

## Credentials book instructions and compilation guidelines 2011 – 12 Season

To facilitate the process of approving information for the state tournament, all qualifying teams will present their information in a three ring binder referred to as the team's credentials book. Individual document protector sheets are discouraged. The book shall be arranged in the following order:

1. **Cover page** noting the organization name, team, playing level, tier, season head coach and manager's name, cell phone and email.
2. A pre-printed **Credentials Verification Sheet:** report Form 1 – C (available from the organization registrar and located in the USAH registration software)
3. **Roster form 1 - T:** Main roster with any supplemental rosters. Note that all rosters **MUST BE VALIDATED** by a USAH registrar for NY. In addition, the roster must be signed by all players and initialed by the coaches. Nothing other than signatures should be handwritten on the rosters with the exception of "DELETE" when a player is being removed from the roster.
4. **Coaches:** Coaches information: Every coach must have the following included in the book:
  - a. A current, valid coaching credential level for each coach and the module mandated by USA Hockey
  - b. Current signed waiver of liability Form 1W Rev 1/03 (completed at the time of online registration)
  - c. Current Consent to treat /Medical History Form 3C rev 2/09 (available from the organization registrar)
  - d. Current Participant Code of conduct Form 1-P Rev 02/09 (available from the organization registrar)
5. **Players:** Players should be organized in the book in alphabetically order according to the main roster, supplemental rosters and followed by all the required paperwork listed below:
  - a. Birth verification
    1. 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
    2. When no verification is provided, a copy of government-issued birth certificate, verification of birth or copy of USA passport identification page for each rostered player must be in the book.
    3. Hospital birth records, religious Baptismal records are not acceptable forms or proof.
    4. 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.
  - b. **Legal residency** for all non-USA citizens
  - c. Transfer if applicable
  - d. Current signed waiver of liability Form 1W Rev 1/03 (available from the organization registrar)
  - e. Current Consent to treat /Medical History Form 3C rev 2/09 (available from the organization registrar)
  - f. Current Participant Code of conduct Form 1-P Rev 02/09 (available from the organization registrar)
6. **Sanctioned game scoresheets:** Game scoresheets will be reviewed to verify eligibility compliance for each team and every rostered player. For scoresheets to count in meeting the 20/10 Youth/High School, 14/10 Girls/Women's and 10/8 Midget Tier III minimum required number of games rule, that team's player roster form 1 – T must be certified by the appropriate USAH registrar prior to that game being played. This includes all supplemental and amended rosters.
  - a. Scoresheets should be Organized in Date Order from the earliest game played to the latest
  - b. Only games played against another registered team at that competitive age level from another organization can be used to satisfy the requirement
  - c. Only games played on/or after the validation date on the roster will count toward credentials. All other sheets are unacceptable.
  - d. It is not mandated that scoresheets are signed by the participants
  - e. Players not participating should be clearly crossed off the score sheet
7. **Managers** are required to have a code of conduct, consent to treat and waiver of liability in the book