

Official USA Hockey Certified Roster: What Is It? When Do I Need It?

An Official USA Hockey Certified Roster is a roster that has been approved by AHAI/USA Hockey. It assures that each member of a team has properly registered with USA Hockey and meets the criteria necessary to participate with a team. It assures that the team that has been approved also meets the criteria set by AHAI and USA Hockey. You must have an official USA Hockey Certified roster to participate in any event or game that has been sanctioned by USA Hockey and AHAI.

A roster is considered to be an official USA Hockey certified roster when the following steps have been taken. The organization's registrar is the only person in each organization that has access to the Cybersport program. This is the official software used by USA Hockey and AHAI to register players and teams. Each member of the team including the players, coaches and managers must register online annually with USA Hockey. When they register, they receive a confirmation number for that playing season. This number must be provided to the organization's registrar. It is used to enter each member's information into Cybersport. Once this is done, a team can be created in Cybersport and members assigned to the team.

But this is only the first step in registering a team. After it is created in Cybersport, the team must be uploaded to the AHAI Webtool. The registrar for each organization is the person that must upload your team to the AHAI Webtool. The AHAI Webtool is the database that AHAI uses for all of its functions including recording player history, team registration, ordering officials for games, state tournament registration, and ordering team travel permits.

Once the team has been uploaded to the AHAI Webtool, Laura Johnson, the AHAI Registrar will review the team to make sure that it meets all the necessary criteria to be certified. If so, she will approve the team and add her electronic approval to the roster. Team managers, organization registrars and coaches have access to their copy of the certified rosters when they log on to their AHAI/IHOA site. It is important that managers and coaches review their roster to assure that the team has been approved and that each member of the team has also been approved. If the roster does not have the AHAI Registrar's electronic stamp, the registration is not complete and the team is not approved to play any games. There are several reasons that a team's roster may not be approved. Each team must have a Head Coach designated and only one Head Coach. There must be two goalkeepers identified on each roster. The team must be identified with the correct team name, division, class and category. High School teams must have identified their varsity, frozen varsity, and JV players.

If individual players on a team are not eligible to play with a team, the player's name will appear in red on the team's roster. The issue preventing the player from being approved to the roster must be resolved before that player is eligible to participate with the team. Until this is done, the player cannot play in any games with the team. There are several reasons that a player may not have been approved to play on a team. The player may not have acknowledged that they are using a Tier II choice, they may need to petition for a choice substitution, or they may not meet the age criteria to be on that team.

Teams must have an official USA Hockey certified roster to be able to play in any game.

After a team has been electronically submitted to AHAI, the organization's registrar can order travel permits for the team. This is done using the registrar's access to the AHAI Webtool. Team managers or coaches should contact their organization's registrar to order their travel permits.

AHAI does not register independent teams. Only teams created and electronically submitted by an AHAI affiliate organization can be considered for approval.

If you have questions about certified rosters contact your organization's registrar, or Laura Johnson, AHAI Registrar at registrar@ahai2.org.