



USA Hockey Affiliate and District Tournament Safe Sport Program Protocol

This Protocol is developed to ensure USA Hockey Safe Sport Program Handbook Policies are followed at all USA Hockey tournaments. USA Hockey has implemented the policies of the U.S. Center for SafeSport (“Center”), including the SafeSport Code, the Minor Athlete Abuse Prevention Policies (“MAAPP”), and the requirements and instructions for reporting alleged violations, and has incorporated them into the USA Hockey Safe Sport Program Handbook. This Protocol applies to and must be followed at every USA Hockey sanctioned tournament. For more information about the USA Hockey Safe Sport Program Handbook, please see the [USA Hockey Safe Sport Program Handbook](#).

- **“SafeSport Training”** means completing the U.S. Center for SafeSport’s Core or Refresher Training Course, as applicable, within the previous twelve-month period.
- **“Background Screen”** means obtaining a clear background screening through USA Hockey’s national background screening program during the current season or the one immediately before it.

1. The tournament host must have a list of event volunteers and staff that includes their member registration number, name, email, and expected role in the event.
2. Any team members (coaches, players, and managers) who are required to complete SafeSport Training and/or a Background Screen will only be allowed on a roster if they have completed all requirements. Tournament officials may only accept approved official USA Hockey rosters to confirm compliance with Safe Sport requirements.
3. Officials/referees who are required to complete a SafeSport Training and/or a Background Screen will not receive their registration card and crest for their jersey without completing all certification requirements. Tournaments may not use officials/referees who have not completed applicable certification requirements for that season.
4. Tournament volunteers/staff who will have regular contact with or authority over Minor Athletes must have completed applicable SafeSport Training and a Background Screen (instructions below). The event should have a credentialing system for all volunteers/staff, ensuring that only volunteers/staff that have completed SafeSport Training and have an approved USA Hockey Background Screen will receive a credential.
 - If security is hired through a vendor or arena security personnel are used, they do not need SafeSport Training. However, if security is comprised of the tournament host’s volunteers, they need SafeSport Training and a Background Screen.



- If medical staff are there only to treat potential on-ice injuries and not for ongoing treatment, they do not need SafeSport Training or a Background Screen. If medical staff is there for ongoing treatment (such as taping, massage, icing, etc.), they must be SafeSport Trained and have a valid Background Screen.
- Teams participating in the tournament should ensure that their Tournament scorekeepers or penalty box operators who volunteer with the program regularly are SafeSport Trained and Background Screened. Otherwise, tournament scorekeepers and penalty box operators working single games (such as parents pulled from the stands or parents/volunteers scheduled for random, individual time slots) need to be aware of the MAAPP but do not need SafeSport Training or a Background Screen. It is recommended that a copy of the MAAPP be available at the scorekeepers' table.

Note, when compiling your list of tournament staff/volunteers, we recommend that you have more SafeSport Trained and Background Screened persons than necessary should you need to replace someone, particularly a last-minute substitution. We also recommend that you compile the list as soon as possible to ensure that those who need a Background Screen have enough time to complete that requirement before the event.

5. Prior to the tournament, the designated representative from the Affiliate or District will send emails to all event staff, volunteers, parents, players, coaches, officials, and medical personnel (collectively "participants") as follows:

1-2 Weeks Prior to the Event

A communication regarding the Center-approved MAAPP and a description of how to report allegations of suspected Sexual Misconduct, Physical Misconduct, Emotional Misconduct, and violations of the MAAPP is sent to all participants.

Day Prior to the Event

For any participants added after the first communication, another communication regarding the Center-approved MAAPP and a description of how to report allegations of suspected Sexual Misconduct, Physical Misconduct, Emotional Misconduct, and violations of the MAAPP must be sent to the newly added participants.

A template of the required language for these communications is attached to this protocol.

Note, USA Hockey sanctioned events do not typically have same-day registrations. However, USA Hockey requires a designated staff person for each event to print copies of the aforementioned communications for any emergency same day participants.

6. The Affiliate or District representative must be able to prove that the emails in Section 5 were sent to all participants prior to the scheduled event (e.g., sent emails with addresses in bcc line or mass email system confirmation of email being sent). If the Affiliate or District is unable to send the required communications or provide proof the communications were sent, they must contact USA Hockey no later than Fourteen (14) days prior to the event.

7. The tournament host should not allow day of registration for any person who will be in a role that has regular contact with or authority over Minor Athletes. If an exception is necessary, the person must first be registered with USA Hockey, Safe Sport Trained, and Background Screened. The tournament host may not allow anyone suspended by USA Hockey or an Affiliate or any person on the [Center's Disciplinary Database](#) to participate as a volunteer/staff member in any role.
8. The tournament host must ensure that locker room keys are only provided to a rostered adult for each participating team and should remind all teams that the USA Hockey Locker Room Policy requires at least one SafeSport Trained and Background Screened locker room monitor.
9. The tournament host is responsible for ensuring that these Protocols are followed at their tournament(s) and should have a tournament representative at each event site.
10. Persons needing SafeSport Training or a Background Screen should follow the instructions below:

Before completing SafeSport Training or a Background Screen, all members must first **register** with USA Hockey for the current season at: <https://membership.usahockey.com/>

To complete **SafeSport Training**, please go to: www.usahockey.com/safesporttraining

To complete a **USA Hockey Background Screen**, please go to: www.usahockey.com/backgroundscreen

[DATE]

As you know, through its Safe Sport Program, USA Hockey is committed to creating a safe and positive environment for its participants' physical, emotional, and social development and ensuring it promotes an environment free from abuse and misconduct. USA Hockey has implemented Safe Sport policies addressing different types of abuse and misconduct, policies intended to reduce potential misconduct in areas or circumstances where it may occur, policies pertaining to the procedures and interactions with the U.S. Center for SafeSport (the "Center"), and how to report any violations of the Safe Sport policies. It is important that all participants at the [NAME OF EVENT] are aware of the Safe Sport policies and that they are followed during the tournament.

MAAPP Requirements

The Center has adopted Minor Athlete Abuse Prevention Policies ("MAAPP") that are incorporated into and applied to USA Hockey programs in the USA Hockey Safe Sport Program Handbook, which can be found at <https://www.usahockey.com/safesportprogram>. The MAAPP policies are intended to reduce the risks associated with certain situations and interactions, including one-on-one interactions between an Adult Participant and a Minor Athlete. The MAAPP are composed of the following policies:

- Locker Room Policy, i.e. all locker rooms must have at least one SafeSport Trained and background screened monitor whenever Minor Athletes are present and any co-ed teams must have a policy for co-ed locker room usage.
- Athletic Training Modalities Policy, i.e. all treatment performed by an athletic trainer must be performed in an Observable and Interruptible location and with parental consent for any massage. There must always be at least one other SafeSport Trained Adult Participant present.
- Social Media & Electronic Communications Policy, i.e. all electronic communication between an Adult Participant and Minor Athletes must be Open and Transparent and be for the purpose of communicating team activities only.
- Meetings and Training Sessions, i.e. all interactions between Adult Participants and Minor Athletes must be Observable and Interruptible.
- Transportation/Lodging Policy, i.e. Adult Participants, including coaches, shall not travel alone with an unrelated Minor Athlete; all interactions between Adult Participants and Minor Athletes shall be Observable and Interruptible, and overnight travel must be with parental consent.
- Billeting Policy, i.e. all adults in the billet home must have a valid background screen and be SafeSport Trained, coaches may not billet players from their respective teams, and to the extent possible, all interactions between Adult Participants and Minor Athletes in the billet home should be Observable and Interruptible, and coaches may not billet players from their respective teams.

More detailed information on each of the above policies can be found in Section I of the Safe Sport Program Handbook.

Reporting

The USA Hockey Safe Sport Program Handbook (at Section IV) also has detailed information on how to report suspected violations of the MAAPP, or any other abuse or misconduct in USA Hockey programs. During the [NAME OF EVENT], if you suspect a violation of a USA Hockey Safe Sport Program policy, you can report that violation in any of the following ways:

- to any of the directors or staff persons at the event;
- to USA Hockey by clicking on the “Report to USA Hockey” link on the USA Hockey Safe Sport Program webpage at <https://www.usahockey.com/makingareport>, emailing to usahockeysafesport@usahockey.org, or calling 800-888-4656;
- to the Center by completing an online report to the Center at <https://uscenterforsafesport.org/report-a-concern/>, or by calling 833-587-7233; or
- to the Affiliate Safe Sport Coordinator. Go to <http://www.usahockey.com/safesportcoordinators> to find a list of the Affiliate Safe Sport Coordinators.

If you are a coach, team manager, administrator, staff, or registered volunteer with USA Hockey and have a reasonable belief that a violation of the Sexual Misconduct has occurred, *you must report* that suspected violation to the Center and law enforcement as described in the USA Hockey SafeSport Program Handbook. All other suspected policy violations, including violations of the Physical Misconduct or Emotional Misconduct policies or the MAAPP, can be reported to any of the resources listed above.

If you have any questions about the USA Hockey Safe Sport Program or any policies, please feel free to send an email to ben.tronnes@usahockey.org or emily.mcguire@usahockey.org.