

The credential requirements for your organizations Registrar and Officers include Safe Sport and Screening. To provide documentation of compliance with the required credentials, you need to create a team in the USAH Portal named Board of Directors and add your registrar and officers as staff to the team. They will need current USAH Member Registration to be added to the team. They may register as a Volunteer with USA Hockey (Free) or use their Coach or manager registration. Officials registration will not be accepted in the USAH Registry Portal. Create the team in the USAH Registry as an Adult NC team, Regular season, House Rec, Division A. SUBMIT the team in the USAH REGISTRY PORTAL and THEN SEND AN UPDATE to the AHAI Webtool.

If you have already created and submitted a team listing your registrar and officers- THANK YOU. You can verify your Board of Directors team is in the AHAI Webtool by going into the Webtool and clicking on the ROSTERS tab and you will see the Board of Directors team listed.

If you believe you already created your Board of Directors team, but you do not see it in the AHAI Webtool, please check to confirm the team was SUBMITTED in the USAH Registry before you send an update to the AHAI Webtool. IF YOU DO NOT SUBMIT THE TEAM in the USAH Registry Portal, IT WILL NOT COME OVER TO THE AHAI WEBTOOL WHEN YOU SEND AN UPDATE.

Please review your list of officers on your AHAI Webtool Organization page. Make certain it is accurate and complete. Update any positions which are not. It is important you make certain all your officers and the registrar listed in the AHAI Webtool are included on the BOD roster.

All officers and the registrar listed in your AHAI Webtool must be included on the BOD roster. Please review the members on the BOD roster to assure you included all your officers and registrar and that they have been screened and completed SafeSport. Determining the status of their SafeSport and Screening can be reviewed in the USAH Registry Portal. Open the team and look at the members listed. The SafeSport and screening status will be listed under the name. You can also use the Report tab to determine the status.

It is important you complete this task by October 31st. After October 31st, we will be reviewing organizations for compliance with this requirement. If your organization does not have a Board of Directors team listing the registrar and officers in the AHAI Webtool, log on credentials to the AHAI Webtool may be temporarily suspended until we can verify the staff have met the SafeSport and screening requirement.

If you have questions, please contact me.

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