

Non-National Tournament Bound (NTB) Manager Update

9/22/2026

Hockey Hierarchy

- USAH is the national governing body for ice hockey in the US.
- USAH is split into 12 Districts.
- Districts divided into Affiliates.
- League.
- Association.
- Team.

Responsibilities

- We (Affiliate Registrars) are appointed by USAH.
- We are responsible for making sure rosters and tournament rules for in-state events meet USAH standards.
- You (team and/or association) are ultimately responsible for monitoring redlines.
- You (team and/or association) are solely accountable for monitoring suspensions received and served, accuracy of USAH 1-T rosters and scoresheet rosters, eligibility of players for your specific roster.

Registration Basics

- USAH registration 4/1/26 through 8/31/27.
- Managers, volunteers are free, but no on ice participation allowed.
- Association collects confirmation numbers.
- Association Registrar submits these into a registry portal and creates rosters.
- Only your association registrar can add, drop, or edit the players and staff on your roster.
- Affiliate Registrar reviews and approves submitted rosters.

Manager Responsibilities

- Team communication.
- Team finances.
- Team documents.
- Team events.

Team Communication

- Liaison/buffer between coaches and families.
- Liaison between families and association.
- Know your resources.
- Start of season.
 - Collect forms and information.
 - Solicit helpers.
 - Set parameters.
 - How will game day duties be covered.
 - Expected parent behavior.
 - How will you communicate with team.

Team Finances

- Check with association for guidelines.
- Do NOT use personal accounts.
- Be familiar with association's payment policies.
- Be aware of coaching payment policies.
- Resources: association treasurer as well as manager coordinator if have one.

Team Documents

- 1-T roster.
 - Link is most accurate.
- Code of conduct.
 - New templates this year to comply with Colorado Safer Youth Sports Act.
- Consent to Treat.
 - Optional.
 - Should NOT use the USAH form.
- Game sheets.
- Travel permits.

Roster Terminology

- 1-T roster is the official USAH roster.
- Team name and team id number.
 - Age should be used instead of mites, squirts, etc.
 - U comes AFTER the age.
- Regular or invitational tournament.
- Type -Youth, Girls, and once in a while Flex.

- Classification.
- High School teams should be on High School roster, not 18U roster and vice versa.
- Category.
- Division.
- Approved by - this is YOUR Affiliate registrar.

Information Found on the 1-T Roster

- Link provides most up to date information.
- Roster must include coaches, players, managers, locker room monitors.
- Must be rostered as coach or player to be on bench or ice.
- Coach rostered as LRM (instead of coach/LRM) cannot be on the bench.
- Team ID number
- DOB and citizenship verification.
- International transfer required for all non-US citizens.
- Goalies identified. Jersey numbers added.

Roster Notes

- Top of roster.
- CEP expirations, SafeSport expirations, play ups, play downs.

Redlines

- Ineligible for roster/participation.
 - Wrong age group.
 - Expired or missing CEP (coaching education program) credential after 12/31.
 - Auto redlined by the system if SafeSport expires mid-season.
- Found at bottom of roster along with reason for redline
- Once missing item taken care of redline can be removed.
 - Notify your association registrar to resubmit the member.

Roster and Bench Limits

- Maximum of 20 players on youth or girls' roster.
- Maximum of 30 players on High School roster.
 - No 8th graders, 5th year students, or post-grads.
- No limit to number of staff on roster.
 - Must include minimum of 1 manager and 2 non-coach LRMs.
- Maximum of 20 players of which no more than 18 can be skaters on bench for youth, girls, and high school teams.

- Maximum of 4 coaches on bench. Must be rostered and credentialed as coach.
- No deadlines to make player or staff changes on rosters.

Dual Rostering

- Per USAH.
 - Can be on a NTB roster and a non-NTB roster.
 - Can be on multiple non-NTB rosters.
- Per CAHA.
 - Cannot roster on two travel teams or a Tier 2 plus travel team.
 - May substitute in emergency.
 - Includes goalies.
 - In some instances, can request CAHA approval to roster on two travel teams.
 - Can roster on CPHL plus tier, travel, CRHL if league rules allow.
 - Can roster on CRHL plus tier, travel, CPHL if league rules allow.
 - Can roster on more than one CPHL or CRHL team if league allows.
- May only participate in State playoffs with highest team rostered on.
- Follow league, association rules.

Coaching Requirements

- CEP (coaching education program) requirements.
 - To participate with a team past 12/31 all coaches must show current CEP – 2027 exp date or later.
 - Expiration date of 20** means it does not expire.
 - New 6/8U CEP for brand new coaches at 6/8U.
 - 8U coaches with level 1 CEP taken prior to 2025 can continue to coach 8U with expired CEP.
- Coaching modules.

SafeSport

- Expires 12 months from day last taken.
- Email reminders sent by USAH.
- Must use exact same name (should be legal name) and spelling as used for USAH, screening, and any other credentials.
- Access through USAH or CAHA link.
- No certificates.

- Auto redlined by system if expires mid -season.
- SafeSport taken for other US Sports organization can be added to USAH profile.

Screening

- Registration for a background check must be done through USAH.
- Screening is good for 2 seasons. April to April.
- Screening can take up to two weeks to come back.
- Email confirmation that one has registered for a screen.

Locker Room Policies

- All 10U and older teams should have at least two non-coach locker room monitors designated and on the roster.
- Locker rooms must be monitored any time a player is inside the locker room.
- Best practice is 2 locker room monitors inside the locker room.
- If only one, should be outside the locker room, with door cracked (foot in door) in order to hear inside. Communicating with players frequently.
- If only one monitor present when the first player arrives, wait for more players or for another monitor before allowing the player into the LR.
- Use of cell phones typically the biggest cause of SS reports.

Neesha Lenzini's, CAHA SafeSport Coordinator, Presentation

Play Ups and Play Downs

- Adding an 8U player to a 10U roster requires CAHA pre-approval.
- 12U to 14U also requires pre approval.
- Play up requests are sent either to Julie Stewart, VP of Girls (for female players/rosters) or to the VP of Rec., Mike Crawford (coed rosters or male players).
- USAH only allows play downs for medical reasons (not for size, experience, etc).
- Play down requests are handled by USAH. Send to affiliate registrars to coordinate the process.

Game Related Terminology

- League games – can be part of an in or out of state league.
- Tournament games – must have USAH sanction number.
- Showcases – can either be league showcase with all teams part of same league or non-league showcase. Like round robin without champions. Non- league showcase needs a USAH sanction number.

- Non-league games – aka scrimmage, exhibition game, association exchange.
- Controlled practice – aka scrimmage, but with coaches on ice controlling play instead of officials.
- 1-T roster required by BOTH teams any time team is on ice with a group from outside of their own association.

Sanctioned vs Unsanctioned events

- No unsanctioned play allowed during regular season.
- During off season follow USAH unsanctioned play policies.

Games

- League, non-league, tournament.
- Volunteers needed.
- Blank scoresheets and roster labels as back up or if out of state.
- Roster link handy as proof of approved 1-T roster.
- Make sure officials have shown up.

Non-League Games

- Need ice and officials scheduled and paid for.
- Coordinate with other team.
- Anytime USAH referees are officiating the game must be scored and posted on Game Sheets.
- In league opponent, but not part of league play are scored under the league, but must be marked as “does not count for standings” on game sheets.

Tournaments

- Application and entry fee well ahead of time.
- Travel plans – flights, hotels (stay to play or not), local transportation.
- Team vans with designated parent drivers need 2 adults with SafeSport and screening.
- Coordinate with coaches for team meals, activities.
- Roster link, roster labels available.
- Home tournaments or association wide events typically involve volunteer duties.

Travel Permits

- Needed for all out of state play.
- Includes out of state league games, non-league games, and tournaments.

- Must have team id number and if attending a tournament will need the sanction number.
- Permits submitted online via Forms, Docs, Links.
 - o Submit at least 2 weeks prior to travel.
- Can submit multiple league or non-league games on one permit.
- 10U AA is limited 3 and 10U A, B, Rec is limited to 2 out of District/farther than 500 miles trips.
 - o Can go anywhere within District: Idaho, Utah, Arizona, New Mexico, Texas, Oklahoma. Can also travel within a 500 mile radius to out of District locations.
- 8U limited to in state.
- Tournaments should have sanction #.
- Non-league game opponents should be able to provide 1-T roster.

Pre Game

- Use the roster link to verify and update Game Sheet roster.
- If additional players/coaches have been permanently added to roster, might need to reload the team id.
- Scratch players and coaches that are not on the bench.
- Identify starting goalie,
- Identify acting head coach if needed.
- Identify suspended players and/or coaches.
- End result should not show more than 20 active players and more than 4 active coaches.

Jen Bosier, CAHA Scoring Admin, How to Score on GameShee

Game correction form -

<https://docs.google.com/forms/d/e/1FAIpQLSf1POjhTgEd9x2Ik1W5DJG5bd-0IPKtaTSYdirTQXyTVQ-NRw/viewform>

Tutorials – Jen is working to fix this section and also add a video of how to score.

Roster labels

- List players and coaches.
- Same name spellings as on 1-T roster.
- List players in alphabetical order by LAST name.

- ID goalies and HC.

Additional game information

- Suspensions served must be noted on score sheets.
- Notify Alan McLean, VP of Discipline of any suspensions received or served out of state.
- Coaches MUST sign game sheets prior to each game. In state, out of state, iPad, paper, league, tournament, non-league, etc.

Game suspensions

- Game suspensions begin 45 minutes prior to game and end 30 minutes after the game.
- No contact with team during this time. Includes electronic contact.
- Can't be in penalty box, score box, near bench, or in locker room.
- Can be in stands, but game attendance is not required.
- Must be on roster while serving.

Penalty-Related Reminders

- USAH rules for 12U and younger.
 - 12 minute or shorter periods = 1 minute minor.
 - Period greater than 12 minutes, but less than 17 minutes – 1:30 minor.
 - 17 minute or longer periods – 2 minute minor.
- CAHA rules.
 - Minor for all 13/14U and older age groups = 2 minutes.
 - Misconduct for ALL age groups = 10 minutes.
 - Major for ALL age groups = 5 minutes.
- Could see different times if playing out of state.
- 4 penalties to same player in one game = game suspension.
- 12 penalties to team in one game = game suspension to HC.
- No stand-alone major penalties. All are accompanied by a game suspension.

Emergency Situations

- No goalies at game time.
 - Borrow from another team, dress skater, play with 6 skaters.
 - If borrow at game time, add to game sheet as affiliated or one time player. Add roster note.
- No coaches at game time.

- Borrow someone with all required credentials, but minimum of SafeSport and Screening.
- Place manager or volunteer on bench. Must have SafeSport and Screening.
- Add to game sheets with note.

Post-game

- Officials sign off at end.
- Suspensions served noted by scorekeeper.
- Game should be submitted on GameSheet within 24 hours (preferably right after game).
- When out of state, check scoresheet before leave rink. Collect copies.

CAHA State Rec Championships

- Tentative Dates are 2/26 – 2/28 and 3/5 - 3/7
- Dates/levels are subject to changes.
- Game counts are 14 games per player.
- Must be on 1-T roster to count the game.
- Can not double roster during playoffs. Must player with highest team rostered on.
- DOB and citizenship verified by 12/15.

Award Patches

- Available at the end of the season with accompanying scoresheets.
- Hat Trick, Play Maker, Shut Out – one per category per player.
- We send to you and you distribute to players.

Additional Resources

- USAH website.
- CAHA website.
 - Policies, Manager Resources, Tournament page, Scoring Guides.
- CAHA personnel.
 - Alan McLean – VP of Discipline, discipline@coloradohockey.org.
 - Jen Bosier – Scoring Admin., scoring@coloradohockey.org
 - Julie Stewart – VP of Girls, vpofgirls@coloradohockey.org.
 - Mike Crawford – VP of Rec, vpofrec@coloradohockey.org.
 - Sherry Beardshear – Affiliate Registrar, sherry.beardshear@usahockey.org.
 - Susan Cardasis - Affiliate Registrar, susan.cardasis@usahockey.org.
- League.

- Rules.
- Association.
 - Registrar
 - Hockey Director

Link to CAHA Website- <https://www.coloradohockey.org/>