 1:40:40

- Tier Two youth rosters are due no later than 9/15.
- Last day for NTB Tier One, Tier Two youth/girls player adds/drops is 12/31.
- All Tier One player drops are permanent.
- No staff changes on NTB Tier 1 or 2 Youth or Girls rosters less than 10 days prior to state playoffs.
- Last day for player changes on NTB coed HS rosters is the day before CPHL playoffs start.
 - Game counts are due prior to playoffs so will not be able to add players if they do not meet the game count.
- Last day for player changes on NTB Girls HS rosters is book due date.
 - If adding a new player to a Girls NTB HS roster after 12/31 will need to demonstrate how the player will meet the game counts prior to the book date.
- No staff changes for NTB HS teams after 2/1.
- Only players on the USAH 1-T roster can play in games after roster is locked.
 - Exceptions are Youth T1 15O, 16U, 18U and Girls T1 16U and 19U vertically moving players.
- Non-NTB teams can make player and staff changes all season as long as association and league allow.

Game counts. 1:43:37

- NTB youth (Boys) = 20/10.
- NTB girls = 14/10.
- NTB HS = 10/5.
- Mandatory NTB coed HS Team Manager meeting October 15th.
- Mandatory NTB Team Manger credentialing meeting December 3rd.
- EBUG's are back for NTB teams.
 - Only during playoffs and only for teams that carried 2 goalies for the regular season.
 - Must request approval.
- CAHA state rec championships = 14/10 for all.
- CAHA Championship teams will not need CVS forms and will not submit credential books, but should have game sheets available in case questions arise.
- Requirements for both NTB and CAHA state playoff teams:
 - Player must be on USAH 1-T roster on date of game and on game sheet in order to count game.
 - Games count for back up goalie on bench as long as on game sheet.
 - DOB and citizenship verified for all players.
 - Manger and locker room monitors on roster.

Association Registrar Responsibilities Related to NTB Team Credential Checks. 1:46:08

- NTB teams will need an auto-populated and updated CVS from the Association Registrar.
- All players and staff listed.

- All player positions and home/away jersey numbers entered.
- All coach CEP shows expiration of 2026 or later.
- All dob/citizenship shows as verified.
- Athletic Trainers listed as applicable.
- Do NOT drop any players after the roster lock deadlines.

Playoff Dates. 1:46:39

- NTB CPHL Coed playoffs 10/29 – 11/2.
- NTB Youth Tier One state playoffs begin 1/30 and end 2/8.
- NTB Girls Tier Two state playoffs 2/6 – 2/9.
- NTB Youth Tier Two state playoffs 2/20 – 2/22.
- NTB CPHL Girls playoffs 2/27 – 3/1.
- Districts in Denver, 2/26 – 3/1.
- CAHA State Rec Playoffs first weekend in March.

Game Sheet Rosters. 1:47:20

- Association Registrar will need to identify HC, add jersey #'s and positions on USAH roster for all NTB teams and at minimum identify goalies and HC for all other rosters.
- If need to add roster use the team ID so that information is pulled from USAH roster. Do NOT add manually at the start of the season.
- Reload team id if perm changes made.
- If adding someone manually use SAME NAME as on USAH roster so that stats merge.
- Temporary change should be marked as affiliated player so default to sitting out. Under status.
- Must scratch players and coaches not on bench for each game. HC is responsible for game roster accuracy. Do not want more than 20 (22 in some instances) players showing as active.
- Must be on USAH in order to be on gamesheet (exception for vertically moving players).
- Teams should use roster labels for out of state paper game sheets. No handwritten rosters for NTB books.
 - List players in alphabetical order by LAST name with goalies and HC ID'd.
- Rosters showing more than 20 (22 for eligible teams) active players or more than 4 coaches on bench will NOT count for NTB game counts.

Scoring on Game Sheet. 1:50:16

Linking Tournaments and Schedules.

My Hockey Rankings.

Travel Permits. 1:52:17

- Travel permits required to play out of state. League, non-league, tournament games.
 - Need approved roster and manager on roster.

- All travel permits are submitted online - link is under Forms, Docs, and Links on new Cross Bar site.
 - US and Canadian permits must be submitted 2 weeks prior to travel.
 - International (non-Canadian) permits need to be submitted 90 days ahead of time and have an associated fee.
- HC and Manager are responsible to verify tournaments are sanctioned and non-league game opponents have USAH or Hockey Canada rosters.

Unsanctioned Games. 1:54:47

- No unsanctioned play during regular season.
- Unsanctioned games do not count towards game counts.
- Off season unsanctioned tournaments are common.
- Follow USAH/CAHA policies if participating under your CAHA member association team.
- Must have each family fill out and sign waiver.
- Different team name and different jerseys.

Responsibilities. 1:56:02

- Affiliate Registrars are responsible to make sure rosters meet USAH standards. Players in correct age group, CEP requirements met.
- The Association and/or the team is ultimately responsible for monitoring the following, with our assistance as needed: number of out of state players and student visas, dual rostered players, mid-season SafeSport expirations and completions, T1 vertical movement game counts.
- The Association and/or the team is solely accountable for: accuracy of scoresheet and USAH rosters, T1 player agreements, concussion training for coaches, billet and other volunteer credentials (unless on submitted roster), suspensions received and served, player eligibility for specific rosters.

**** Clarification on dual roster reports. I do think you can pull them for your own association or other Colorado associations. If need out of state information, we can pull.**

Resources. 1:58:10

- USAH website - Annual Guide and Rule Book.
- Portal – reports, forms.
 - Reports including: SafeSport and screening, coaching ed, redlines, verified birthdates.
- CAHA website – policies, manager resources, coaches’ corner, tournament pages.
- League, Association.
- THFF platform. For National or custom dates.
 - <https://www.usahockey.com/page/show/4966147-try-hockey-for-free>
- Event sanction \$50.
- ESS (electronic scoring) – Jen Bosier, scoring@coloradohockey.org.
- VP Rec (play ups, play downs)- TBD, vpofrec@coloradohockey.org.

- VP of Girls (play ups, play downs) - Jeff Walker, jhwalker1776@gmail.com.
- VP of Tier - Shawn Vecellio, vpoftier@coloradohockey.org
- Disciplinary Chair – Alan McLean, discipline@coloradohockey.org
- Treasurer, TBD, treasurer@coloradohockey.org.
- Bookkeeper – Claire Graham McDonnell, bookkeeper@coloradohockey.org
- Your affiliate registrars:
 - Anda Craven, anda.craven@usahockey.org, 970-481-2773.
 - Stacey Zis, stacey.zis@usahockey.org, (720) 308-8748.

Award Patches. 1:58:54

- Request at END of season.
- One per player per category.