



USA HOCKEY GAME REPORTING TOOL

Instructions

Logging Into The System

- Officials will be able to submit a game report (for those infractions involving a suspension or as required by your Affiliate) by going to: www.usahockey.com
- The official can access the system by logging into their USAHockey.com Profile, accessing their Referee Status page, and clicking on the “Incident Report” link under their history.
- If a profile has not been previously created, the user will be asked to create a profile which can then be used to access the Seminar Registration Tool, Game Reporting feature and check their current registration status. Registration information is important since it sync’s the official’s registration information into the game report.
- Once the official has logged into their profile, they can access the system to submit their game report or review previous reports.

Submitting the Report (Game Information)

- Click on the Green Button on the top of the page that says “Report Incident”. This will take you to the reporting page.
- Click on the Field for “**Date and Time**”. A calendar will pop up and you can click on the date the incident occurred. You can then enter in the game time by sliding the respective Hour and Minute boxes until the correct time displays. When completed, click on “Done”.
- **City**: Enter in the City where the incident occurred.
- **State**: This is a drop down box with all 50 states.
- **Rink**: Enter in the name of the Rink where the incident occurred.
- Click on button for **Category** and select from the available options.
- If the incident in question occurred during a **League** or a **Tournament** game, be sure to enter in the League or Tournament that governs the teams involved.

Submitting the Report (Game Details)

- Click on the button for **Age Classification** and select from the options available.
- Click on the button for **Level** of play and choose from the options available. Tier I (AAA) and Tier II (AA) levels are generally considered possible National Tournament bound teams whereas Travel A, B or C are generally considered Recreational Travel teams.

- Click on the button for **Officiating System** and choose from the options available.
- Enter in the “USA Hockey Official’s Number” for each of the **Officials** who involved with the game. Click on the button for **Position** for each official to designate whether they were a referee or linesman.

If unsure as to USA Hockey Official’s Number of each of your partners, you will be able to search for this information by clicking on the “SEARCH” button and entering in their last name and state and selecting the right person from the list that pops up.

- Specify whether the game in question was **Supervised** by clicking on Yes or No. If Yes, enter in the name of the Supervisor or Evaluator.
- Enter in the Name of the **Home Team** – be specific as some associations may have multiple teams at same level. Click on the button for **USA Hockey Affiliate** and choose from the options available to designate which Affiliate the Home Team is from.
- Enter in the Name of the **Visiting Team** – be specific as some associations may have multiple teams at same level.. Click on the button for **USA Hockey Affiliate** and choose from the options available to designate which Affiliate the Visiting Team is from.
- Enter in the **Final Score** for the Home and Visiting Teams.

Submitting the Report (Players/Coaches Involved)

- Click on the button for **Player’s Team** and designate the Home or Visitor.
- Specify whether the penalized participant was a **Player or Coach**.
- Enter in the **Name** of the Player or Coach. This is done by clicking on the “**Search**” button in the upper right hand corner. You will be asked to enter at least the first two letters (more detail will make search more specific) of the player’s last name, the classification they play in (**Youth, Girls, Adult, Junior, or Coach**), the **age level** they play at and **State** they are from (all drop down boxes). A list of all people who meet those search criteria will appear and you simply need to click on the individual who received the penalty and their info will be imported into the report.
- Enter in the **Number** of the player. If it is a Coach who was assessed the penalty, this field will automatically be populated with the word “Coach”.
- Click on the button **Did Injury Occur?** And choose from the options available. This is designed to identify whether the player who was fouled was injured as a result of the foul.
- Click on the button for the **Period Incident Occurred** and choose from the options available.
- Enter in the **Time Elapsed** when the incident occurred. This should be in a standard time format (i.e. 10:17)
- Click on the button for **Penalty Assessed** and choose from the options available.
- Click on the button for **Rule Reference** and choose from the options available – choose the specific rule reference that applies to the penalty(s) assessed..

For Additional Penalties assessed to players or coaches, select the “Add Player” button and repeat for each incident.

Submitting the Report (Incident Description)

- Provide a brief report that describes the incident(s) in detail and all penalties that were assessed as a result. If multiple incidents, identify each with the respective number designated for the location on the ice where they occurred.

Submitting the Report (Incident Location)

- On the rink diagram on the upper right hand side, designate the location on the ice where the incident occurred by clicking on the green "X" (Upper left hand corner) and then dragging to the location on the ice where the incident occurred. The "X" will then appear at this designated location. If you are reporting on multiple incidents, click on the drop down box and designate the number of incidents where you need to identify location. Additional Green X's will appear with an identifying number which you can drag and place on the rink at the appropriate location.

SAVING OR SUBMITTING THE REPORT

- The official can stop and save what has been completed up to that point at any time by clicking on the **Save** button at the bottom of the form. The officials can then go back and complete the report at a later time by logging into their profile and entering into the Incident Report page that is specific to them, doing a search for the saved report and clicking on **Edit**. The official can also **View** any reports they have previously submitted or resend to designated people, when requested.
- Once the report has been completed with all of the necessary information, the official must send the report to the appropriate people by clicking on the **Submit Report** button. When the **Submit Report button** has been clicked, an email will automatically be sent to the designated person for the Affiliate that governs the penalized team. A message will popup indicating this.
- The official can also send this report to any other designated person they choose. They do so by searching for the report on their personal page, clicking the **Send** button and then an email browser will pop up where they can add in email addresses, a subject line, a message to be included in the email and attach a scoresheet or any other file they deem appropriate.
- All reports completed by an official will be stored on their personal incident reporting page and they can access them throughout the season by logging in to USAHockey.com and going to their Incident Reporting page.