

Tier I - Credentials Instructions

Each team must be certified with regard to its eligibility to compete in the Rocky Mountain District Tournament. Similarly, each coach and player must also be certified before participating in the tournament. The instructions outlined in this document must be followed closely so that no problems develop concerning eligibility questions.

Each team must submit the team's credentials package to Susan Cardasis, Tournament Registrar, within three (3) days of having qualified for the Rocky Mountain District Tournament, and **no later than February 16, 2007**.

Mail directly to **Susan Cardasis, 2675 Holly St., Denver, CO 80207. Questions may be directed to her at (505) 770-2565.** The host affiliate registrar will review the credentials for completeness and accuracy.

The District Registrar will have approved the Team Membership Application (2-T) and Official Team Roster (1-T) by December 31, 2006. The District Registrar will send a copy of the Team Membership Application form (2-T), the Official Team Roster (1-T), to the designated tournament credentials committee contact.

After approval of the credentials package at the Credentials Meeting, Wednesday, February 28, from 7:00 to 8:00 p.m. at the Dr. Pepper StarCenter in Frisco, Texas, the credentials committee will return the team's credentials package to the team, and this entire package must be carried and available for inspection at any time during the tournament.

If before, during, or after the tournament, the Credentials Committee becomes aware of and later determines that a player or players is/are ineligible, said player(s) shall be ruled ineligible for any/all remaining games, and the team using the ineligible player(s) will forfeit any/all games in which the player(s) participated.

If it is proved that the team's coach and/or manager was/were aware of the situation, said coach and/or manager will be reported to USA Hockey for possible disciplinary action.

Presentation Requirements:

Certifying teams, coaches and players is a time-consuming and complex task. In order to make this process as efficient as possible, each team's credentials must be presented in a manner that is highly organized and systematic.

No team's credentials will be examined unless they are organized according to the following guidelines and they are accompanied by a completed credential verification form.

- I. All materials must be in a three-ring binder.
- II. It is suggested that each item be placed inside a sheet protector.
- III. A divider tab with the title of the section displayed shall identify each section of the notebook.
- IV. Information will be presented in the following order:

Required Information:

- A. **TEAM Information** (in order of presentation)
1. Certified Team Application Form (2-T), which has been approved by the team's USA Hockey District Registrar no later than 12/31/2006.
 2. Certified Team Roster (1T), which has been approved by the team's USA Hockey District Registrar, no later than 12/31/2006.
- B. **COACHES' Information*** (in order of presentation for each individual)
1. Signed USA Hockey Consent to Treat / Medical History Form (should be on file with local association's registrar).
 2. Signed USA Hockey Waiver of Liability Release/Assumption of Risk and Indemnity Agreement (should be on file with local association's registrar).
 3. Copies of the coaching credential at the level mandated by the district in which each coach is registered, is required.
 4. Signed and completed USA Hockey Tournament Participant Code of Conduct Form.
- C. **MANAGER'S Information*** (in order of presentation for each individual)
1. Signed USA Hockey Consent to Treat / Medical History Form (form may be obtained from local association's registrar).
 2. Signed USA Hockey Waiver of Liability Release/Assumption of Risk and Indemnity Agreement (form may be obtained from local association's registrar)
 3. Signed and completed USA Hockey Tournament Participant Code of Conduct Form
- D. **PLAYER'S Information*** (in order of presentation for each individual)
1. Copy of government issued birth certificate or, if birth certificate is not available, copy of a passport ID page for each rostered player (birth certificates issued by hospitals are not acceptable).
 2. USA Hockey Waiver of Liability Release/Assumption of Risk and Indemnity Agreement (signed by player and parent/legal guardian and should be on file with local association's registrar). USA Hockey confirmation page may be substituted if player registered on-line, but this is not required.
 3. USA Hockey Consent to Treat and Medical History Form (signed by player and parent/legal guardian and should be on file with local association's registrar).
 4. USA Hockey Tournament Participant Code of Conduct Form – signed by player.
 5. Non-US citizens must provide proof of legal residency and proof of release and transfer from home country ice hockey federation, if required.

*Copies of IMR's are required for each Coach, Player and Manager if the team utilized paper registration instead of the USA Hockey/Cybersport Registration software.

- E. **Sanctioned Game Scoresheets**
1. Include more than twenty (20) score sheets to verify the 20/10 for youth minimum number of games for eligibility rule for each team and rostered player.
 2. Include more than fourteen (14) score sheets to verify the 14/10 for girls minimum number of games for eligibility rule for each team and rostered player.
 3. Include originals and make copies for yourself if the team advances to the national level.
 4. Complete a matrix that includes the game dates and check off for players who participated according to game score sheets. The matrix should be included in the front of the book if the team advances to districts.
 5. Section E is to be completed upon advancement to State playoffs and District Tournaments.