

NTB Tier One Informational Meeting

8/7/2025

Short Review of Manager Role:

- Communication is a crucial part of the manager job. They are the liaison between the families and coaches, association, tournaments, etc. Important to know your resources, the chain of command, and grievance policies.
- Managers often also have some responsibilities related to team finances and coordination of team events. Managers coordinate game day responsibilities such as scoring, penalty box. Be sure to solicit help!
- Finally, they are responsible for the team documents and making the sure team and all of its members are compliant with USAH and CAHA rules and requirements.

Roster Basics:

- 1-T roster is official USAH roster.
- Team name - starts with your association name followed by age level and either T1 or AAA.
- Team id number.
- Must designate national tournament bound (NTB) status.
- Approved by... this is YOUR Affiliate Registrar.
- Stacey has Girls T1 and Anda has youth T1 associations.

- Redline - ineligible for that roster. Found at bottom of roster.
- Mid-season SafeSport (SS) expirations will show up here.
- CEP issues after 12/31.
- Not eligible to be on bench if redlined.
- MUST be added back before participating again even if reason for redline has been taken care of.

- Roster notes – typically CEP or SafeSport reminders. At top of roster.
- Be sure to also check roster for SS expiration dates, in case we missed someone.
- Roster notes do not automatically go away once the issue is resolved.

- Roster link provides most up to date information. Make sure Team Managers and Head or Acting Head Coaches have this.
- First approval of team results in auto email to Assoc reg and HC listed on roster. These two people should share the link with everyone else in need – team managers and any other coaches who might be act as HC at some point.

Tier One Policy Reminders:

- Cannot have more players than roster spots.
- Before adding a player to your roster, the player must review the fact sheet and sign a Player Agreement.
- Player Agreement binds player to specific team and team to player for duration of season.
- No practice players. Must be rostered in order to practice.
- As long as on one of your association's Tier One teams a player can practice with the other tier one teams. No non-rostered practice players, no taxi squad, no Tier Two players or players from another association.
- Any and all drops are permanent. The player cannot be re-added to the same roster during the season if dropped.
- Injured players – do not drop if they might be back.
- Season ending injury can drop and sign new player to open roster spot.
- Mid-season player add – be sure to obtain a release from their prior association/team. They will need to be removed from any other Tier One/Two rosters before being added to your roster.
- Can add new players during the season/prior to 12/31 if there is an open slot. Obtain a release and make sure they are not still rostered on another NTB roster.

Tier One Policy Updates:

- 22 player roster has been expanded to include youth T1 15O, 16U, 18U, and Girls 19U.
 - All 22 are allowed on bench. Max of 20 skaters.
- All others, both youth and girls, can roster a max of 20 players.
- Vertical movement has been expanded to include Girls 19U and 16U.
- Youth 13O, 14U, and Girls 14U teams – No ability to bring in substitutes if short players, including goalies.
- Tag up/delayed off sides and icing the puck when short-handed have been reinstated for youth and girls at 15/16U and older. All classifications – tier, travel, rec.
- New for all associations – board roster required prior to having any team rosters approved.

Vertical Movement:

- Applies to Tier One Youth 15O, 16U, 18U, Girls 16U, and 19U..
- Allows the eligible teams to use substitute players/goalies if needed.
- 8 games per player max between 9/1 and 2/1.
- Only one age group/day.
- Must be eligible for roster's age group if vertically moving.

- Can move up or down if eligible age wise and team is eligible for VM. 15 year old on 16 team could VM to 15's and or to 18's. A 16 year old on 18 team could move to 16's. No one is able to VM to a 14 or 13 team.
- Do NOT drop/add on USAH 1-T roster.
- Must add on gamesheet.
- Suggest adding a note that they are using VM in game notes.
- Add as affiliated player in GS so defaults to sitting out.
- VM tracker logs each game a player vertically moves.
- One tracker per association. Please let Stacey and Anda know who this will be no later than 8/15.
- Suspended players are not eligible to vertically move until suspension has been served.
- New - If suspended while vertically moving, need to serve suspension with team vertically moved to unless last game of weekend or tournament. Then serve with team rostered on.
- Vertical Movement needs to be logged PRIOR to the game or games being played.
- Please indicate date of game and opponent. It will ask for rostered team and team moving to. Helpful to add #1 of 8 or #3 of 8.
- Will get email for each game entered. Save these. You can't see what you have submitted or what anyone else has submitted. Anda and Stacey can see what all the CAHA teams have submitted, so if questions ask. If need an entry corrected let us know. No way to check on out of state teams.

Dual Rostering:

- Girls can roster on NTB girls and NTB youth team, but only advance through playoffs with one.
- Can roster on, and participate in playoffs with, NTB High School and NTB youth or NTB girls team at same time.
- Unless participating in a youth/junior affiliated program can't play juniors after 12/31 and maintain NTB eligibility. Please check with us first if this crops up.
- Cannot roster on two youth NTB or two girls NTB teams at the same time. This might be a factor if a player is coming from another state mid-season.
- We try to check as we see the mid season adds, but please also ask us to in case we missed it.
- The association registrar will not be able to see out of state teams.

Student Visas:

- Non US citizens must have transfer form approved by USAH prior to being added to roster.
- Max of 4 players on student visa per youth team and max of 2 per girls team.
- The max also applies to vertically moving players.

CAHA Policies:

- Out of state limits – youth 18U max of 8 players including max of 1 goalie; 16U max of 5 players including max of 1 goalie; 15O max of 4 players including one goalie; 14U max of 3 players; 13O – no out of state players/goalies allowed.
- Out of state limits – girls 19U max of 6 players including max of 1 goalie; 16U max of 5 players including max of 1 goalie; 14U max of 2 players.
- Can submit proof of residency documents for any player registered in a different state, but now eligible to be considered a CO resident.

Roster/Bench Requirements:

- Minimum rostered players by 8/15 – 15 players including 2 goalies.
- Youth T1 18U, 16U, 15O and Girls 19U can have max of 22 players on bench with no more than 20 skaters. All others have max of 20 players and no more than 18 skaters on bench.
- Manager and 2 non-coach LRM's on roster no later than 9/1 or by first game whichever is first.
- Athletic trainers on specific team rosters if planning to attend Districts/Nationals. Otherwise on board or volunteer roster. Must have SS and Screening. Not allowed on bench during games.
- Last year USAH gave us a deadline of 12/31 to add the ATs.
- DOB and citizenship verification in order to add to roster.
- Verifying via google docs. Send birth certificate, real ID drivers license, or passport to your association registrar to upload. Face time or zoom still option if arranged ahead of time.
- Done in past, but not showing – can merge. Need name and conf #.
- Jersey #'s and positions listed. Added by your association registrar.
- Rosters lock to all player drops or adds on 12/31. Eligible teams can continue to use VM through 2/1.
- Unlimited number of coaches/staff on roster. Max of 4 registered/rostered coaches on bench.
- Must be on roster as coach or player to be on bench.
- No staff added to rosters less than 10 days prior to the start of playoffs.
- Suggest staff changes are made BEFORE you fill out your credential verification form and submit your book. Much easier to cross off people than to add people so make sure all potential staff that might go to states, districts, nationals with the team are on the roster well ahead of time.

See Sample Roster in power point.

- Can see transfers and which type, dob verified or not, jersey # and position added or not.

REMINDER - ALL MEMBERS NEED TO USE LEGAL NAME FOR ALL THINGS USAH.

- No nicknames or middle names even if that is what everyone calls them.

SafeSport and Screening:

- Access for all is through the link in the emails or directly from the SafeSport link on USAH's site. Must have Single Sign On code to access.
- Required by anyone in direct contact with or authority over minor athletes.
- SafeSport is good for one calendar year.
- Should NOT access through the Center for SS. Players take the same course as everyone else, do NOT take the youth athlete course.
- All past coaches should have received an email with their SSO and instructions.
- 2008 and older players as well as volunteers that have registered should have also received an email with their SSO and instructions.
- Coaches and officials will be taken to their Learning Management System. Players, managers, all other volunteers will be taken to the SafeSport launch pad.
- No certificate of completion. Completed status will show up in members profile in USAH registry portal.
- For the registrars here – when claiming players, you might need to wait until the next morning to know if SS is complete or not. They are showing up as incomplete and then reverting to complete as system catches up.
- The system auto-redlines rostered members if SafeSport expires mid-season, but the system does not automatically add anyone back in once course is completed.
- Not eligible until added back to active roster even if have completed the course. On bench while redlined = ineligible player or coach.
- Players born in 2008 or earlier need SafeSport, but not screening.
- Screening good for 2 seasons (not years).
- Plan 1-2 weeks for results to come back.
- The email confirmation that one receives only indicates a screening has been submitted, not that member is cleared.
- SS taken through another organization can be used, but will need to have the Center for SafeSport add the record to hockey.
- Screening from other organizations cannot be used. Must be taken through USAH.

Board/Volunteer Roster to Track and Document SafeSport and Screening:

- Each association will need a board roster submitted prior to approval of any team rosters.

- Must include President, VP, Secretary, Treasurer, Hockey Director, Registrar, and SafeSport Coordinator upon initial submission.
- Billet families, guest coaches, skills coaches, athletic trainers, board members, other association wide volunteers.
- If an 18yo player is billeting in same house as younger billet, the 18yo will need not only SS, but also screening.
- If Athletic Trainer will attend States, Districts, Nationals with team they must be added to team roster as volunteer. Not allowed on bench during game.
- The AT can be next to bench area. The team AT must defer to the AT hired by the host group for states, districts, and nationals.

Locker Rooms:

- All teams must have at least 2 non-coach LRMs on roster no later than 9/1 or prior to first game, whichever comes first.
- 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 USAH strongly encourages volunteer parents to fill this role. This allows coach to focus on game, practice or preparation. Difficult for coach to be in locker room with injured or suspended player during a game.
- The LRM can also be outside the door close enough to hear inside the room. Should be frequently communicating with the players inside the room. Door cracked open an inch to hear. Within arms reach.
- 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 or another monitor is present before allowing anyone inside the locker room.
- No cell phone use in locker rooms.

Neesha Lenzini, CAHA's SS Coordinator addressed a few more details. Refer to PPT.

Additional Coaching Requirements:

- Age related module completed to be placed on roster.
- CEP (coaching education program) must be current no later than 12/31. With expiration of 2026 or later.
- New LMS for coaches. This is where they will access CEP courses and modules. SS and Screening status is listed with links if need to complete. CEU options, etc.

- Roster note and email reminders if expiring CEP.
- Redlined or Temp Card last time coached, needs to complete CEP or show proof of registration for class to be added to roster.
- CAHA requirement to be at minimum of L3 with L4 done by 12/31 for Tier One.
- First batch of L4 or L5 coaches in the Continuing Education Pathway will have CEP expire this year. Need 5 continuing ed credits by 12/31 to renew.
- Concussion training not reflected on roster. Monitored by your association. Yearly requirement.

Game Sheet Rosters:

- Do not add roster manually at start of season. Must be imported from USAH.
- Use same player names as on USAH roster.
- Coach signs indicating he/she has verified accuracy of roster.
- Check roster link to make sure all players on game sheet are on active roster or vertically moving.
- Make sure no one is redlined for incomplete SS. Check that vertically moving players on the bench show as playing and everyone not on the bench has been scratched.
- Mark absent coaches and players as sitting out, injured, suspended.
- If HC is not on the bench indicate the Ast. HC.
- Should never show more than 20 players (22 for Youth T1 15O, 16U, 18U, and Girls 19U) and more than 4 coaches on the bench.
- Vertically moving players should be added as affiliated player and a note on the gamesheet.
- Designate Acting HC if indicated.

Additional Information From Jen Bosier, Scoring Director for CAHA.

- Scoring code for youth Tier One league is ipad-t1-co.
- Scoring code for girls Tier league is ipad-t1girls-co.
- Link to video demo by Jen is below (sorry I missed the first minute). Her part runs for the first 16 and a half minutes. No need to watch the rest. The complete video and scoring information will eventually be posted on the new Cross Bar site.
- <https://drive.google.com/file/d/1Hv5Yy9WwhhKjr5SIAQ1l8hyvsfpIGkOH/view?usp=sharing>

Roster Labels:

- If do not have auto-populated rosters use roster labels. Do not handwrite the rosters.
- List alphabetically by LAST name with goalies at top. Identify HC/acting HC.
- Use same player names as on 1-T roster.
- Include coaches.

- Avery 5163 works, but do not cover up sign off area.

More Game Information:

- Must play each in-state team in your division total of 2 times.
- Make sure suspensions served are noted.
- Suspended coaches or players cannot have contact with team during the 45 minutes leading up to the game and for 30 minutes immediately after the game.
- They are able to be in the stands, but not required to be present. They can't be in vicinity of player bench or in penalty box or scorers box. No electronic/phone contact. No locker room.
- Notify the VP of Discipline of any suspensions received or served while out of state.
- Coach must sign ALL game sheets!
- All in state games using USAH officials MUST be recorded and posted on GameSheets.
- Make sure game was submitted on GameSheets. If not submitted, game will not show up. This can ONLY be fixed if someone accesses the same iPad used to score the game and submits.
- Team manager should collect game sheets (in and out of state) as season goes along.
- Check to see if acceptable – no coach signature, too many players, too many coaches, no officials listed, unreadable – won't be accepted. Some managers like to use a draft CVS to mark game counts as the season goes to see where they are at. Would need to redo on final cvs before submitting.
- Remember that goalies count all games in which they are on the bench – starter or back up.

Game Counts:

- Youth – 20/10.
- Girls – 14/10.
- Player must be on USAH roster on day of game and game sheet in order to count game.
- Only games played with rostered team count for players using vertical movement.
- All USAH games against like teams using USAH officials count.
- New this year – only games played against LIKE teams will count. 16U AAA vs 16U AAA would count. 15O AAA vs 16U AAA will not count. Girls 19U AAA vs Girls 19U AAA will count, Girls 19U AAA vs Girls HS will not count.
- Extremely lopsided wins will not be counted.
- The following must be on the score sheet for the game to count – coach' signature, officials signature or name, date, team names, rosters for both teams, complete game data.
- The out of state scoresheets that do not print out the coach signatures will not be accepted.

- When participating in a tournament or showcase just because you played in the same division with another team does NOT mean that game counts. It has to be against a like opponent. You might encounter HS teams in tournaments or showcases.

Travel Permits:

We hope to get the new registration going ASAP – Cross Bar is working on it. At the start the link will likely be on the current CAHA site in the managers corner. We realize the start of season permits will not be submitted 3 weeks in advance. There will be one link and depending on what type of event you are attending you will need to fill out one of two pdf forms. One will be for tournaments and the second for league or non-league games. Tournaments cannot be combined with league or non-league games on one travel permit.

- Online if in US, downloadable forms if outside of US.
- Online form will be under the registrations tab on the new CAHA Cross Bar home page for US permit.
- Outside of US downloadable form will be on the Manager page. Fill out and email.
- Can submit multiple league and/or non-league games in one registration.
- Tournaments will require different form during the registration process so cannot be combined on same permit as league/non-league games.
- Submit at least 3 weeks prior to travel. If outside of US and Canada submit 90 days prior to travel.
- Do not play games vs unsanctioned opponents.
- HC and manager are responsible to confirm games are sanctioned.
- Tournaments should have a sanction number (MN and Atlantic Dist might not).
- Vast majority of T3 junior teams are NOT under USAH. If these teams are participating in a tournament the tournament might not be sanctioned.
- ACHA teams are sanctioned. NCAA teams are not, but can play if get a special event sanction.
- Can't find a sanction number research this further before adding NA for sanction number or leaving it blank. If truly not sanctioned do not attend.
- Unsanctioned play forms and information will be on Manager pages.
- If hosting a Canadian team, they need to provide you with a travel permit, which you forward to us for verification.
- If hosting a team from another country aside from Canada need an incoming international travel permit. Allow 90 days. Accompanying fee.

Sanctioned vs Unsanctioned Play.

- Refer to power point slide 32.

Emergency Back Up Goalies (EBUGs).

- During playoffs only with USAH pre-approval.
- Teams with only one goalie during the regular season are not eligible.
- EBUG must come for a team not or no longer competing towards a National Championship at the same age level as the team requesting the EBUG.
- An EBUG can only enter a game if there is no existing goalie able to play or continue to play. Once in the game the EBUG must stay in until the end of the game.
- No EBUG's prior to playoffs! Use 6 skaters or dress a skater as goalie.

States and Districts

- Mandatory credentialing meeting 12/3 at 7p via Zoom.
- Penalty times will change at States to conform with Districts and Nationals.
 - 1.5 minors, 4 min major and match, 8 min misconduct if period is less than 17 mins.
- No player changes on 1-T roster after 12/31. Can use vertical movement until 2/1.
- Make sure all staff have been added at least ten days prior to states – preferably before you turn in your credential book.
- Add Athletic Trainers by 12/31 at very latest. Should add them at the start of the season if they are participating with the team.
- State playoffs for youth teams: First round– 1/30 to 2/1; Second round– 2/6 to 2/8.
- Districts – 2/26/2026 – 3/1/2026 in Denver.
- Youth Credential Books due no later than 1/15.
- Girls Credential Books due no later than 2/1.
- Youth teams to States. Girls straight to Districts.

Nationals: dates and locations – see ppt or USAH site.

Responsibilities:

- We (Affiliate Registrars) are responsible for making sure rosters meet USAH standards. Players in correct age group, CEP requirements met.
- You (team and association) are ultimately responsible for monitoring the following, though we can assist as needed: number of out-of-state players and student visas, dual rostered players, mid-season SafeSport expirations and completions, vertical movement game counts.
- You (team and association) are solely accountable for: player agreements, concussion training for coaches, player financial standing, suspensions received and served.

Resources:

- Anda Craven, anda.craven@usahockey.org, 970-481-2773. Affiliate Registrar.
- Stacey Zis, stacey.zis@usahockey.org, 720-308-8748. Affiliate Registrar.

- Jen Bosier, scoring@coloradohockey.org, Electronic Scoring and GameSheets.
- Alan McLean, discipline@coloradohockey.org. VP of Discipline.
- Shawn Vecellio, vpoftier@coloradohockey.org. VP of Tier (Youth).
- Jeff Walker, vpofgirls@coloradohockey.org. VP of Girls.