

NTB High School and NTB Tier Two Informational Meeting

8/31/2026

Manager Responsibilities.

- Team Communication.
- Team Finances.
- Team Events.
- Team Documents.

Team Documents.

- Rosters.
- Credential books.
- Scoresheets.
- Credential Verification Sheet (CVS).
- Consent to Treat (CTT) forms.
- School ID for High School teams only.
- Travel permits.

Roster Terminology.

- Official USAH roster also known as a 1-T roster.
- Team ID number.
- Category, Class, Division.
- National tournament bound (NTB) status.
- Approved by... this is YOUR Affiliate Registrar.

USAH 1-T Roster Link

- The link provides the most up-to-date information. Make sure Team Managers and Head or Acting Head Coaches have this.

Roster Notes.

- Roster notes – typically CEP or SafeSport reminders. At top of roster.

Redlines.

- Redline - ineligible for that roster. Found at bottom of roster.

Non-US Citizens.

- 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 T2 team and max of 2 per girls T2 team.
- No limit for HS rosters.

Roster Limits and Requirements.

- Maximum of 20 players on T2 roster
- Maximum of 30 players on HS roster.
- Unlimited number of coaches/staff on any roster.

- Manager on roster no later than 9/15 or prior to first game whichever is earlier.
- Minimum of two LRMs including at least two Non-Coach monitors on roster by 9/15 or prior to first game whichever is earlier.
- DOB and citizenship verification in order to be added to roster.
- Jersey numbers and positions listed for all players prior to submission of credential book.

Bench Requirements.

- Maximum of 20 players with no more than 18 skaters on bench for all teams.
- Maximum of 4 coaches on bench for all teams.
- Must be on roster as coach or player to be on bench.

Tier Two Policies.

- Fact sheet must be reviewed with player and family prior to rostering.
- Tier 2 rosters due by 9/15 or prior to first game, whichever is earlier. Must have minimum of 15 players including at least 1 goalie.
- No out of state players on T2 rosters.
- Cannot have more players than roster spots. No players being rotated in. No practice players or taxi squad.
- Can pull up a sub from a lower team if needed. Add and drop on roster if doing so.
- Rosters lock to all player changes on 2/15 or playoffs whichever is first. Can only be added after 12/31 if you can prove the player's game count. .

HS Policies.

- Grades 9-12. No 8th graders. No post grads. No fifth year students.
- Full time student.
- Must not be graduating mid year.
- Coach will need to sign verification that all players are eligible.
- Rosters lock at start of state playoffs or 2/15 whichever is first. Girls only - can only be added after 12/31 if you can prove the player's game count.
- Boys HS game counts must be complete prior to playoffs. Girls HS must have game counts complete by book due date.

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.
- 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 team mid-season.
- Cannot play for a junior team after 12/31.
- Can roster on Tier Two team and rec team or HS team.
- Can roster on NTB HS team and tier team, rec team, travel team, or non-NTB HS team.

Coaching Education Program.

- CEP (coaching education program) must be current no later than 12/31. With expiration of 2026 or later.
- CAHA requirement to be at minimum of L2 with L3 done by 12/31 for Tier Two Girls head coaches.

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

SafeSport and Screening.

- SafeSport expires 12 months from day last taken.
- Coaches and officials access through their Learning Management System. Players, managers, all other volunteers access through the link on the USAH site or in the emails from USAH. The Single Sign On (SSO) code in the emails will be required for access.
- 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.
- Players born in 2008 or earlier need SafeSport, but not screening.
- Can have SafeSport taken for other organization merged with your USAH profile.
- Screening good for 2 seasons.
- 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.
- Must have screening done through USAH.
- If teams have an Athletic Trainer who will attend States, Districts, Nationals they must be added to team roster as volunteer. Not allowed on bench during game.

Locker Rooms.

- 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.
- If only one monitor is available, they must be outside the locker room, within arms reach of door, with door cracked open to hear inside the room.
- Need monitor(s) if player goes to locker room during game or practice.

Game Sheets

- Import the roster at the start of the season. Do NOT add it manually.
- Use same player names as on USAH roster.
- Coach MUST SIGN at the start of the game indicating he/she has verified accuracy of roster.
- Check roster link to ensure all players on game sheet are on active roster or vertically moving.
- Mark absent coaches and players as sitting out, injured, suspended.
- Designate Acting HC if indicated.

Scoring on GameSheet

Direct Linking to Game Schedule and Tournaments

My Hockey Rankings

Roster Labels.

- If do not have auto-populated rosters use roster labels. Do not handwrite the rosters.
- List alphabetically by LAST name with goalies identified. Identify HC/acting HC.
- Use same player names as on 1-T roster.
- Avery 5163 works, but do not cover up sign off area especially on the 4 part scoresheets.

More Game Information.

- 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.
- Notify Alan McLean of any suspensions received or served while out of state.
- All in state games using USAH officials MUST be recorded and posted on GameSheets.
- Coach must sign ALL game sheets!
- Team manager should collect game sheets (in and out of state) as season goes along.

Game Counts.

- Youth – 18/12.
- Girls – 18/12.
- High School – 10/5.
- Player must be on USAH roster on day of game and game sheet in order to count game.
- Can use any game played with USAH officials – league, non-league, tournament, in state, out of state as long as it is against a like opponent.

Roster Deadlines.

- No player changes after 2/15 or start of playoffs, whichever is earlier, for Tier 2. Can only add after 12/31 if you can show the player's game count will be met.
- No player changes after 2/15 or start of playoffs or credential book due date, whichever is earliest, for HS.
- Girls HS will need to demonstrate player's ability to meet game counts prior to book due date if adding player after 12/31.
- No staff changes less than 10 days prior to playoffs T2 and girls HS. If done after book turned in will need to update book with new CVS, roster, etc.
- Boys HS can change staff up to 2/1 if needed. Will need to update book.
- Do NOT play anyone who is not on the roster after the roster locks, including goalies.

Credential Books.

- Will be due approximately 2 weeks prior to state playoffs.
- USAH Roster (not link) – totally updated.
- Credential Verification Form (CVS) – totally updated, auto-populated version. Game information filled in, CTT's checked off, HS also needs to add column for School ID's and check those off.
- Gamesheets (not links) to correspond with game info entered on CVS.
- USAH Consent to Treat for everyone on roster that is planning to attend any part of playoffs.
- School ID's for high school teams.
- There will be a mandatory credential meeting prior to book submission.
- Books are all submitted to us electronically, as we need to send them on electronically as you advance.
- The manager for each team will need a physical book with them at all times during Districts and Nationals.

No Coaches.

- If no coach and have advance notice add fully credentialed sub to 1-T roster.
- Emergency situation use credentialed substitute.
 - o No time to add to 1-T roster, add to game sheet only. Include note, notify Anda or Stacey.
 - o Coach with all required credentials preferred.
 - o At minimum must have SafeSport and screening.
 - o If no one available, can put manager or parent on bench as long as they have current SafeSport and screening.

No Goalies.

- If short or totally without goalies before the roster locks, can add/drop as needed to put substitutes on your roster.
- Once playoffs start there is a possibility of having an EBUG.
 - Teams with only one goalie on the roster all season will not be eligible for EBUGs.
- If run into goalie problem after roster locks and prior to playoffs, please let Anda or Stacey know with as much lead time as possible.

Important dates.

- Boys HS State Playoffs: October 26 – November 1
- Girls Tier Two State Playoffs: 2/4 – 2/7.
- Youth Tier Two State Playoffs: 2/19 – 2/21.
- Girls HS state playoffs: 2/19 – 2/21
- Girls T2 State champions go to RM Districts
- Youth T2 and HS state champions go straight to Nationals.
- Boys High School Credentialing meeting: 9/30 at 6:30p via Zoom.
- All other NTB team manager Credentialing meeting: 12/2 at 6:30 p via Zoom.
- MANDATORY. At least one manager per team must attend.
- No one can attend for more than one team.
- Boys HS books due: 10/21/2026
- Girls Tier Two books due: 1/15/2026
- Youth Tier Two books due: 2/10/2026
- Girls HS books due: 2/10/2026

States, Districts, Nationals

- Penalty times for 14U will change at States to conform with Districts and Nationals.

Travel Permits.

- Managers' corner for now. The link will take you to the Cross Bar site. The permits are live there. Under forms, docs, links, then choice of three types. Online if in US. Adding Canada permit online. Downloadable forms if outside of US/Canada. Will move to new site. Likely under Manager Resources.
- One form for tournament travel and another for league and non-league games. Third will be for travel to Canada.
- Can submit multiple league or non-league games in one registration.
- Non-league games can be combined with league games on one permit
- Submit at least 2-3 weeks prior to travel. If outside of US and Canada must submit 90 days prior to travel.
- NO games vs unsanctioned opponents.
- HC and manager are responsible for confirming that 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.
- Unsanctioned play information in Managers' Corner.
- 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.

Responsibilities.

- We (Affiliate Registrars) are responsible to make sure rosters meet USAH standards. Players in correct age group, CEP requirements met.
- You (team and association) are ultimately responsible for monitoring the following: number of out of state players and student visas, dual rostered players (we can assist with 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, billet and other volunteer credentials (unless on submitted roster), player financial standing, suspensions received and served. Player is eligible for your roster – HS in particular – attends correct school or lives in correct area. Is in grades 9-12. Full time student. Not graduating mid year.

Resources:

- Sherry Beardshear, sherry.beardshear@usahockey.org, 720-273-2345, Affiliate Registrar
- Susan Cardasis, susan.casrdasis@usahockey.org, 575-770-2565, Affiliate Registrar.
- Jen Bosier, scoring@coloradohockey.org, Electronic Scoring and GameSheets.
- Alan McLean, discipline@coloradohockey.org. VP of Discipline.
- Henrikas Rumsa, vpoftier@coloradohockey.org. VP of Tier (Youth).
- Julie Stewart, vpofgirls@coloradohockey.org. VP of Girls.
- Ralph Bammert, highschool@coloradohockey.org. VP of High School.

Award patches.

- One patch per category per player.
- Request at END of season, include game sheets.
- We send to you, you send to players.