



CENTRAL SECTION CREDENTIAL POLICY

As per the Central Section State Tournament Qualifying Policy each Association President is required to identify a single Team Point of Contact for All tournament bound teams.

The Central Section uses Division Credential Coordinators to perform the credentialing process for each Division. The Central Section will have multiple Credentialing Season Kick-Off Meetings scheduled by the Central Section President. See **Table 1**. The purpose of the Kick-Off meetings is to ensure all designated Team Points of Contact understand their obligations as defined in the “Central Section - Credential Policy” and “Central Section - State Tournament Qualifying Policy” and to answer any questions.

Table 1 - Credentialing Kick Off Meetings

Meeting	Kick Off Meeting Timeframe
Kick Off Meeting 1	Prior to August 15 th (Start for 15O/16U/18U/19U Minimums)
Kick Off Meeting 2	Prior to August 30 th (Start for remaining division Minimums)
Kick Off Meeting 3	Prior to September 30 th (following Section Fall Meeting)

Key Dates: **Table 2** provides a summary of the key dates for Tournament Bound teams for the season. All key dates in **GREEN** indicate due dates for actions performed by the Association President. All key dates in **RED** indicate due dates for actions by the Team Point of Contact. All key dates in **BLACK** are informational.

Table 2 - Key Dates

Date	Description
August 1 st	Start of Roster Approval Period
August 1 st	Initial NTB Declarations Due for Scheduling (15O/16U/18U/19U)
August 15 th	Start of Counting Games Towards Minimums (15O/16U/18U/19U)
August 31 st	Final Youth Tier II/III 16U/18U NTB Declarations Due
August 31 st	Final Girls Tier I (14U/16U/19U) NTB Declarations/Approved Rosters Due
September 1 st	Start of Counting Games Towards Minimums (12U/13O/14U)
September 7 th	Final Date to Withdraw Declaration (Tier II/III 16U/18U)
September	Final Tournament Bound Declarations Due (Section Fall Meeting)
October 7 th	Final Date to Withdraw Declaration (All remaining Divisions)
October 15 th	Due date for team Consent to Treat Forms
October 31 st	Rosters Frozen for Youth Tier II/III 16U/18U NTB Teams
October 31 st	Rosters Frozen for Girls Divisions Requiring Profiling Tournament
November	Girls Divisions Profiling Tournaments (if Needed) – See NYSAHA Calendar
December 31 st	Rosters Frozen (Remaining Divisions)

The Team Point of Contact shall take on the responsibility and oversight of the following team duties:

1. APPROVED USA HOCKEY ROSTER

The Team Point of Contact shall ensure a roster Approved by the Central Section/USA Hockey Associate Registrar is in place prior to any team events, practices, and/or games take place.

The Team Point of Contact shall ensure any players or coaches participating in any team event, practice, and/or Game are identified on the roster Approved by the Central Section/USA Hockey Associate Registrar.





The Team Point of Contact and Head Coach shall validate all the team's players, head coach and assistant coaches, team managers, and team volunteers are identified on the roster Approved by the Central Section/USA Hockey Associate Registrar.

The Team Point of Contact shall verify the home and away jersey numbers for all players are included on the roster Approved by the Central Section/USA Hockey Associate Registrar.

The Team Point of Contact shall verify each Goalie is identified on the roster Approved by the Central Section/USA Hockey Associate Registrar.

The Team Point of Contact shall notify the appropriate Division Credential Coordinator of any Roster changes.

2. SCORESHEETS

The Team Point of Contact shall ensure all information is properly filled in on the scoresheet.

The Team Point of Contact shall ensure all information on the scoresheet is legible.

Roster stickers shall be used on all scoresheets (including each scoresheet copy) for all games (Approved roster stickers in pdf form are available from your Association Registrar (Through their Registrar Portal). Note that electronic scoresheets from GameSheets or similar are acceptable. Electronic scoresheets are acceptable.

Scoresheets, electronic or other shall contain the following information:

1. Stickers/labels generated from the USA Hockey Registrar Portal or with identical information. Stickers/Labels must be updated when a player is added to or deleted from the Approved USA Hockey Roster.
2. Date of the game
3. Age classification
4. Association Name as it appears on the Approved USA Hockey Roster
5. Hockey Team ID as it appears on the Approved USA Hockey Roster
6. Listing of player names (in alphabetical order) as they appear on Approved USA Hockey Roster
7. Listing of coaches' names and their CEP information as it appears on Approved USA Hockey Roster
8. Place a line through (strikeout) the name of any non-participating player(s) or coaches on each copy of the score sheet
9. Head coaches must sign score sheet prior to game
10. Officials must sign score sheet at conclusion of game
11. Do not alter the scoresheet once the Officials have signed. If altered in any way the scoresheet shall be deemed as invalid

Scoresheets shall be submitted to the appropriate Division Credential Coordinator as a scanned PDF. Scoresheets in formats other than a PDF will not be accepted.

For Central Section "Q" games, the Home team shall submit the scoresheet within 48 hours of the conclusion of the game.

For Non "Q" games (Tournament and Exhibition), scoresheets shall be provided on a weekly basis.





For a scoresheet to be considered valid and thus count towards State and National Tournament minimums the following shall be true:

1. All players participating in the game must be on the Approved roster at the time of the game as per the roster history.
2. All coaches participating in the game must be on the Approved roster at the time of the game as per the roster history.
3. All games shall follow the Central Section Period and Penalty Length Policy.
4. The scoresheet must be legible.

3. CREDENTIAL INFORMATION

The Team Point of Contact shall submit completed, with all required information complete, Consent to Treat forms (PDF) by October 15th for all players, coaches, managers, and volunteers identified on the roster Approved by the Central Section/USA Hockey Associate Registrar and in the order of the Approved roster. Consent to Treat Forms in formats other than a PDF will not be accepted. Any Consent to Treat forms required based on roster updates shall be provided within 14 days of the roster change.

4. HARDCOPY CREDENTIAL BINDER

When arriving at the NYSAHA Tournament, the Team Point of Contact shall provide the NYSAHA Tournament Director the Hardcopy Credential Binder for the team. This binder will also be used in the event the team is invited to the National Tournament.

The Hardcopy Credential Binder shall consist of the following in exact order:

1. **Team Binder Cover Sheet**: Association Name, Tier, Age Classification, Logo, Head Coach, and Team Manager (name, email, cell)
2. **Approved Roster**: Approved team roster from registrar.
3. **Credential Verification Sheet**: Completed and signed Credential Verification Sheet from the Division Credential Coordinator.
4. **Roster History (CSV)**: Available through your Association Registrar
5. **Consent to Treat Forms**: Players listed in alphabetical order. Coaches, Managers, and Volunteers as listed on USA Hockey Approved Roster. All required lines must be completed.
6. **Scoresheets**: Valid team scoresheets.

NYSAHA – Central Section



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