

Texas Scholastic Hockey League (TSHL)

Rostering Protocol

Club Registrar & 1-T Certification Workflow

Rhonda Snyder (TSHL Club Registrar) serves as the centralized liaison for all roster verifications, certifications, and compliance reviews.

- **TSHL Registration:** All players are required to register with the league prior to participation to ensure on-file records of USA Hockey numbers, signed releases of liability, and code of conduct acknowledgments.
- **USA Hockey (USAH) State-Level Submissions:** All TSHL Member clubs must have their official 1-T rosters and supplemental additions submitted directly to **Zee Howard** (USA Hockey Associate Registrar).
- **League-Level Clearance:** Once certified by USA Hockey, the Club Registrar transmits the approved 1-T electronic link and specific player/coach line items to the TSHL Commissioner.
- **Final Authorization:** A roster is not league-cleared until stamped and approved by the Associate Registrar in the USA Hockey Portal. The Club Registrar provides this stamped 1-T to team managers as active proof of roster clearance.
- **Bench Personnel Credentialing:** The Club Registrar must certify that all rostered head coaches, assistant coaches, and bench staff hold active USA Hockey coaching certifications (CEP), current age-specific modules, verified criminal background clearances, and current SafeSport training before stepping onto the bench.

HockeyShift Administration & Roster Deadlines

- **Single Authority:** The TSHL Club Registrar and the League Commissioner are the only individuals authorized to modify, import, or activate player rosters within HockeyShift.
- **1-T vs. HockeyShift Parity:** Certification on a USA Hockey 1-T does not automatically grant eligibility or updates in HockeyShift. Players must be manually pushed and activated in the league system before taking the ice.
- **Submission Deadlines:** Roster updates require up to 72 hours to complete administrative clearance. USA Hockey-approved 1-T submissions must be received by the Club Registrar according to the following schedule:
 - **Wednesday Games:** Due Sunday by 12:00 PM CST.
 - **Sunday Games:** Due Thursday by 12:00 PM CST.

- *Day-of-game roster modifications are strictly prohibited, except for verified emergency goaltenders.*
- **Bench Staff Restrictions:** Coaches, managers, and rink scorekeepers are barred from manually adding handwritten players or altering electronic rosters at game time. Participating with an uncertified or unregistered player will result in immediate game forfeit, head coach suspension, and referral to the TSHL Disciplinary Committee.
- **Adjustment to Statistics:** TSHL strictly limits official scoresheet adjustments to the following specific situations. An email must be submitted prior to the start of the team's next scheduled game to TSHL Commissioner, commissioner@texasscholastichockeyleague.com
 - **USA Hockey Hat Trick Patch:** Changing a goal scorer only if the correction directly impacts a player qualifying for a USA Hockey hat trick award.
 - **USA Hockey Playmaker Patch:** Changing an existing assist (no new assists may be added) only if the correction affects a player's qualification for a playmaker award.
 - **Goalie Minutes:** Correcting the recorded minutes played in net.
 - **Penalty Assessment:** Correcting an instance where a penalty was attributed to the wrong player.
 - **Non-Participating Player:** Removing a player who was listed on the scoresheet but did not take part in the game.
 - **Omitted Player:** Adding a player who actively participated in the game but was accidentally left off the roster on the scoresheet.

Roster Capacities, Double-Rostering & EBUG Protocol

Roster Size Limits

- **Scholastic:** Maximum 20 players (18 players + 2 goalies)
- **Varsity:** Maximum 30 players
- **Game-Day Active Dressing Limit:** Regardless of season 1-T roster size, a maximum of 20 dressed players (18 skaters and 2 goaltenders) and no more than four (4) credentialed staff members may occupy the team bench during any sanctioned TSHL game.

Double-Rostering

- **Dual-Roster Cap:** A skater may appear on a maximum of two (2) active rosters within their home club.

- **The "7-Up" Rule:**

- A skater double-rostered "up" to their club's higher-tier team may participate in up to six (6) league games at that elevated level.
- Participation in a **seventh (7th) game** permanently binds that skater to the upper-tier roster for the remainder of the season, instantly revoking all lower-tier eligibility.

Emergency Backup Goaltender (EBUG) Protocol

- **Scope:** The standard double-roster limits and the 7-Up rule do not apply to an emergency goaltender replacement when a team faces injury, illness, or absence.
- **Approval Process:** The club must notify the TSHL Commissioner via email or text at least two (2) hours before game time to receive emergency authorization.
- **Scoresheet Designation:** The replacement goaltender must be rostered within the club (or approved affiliate program) and legibly noted on the official game sheet as "EBUG" beside their name. Emergency call-ups may not dress as active skaters.