

# LOCAL ASSOCIATION CALENDAR

# WAWAHA



**DRIVE ★ LEADERSHIP ★ FOCUS**



## Hockey Associations Annual Activity & Marketing Guide 2016-2017





## **LOCAL ASSOCIATION GUIDELINE AND CALENDAR**

**The following is a guide and calendar of events designed to assist local association officers and board members in their endeavor to provide and promote a quality Hockey experience for Wisconsin Youth, Coaches and Officials.**

On behalf of the over 26,000 Wisconsin Hockey Players, Coaches, Volunteers and Officials, thank you for taking the time to make the game of Hockey more accessible, safe, and most important, fun.

Whether you are a new member of your local associations Board of Directors or a seasoned official who has been around the game since it was played on frozen ponds with wooden sticks, the decisions and directions you take have a profound impact on today's youth. Please take this responsibility seriously. Your ideals must be in line with those of your Association, Wisconsin Amateur Hockey and USA Hockey in order to promote play that's fair to all. USA Hockey is over a 600,000 member organization that governs the game of Ice and In-line Hockey. Wisconsin Amateur Hockey Association (WAHA) is a state affiliate made up of some 21,100 players, 1,350 officials, and 3,132 coaches and volunteers. These members elect a volunteer board representing 6 regions of the State to serve at the pleasure of the electorate. You are WAHA, and your participatory leadership is critical to our game.

The following lists of activities and reminders may not encompass all the tasks you may need to include in your own undertaking. Add to this as you pass it along to the next board or officer.

**WAHA distributes a Guidebook/ Directory on an annual basis. Your association receives copies of these booklets. Specific dates are listed inside the front cover. All bylaws, rule and regulations are covered as well.**

### **IMPORTANT RESOURCES**

[wahahockey.com](http://wahahockey.com)

Click on "About WAHA" to access the WAHA Annual Guide. This contains rules, regulations and bylaws.

Click on resources for questions on screening, SafeSport, concussion info and USA Hockey resources.

As we enter the 2016-2017 season, be aware of critical changes and procedures. All coaches must complete SafeSport training before having contact with players. Everyone who has regular or frequent contact with player(s) must be screened before having contact.

## September

*The season is fast approaching. Now is the time to start corresponding with your membership. Sending post cards and emails are important in order to remind players and parents that there will be upcoming registration deadlines and that there timely action is critical.*

- Sept. 9, 2016 - WAHA Board Meeting, Eagle River, 9 a.m.
- Sept. 10, 2016 - Wisconsin Hockey Hall of Fame Golf Outing, Eagle River, 8 a.m.
- Sept. 10, 2016 - Wisconsin Hockey Hall of Fame Induction Banquet, Eagle Waters Resort, 5:30 p.m. social, 7 p.m. dinner
- Complete the online training for the November 7 Try Hockey For Free Day - Prepare marketing plan for upcoming "Try Hockey For Free Event". Customize provided artwork for posters and flyers to get the word out for Try Hockey For Free
- Send mailing (email) out to membership
- Apply for raffle license and permits with the State or local Municipality
- Post updated info on Web
- Schedule league meetings
- Officials clinic, recruit officials, inform current officials of upcoming seminars
- Contact photography company on team pictures
- Attend Region meeting, at least two officers should attend
- Notify coaches of certification requirements
- Approve coaches and go over the Criminal Background procedure with them
- Arrange meeting with area association presidents
- Inventory dry-land and other training equipment to insure it's safe and in working order
- Check with coaches on equipment needs
- Inventory Jerseys and equipment
- Meet with Rink officials on season schedule
- Order USA-Hockey Official Game Sheets
- Prepare material for parent meetings
- Post try-out schedule on web and rink
- Notify coaching coordinator of try-out times
- Register the new President and SafeSport board member with Protect Youth Sports
- Check to be sure Back ground checks are up to date
- Ask Banks and Business's with informational signs to post your
- Try-outs or Registration info.
- Review your locker room policy
- Schedule locker room supervisors and hold meeting to discuss the importance of vigilant supervision
- Coaches & Team Members need to register with USA Hockey to obtain a registration number before applying a background screen
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All coaches, board members, employees and anyone having regular or frequent contact with kids must be screened. Screens must be completed before coaches have contact with players.

To complete a screen, the candidate goes to **WAHAhockey.com** ; clicks on resources, then background screening.

All coaches must complete Safesport training before having contact with players.

## October

*Hockey is a sport that should be inclusive of all. In the spirit of competition, we must select teams that represent our best in a fair and open manner. The try-out should be objective and transparent. Board members do not need to participate in the selection, but should over-see it to insure fairness. It should be the President or officers responsibility to inform the parents of player placement on teams. Be sure and distribute the WAHA Guidebook to your team coaches, Mangers and Board. These books have the answer to almost every question that will come up in the next few months.*

- Oct. 1, 2016 - By this date, teams wishing to enter Tier I USA Hockey National/Regional Championships must pay WAHA playoff fee to the WAHA Treasurer.
- Post Try-out dates and times, pucks, cones and penne's needed
- Post season player cost
- Arrange Dry-land orientation for coaches
- Meet with Presidents of neighboring associations
- Arrange for ice time and schedule room for parent meetings
- Fund raising material needs to be printed
- Distribute WAHA directories, USA Hockey dir. And Insurance policies
- Remind members to register with USA-Hockey
- Download and distribute Code of Conduct, Waiver and Consent forms
- Assign Board members to insure fair and supervised tryouts
- Prepare packets for team meetings
- Check with coaching staff on equipment.
- Register Tournaments with WAHA
- President or officer notifies parents of kids who are cut from teams
- Contact tournament sponsors to discuss tournament requests etc
- Payment due for teams wishing to enter USAH Championships
- Arrange to put on Parent orientation
- Make sure criminal background checks are done on all coaches and volunteers as required
- Make sure coaches cards are up to date
- Make sure Referee in Chief has adequate referee's for year
- Send checks to host tournaments
- Review all game sheets
- Make sure Team Mgr's send Game Sheets to President or officers for review
- Let Team Mgr's know they need to contact President on Player misconduct
- Make certain board has completed on-line SafeSport training prior to season start
- Go to **usahockey.com/safesport**; click on **safety**, then click on **SafeSport**, then **SafeSport Training**. The training support page will open and walk you through the process.
- Review locker room supervisor schedules
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## November

*Parent Meetings are important in order to chart a course for the season that will be free of conflict and will embrace an environment of respect for Players, Coaches, Officials and Opponents. Parents need to know that it is no longer their responsibly to coach from the sidelines and that ridicule of any player, coach or official is unwarranted and unwanted.*

- Nov. 15, 2016 - LAST DATE TO ENTER 2015 STATE TOURNAMENTS. Teams wishing to enter WAHA State Tournaments must be registered & entry fees paid by this date.
- Nov. 15, 2016 - Deadline for Concussion Compliance Forms to be completed (forms on-line at wahahockey.com)
- Nov. 15, 2016 - By this date, teams wishing to enter Tier II USA Hockey National/Regional Championships must pay WAHA to the WAHA Treasurer.
- Nov. 15, 2016 - Last date for all associations to submit Player Rosters for all levels of competition.
- Nov. 15, 2016 - Last date for completing Concussion Education Requirements.
- Nov. 30, 2016 - Deadline for Pilot Project Registration
- Check Rosters and distribute rosters to Board
- Maintain copies of rosters in case tourney Dir call
- Attend all try-outs and team selections
- Coordinate parent meetings
- Put an emphasis on parents not coaching from stands and complaining about officials
- Hold dry-land orientation.
- Review and make changes to coaches evaluation
- Contact parents of kids cut from teams immediately for explanation
- Review WAHA policy on conduct with officers
- Be sure to set up Parent Education programs
- Get team parents info published
- Start campaign to solicit donations for tournaments
- Bill Tournaments Sqt USA-H registration and equipment
- Make sure criminal background checks are completed and coaches have completed SafeSport
- Have coaches check their kids equipment to evaluate kids in need
- Be sure team parent or coach reviews code of conduct with kids, hazing policy etc
- Check dry land equipment for damage and safety issues
- Make sure Insurance policies are up to date
- Review game sheets for untoward penalties and checking from behind etc.
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WAHA & USA Hockey have **ZERO TOLERANCE** bullying, hazing or abuse.  
Locker room supervision is essential to insuring that there is a safe  
environment free of these issues.

## **December**

*At the midway point of your season, check the pulse of your organization. Be sure the integrity of your organization is intact. By now you are aware of how your teams compare to that of your rivals, but more important how do your rivals compare your organization to the standards of respectful fair play. Officials at the level 2,3, and 4 need their test to be complete to work the State Tournaments.*

- **Dec. 8-9, 2016** : WAHA Committee Meetings, Jefferson Street Inn, Wausau
- **Dec. 31, 2016** - Level 2, 3 and 4 officials must be completely registered with both USA Hockey and the WHOA by this date to be eligible to officiate any State Playoff or State Tournament games.
- **Dec. 31, 2016** - **Deadline for completion of all levels in the Coaching Education Program.**
- Send reminders out on year end deadlines
- Bring rosters for all levels to board for approval
- All player rosters must be submitted by the 31st for all levels of competition
- Send out nomination papers for board positions.
- Remind all levels that rosters are active until conclusion of state tournaments
- Meet with rink manager on future state tournament bids
- Send out mid-season coach evaluations
- Make sure tournament director has everything in place
- Tournament sponsorship info sent out
- Mid-season coaches meeting, Chair
- Review game sheets for conduct and checking from behind etc
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## **January**

*As the new year roles in you may find its time to embrace new resolutions. This is a good time to review the organizations goals and objectives. Soliciting ideas from the membership indicates that the board is inclusionary and open to new ideas.*

- **Jan. 1** - **Deadline for submission of application to the Tier I Committee for Tier I Status for the next playing season.**
- Complete the online training for the Feb. 20 Try Hockey For Free Day
- Review all game sheets for misconducts and checking from behind
- Make sure all volunteers are arranged for Tournament's
- Review coaches performance at mid-season
- Nomination papers due for Board of Directors
- Board makes final approval of all Rosters sent to USA-Hockey
- Develop a brief questionnaire on parent and player satisfaction with association
- Amendments to WAHA by-laws due by the 31st
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## February

*Play offs and preparation for State tournaments is on your radar screen, it may not be on all the team managers. Be sure to communicate the tasks that they will need to assume.*

- **Feb. 3-5, 2017- STATE TOURNAMENT PLAYOFF WEEKEND**
- **Feb. 10-12, 2017 - Jerseys, goodie bags & sticks arrive for Try Hockey For Free Day**
- Review all game sheets for misconducts and checking from behind
- Get Team Mgr emails to Region Directors
- Region Playoffs
- Send announcement on Board openings
- Board Election preparation
- Submit request to host state tournaments
- Submit requests for Hockey Camps
- WAHA board of directors meeting
- WAHA state tournament playoffs
- Deadline to submit Tier 1 requests is at end of the month
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## March

*As the ice begins to melt, it might be a good idea to bring key people together to review the season while its still fresh in their minds. Look to host a State tournament and submit your request by the end of this month.*

- **March 4-5, 2017 : WAHA Tier 2 Squirts, Bantams and Girls 10-U & 14-U State Tournaments**
- **March 10-12, 2017 : WAHA Tier 1 Playoffs, WAHA Tier 2 Pee Wees/Girls 12U,16U & 19U State Tournaments**
- **March 17-19, 2017 : WAHA Youth and Girls Tier 1 & 2 Playoffs and WAHA Midget 18U State Tournament**
- **March 15, 2017 : Additions to By-Laws, Rules and Regulations must be sent to WAHA Secretary by this date.**
- **March 25-26, 2017 : Select 14 and 15 Tryouts for their respective Festivals**
- Review all game sheets for misconduct and checking from behind
- Elections
- Prepare info for state bound teams
- WAHA State tournaments
- Officials seminar request forms need to be submitted
- Send out coaches evaluations and review them
- Send in State tournament bids by April 1st
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Let your board know about WAHA annual meeting the first weekend in August. Sign up early for association development workshop during the same weekend. August 4-5, 2017. Recruit as many board members as you can.

## **April**

*A brief thank you to coaches, managers, officials and board members is a good idea. Sending a post card to all kids and parents, thanking them for participating is a marketing tool that pays dividends.*

- **Apr 21-23, 2017 : Minesota NIT for Boys (Jr and Sr) and Girls High School**
- **Apr 27-28, 2017 : WAHA Committee Meetings, Jefferson Street Inn, Wausau**
- **Apr 29-30, 2017 : WAHA Youth Select 14, 15, 16 & 17 Festival**
- Review all game sheets for misconduct and checking from behind
- WAHA Dues need to be sent in
- Meet with Coaches to evaluate the year
- Elect board officers at first meeting in April
- Notify WAHA of new board officers
- Change signature cards in needed.
- Have Secretary get letterhead
- Secretary and Treasure need thank you cards for donations..
- Send thank you cards to families for their participation.
- Register to have Skaters participate in Memorial day activities as a promotional activity.
- Begin to notify individuals who need to be screened
- Appoint SafeSport/Risk Manager
- Contact Protect You Sports to identify background screen coordinator (SafeSport/Risk Manager)
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## **May**

- **May 12-14, 2017 : Central District Youth Select 15, 16 and 17 Festivals**
- Appoint board members to committees
- Begin planning for recruitment and retention
- Review development info from USA-Hockey
- Enter Zamboni or ice resurface machine in Parades over summer and fall to promote recruitment
- Book league scheduling meeting
- Associations hosting tournaments must submit tournament directors name and address to WAHA by end of May
- Meet with Officers to review year end P/L.
- Meet with Coaching Coordinator on Coaches evaluations and next year recruitment activities.
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## **June**

*Plan to bring your board together and start discussing ideas to recruit and retain players. The more participants, the more ideas will be generated.*

- Information due to local printers for promotional info.
- Get bids for hockey equipment
- Check condition of Uniforms
- Secure sponsors for upcoming year
- Begin budget process
- Evaluate condition of dry-land equipment
- Meet with fund raising committees
- Access Protect You Sports for re-screen data
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## **July**

*Attending the WAHA annual meeting is an important way for local associations to interact with the Sports leadership. WAHA is your organization and you and your officers should have an investment in the direction WAHA charts.*

*Now is the time to meet with business and other organizations on sponsorships. Meeting with the local baseball, soccer etc association is a good way to distribute recruitment material. Reciprocate with them and distribute their material at the end of the hockey season.*

- Confirm returning coaches and officials for the next season
- Contact TV stations on running promotional ads in fall
- Review Website info and update
- Review associations by-laws
- Register board members for the WAHA annual meeting & association development workshop the first weekend in August
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## **August**

*Many Banks and Business have digital signs and they don't mind putting a non-profits message out. Contact them and ask them to let folks in the community know that Hockey is approaching and we want you to join us*

- **August - USA Hockey will send a registration reminder email to your 8 & under players that have yet to register for the season.**
- **Aug 3-4, 2017 : WAHA Committee Meetings, Jefferson Street Inn, Wausau**
- **Aug 5, 2017 : Annual Association Officers Workshop, Jefferson Street Inn, Wausau**
- **Aug 5, 2017 : WAHA Annual Meeting, Jefferson Street Inn, Wausau**
- Review your 8 & under membership number to see your growth goals for the upcoming season ([www.2and2Challenge.com](http://www.2and2Challenge.com)) – Plan your Transition Program, fill out the Transition Program worksheet to help get started - Secure ice for your Try Hockey Day in November, notify USA Hockey on rink and time - Host a Season Ice Breaker event
- Attend the WAHA annual meeting & officer orientation
- Submit ads for coaches
- Submit ads to Lets Play Hockey and other publications for tournaments
- Establish budget and player fee's
- Establish sign up dates
- Inventory equipment
- Recruit volunteers and coaches
- Begin interviews of coaches
- Meet with Rink manager on Ice for upcoming season
- Meet with Officials Referee-in-chief
- Make sure your current board is listed correctly on the WAHA website
- Be sure background screens are complete before season start
- Coaches need to complete SafeSport before start of season
- Contact Protect Youth Sports 877-319-5587 On new board president, Registrar & SafeSport coordinator
- 8/4/17 WAHA Board Meeting
- \_\_\_\_\_
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## USA Hockey & WAHA SafeSport Policies

USA Hockey's commitment to creating a safe and positive environment for its participants' physical, emotional, and social development includes policies addressing certain types of abuse and misconduct, and certain policies intended to reduce, monitor and govern the areas where potential abuse and misconduct might occur.

### The policies address the primary types of abuse and misconduct:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying, Threats & Harassment
- Hazing

Each of the policies contain specific definitions to inform participants, employees and volunteers of the boundaries of acceptable and unacceptable behavior.

Any USA Hockey member who engages in acts of abuse or violations of these policies is subject to appropriate disciplinary action and/or referral to law enforcement authorities.

### Other policies reduce the risks of potential abuse:

- Locker Room Policy
- Travel Policy
- Billeting Policy
- Electronic Communications Policy

The policies above are more fully set forth in the SafeSport Program Handbook. All WAHA Associations can download these policies to incorporate them into their own manuals.

## Screening and Background Check Program

USA Hockey was one of the first national sports organizations to implement a screening policy, doing so in 1993. USA Hockey's policy includes set criteria by which a person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey. Under the policy, USA Hockey will not authorize or sanction any employee or volunteer who has routine access to children unless that person consents to be screened and passes a criminal background screen conducted by USA Hockey or one of its affiliates.

All volunteers and employees over the age of 18 are required to be screened prior to such volunteers or employees having access to youth participants. An approved screen is valid for two years.

The USA Hockey SafeSport Program Handbook contains the minimum criteria that must be searched for by a background screening provider. That criteria serves as a basis under which a person may be disqualified or prohibited from serving as an employee or volunteer. The SafeSport Program Handbook also contains additional criteria that may disqualify a person from serving as an employee or volunteer even though it is unlikely such information would be found in a criminal record search.

The USA Hockey SafeSport Program Handbook includes specific information and guidelines on who must be screened, screening criteria, and handling "hits" and appeals, including determinations as to eligibility of an applicant that has been screened but for whom a "hit" is shown on the screening report.

## Reporting Concerns of Abuse

USA Hockey has structured its reporting policy to provide an avenue for victims and witnesses of potential abuse to safely report suspected abuse and misconduct to the proper authorities. By providing this guidance on when and how to report suspected misconduct, USA Hockey seeks to remove barriers to disclosing abuse and misconduct. Likewise, potential abusers will avoid involvement in a program where there is a likelihood that suspected abuse will be reported.

The USA Hockey reporting policy requires that every employee or volunteer of any USA Hockey member program must report (1) actual or perceived violations of the USA Hockey SafeSport Program Handbook,

(2) any violations of the sexual abuse, physical abuse, emotional abuse, bullying, threats or harassment, or hazing policies, and (3) suspicions or allegations of child physical or sexual abuse to the appropriate USA Hockey representatives; additionally, in all cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of USA Hockey member programs must also report to the appropriate law enforcement authorities. With respect to child physical or sexual abuse, it is critical that employees and/or volunteers not attempt to evaluate the credibility or validity of the allegations as a condition for or prior to reporting their concerns.

Any report of misconduct or suspicions of child physical or sexual abuse will be taken seriously and handled appropriately. If USA Hockey receives a report of physical or sexual misconduct involving a minor, USA Hockey will make a report to the proper authorities.

### USA Hockey's Reporting Policy provides for:

1. Confidentiality for the victim, complainant, and accused perpetrator (all to the extent permitted by law);
2. The ability to file reports anonymously;
3. "Whistleblower" protection for persons that make reports in good faith; and
4. Potential disciplinary action for making reports in bad faith.

USA Hockey members should also know that most states have mandatory reporting laws making persons holding certain positions required by law to report suspicions or sexual or physical abuse of a minor. For mandatory reporting laws, visit [childwelfare.gov](http://childwelfare.gov).

## Responding to Abuse & Other Misconduct

USA Hockey and its member programs respond to allegations of abuse or misconduct according to the provisions of USA Hockey Bylaw 10. Bylaw 10 provides for a disciplinary process that must be followed in connection with suspension or other discipline of an individual, team or organization or others within the jurisdiction of USA Hockey. By following the procedures of Bylaw 10, USA Hockey provides a fair and reasonable process for handling reports of abuse or misconduct by members.

Upon a report or other notice of credible information or allegations, USA Hockey, its affiliates or local programs will conduct an investigation and/or disciplinary proceedings to determine the appropriate discipline that may be imposed. However, USA Hockey shall not conduct any investigation and/or hearing procedure, in response to allegations of child physical or sexual abuse if it in any way interferes with a pending legal investigation or criminal prosecution.

In some cases, disciplinary action may include a "summary suspension" in which the accused person is suspended prior to and pending a hearing. Summary suspension is intended for those situations in which an individual's continued employment, membership or participation poses a risk of ongoing physical or emotional harm. In other cases, it is most appropriate for the USA Hockey program to provide notice to the accused followed by a hearing to assess whether discipline should be imposed. In all cases, disciplinary procedures and actions must be proportionate, reasonable and applied fairly and equally.

## Monitoring and Supervision of the Program

USA Hockey's SafeSport Program Handbook contains guidelines and requirements for USA Hockey, its affiliates, local programs and team coaches to monitor, supervise and help ensure that the SafeSport Program is being followed.

## 3 Ways To Report Suspected Abuse

CALL: 800-888-4656

EMAIL: [SafeSport@usahockey.com](mailto:SafeSport@usahockey.com)

CLICK: "Report to USA Hockey" at [usahockey.com/safesport](http://usahockey.com/safesport)

## **WHEN TO FILE A SAFESPORT COMPLAINT**

Reports from USA Hockey members and others are critical to the enhancement of safety in USA Hockey programs. Reports make USA Hockey, its Affiliates and local programs aware of issues that they may not be aware of, and allow USA Hockey, the Affiliates and local programs to properly respond to those reports. At the same time, persons considering making a report sometimes have uncertainty about whether the conduct or incident is within the scope of the SafeSport policies, to whom a report should be filed, or at what level the particularly issues should be addressed. Below are some issues for you to consider before filing a SafeSport Report.

### **THE USA HOCKEY SAFESPORT PROGRAM REPORTING POLICY PROVIDES:**

“It is the policy of USA Hockey that every employee or volunteer of any USA Hockey Member Program must report (1) actual or perceived violations of the USA Hockey SafeSport Program Handbook, (2) any violations of the Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Threats or Harassment, or Hazing Policies, and (3) suspicions or allegations of child physical or sexual abuse to the appropriate USA Hockey representatives (as set forth below); additionally, in all cases involving suspicions or allegations of child physical or sexual abuse, every employee or volunteer of a USA Hockey Member Program must also report to the appropriate law enforcement authorities. Any report of misconduct or suspicion of child physical or sexual abuse will be taken seriously and handled appropriately. If USA Hockey receives a report of physical or sexual misconduct involving a minor, USA Hockey will make a report to the proper authorities.”

*Below are some questions that will help in considering how best to address a concern.*

### **DO THE ISSUES INVOLVE PEER TO PEER BEHAVIOR?**

Not every incident between players on a team rises to the level that it must be reported to USA Hockey or investigated by an Affiliate SafeSport Coordinator. Generally, most behavior issues within a team should be handled by the team’s head coach. USA Hockey encourages incidents of bullying, harassment, or bad behavior between teammates to be addressed by the team’s coaches within the team environment. Some local programs also have a designated SafeSport representative that can work with the coach to resolve these incidents without the need for escalation to USA Hockey or the Affiliate. In those instances, the local program can advise the Affiliate SafeSport Coordinator of the circumstances and report on how the incident was resolved. *However, where incidents of peer to peer behavior that violate SafeSport policies have occurred in a pattern, where efforts to by the coach or program to address the behavior have not resulted in appropriate change, or where the coach or program have not addressed the issues after it was brought to their attention, then the issues should be escalated to USA Hockey and/or the applicable Affiliate.*

### **DO THE ISSUES RELATE PRIMARILY TO COACHING DECISIONS SUCH AS TEAM/PLAYER SELECTION, ICE TIME OR PLAYER POSITION?**

Sometimes parents have disagreements with the coach related to whether their child should make the team, how much ice time their child should get, or what position their child should play. Such disagreements are not within the scope of the SafeSport Program, and should be addressed with the coach and/or program leaders.

### **DID THE INCIDENT INVOLVE A SINGLE INCIDENT OF IMPROPER BEHAVIOR BY A COACH?**

Coaches are human and nearly all are well meaning. Still, there can be incidents where a coach makes a mistake in judgment and perhaps uses foul language in front of players, makes a comment that is hurtful to a young player, or where his/her emotions get the best of them and they behave inappropriately. In those instances, it may be more suitable and

more effective to attempt to raise the issue with the coach or the local program. Unless it is necessary for safety reasons to address the issue immediately, USA Hockey suggests taking some time and allowing all parties to “cool off” before addressing the issues with the coach. Oftentimes, after appropriate time and reflection, the coach will be aware of the inappropriate conduct, will understand your concerns, and will take action to correct the actions or behavior. Of course, if the issues have been addressed to the coach before without suitable correction, or where the conduct is egregious enough that it should be addressed by disciplinary action (including suspension or removal of the coach), then a report should be made to USA Hockey or to the Affiliate SafeSport Coordinator.

### **DO THE ISSUES PRIMARILY INVOLVE A DISPUTE BETWEEN PARENTS OR A PARENT AND COACH?**

Issues sometimes initially arise related to children, but escalate and become highly charged with emotions when adults have different perceptions of what occurred, misconstrue the conduct, or have different opinions about the appropriate response. That escalation can result in the disagreements between adults becoming much bigger than the original incident. The SafeSport Program is intended to protect participants within USA Hockey programs from misconduct or abuse by adults or peers within USA Hockey programs – it is not intended to regulate or respond to disputes between adults.

Was the incident part of the conduct of a game?

Before filing a report, it is also important to consider whether the incidents actually involve violations of SafeSport policies. For instance, incidents that took place during a hockey game where an opponent may have played too rough, took too many penalties, or used inappropriate language or made inappropriate comments, or where a coach yelled at the referees or an opponent, may appear similar to harassment, bullying or physical abuse, but such incidents do not fall within the scope of SafeSport and are intended to be addressed by the game officials under the playing rules. The proper disciplinary authority to review such incidents is the determined by the USA Hockey Affiliate for the area where the team is located. Upon receipt of a report related to an incident during a game, USA Hockey will forward the report to the applicable Affiliate for handling.

### **COMPLAINTS ABOUT OFFICIATING OR PENALTIES.**

Likewise, complaints about officiating or penalties during a game are not within the scope of SafeSport and are instead reviewed by the applicable District Referee-in-Chief or local supervisor of officials. Upon receipt of a complaint about officiating or penalties, USA Hockey will forward the report to the officiating department for handling.

*When in doubt, contact the Local or Affiliate SafeSport Coordinator.*



## Why SafeSport?

- To protect our participants by creating an environment that puts the potential offender at risk.
- To prevent known offenders from joining our program and deter offenders that have not yet been caught.
- To protect USA Hockey's, its Affiliates' and local programs' reputations as organizations that are safe from abuse.
- To prevent negligence and help insulate USA Hockey, its affiliates, local programs and volunteers from liability.

FOR MORE INFORMATION ON SAFESPORT GO TO [www.usahockey.com](http://www.usahockey.com).  
Click on MEMBERSHIP then SafeSport.