



**TEAM  
MANAGER  
GUIDE**

## TABLE OF CONTENTS

GETTING SETUP AS A TEAM MANAGER.....	3
STARTING A SEASON.....	4
INITIAL PARENT MEETING.....	5
OPENING A TEAM ACCOUNT.....	6
CREATING A TEAM CREDENTIAL BOOK.....	7
SCHEDULING, ICE REQUEST & CANCELLATIONS.....	10
TOURNAMENTS.....	10
TOURNAMENT REQUEST FORM.....	11
FUNDRAISING OPPORTUNITIES.....	12
GAME DAY OPERATIONS.....	12
EQUIPMENT/UNIFORM POLICY.....	13
LOCKER ROOM POLICY.....	14
SAFE SPORT.....	17
ONE-ON-ONE INTERACTIONS POLICY .....	19
PARENT CODE OF CONDUCT.....	20
SOCIAL MEDIA POLICY.....	21
TRAVEL POLICY.....	23
USA HOCKEY ROSTERS.....	25

## GETTING SET UP AS A TEAM MANAGER

Thank you for your interest in volunteering as a team manager. We are pleased to have quality people join us in order to provide our young players, and their families, with an excellent experience. Your role as a Team Manager is a very important position with numerous responsibilities. This document is meant to be a helpful reference guide only, and not intended to cover everything you may need to effectively perform your job. Please know that if you ever have questions or concerns, our SJHA staff and division coordinators are available to assist you. Each team is required to designate a team manager to facilitate organizational needs of the team. Depending on the league your team is participating in you will need to familiarize yourself with league rules, procedures and deadlines.

SJHA teams participate in the following leagues:

[Metropolitan Hockey League](#)  
[Pacific Coast Amateur Hockey League](#)  
[National Girls Hockey League](#)

Along with knowledge of the league you are participating in, you need to also familiarize yourself with a basic understanding of PNAHA, Pacific District and USA Hockey rules, dates and regulations

Once coaches have been chosen, he or she may name a team manager following tryouts or player evaluations. Once you have been named team manager you must complete the following steps:

1. Provide your name, phone number, email address and the team you will be managing to SJHA Admin - Lisa Menzl - [admin@sjha.com](mailto:admin@sjha.com)
2. Register with USA Hockey as a "volunteer or team rep/manager"  
<https://www.usahockey.com/membership>
3. Complete your USA Hockey background check <https://www.usahockey.com/backgroundscreen>
4. Complete USA Hockey Safe Sport <https://www.usahockey.com/safesporttraining>

Each manager is required to be on the team's official roster and each of these items must be completed before being added to the roster.

Once this has been completed you will be entered into our system as a team manager and granted administrative rights to your team web page.

## STARTING A SEASON

As the season is beginning it is important that you have a meeting with the coaching staff to establish a few things prior to your required Parent Meeting.

1. All coaches need to be properly credentialed with all required items (We monitor the below items to be able to add them to team roster)
  - a. USA Hockey Registration
  - b. USA Hockey CEP Level
  - c. USA Hockey Background Check
  - d. USA Hockey Safe Sport
  - e. USA Hockey Age Specific Module

Seattle Junior Hockey Association is requiring each coach who is taking part in any team activity to have all the above completed prior to taking part in any team activity. The ***only*** exception of the above items is the CEP level as they often do not offer the course until after the season has started. The coach has until December 31st of that year to complete the needed CEP course.

2. Rep Teams need to create a budget for the team that must be presented at the team parent meeting. The payment of these fees may be broken into different payments. Below is a list of some of the things you should include in your budget
  - a. Tournament Entry Fees
  - b. A few extra ice times and referees to remedy scheduling conflicts (typically for PCAHA teams)
  - c. Coaches stipend (for rep teams with non-parent coaches only. SJHA will set this rate)
  - d. End of the year team party

**All team budgets must be sent to Hockey Director – Marty Rubin ([marty.rubin@sjha.com](mailto:marty.rubin@sjha.com)) prior to being presented to the parents.**

3. Set a season schedule in terms of desired tournaments, exhibition games etc. League games will be determined by a league scheduler. All tournaments require a tournament request form that can be found in this document (A PDF copy can be found on the manager's page of the website or requested from Lisa). Please send all tournament requests to Lisa ([admin@sjha.com](mailto:admin@sjha.com)). She will forward the request to Marty for approval and send back to you. **This form must be approved and signed prior to applying or paying for the tournament.** Once the tournament request form is complete, you may also need to complete the required USA Hockey Travel Permit if outside of Washington State that will be forwarded to the local USA Hockey Registrar for signature and approval (A PDF copy can be found on the manager's page of the website or requested from Lisa). Please keep copies of the requests in your team binder or for "rep" teams your credential book. See information on team binders later in this document.
4. Go over team rules and attendance expectations. You may reference the "Bluebook" for more information on attendance policies.
5. Set expectations for the "coach/manager" relationship in terms of communication, who oversees what and responsibilities for the season.

Each manager is encouraged to request assistance from other parents on the team to take on certain duties such as financial, scheduling or league representative, however SJHA will only send or accept communication from the team's Head Manager. This keeps the lines of communication consistent, and it is easier to send and receive needed information

## **INITIAL PARENT MEETING**

It important to schedule a parent meeting as early as possible. Following your meeting with the coaching staff please schedule your parent meeting during the first week of practices.

In this meeting the coaches should be present for the first portion as a quick introduction in case families aren't familiar with the coach. He or She can go over his plan for what the season will look like in terms of what can be expected with their style of coaching, player development and communication style. From there the manager can take over and go over the following:

1. Season budget – let them know the payment plans, what each dollar represents and let them know they can have access to an updated budget upon request in a reasonable time frame
2. Explain what tournaments you plan to attend
3. Time commitment expectations for league play
4. Expectations for them as parent and supporter of the team
  - a. Remind them all of the parent code of conduct
  - b. Volunteer expectations ie. Penalty box, score clock, scoresheet/game sheets, locker room monitors, fundraising, community service commitments or team events.
5. Go over association expectations of communication order of operation
  - a. Player/parent to Coach/Manager, Coach/Manager to Hockey Director/Admin
6. Remind all parents about the Association's equipment policy for rep player. Reference equipment page on website
7. Collecting of slush funds
  - a. SJHA is not responsible for collecting of this money
  - b. Manager/Coach have the authority to not allow a player to take part in team events should they become delinquent on team fees
    - i. If due date is passed, send a follow up email as a 2<sup>nd</sup> notice reminder. On the 3<sup>rd</sup> notice copy Athletic Director and Registrar notifying them of their inability to participate until they become current with team fees
8. Encourage questions. The more information the parents have the smoother the season will go. If there is a question you don't know the answer to, or one that you are unsure about please contact us for help. It is better to get back with the correct answer or confirmation on a question.
9. Create a contact list - try to include multiple levels of contact when collecting this information.

## OPENING A TEAM BANK ACCOUNT

**THIS DOES NOT APPLY TO RECREATIONAL TEAMS**

### Acceptable ways to open a team account **(DO'S)**

A. Open a checking account (non-interest earning) using a social security number. No interest income statement will be issued by the bank unless the account earns more than \$10. Try to find a bank that offers an account with no monthly fees, and no minimum balance if possible. Checks made out to the team need to have only the name that is listed on the account. Be sure to close the account at the end of the season.

### Non-Acceptable ways to open a team **(DONT'S)**

1. Check the Non-Profit box on the application
2. Use the Name Seattle Jr Hockey or SJHA
3. Use Seattle Jr Hockey address

## CREATING A TEAM CREDENTIAL BOOK

All State, District and National bound teams are required to maintain a credential book throughout the year. Any team that is playing recreationally should always keep a team binder on hand.

### Team Credential Book Instructions for National Tournament Bound (NTB) Teams

#### FOR REP TEAMS ONLY – Tier I & Tier II

- All materials must be in a three-ring binder with plastic cover on the front and spine.
- The team's name/division shall be displayed in front and spine of the binder (see Picture 1 for an example).
- There should be five (5) dividers/sections in the binder, placed in the following order:
  - Credential Sheet
  - Team Roster
  - Score Sheets or Game Sheet copies
  - Consent to Treat- Players and Staff
  - Concussion Return-to-play Form
- These items must be included in the binder as described below, inserted into page protectors:

### TEAM CREDENTIAL BOOK CONTENTS

#### 1. Credential Sheet Tab:

- a. Two (2) copies of the team credential sheet (obtained from your association registrar in December). Both sheets can be back-to-back in a single page protector.
- b. The first copy will be filled out by the team manager with the most recent game listed in column 1, the next recent game listed in column 2, etc. This copy is to show the team meets the (10/20) game rule for youth and (10/14) game rule for girl teams. The rule is defined in two parts:
  1. The team has played 20 games for youth or 14 game for girls against teams that are of equal or higher level.
  2. Each player has played 10 games.
- c. The second copy will be left blank (i.e., do not add any marks to this copy)

#### 2. Team Roster Tab

- a. One (1) copy of the most-current approved Team roster (obtained from your association registrar or printed from your roster hyperlink).

#### 3. Score Sheets Tab

- a. ALL game scoresheets from the initial roster approval date, arranged chronologically with the most recent game played being the first scoresheet placed behind the divider, going back to the first game played that season (back to back in page protectors).
- b. Long score sheets should be folded to show your team's side of the scoresheet and game date (see Picture 2 for an example).
- c. See "Additional Information on Scoresheets" below.
- d. Maximum of two (2) scoresheets per page protector.

#### 4. Consent to Treat Tab

- a. Obtain this form from your association registrar.
- b. Each player and staff member on the roster will have one (1) form, filled out and signed.
- c. Staff member's forms will be first, followed by the players, each in alphabetical order.
- d. Maximum of two (2) forms per page protector.

## 5. Concussion Return-to-play Form Tab

- a. PNAHA Concussion Evaluation and Return to sport Protocol Form (blank and completed).
- b. Blank forms are kept in the binder and supplied to players when a concussion is suspected.
- c. Completed return to play forms for players who had a concussion must be included in the binder when applicable. This can be a completed PNAHA Concussion Evaluation form or return to play paperwork from a medical professional trained in concussion management.
- d. PNAHA Concussion Evaluation forms can be found here: [Concussion Evaluation Form Link](#).

## ADDITIONAL COMMENTS

1. The credential binder contents MUST be uploaded into the team's Dropbox a few weeks prior to the state tournament. You will receive this information either from Lisa or the association hosting the state tournament.
2. Additional information on scoresheets/game sheets:
  - a. Scoresheets/game sheets with missing team roster for either the away or home team will not be used for credential purposes.
  - b. I will be comparing the scoresheet/game sheet roster for your team to the team's official Add/Drop history to ensure each player was properly registered for each game. Players who were not rostered at game time will result in that scoresheet not being eligible for credentials.
  - c. Suspensions, game misconducts, etc. that were given to a player or coach- I must be able to see on the follow-on scoresheets/game sheets where these suspensions were served. If I can't, I will contact the team manager first to resolve this and if necessary, make a report to PNAHA if verification cannot be found.
  - d. For games played after you turn in your credential binder, scan and send me a copy and I will add it to your binder. Please ENSURE these are nice, legible copies.
3. I STRONGLY recommend you make an additional copy of the contents of your binder. Accidents do happen, so we want to ensure if something does happen with your binder, that there is a backup copy available.
4. Travel permits do not belong in the credential book. Please keep these with your manager book.
5. Please be sure to bring your physical binder to the State Tournament since PNAHA may need to review it in person. If your team is proceeding directly to districts; arrangements will be made to return the book to you at the end of the State Tournament.

Please do not put anything else in this binder. Remember- this is NOT a team Manager's book. Think of it as your team's resume that you are presenting to USA Hockey as part of the NTB process.

## **Team Credential Book Instructions for 10U, 12U, 14U, 18U State Tournament Teams**

### **FOR 10U AND 12U FESTIVAL TEAMS AND "B" STATE TEAMS**

- All materials must be in a three-ring binder with plastic cover on the front and spine.
- The team's name/division shall be displayed in front and spine of the binder (see Picture 1 for an example).
- There should be four (4) dividers in this binder, placed in the following order:
  - Credential sheet
  - Team Roster
  - Score sheets
  - Concussion Return-to-play
- These items must be included in the binder as described below, inserted into page protectors:

## **TEAM CREDENTIAL BOOK CONTENTS**

### **6. Credential Sheet Tab:**

- a. Two (2) copies of the team credential sheet (obtained from your association registrar in February). Both sheets can be back-to-back in a single page protector.
- b. The first copy will be filled out by the team manager with the most recent game listed in column 1, the next recent game listed in column 2, etc. This copy is to show the team meets the (5/5) game rule. The rule is defined in two parts:
  - Each player has played 5 games.
  - The team has played 5 games against teams that are of equal or higher level.
- c. The second copy will be left blank (i.e., do not add any marks to this copy)

### **7. Team Roster Tab**

- a. One (1) copy of the most-current approved Team roster (obtained from your association registrar or printed from your roster hyperlink).

### **8. Score Sheets Tab**

- a. ALL game scoresheets from the initial roster approval date, arranged chronologically with the most recent game played being the first scoresheet placed behind the divider, going back to the first game played that season (back to back in page protectors).
- b. Long score sheets should be folded to show your team's side of the scoresheet and game date (see Picture 2 for an example).
- c. See "Additional Information on Scoresheets" below.
- d. Maximum of two (2) scoresheets per page protector.

### **9. Concussion Return-to-play Form Tab**

- a. PNAHA Concussion Evaluation and Return to sport Protocol Form (blank and completed).
- b. Blank forms are kept in the binder and supplied to players when a concussion is suspected.
- c. Completed return to play forms for players who had a concussion must be included in the binder when applicable. This can be a completed PNAHA Concussion Evaluation form or return to play paperwork from a medical professional trained in concussion management.
- d. PNAHA Concussion Evaluation forms can be found here: [Concussion Evaluation Form Link](#).

## **ADDITIONAL COMMENTS**

1. The credential binder contents MUST be uploaded into the team's Dropbox a few weeks prior to the state festival coaches/managers meeting. You will receive this information either from Lisa or the association hosting the state tournament. Your team will be notified of the date and time of this meeting at a future date.
2. Additional information on scoresheets:
  - a. Scoresheets/game sheets with missing team roster for either the away or home team will not be used for credential purposes.
  - b. Suspensions, game misconducts, etc. that were given to a player or coach- we must be able to see on the follow-on scoresheets/game sheets where these suspensions were served. If we can't, the tournament director will be notified for further review.
  - d. At a minimum, we will review only enough scoresheets/game sheets to qualify the team and players to participate. However, having all scoresheets/game sheets present ensures if a scoresheet/game sheet is determined to be invalid or not eligible, there will be additional ones on hand to credential.
3. Travel permits do not belong in the credential book. Please keep these with your manager book.
4. Consent-to-treat forms are not required.

Please do not put anything else in this binder. Remember- this is NOT a team Manager's book. Think of it as your team's resume that you are presenting to PNAHA.

In the future, you may be managing a team that is National Tournament Bound (NTB). We are hopeful; the credential experience will be helpful for when that season comes.

## **SCHEDULING, ICE REQUESTS AND CANCELLATIONS**

Prior to the season beginning, each team will have each of their practices for the season on the SJHA home calendar. As season league schedules are released, it is the responsibility of the team manager to add each game to their team calendar. SJHA will put orders in for referees based on the released schedules. Should there be any change to that schedule it is the responsibility of the manager to notify SJHA of such changes in a timely fashion to cancel referees without charge.

Each weekend game ice is issued to our teams. Typically, your home game slots will be on the same day, time and location throughout the year. This ice does not belong to your team to use on any given weekend. Any ice outside of your scheduled practices or league games that you wish to receive needs to come in an email request to the Hockey Director or Lisa.

Additional ice for exhibition games with referees must be approved by the Hockey Director and SJHA reserves the right to deny requested exhibition games. Referees are booked on Monday of each week for games beginning on Saturdays. Requests after that may not guarantee officials show up for that game.

If you need to cancel ice at any time you must notify the Hockey Director or Lisa. Cancellation of games may incur a charge from the referee's association that the team will be responsible for. Please look at your season calendar and notify us as early as possible of anticipated cancellations. **Please do not let ice go unused.**

Anytime a game reschedule is required due to a scheduling conflict created by SJHA alternative ice for the needed reschedule will be provided to the best of the association's ability. If the conflict is created because of your team's inability to play it is the teams' responsibility to find alternative ice. SJHA will do its best to help with the needed ice, but there is no guarantee.

Throughout the year there may be times where other user groups have booked the ice resulting in a loss of practice or game slot. SJHA will do their best to reschedule any loss of ice at some point throughout the year.

All ice contracts end the second week of March. If your team is involved in a state, district, or National tournament or involved in a league playoff the falls after the cutoff date your team will continue to receive practice times until the completion of the above.

## **TOURNAMENTS**

All teams wishing to participate in a tournament must submit a tournament request form to SJHA. SJHA reserves the right to pull any team from a tournament if proper approval was not received prior to the tournament. Requests may also be denied in the event of a scheduling conflict - MHL games **will not** be rescheduled for teams to attend tournaments that are outside of the MHL scheduled black out weekends. Failure to comply will cost teams any fines that are incurred by SJHA from the league plus a coach's suspension.

Please send all tournament requests to Lisa ([admin@sjha.com](mailto:admin@sjha.com)). She will forward the request to the Hockey Director for approval and send back to you. **This form must be approved and signed prior to applying or paying for the tournament.** A copy of the below form can be found on the Team Manager page on our website.

Once the tournament request form is complete, you may also need to complete the required USA Hockey Travel Permit if outside of Washington State that will be forwarded to the local USA Hockey Registrar for signature and approval (A PDF copy can be found on the manager's page of the website or requested from Lisa). SJHA teams of the appropriate skill levels are required to play in home tournaments. They are also required to provide the volunteer staff for these tournaments. Tournament fees are not built into program fees. Teams have their home tournament entry fee waived as a result of staffing the tournament with volunteers. They will need personnel for the Host Table, Score clock and Score sheet. Recreational and 10U Rep teams may not participate in tournaments that require flights to the tournament.

8U Teams may not participate in tournaments or jamborees outside the state of Washington and are limited to one tournament per season that requires a hotel.

All other teams (excluding Tier 1) are restricted to one fly away tournament per season.



## TOURNAMENT TRAVEL REQUEST FORM

### INSTRUCTIONS:

- 1) Fill out entire form completely
- 2) Make a copy of the completed form for your records
- 3) Turn in to SJHA office a minimum of 30 Days prior to start of tournament

**\*\*Tournament is not approved until you receive approval from the Hockey Director\*\***

Managers Name: \_\_\_\_\_ Managers Email: \_\_\_\_\_

Team Name: \_\_\_\_\_ Team Division: \_\_\_\_\_

### Tournament Information

Tournament Name: \_\_\_\_\_

Level of Tournament: C      B      A      AA      AAA

Tournament Dates: \_\_\_\_\_

Tournament Location (city/state): \_\_\_\_\_

Host Organization: \_\_\_\_\_

Tournament Fee Amount: \_\_\_\_\_

Does This Tournament Create a Conflict with an already scheduled League Game?    YES                  NO

If so, have you secured ice to make up the conflicted league game?    YES                  NO

## FUNDRAISING OPPORTUNITIES

There are a number of SJHA fundraising opportunities that your teams can participate in, both for the benefit of the team as a whole or as individuals. To assure compliance, all team and player sponsorship and fundraising activities must be pre-approved by the Hockey Director. The Sponsorship and [Fundraising Request Form](#) can be found on our website at [www.sjha.com](http://www.sjha.com) or you may contact SJHA for more info.

## GAME DAY OPERATIONS

There are many game day duties including volunteer organization, record keeping and game reporting. Engaging others to assist with team duties is essential to your mental health as well as the practical side of getting everything done. Please note: All SJHA volunteers must comply with USA Hockey, PNAHA and/or SJHA requirements in order to volunteer. Please see the SafeSport Information sheet in the Appendix of this Handbook.

**Officials:** The SJHA Admin will schedule referees for your official league games as well as home tournaments. However, exhibition games will require that you work with SJHA to arrange those officials at least 7-days in advance of the scheduled game.

**Clock & Score Sheets:** Recently we have moved to digital score keeping for all MHL/PCAHA/PNAHA games. If your team is playing an exhibition game and it isn't uploaded into TeamLinkt or Spordle (PCAHA games) you can use a paper score sheet. There are blank sheets on the bottom shelf of the team mailboxes which are located inside the SJHA Admin Office area. A single-sheet copy of a scoresheet can also be found on the managers page at the bottom under "Forms." It's extremely important that score sheets be filled out clearly and accurately. If you use a paper score sheet, a copy/picture must be given to the visiting team. Many volunteers are not correctly filling out the scoresheets, and we need to make sure that all are complete, or they may not be accepted. Please reach out to Lisa if you have any questions regarding score sheets.

Players and coaches serving suspensions MUST be noted on score sheets as well as any major penalties incurred during the game.

The score sheet must be signed by coaches before the game and by the officials following the game.

**Off-ice Officials:** As a Team Manager, you must make certain that volunteers are set and ready for the score sheet, game clock and penalty box. Please remind your families that as off-ice officials, they need to remain neutral during the game. No cheering or jeering and maintain respectful communication with the officials. **Note:** Penalty and score boxes need to be kept clear of siblings and other adults and limited only to those performing off-ice duties.

**Water Bottles:** It is strongly encouraged by USA Hockey and health care providers that athletes NOT share water bottles. Each player should have their own water bottle, clearly marked with permanent ink, with the player's name and number. Players should be accountable for having these available, full and on the bench at games and practices.

**Injuries and Injury Reporting:** While serious injuries are rare, they do occur and we should be prepared. Report any serious injury (requiring medical attention) to the SJHA Hockey Director and/or SJHA Office at first opportunity the day the injury occurs, but not later than 48 hours after the injury. Interview team officials if

necessary and provide details of events leading to the injury – for those sustained in both games and practices. For an injury occurring during a game, please note whether penalties were assessed on the play. For any serious injury dial 911 and let the professionals administer care. Any player thought to have a concussion must be cleared in writing by their health care provider before returning to practice or game play.

**Penalty Reporting:** Any major, game misconduct, gross misconduct or match penalty must be reported immediately following the game to the SJHA Hockey Director and/or SJHA Office. Coaches face serious repercussions and suspensions for suiting up ineligible players so it is vital we have the information necessary to make informed decisions. Team Managers are also responsible for providing proof that any suspensions have been served.

## EQUIPMENT/UNIFORM POLICY

All SJHA players (with the exception of 8U Mitey Mite) will be provided one set of Home/Away jerseys and socks. Players cannot play in official games without jerseys. We do also require all of our players to comply with the following equipment colors:

- White helmets
- Primary color for Jr Mets - (Royal), accent color/cuff roll (Red) and lettering (white) Red Hawks – Red & White
- SJHA custom pants/shells for both Jr Mets and Red Hawks

Brands and styles of helmets and gloves other than the products available through our team store may be purchased and worn by players as long as they match the approved SJHA colors. Samples of required equipment can be viewed on the Equipment page through the SJHA website. All track/sweat suits, work out gear, practice jerseys and association apparel must be SJHA staff approved and ordered through Hockey Wolf, our team sales provider. All age divisions 10U Rep and up are required to adhere to the Association uniform policy. This includes Rec divisions from 12U and up.

Questions regarding the uniform policy can be directed to Hockey Director – Marty Rubin [marty.rubin@sjha.com](mailto:marty.rubin@sjha.com) or Annie Smyth-Hammond [a.smyth-hammond@sjha.com](mailto:a.smyth-hammond@sjha.com)

## LOCKER ROOM POLICY

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to the Seattle Junior Hockey Association's (SJHA) goals. SJHA adheres to USA Hockey's Safe Sport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, SJHA has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms. Each of the locker rooms offer restroom and shower facilities or shares such facilities with another locker room. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location. SJHA's team organizers will attempt to provide information on the locker room facilities in advance of games away from our home arena. At arenas for which you are unfamiliar, parents should plan to have extra time and some flexibility in making arrangements for their child to dress, undress, and shower if desired.

**Locker Room Monitoring:** Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because players are often less supervised than at other times. Athlete-to-athlete problems, such as sexual abuse, bullying, harassment or hazing, often occur when a coach or other responsible adult is not in a position to observe – this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and significantly reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury.

**Locker Room Supervision:** USA Hockey is concerned with locker room activities between minor Participants; minor Participants and adult Participants; adults being alone with individual minor Participants in locker rooms; and with non-official or non-related adults having unsupervised access to minor Participants at team events.

***It is the policy of USA Hockey and SJHA to have at least one responsible screened and trained adult (which may include coaches, managers or other volunteers) present at all times and monitoring the locker room during all team events*** to assure that only Participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. While it is not always possible, two locker room monitors are preferable.

Preferred locker room monitoring includes having locker room monitors inside the locker room while Participants are in the locker room; at a minimum, locker room monitors must be in the immediate vicinity outside the locker room (near the door within arm's length and so that the monitor can sufficiently hear inside the locker room) ***who also regularly and frequently enters the locker room to monitor activity inside.*** The responsible adult(s) who monitors and supervises the locker room shall have completed SafeSport Training and completed a background check. If the monitor(s) are inside, then it is strongly recommended that there be two monitors, as having a second monitor may help prevent allegations of impropriety by a monitor alone in the locker room. A Member Program or team may impose or follow stricter monitoring requirements. ***All Member Programs are responsible to work with their teams and coaches to adequately ensure that locker room monitors are in place at all appropriate times.***

Further, responsible adults must also secure the locker room appropriately during times when minor Participants are on the ice. If a minor Participant goes to a locker room during practice or a game, and does not return in a timely fashion, then an Applicable Adult (or if possible two) should check on the minor Participant's whereabouts.

It shall be permissible for SJHA or a team to prohibit parents from a locker room. However, in doing so the team shall be required to have properly screened adults monitoring and supervising the locker room as required above. With younger players, it is generally appropriate to allow parents to assist the player with getting equipment on and off before and after games or practices and they should be allowed in the locker room to do so. Except for players at the younger age groups (8U/10U/12U) we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents

leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may, in his or her discretion, prohibit parents from a locker room.

Cell phones and other mobile devices with recording capabilities, which includes voice recording, still cameras, and video cameras, increase the risk for some forms of abuse or misconduct. ***As a result, the use of any device's recording capabilities in the locker rooms, changing areas, or similar spaces at a Facility is prohibited.***

Notwithstanding the foregoing, exceptions may be made for media and championship celebrations, provided that such exceptions are approved by the Member Program, two or more Applicable Adults are present, and where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.

Coaches sometimes may need to use the team locker room to get dressed before or after practices. Coaches must always have at least a base layer of clothing at all times while changing, or must use a private area to change into acceptable clothing. Under no circumstances shall an unrelated Applicable Adult intentionally expose his or her breasts, buttocks, groin, or genitals to a minor Participant.

***Except for players on the same team***, at no time are unrelated Applicable Adults permitted to be alone with a minor Participant in a locker room or changing area when at a Facility, except under emergency circumstances. Any individual meetings between a minor Participant and a coach or other adult in a locker room shall require that a second responsible adult is present.

If a team is using a Facility that requires shared use of a locker room or changing area, the Member Program must designate separate times for use by Applicable Adults, if any.

All Member Programs shall publish locker room policies to the parents of all minor Participants that are specific to the Facilities they regularly use. The Member Program's policies shall include the program's (a) practices for supervising and monitoring locker rooms and changing areas; (b) permission or lack of permission for parents to be in the locker rooms; (c) prohibited conduct, including at least all forms of abuse and misconduct prohibited by USA Hockey; and (d) specific policies regarding the use of mobile electronic devices and phones and prohibiting the use of a device's recording capabilities. A sample locker room policy form may be found at [www.usahockey.com/safesport](http://www.usahockey.com/safesport).

***For each team, the coach and/or team administrators shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach and/or team administrator that fails to take appropriate steps to ensure the Locker Room Policy is adhered to, and any USA Hockey Participant or parent of a Participant who otherwise violates this Policy is subject to appropriate disciplinary action; moreover, an Affiliate may impose fines or other sanctions against any Member Program whose teams do not comply with this Locker Room Policy.***

**Co-Ed Locker Rooms:** As a team sport in which youth teams can often include players of different genders, special circumstances may exist that can increase the chance of abuse or misconduct. If the team consists of players of different genders, the privacy rights of all players must be given consideration and appropriate arrangements made. It is not acceptable under USA Hockey's Sexual Misconduct Policy for persons to be observing the opposite gender while they dress or undress. There are a variety of ways to comply with the above tenets, and what works may depend on the locker rooms that are available at a particular Facility.

1) **Minimum Attire:** Have a minimum attire policy if sharing one locker room. All players should be required to arrive at the rink wearing their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in

clothing) under their street clothes. All members of the team must have this minimum attire before entering a co-ed locker room so that no player of one gender has the opportunity to see players of the opposite gender in a state of dress/undress. If a player is not wearing the required minimum attire, that player can be directed to a restroom or private area to change into his/her minimum attire before entering the locker room.

Where possible, when players of different genders are together in the locker room, there should be at least two adults in the locker room that have been properly screened in compliance with USA Hockey Screening Policy. USA Hockey would consider it acceptable to have one locker room monitor immediately outside the locker room and regularly checking in on the locker room, but two locker room monitors is always preferable. If there are two monitors then they can monitor from inside the locker room. Having only one person inside a locker room can expose that person to allegations, so a second person can help protect one another from allegations.

## **SAFE SPORT**

ALL SJHA employees, volunteers, administrators, coaches, parents and players are required to abide by the USA Hockey Safe Sport program at all times.

The safety of its Participants is of paramount importance to USA Hockey. This includes both on-ice and off-ice safety; the Safe Sport Program and the Handbook linked above address primarily off-ice safety in USA Hockey's programs.

USA Hockey has long had systems in place to protect its Participants from physical abuse, sexual abuse and other types of abuse and misconduct that can be harmful to youth hockey players and other Participants. These include without limitation Physical Abuse, Sexual Abuse, Hazing, Screening, and Locker Room Supervision Policies, in addition to Codes of Conduct applicable to administrators, coaches, officials, parents, players and spectators. This Safe Sport Handbook, which was first adopted in 2012, brings together USA Hockey's various policies to protect its Participants from all types of misconduct and abuse.

The U.S. Center for Safe Sport (the “USCSS”) opened in March 2017, and USA Hockey and its members first came under the jurisdiction of the USCSS on April 1, 2017 at the commencement of USA Hockey’s 2017-18 playing season. The USCSS is an independent nonprofit committed to ending all forms of abuse in sport, including bullying, harassment, hazing, physical abuse, emotional abuse, and sexual misconduct and abuse. On February 14, 2018, the United States government enacted the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (the “Safe Sport Authorization Act”). Pursuant to the Safe Sport Authorization Act, the USCSS has adopted Minor Athlete Abuse Prevention Policies, dated January 23, 2019 (the “MAAPP”), which include policies that the Safe Sport Authorization Act requires be adopted by all national governing bodies (“NGBs”) recognized by the United States Olympic Committee (the “USOC”). The USCSS has also adopted the Safe Sport Code for the U.S. Olympic and Paralympic Movement (the “USCSS Code”), which includes information, policies and procedures that must be complied with by the USOC, all NGBs recognized by the USOC, and all programs recognized by a national governing body.

As the national governing body for ice hockey in the United States, USA Hockey has adopted this Safe Sport Program Handbook to comply with the requirements of the Safe Sport Authorization Act, the USOC and the USCSS, including adoption of provisions from the MAAPP and the USCSS Code. The Safe Sport Handbook linked above also includes such other policies, procedures and requirements that USA Hockey considers important to its mission to provide a safe environment within USA Hockey programs. To the extent necessary to comply with the requirements of the Safe Sport Authorization Act, the USOC and the USCSS, USA Hockey’s Safe Sport Handbook shall be interpreted to comply with such requirements, and shall be deemed to incorporate by reference any requirements not expressly included in this Safe Sport Handbook. To the extent of any conflict between the USA Hockey Safe Sport Handbook and either the MAAPP or USCSS Code, the MAAPP or USCSS Code shall govern.

Each USA Hockey Affiliate, and each USA Hockey Member Program, as a condition of sanctioning by USA Hockey or any Affiliate, must agree to and must comply with the Safe Sport Program Policies herein and all requirements of the Safe Sport Program Handbook.

USA Hockey’s Safe Sport Handbook includes the various Policies that apply to all USA Hockey Member Programs. It further includes the available resources and required Training of USA Hockey and its Member Programs’ employees, volunteers, administrators, coaches, parents and players on recognizing and reducing circumstances for potential abuse to occur; information on USA Hockey’s Screening and Background Check Policy; the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting); the procedures and means by which USA Hockey, its Affiliates and Member Programs should Respond to allegations of abuse and misconduct; and how USA Hockey, its Affiliates and Member Programs will Monitor and Supervise this program to help ensure its effectiveness. ***Conduct that is prohibited or regulated by the USA Hockey Playing Rules (e.g., rough play, punching an opponent, “intent to injure” incidents, yelling at a referee or opponent, etc.), and complaints related to officiating, are not intended to be covered by the Safe Sport Program policies and is instead to be addressed and/or penalized under the Playing Rules.***

***The Safe Sport Program addresses the conduct of Participants, but is not intended to address the conduct of persons who are not Participants. Complaints about the conduct of non-Participants (e.g., conflicts, disputes or arguments between parents and/or other adults) should be directed to the program or team to which they are affiliated.***

As described more fully herein, each USA Hockey Affiliate shall have an Affiliate Safe Sport Coordinator whose duties will include monitoring the training of Member Program administrators and others within the Affiliate,

serving as the Affiliate’s initial contact for persons reporting suspected abuse, misconduct or other violations, investigating or overseeing the investigation of reports of allegations of violations of Safe Sport policies, recommending and (if authorized by the Affiliate) issuing disciplinary measures, compiling information on disciplinary issues within the Affiliate and reporting such information to USA Hockey on a regular basis.

As the national governing body for ice hockey in the United States, USA Hockey has delegated the jurisdiction and authority to the USCSS to (1) investigate all reports or allegations (a) that a Participant has engaged in conduct defined in the USCSS Code to be within the USCSS’ exclusive jurisdiction, including without limitation allegations or reports of sexual abuse or misconduct and of any allegations of violations of USA Hockey’s Safe Sport Policies that are reasonably related to and accompany a report of allegations of sexual abuse or misconduct (as referenced in Section 1 under Sexual Misconduct Policy), and (b) over other violations defined in the USCSS Code to be within the USCSS’ discretionary jurisdiction and where the USCSS exercises such jurisdiction, (2) issue any interim suspension or measures pending conclusion of the investigation, (3) make recommendations of sanctions or disciplinary action as a result of such investigation, and (4) adjudicate such matters.

Through the USA Hockey Safe Sport Program, USA Hockey is committed to creating the safest possible environment for participation in hockey. Questions about the USA Hockey Safe Sport Program, or reports concerning possible violations of the Safe Sport Program Policies, may be directed to USA Hockey’s Safe Sport Compliance Team by emailing [SafeSport@usahockey.org](mailto:SafeSport@usahockey.org), or calling 800-888-4656.

## **ONE-ON-ONE INTERACTIONS POLICY**

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. USA Hockey requires that Applicable Adults shall not engage in any prohibited one-on-one interactions with any minor Participants. By reducing such interactions between minors and adults, USA Hockey seeks to reduce the risk of child sexual abuse in its programs.

- a. *Observable and interruptible.* One-on-one interactions between a minor Participant and an Applicable Adult at a Facility are permitted if they occur at an observable and interruptible distance by another adult and the other adult is made aware of the interaction. One-on-one interactions between minor Participants and an Applicable Adult at a Facility are prohibited, except for meetings with mental health care professionals and health care providers as described below, and under emergency circumstances.
- b. *Meetings.* Meetings between Applicable Adults and minor Participants at a Facility may only occur if another adult is present and is advised the meeting is taking place, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an

interruptible distance from another adult. If a one-on-one meeting takes place in an office at a Facility, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

- c. *Meetings with mental health care professionals and health care providers.* If a mental health care professional and/or health care provider meets with minor Participants at a Facility, a closed-door meeting may be permitted to protect patient privacy provided that: (1) the door remains unlocked; (2) another adult is present at the Facility; (3) the other adult is advised that a closed-door meeting is occurring; and (4) written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to the Member Program.
- d. *Individual training sessions.* Individual training sessions between Applicable Adults and minor Participants are permitted at a Facility if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.
- e. *Out-of-program contacts.* Coaches are prohibited from interacting one-on-one with unrelated minor Participants in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation). All other Applicable Adults are prohibited from interacting one-on-one with unrelated minor Participants in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation), unless parent/legal guardian consent is provided in advance. Nonetheless, such arrangements may raise risks of actual or perceived misconduct, and are strongly discouraged.

## **PARENT CODE OF CONDUCT**

As a parent, you understand it is important for your child to get the most out of participating in youth sports. To achieve this, Seattle Junior Hockey needs your help. As a parent or guardian of a Seattle Junior Hockey player, you have a responsibility to:

1. Ensure to the best of your ability that your child abides by the rules of hockey, the policies of SJHA and principles of good sportsmanship.
2. Ensure to the best of your ability that your child respects his/her teammates, coaches, team officials, referees, opponents, opposing coaches, opposing team officials and other participants in SJHA games, practices and other association activities.
3. Ensure to the best of your ability that your child conducts himself/herself in a manner that minimizes the risk of injury, both physical and psychological, to himself/herself and others which includes refraining absolutely from

making any derogatory comments as to another individual's race, ethnic origin, color, religion, gender and/or sexual orientation.

4. Refrain from criticism of coaches, team officials, referees, teammates, opponents, opposing coaches, opposing team officials and other participants in SJHA games and other association activities and, when you feel that criticism is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the hockey rink.

5. Refrain from directing comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to players, team officials, referees and association volunteers including but not restricted to divisional coordinators, board members, executive members (directors) and paid association staff. If you feel that criticism of any such person is warranted, you shall offer it in a manner that is fully respectful, through proper channels and away from the hockey rink.

6. Refrain from discussing the weaknesses of other team players and/or coaching staff with your child.

7. Familiarize yourself with, and abide by the policies and procedures, of SJHA.

8. Read "[An Open Letter to the Out of Control Sports Parent Standing Next to Me in the Stands](#)" - don't be that person!

In addition to these standards, USA HOCKEY also outlines a parent's responsibility in the PARENT CODE OF CONDUCT:

- Do not force your children to participate in sports, but support their desires to play their chosen sports. Children are involved in organized sports for their enjoyment. Make it fun.
- Encourage your child to play by the rules. Remember, children learn best by example, so applaud the good plays of both teams.
- Do not embarrass your child by yelling at players, coaches or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.
- Emphasize skill development and practices and how they benefit your young athlete. De-emphasize games and competition in the lower age groups.
- Know and study the rules of the game and support the officials on and off the ice. This approach will help in the development and support of the game. Any criticism of the officials only hurts the game.
- Applaud a good effort in both victory and defeat, and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work toward removing the physical and verbal abuse in youth sports.
- Recognize the importance of volunteer coaches. They are important to the development of your child and the sport.
- Communicate with your child's coach and support them.
- If you enjoy the game, learn all you can about hockey – and volunteer.

## SOCIAL MEDIA POLICY

As part of USA Hockey's emphasis on safety, communications involving any Participant, and especially minor Participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is crucial. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to minor Participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Social Media and Electronic Communications Policy helps reduce these risks.

All electronic communication originating from Applicable Adults to minor Participants must be professional in nature. Absent emergency circumstances, ***if an Applicable Adult with authority over minor Participants needs to communicate directly with a minor Participant via electronic communications (including social media), the Minor's parent must be copied. If a minor Participant communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor Participant with a copy to another Applicable Adult or the minor's legal guardian. When an Applicable Adult with authority over minor Participants communicates electronically to the entire team, said Applicable Adult must copy another adult.***

Pursuant to these requirements, all electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

### Social Media

Social media makes it easy to share ideas and experiences. USA Hockey recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor Participants are involved. ***Coaches are prohibited from having minor Participants joined to or connected through their personal Facebook page, Instagram or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to the team through that site. All electronic communication of any kind between coach (and any Applicable Adult) and a minor Participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.***

### Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and minor Participants must be non-personal in nature and

be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor Participant must include a copy to the player's parents. Where possible, a coach should be provided and use the organization web site email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

### **Web-Based Conferencing and Similar Communications**

Coaches, team managers, and others may use web-based conferencing software (i.e. Zoom, Google Hangouts, Microsoft Teams) to meet with, train, or otherwise communicate with minor Participants. All web-based conferencing of any kind between a coach (or any Applicable Adult) and a minor Participant must be nonpersonal in nature and be for the purpose of training, communicating information about team activities or for team-oriented motivational purposes. Any invitation to such communication to any minor Participant must include the player's parents or legal guardians and must adhere to all of the requirements found elsewhere in this Handbook as if the virtual meeting were being held in person, including the One on One Interactions Policy and the minimum attire policy (found within the Locker Room Policy). Virtual lessons or live stream videos should be observable and interruptible by another adult, such as another coach or parent. Coaches, team managers, and players may send pre-recorded technique or training videos, but must copy at least one other Applicable Adult.

### **Social Media and Group Chats Among Players**

***Minor hockey players often create group chats through texting or other social media applications. Such group chats are concerning because Minors may engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other inappropriate conduct that may violate policies of USA Hockey. Group chats among Minor hockey players should be supervised by an adult to mitigate these risks.***

### **Request To Discontinue All Electronic Communications or Imagery with Athlete**

Following receipt of a written request by the parents of a minor Participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the Member Program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

### **Abuse and Misconduct**

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other Participant of a USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program.

A USA Hockey Participant who violates this Social Media and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

## **TRAVEL POLICY**

A significant portion of some USA Hockey participation involves overnight travel for youth teams to games and tournaments. Minor Participants are most vulnerable to abuse or misconduct during travel, particularly

overnight stays. This includes a greater risk of misconduct between or among minor Participants. During travel, players may be away from their families and support networks, and the setting – unfamiliar locker rooms, automobiles, and hotel rooms – is less structured and less familiar. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor Participants will be supervised between and during travel to and from practice and competitions. Adherence to travel policies helps to reduce the opportunities for misconduct. The travel policy should address “Local Travel” which is generally transportation and travel to and from local practices, games and events, and “Organization/Team Travel,” which generally includes travel away from the home area and may include overnight stays in a hotel for games or tournaments. Different policies should apply to these two types of travel.

Each USA Hockey Member Program must have a team travel policy applicable to youth teams that is published and provided to all players, parents, coaches and other adults that are travelling with the team. It is strongly recommended that a signature by each adult (including parents) acknowledging receipt of and agreeing to the travel policy be obtained by the Member Program/team. A sample local and overnight travel policy form for a Member Program may be found at [www.usahockey.com/safesport](http://www.usahockey.com/safesport).

### **Elements of all travel policies must include:**

#### **Local Travel**

- The Member Program, team and their administrators should avoid sponsoring, coordinating, or arranging for local travel, and the parents of a minor player should be responsible for making all local travel arrangements.
- Coaches who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor Participant, absent emergency circumstances, and must have at least two minor Participants or another adult present at all times. All other Applicable Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor Participant, absent emergency circumstances, and must have at least two minor Participants or another adult present at all times. An unrelated minor Participant may ride in a vehicle with an Applicable Adult (other than a coach) who is not a parent/legal guardian **ONLY** if agreed to in writing by the minor Participant’s parent/legal guardian in advance of each local travel.
- The restrictions on Applicable Adults riding in a car with minors shall not apply to players on the same team riding in a car together, unless the situation involves an adult age player and a minor 14 years of age or younger.
- Where an Applicable Adult is involved in an unrelated minor Participant’s local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, for example, picking up or dropping off the players in groups.
- Applicable Adults who are also a player’s parent or guardian may provide shared transportation for any player(s) if they pick up their own player first and drop off their own player last.
- It is recognized that in some limited instances an emergency will make it unavoidable for an employee, coach or volunteer to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct. Except under emergency circumstances, an Applicable Adult shall obtain written consent from a minor’s parent/legal guardian prior to driving alone with an unrelated Minor Participant.

#### **Organization/Team Travel**

- Coaches shall not travel alone with an unrelated minor Participant. Except in rare circumstances where there are no other reasonable travel options available, Applicable Adults other than coaches shall not travel alone with an unrelated minor Participant, and in all such circumstances the Applicable Adult shall obtain the written permission of the minor Participant's parents in advance of such travel.
- Regardless of gender, Coaches shall not share a hotel room or other sleeping arrangement with a minor Participant unless the Coach is the parent, guardian or sibling of, or is otherwise related to the minor Participant. Regardless of gender, all other Applicable Adults shall not share a hotel room or other sleeping arrangement with a minor Participant unless the Applicable Adult is the parent, guardian or sibling of or is otherwise related to the minor Participant, or if the minor Participant's parent(s) provides written consent to such an arrangement in advance. However, it shall be permissible if the parent or guardian of the minor Participant is also sharing the same hotel room (e.g., two adults, one or both of whom is a coach, and their children, share a hotel room).
- It is strongly recommended that organizations and teams incorporate a written and signed parent consent for any minor Participant that will travel without his or her parents.
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No Participant will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones shall complete applicable Safe Sport Training and shall have been screened in compliance with the USA Hockey Screening Policy and all drivers arranged by the team shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records.
- The Member Program or team shall provide adequate supervision through coaches and other adult chaperones (for example, a recommended number would include at least one coach or adult chaperone for every five to eight players). If a team is composed of both male and female players, then it is recommended that chaperones are arranged of the same gender.
- Minor Participants should share rooms with other Participants of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- Regular monitoring and curfew checks should be made of each room by **at least** two properly screened adults. All Applicable Adults, including coaches, staff, volunteers and chaperones, travelling with a team shall be familiar with the Safe Sport Program Handbook to monitor compliance with all Safe Sport Policies.
- The team personnel shall ask hotels to block adult pay per view channels.
  
- Meetings shall be conducted consistent with USA Hockey's One-on-One Interactions Policy (i.e., any such meeting shall be observable and interruptible). Individual meetings between a player and coach may not occur in hotel sleeping rooms.
- All players shall be permitted to make regular check in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel shall be permitted and encouraged to do so.
- The team shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against a player is required while the player is traveling without his/her parents, reasonable attempts to notify the player's parents will be made before any action is taken.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.

- In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.

Upon proof of a violation of USA Hockey's policies regarding travel, the offending Member Program, team or person will be subject to appropriate disciplinary action.

## **USA HOCKEY ROSTERS**

All teams will receive USA Hockey rosters in accordance with USA Hockey guidelines. Rosters will be set evaluations. The roster will be provided to the SJHA Registrar. The Registrar will ensure that all players are properly registered with USA Hockey and assigned to your team in our online system. An official roster link will be provided to you following approval. Rep teams rosters must be signed by PNAHA Registrar Jeremy McCann to be official. No games count towards state qualification until this roster is finalized and sent to PNAHA to be signed. Rep rosters may not be altered after 12/31 of the current season. If the Registrar is missing a player's birth certificate, the team manager will obtain a copy from the player and provide it to the Registrar upon request.