



Online Game Report System

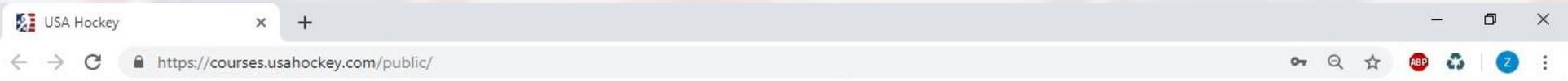
Before you leave the rink



- **COLLECT IMPORTANT GAME INFORMATION**
 - **Collect golden copy of game score sheet***
 - Game Time, Date, & Location
 - Teams involved
 - Level of Play (classification / age)
 - Player(s) numbers and names
 - Coach's name
 - Time of incident
 - Penalties assessed
 - **USAH Officiating Numbers and names of partners**
 - ***If a golden copy of the score sheet isn't available, take pictures of the original game sheet with your cell phone or write the information down on a riot pad**



Sign in to your profile



Welcome to the course registration system. If you have not already used this system you will need to first create an account.

Create account

Click the create account button below to create a new account. Registering with USA Hockey does NOT automatically create an account on this system.

[CREATE ACCOUNT](#)

Sign in

Email:

Password:

[SIGN IN](#)

[Lost your password?](#)
[Help & Tech Support](#)



Once you are logged in

The screenshot shows a web browser window with the URL <https://courses.usahockey.com/public/>. The page features the USA Hockey logo at the top left, a navigation bar with links for Home, My Profile, and USA Hockey Courses, and a settings/question mark icon. The main content area includes a "Welcome" message, instructions on how to use the system, and a "Registration & Transfer Tips" section. A blue arrow points to the USA Hockey logo in the navigation bar. A blue box highlights the settings/question mark icon in the navigation bar. A smaller screenshot of the same page is shown at the bottom left, with a title "How To Refresh Your Profile from USA Hockey" and a user profile icon next to it.

USA Hockey

Home My Profile USA Hockey Courses

Welcome

Welcome to the USA Hockey Certification Course Registration System. We appreciate your dedication to the sport. This system allows you to register for your coaching or officiating courses, transfer to new courses as well as view your current status with USA Hockey's certification process.

Click **"My Profile"** to access current data, courses and certification history.
Click **"USA Hockey Courses"** to browse available courses in this system.

Note: This is a single page application, which means that the **"Back"** button of your browser will not work to navigate within the site. Instead, always use the links on screen.

Registration & Transfer Tips

- Please report bugs or issues to USA Hockey using ? icon above
- Be sure your browser is up to date

Tech Support

- **How to Refresh Your Profile**

How To Refresh Your Profile from USA Hockey

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Registration & Transfer Tips

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Access the Game Reporting System



The screenshot shows a web browser window with the URL <https://courses.usahockey.com/public/>. The page features the USA Hockey logo and a navigation bar with links for Home, My Profile, and USA Hockey Courses. A red arrow points to the "My Profile" link in the left sidebar. The main content area is titled "My Profile" and includes a "Profile last updated: 12/02/2018" notice with a green "REFRESH DATA" button. A note below states: "Note: Have you recently completed Membership Registration with USA Hockey? Or completed SafeSport, or an online age-specific module? Click the 'Refresh Data' button to update your information on this page and the coaching and/or officiating pages." The profile form contains fields for First Name, Last Name, Middle Name, Date of Birth, Email, and Phone, as well as Address, City, State, and ZIP. A blue arrow points to the "My Profile" link in the sidebar. Below the form, there is a link to "Confirm USA Hockey Season Registration" and a section for "My Courses" with a link to the "Coaching Clinic Refund Form".

USA Hockey

Home My Profile USA Hockey Courses

My Profile

Coaching Information

Officiating Information

My Profile

Profile last updated: 12/02/2018 [REFRESH DATA](#)

Note: Have you recently completed Membership Registration with USA Hockey? Or completed SafeSport, or an online age-specific module? Click the "Refresh Data" button to update your information on this page and the coaching and/or officiating pages.

First Name: [Redacted]
Last Name: [Redacted]
Middle Name: [Redacted]
Date of Birth: [Redacted]
Email: [Redacted]
Phone: [Redacted]

Address: [Redacted]
City: [Redacted]
State: [Redacted]
ZIP: [Redacted]

Confirm USA Hockey Season Registration: https://usahockeyregistration.com/duplicate_request_input.action

My Courses

Coaching Clinic Refund Form: [Clinic Refund Policy and Form.pdf](#)

Key: View Receipt Transfer Registration Cancel Registration (only available for officiating courses)

Access the Game Reporting System



The screenshot shows a web browser window with the URL <https://courses.usahockey.com/public/>. The page header includes the USA Hockey logo and navigation links: Home, My Profile, USA Hockey Courses, and a settings/question mark icon. A sidebar on the left contains buttons for My Profile, Coaching Information, and Officiating Information. The main content area is titled "My Officiating Information" and shows a profile last updated on 12/02/2018 with a "REFRESH DATA" button. A note states: "If information on this page is not up to date, click the 'Refresh Data' button at the top of the screen." The profile details are as follows:

Officiating Number:	[Redacted]	Online Seminar:	[Redacted]
Registration Date:	[Redacted]	Online Seminar Level:	[Redacted]
Registration Level:	[Redacted]	Classroom Seminar:	[Redacted]
Card Sent:	[Redacted]	Seminar Location:	[Redacted]
Current Level:	[Redacted]		

Below the profile details are two links:

- Official Online Seminar: <http://officialseminar.usahockey.com>
- Submit an Incident Report: <http://incidentreport.usahockey.org>

The "Officiating Assignments" section contains the following text:

Your registration data is currently only shared with the district you live in. We realize that many officials may also work games outside their home district and need to have this registration data shared with other districts. If you want your registration data shared with another district, please indicate which district(s) you authorize to receive your registration data.

- Rocky Mountain

At the bottom of the page is a button labeled "Update Officiating Assignments". A large blue arrow points to the "Submit an Incident Report" link.

Welcome To The System..



Report Incident Create and submit a new incident report.

Search for

Report ID	Date	Official/Player	Number	State	Level	Classification	Options
86	09/24/2012 12:00:00	MATT LEAF	231617	CO		10 & Under	<input type="button" value="edit"/> <input type="button" value="send"/>
83	09/21/2012 13:00:00	MATT LEAF	231617	CO	House	12 & Under	<input type="button" value="view"/> <input type="button" value="send"/>
81	09/19/2012 12:00:00	MATT LEAF	231617	CO	Tier II	12 & Under	<input type="button" value="view"/> <input type="button" value="send"/>
82	09/21/2012 10:30:00	MATT LEAF	231617	CO	House	10 & Under	<input type="button" value="view"/> <input type="button" value="send"/>
80	09/13/2012 12:00:00	MATT LEAF	231617	CO	Tier I	Adult	<input type="button" value="view"/> <input type="button" value="send"/>
85	09/20/2012 00:00:00	MATT LEAF	231617	CO	Tier II	12 & Under	<input type="button" value="view"/> <input type="button" value="send"/>
87	09/22/2012 10:30:00	MATT LEAF	231617	CO	Tier I	14 & Under	<input type="button" value="view"/> <input type="button" value="send"/>
90	09/22/2012 09:30:00	MATT LEAF	231617	CO		12 & Under	<input type="button" value="edit"/> <input type="button" value="send"/>
93	10/03/2012 12:00:00	MATT LEAF	231617	CO	Tier II	N/A	<input type="button" value="edit"/> <input type="button" value="send"/>
94	10/03/2012 12:00:00	MATT LEAF	231617	CO	Tier II	N/A	<input type="button" value="edit"/> <input type="button" value="send"/>

Pages: **1** 2

Click the
GREEN
BUTTON
to begin



Begin filling in the data fields...

mpdomainname.com/cgi-bin/login.pl?action=load_report_form



Home Sign Out USAH Officials Site

Game Information

Date and time:

City:

State:

Rink:

Category:

League/Tournament:

Game Details

Age Classification:

Level:

Officiating System:

Was this game supervised? No Yes

Home Team:

USA Hockey Affiliate:

Visiting Team:

USA Hockey Affiliate:

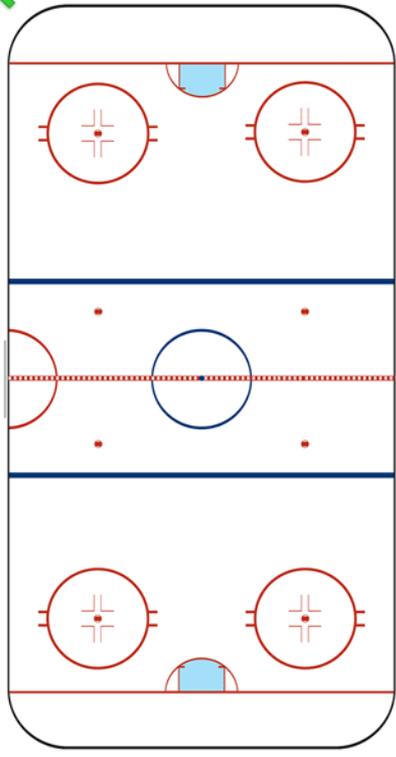
Final Score Home:

Final Score Visitor:

Players Involved

Incident Location

Select where the incident occurred:





Officiating System

League/Tournament:

Game Details

Age Classification:

Level:

Officiating System:

Official 1 (Official's number): Position:

Official 2 (Official's number): Position:

Was this game supervised? No Yes

Home Team:

USA Hockey Affiliate:

Visiting Team:

USA Hockey Affiliate:

Final Score Home:

Final Score Visitor:

When you click on 'Officiating System', you will be asked to fill in the officials working the game. Use your USA Hockey registration number here. Your information will be filled in automatically.

OR, click 'Search' and enter in the officials name and state. You will be able to select the official here.



Home/Visitor Teams

League/Tournament:

Game Details

Age Classification:

Level:

Officiating System:

Official 1 (Official's number): Position:

Official 2 (Official's number): Position:

Was this game supervised? No Yes

Home Team:

USA Hockey Affiliate:

Visiting Team:

USA Hockey Affiliate:

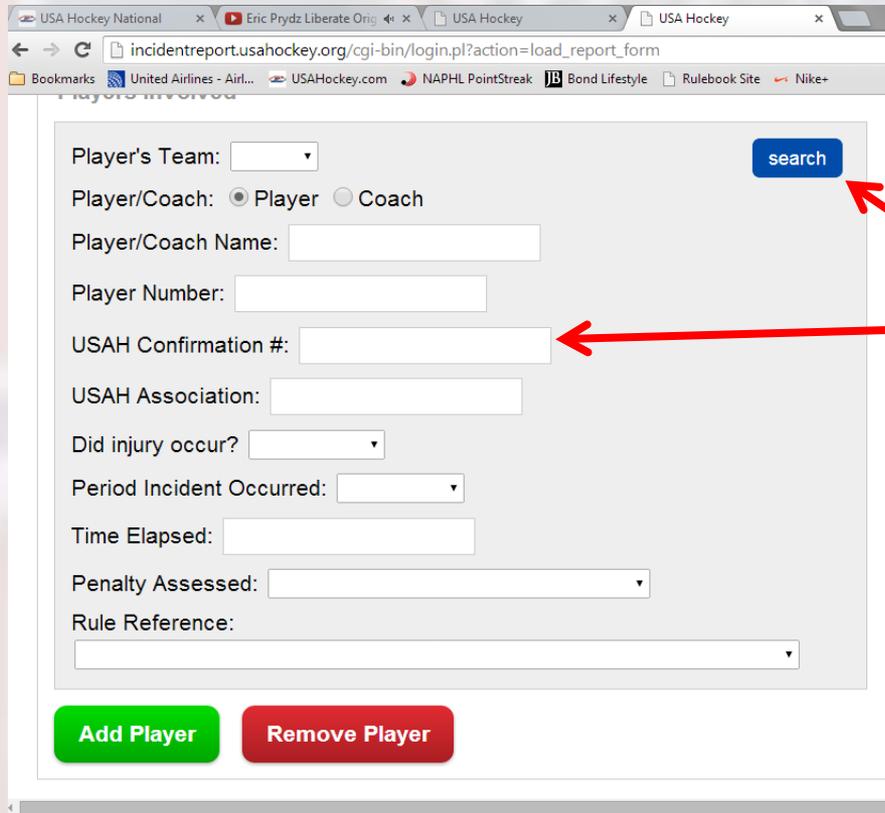
Final Score Home:

Final Score Visitor:

Enter the home and visitor team name **EXACTLY** as it appears on the score sheet!

Enter the affiliate of this team.

Player or Coach Involved



The screenshot shows a web browser window with the URL `incidentreport.usahockey.org/cgi-bin/login.pl?action=load_report_form`. The form is titled "Player Involved" and contains the following fields:

- Player's Team:
- Player/Coach: Player Coach
- Player/Coach Name:
- Player Number:
- USAH Confirmation #:
- USAH Association:
- Did injury occur?:
- Period Incident Occurred:
- Time Elapsed:
- Penalty Assessed:
- Rule Reference:

At the bottom of the form are two buttons: "Add Player" (green) and "Remove Player" (red). A blue "search" button is located to the right of the "Player's Team" field.

Use the blue search button to locate the offending player's USA Hockey Registration Number. This is critical for tracking multiple offenses under Rule 411(a). Once the registration record is located, the remaining data fields will populate.



Player or Coach Involved

The screenshot shows a web browser window with the URL `incidentreport.usahockey.org/cgi-bin/login.pl?action=load_report_form`. The main form has several fields: "Player's Team" (dropdown), "Player/Coach" (radio buttons for "Player" and "Coach"), "Player/Coach Name" (text input), "Player Number" (text input), "USAH Confirmation #" (text input), "USAH Association" (text input), "Did injury occur?" (dropdown), "Period Incident Occurred:" (text input), "Time Elapsed:" (text input), "Penalty Assessed:" (text input), and "Rule Reference:" (text input). At the bottom are "Add Player" and "Remove Player" buttons.

A modal window titled "Search for player" is open, containing the following fields: "Last Name:" (text input with "Leaf"), "Category:" (dropdown with "Youth"), "Age Classification:" (dropdown with "12 & Under"), and "State:" (dropdown with "Colorado"). A "Search" button is below these fields. The search results are displayed in a table:

<input type="radio"/>	LEAF	A	CO	FOUNTAIN	2002
<input checked="" type="radio"/>	LEAF	A	CO	FOUNTAIN	2003
<input type="radio"/>	LEAF	A	CO	FOUNTAIN	2004
<input type="radio"/>	LEAF	A	CO	FOUNTAIN	2005

At the bottom of the modal is a "Use Selected Player" button.

Enter the player's last name, age category, and state of residence to locate the record. Then select the appropriate player from results.

Please note: You might need to tweak information to find correct record.

Player or Coach Involved

A screenshot of a web browser showing the incident report form. The form includes fields for Player's Team, Player/Coach Name, Player Number, USAH Confirmation #, USAH Association, Did injury occur?, Period Incident Occurred, Time Elapsed, Penalty Assessed, and Rule Reference. There are also 'Add Player' and 'Remove Player' buttons at the bottom. Red arrows point from the explanatory text on the right to the 'Did injury occur?' field, the 'Time Elapsed' field, the 'Penalty Assessed' field, and the 'Add Player' button.

Enter if an injury occurred as a result of this incident.

Use the 'clock' time of the incident.

Enter the penalty assessed and the rule reference. Be sure to indicate the correct rule.

If more than one player was involved in this incident, add that player here.



Brief Report of Incident

A screenshot of a web browser displaying the incident report form on the USA Hockey website. The browser's address bar shows the URL: incidentreport.usahockey.org/cgi-bin/login.pl?action=load_report_form. The form includes several dropdown menus for "Did injury occur?", "Period Incident Occurred:", "Penalty Assessed:", and "Rule Reference:". Below these are two buttons: "Add Player" (green) and "Remove Player" (red). A section titled "Incident Description" contains a text area with the instruction "Provide a brief report of the incident:". At the bottom of the form are two buttons: "Save" (blue) and "Submit Report" (green). A red arrow points from the right side of the image towards the "Submit Report" button.

When completed, click the 'Submit Report' button



Important Notes

- The clarity of your information is very important. Supervisors and administrators from various leagues and affiliates will use these reports to administer player or coach discipline
- If you cannot locate a player in the system or occur any other issue, contact Bryan Eisentraut (Bryan.Eisentraut@gmail.com) immediately.
- Time of the infraction – Current time on the clock when the incident occurred.
- Use the Green “X” to mark the location of the incidents on the rink diagram. If there is more than one incident, indicate the number in the drop down box and place an “X” for each incident.
- Brief report of Incident – This is your opportunity to describe what happened. Without getting over-specific, what lead to the infraction? What happened that caused you to assess the penalty? Factual information is critical, opinions are not.
- Remember that each individual incident requires a submitted online game report. For example, if a player is assessed a major plus game misconduct at the 10:00 mark of the 1st period and then another player is assessed a game misconduct at the 4:00 mark of the 2nd period, these are two separate incidents that require two online game reports. Another example would be if multiple players were assessed major, game misconduct, or match penalties are the same stoppage. Those shall be included in one incident report. In short, each incident occurring at different times must be reported separately.



Timeliness Of Reporting

- **Game reports need to be completed and submitted within 24 hours.**
- **This will give the local supervisor and affiliate body the information needed to respond to correspondence (phone calls & emails).**
- **This will give the local supervisor and affiliate body an initial unbiased and objective report of what happened**
- **A timely report adds credibility to the *official's professionalism***

Advised Approach...



- Complete your report within 1-2 hours after arriving home
- “Save” the report
- Return to the report 2 to 4 hours later (after emotions have cooled) and review
- Ask yourself, “Is this exactly what I want to say or could I be clearer?”
- Proof read and make any necessary revisions (spelling counts)
- Submit the report

Where does it go?



- Once submitted, the report is directed to the designated representative from the player's affiliate governing body. The governing body will review the report and follow through with any necessary suspension or hearing process.
- Once submitted, it is recommended to print a copy of the report to review in case your local supervisor, district referee-in-chief, or affiliate representative contacts you with follow-up questions.
- This report is “your say” in the disciplinary process. You’ve done your job correctly and assessed the appropriate penalty. Now it is time to follow through and make sure that the player is held accountable.
- Please contact your district referee-in-chief or state supervisor of officials, Bryan Eisentraut, with any questions:
Bryan.Eisentraut@gmail.com