

# *The New York State Amateur Hockey Association*

## SCREENING CHECKLIST

2007/2008 Season

- **Deadline to get all forms in to NYSAHA is November 15, 2007**
- **Please Take Careful Note: Rule 1.G of the NYSAHA Guidebook provides for late fines if the November 15 date is not met, and possible loss of good standing status (meaning the Association will lose its membership in NYSAHA and USA Hockey) should screening materials and late fines not be received by January 2. Noncompliance with the November 15 date can have serious and immediate consequences for your Association**
- **Note the mailing address for all submissions. Only use this mailing address**
- **All new “Coaching Staff” who last submitted a screening form in the 2004/2005 season and have not submitted a Form since then, must submit a new Screening Form this season using the current 2007/2008 Form**
- **All “Coaching Staff” who last submitted a form in 2004/2005, must submit a 2007/2008 Screening Form**
- **“Coaching Staff” includes all coaches, assistant coaches, managers, and any other adults who routinely interact with the players**
- **Any member of the “Coaching Staff” who fails to submit a required 2007/2008 Screening Form is automatically disqualified from USA Hockey/NYSAHA hockey activities**
- **Every Association must submit to NYSAHA:**
  1. **A signed Association Screening Certification Form, with**
  2. **The required Coaching Staff 2007/2008 Screening Forms**
- **Send BOTH Forms no later than November 15, 2007, to:**

NYSAHA  
Church Street Station  
P.O. Box 3239  
New York, New York 10008-3239

- **For more detailed information, for Forms to be used, and for Alternative High School Procedures, see attached materials.**

# *The New York State Amateur Hockey Association*

## **SCREENING POLICY**

**2007/2008 Season Update**

### **NOTICE:**

**THE ENCLOSED SCREENING FORMS MUST BE SUBMITTED BY NOVEMBER 15, 2007 TO MAINTAIN THE “GOOD STANDING” STATUS OF YOUR ASSOCIATION**

The New York State Amateur Hockey Association (“NYSAHA”) Guidebook, reflecting the policies set down by USA Hockey, prohibits physical and sexual abuse, and expects adults “who [have] routine access to children” to be screened.

In carrying out the foregoing policies, NYSAHA and its member Affiliate Associations (“Associations”) are limited by the laws of the State of New York, which do not provide for a comprehensive screening procedure by amateur athletic organizations of people (such as coaching staff) who will be working directly with players engaged in youth sports (here defined as “youth” players).

However, NYSAHA supports and encourages all reasonable and legal efforts to screen such personnel so as to protect all non-adult (under age 18) players. In this regard, NYSAHA requires that all Associations with youth programs submit a Screening Form for each member of that Association’s “Coaching Staff” (as defined below). **For the 2007/2008 season, Screening Forms are to be collected by the Association for all new Coaching Staff this season and any Coaching Staff not in compliance with Screening. In addition, Coaching Staff who last submitted a screening form in the 2004/2005 season and have not submitted a Form since then, must submit a new Screening Form this season. Please be sure to use only the current 2007/2008 season Forms.** The Forms are to be submitted to the NYSAHA Screening Committee, with the signed Association Screening Certification Form (copies of both Forms are enclosed) no later than November 15, 2007, to the following address:

**NYSAHA  
Church Street Station  
P.O. Box 3239  
New York, New York 10008-3239**

NYSAHA will screen the Coaching Staff submitted by each Association by providing a limited amount of the supplied information to a nationally recognized organization that performs background checks on volunteers. Each Association’s President shall sign the Association Screening Certification Form, certifying to NYSAHA that every member of the Coaching Staff for that Association has submitted a completed, signed Screening Form within the last two seasons (2005/2006, or 2006/2007) or this season. The certifying Association must enclose with its Certification any new original signed Screening Forms for this season.

The following is intended to inform Associations about the screening process and guide them through the screening submission procedure as required by NYSAHA for the 2007/2008 season.

**PLEASE NOTE: NEW YORK LAW WARNS THAT ANYONE WHO USES SCREENING RESULTS AND INFORMATION TO INJURE, HARASS, OR COMMIT A CRIMINAL ACT AGAINST ANY PERSON MAY BE SUBJECT TO CRIMINAL PROSECUTION.**

• **Screening Procedure To Be Followed By Affiliate Member Associations** •

1. “Coaching Staff” Who Must Be Screened. The adult individuals to be screened, who we refer to as the “Coaching Staff” even if not all are technically coaches, consists of those adults who routinely come into direct contact with the Association’s non-adult (boys and girls under age 18) “youth” players. Thus, coaches, assistant coaches and others all should be screened if they directly and routinely interact with youth players. Minors under age 18 who assist on teams are not to be screened, but care should be taken that they are fully supervised by a screened adult.

All coaches presumably interact routinely with their youth players; thus all coaches should be screened. If a manager (or other person) helps out the coaches and/or the team and in doing so routinely interacts directly with youth players, they also should be screened. Such interaction can include, but is not limited to, helping out on the bench, in games, in practices, in the locker room, etc.

If an adult does not directly and routinely interact with the players, then screening is not required. Examples of non-interactive activities can include keeping score or time for games (away from the bench area and not in contact with players), scheduling games and practices, carpooling where the person’s own children and other children are together in public, etc., are not required to be screened.

2. Screening Forms. Each member of the certifying Association’s Coaching Staff must have completed and signed a Screening Form, *either for the 2005/2006 or the 2006/2007 season using the Forms then provided*, and submitted it to the certifying Association:

(a) Staff Who Completed Forms for the 2005/2006 or the 2006/2007 Season. If the member of the Coaching Staff completed a Screening Form for the 2005/2006 or the 2006/2007 season *with the certifying Association*, and the certifying Association submitted the Form to NYSAHA, then that person need not complete a new Screening Form for this new season. However, if that member of the Coaching Staff filled out a Screening Form for another Association, and has now changed Associations, that member must fill out a new Form for this season with the new certifying Association, and the certifying Association must submit the new Form to NYSAHA with the Association’s Certification Form.

(b) New Staff, Etc. All new members of the Coaching Staff this season who have not submitted a completed and signed Screening Form for the certifying Association, must complete

a Screening Form and the Association must certify and submit the original to NYSAHA with the Association's Certification Form.

The Form may be retyped on Association letterhead and the name of the Association must be inserted where indicated. Every Form must be signed by the adult completing it. Any adult not completing and signing the Screening Form must not be included with the Coaching Staff (although they can engage in other off-ice, non-interactive activities). All Screening Forms should be completed as early as possible and submitted by the NYSAHA deadline of November 15, 2007. Having the Screening Form signed is important, as it places basic responsibility for the accuracy and completeness of the information provided directly on the adult who completed it.

**PLEASE NOTE: ANY MEMBER OF THE COACHING STAFF THAT FAILS OR REFUSES TO COMPLETE ALL PARTS OF, AND SIGN, THE SCREENING FORM IS AUTOMATICALLY DISQUALIFIED BY NYSAHA FROM COACHING AND/OR ENGAGING IN ANY COACHING STAFF ACTIVITIES.**

3. Submission Procedure. No later than November 15, 2007, all Screening Forms, *together with the Association Screening Certification Form*, in one package, must be submitted to the NYSAHA Screening Committee at the following address:

**NYSAHA  
Church Street Station  
P.O. Box 3239  
New York, New York 10008-3239**

4. Alternative Submission Procedure For High School Club Associations. Some High School Club Associations ("HS League") are structured differently from other Associations involving youths. Where the HS League teams are essentially organized and run independently from the HS League when it comes to hiring Coaching Staff and other activities ("Club Teams"), but the HS League still registers the Club Teams with NYSAHA under its "banner", the following certification procedure may (optional) be substituted for the certification procedure set forth above for all other Associations. The "President" of each Club Team may certify the Coaching Staff for that Club Team, and then submit that Certification and the Coaching Staff Screening Forms to the President of its HS League. The HS League President will then certify that every Club Team registered by the HS League has submitted a Certification Form and its Screening Forms to the HS League, and that all the Certifications and Forms are being submitted as a complete set by the HS League to NYSAHA. If this alternative procedure is used, *and it may only be used by High School Club Associations and no one else*, then the Certification Form provided below may be modified accordingly by the Club Teams and by the HS League.

5. New and Additional Coaching Staff. Within one week of any adult joining the Coaching Staff of a certifying Association after the screening submissions have been made, that new Coaching Staff adult must complete and sign a Screening Form as described above, and the Association must submit the completed Form to the Screening Committee with a new, signed Association Screening Certification Form. Any Association that fails to submit both Screening

and Certification Forms as required by NYSAHA may put in jeopardy that Association's "Good Standing" status with NYSAHA.

6. If Screening Results In A Positive Response. The Screening Committee will screen each Association's Coaching Staff for whom a Screening Form has been submitted. This will include new Screening Forms received by NYSAHA this season and a random sampling of Forms submitted over the last two seasons. If the name of the person being screened comes up in the course of a search (such result is referred to as a "Flag"), the following steps will be taken immediately:

- (a) Verification of Information by Screening Committee. A member of the Screening Committee, usually the respective Section President, will contact the Association President (or Referee-In-Chief for Officials) of the person being screened. The Association President will attempt to verify whether the Flagged person and the screened person on the Coaching Staff are the same, and if so what the circumstances were of the offense (see paragraph (b) below). The Association President will report his findings only to the Committee member who contacted him. If the Committee is convinced that there is no match, then the screened person will be cleared by the Committee; for confidentiality purposes other members of the Association will not be informed that any question ever existed. If the Committee decides to disqualify the screened person from the Coaching Staff, the Association President will be notified of the disqualification (but not the reason) and will be required by NYSAHA to drop that person from its Coaching Staff. The President of the Association shall not discuss the matter with anyone other than the Committee and, if necessary, the disqualified person.
- (b) Meeting With the Screened Person. If screening results in a Flag and the Committee cannot determine if there is a match between the Flagged person and the screened person, the Committee will contact the Association President for assistance. The Association President and one senior member of the Association's management (the "Witness") will immediately arrange for a meeting with the screened person to discuss the Flag. The meeting should be private, must be attended by both the Association President and the Witness, and should be nonconfrontational and respectful. Under no circumstances is the Association President and/or Witness to meet alone with the screened person who was Flagged.
- (c) Determine And Report. The purpose of the meeting is to verify whether the screened person and the Flagged person match. If they do not, the person should be told that the Flag came up with the same name but a different description so that the person is aware of this information for future reference. If the information does match, the person should be told of the Flag and asked if they are the Flagged person. At this point, the person should be suspended from the Coaching Staff until he/she is definitively cleared of the Flag, or cleared to participate by the Committee, and the Committee should be notified

of the meeting results. If the Committee disqualifies the person, he/she shall not be included in the Association's Coaching Staff.

- (d) Confidentiality; Flagged Person Participation. Other than the Association President and Witness, no one else should be aware of the Flag since the information is sensitive and can harm a person who turns out not to be the Flagged person. Screenings must never result in damaging the reputation of an innocent person. Also, a person who is the subject of a Flag but has a child in the hockey program should not have his/her child's experience damaged. Rather, it is the recommendation of NYSAHA that a Flagged person be told that he/she is welcome to watch the child's team but that they must respect the concerns of other parents by refraining from participating in any activities that might bring them into contact with other children. Further, NYSAHA will not permit a Flagged person who does not have a child in the program to be involved with or be a spectator at an Association's youth activities.

**Please note: All Flagged persons, whether the Flag is consequential or not, are directly notified by NYSAHA's independent screening organization that a screening was conducted for NYSAHA. This notification does not mean that the Flagged person has committed an actionable offense (most are not). Only if NYSAHA, after reviewing the Flag, determines that the offense in fact is serious enough to warrant further investigation, will the Flag be raised with the Flagged person through the procedures outlined here.**

- (e) All disqualifications of Coaching Staff will be reported by the Screening Committee to the NYSAHA Board of Directors and Officers. The Committee will maintain a confidential list of all people who have been disqualified by the Committee. Anyone who has been disqualified by the Committee shall be entitled to an automatic appeal to the NYSAHA Board of Directors without first appealing to the Section President, by requesting an appeal in writing to the NYSAHA President within ten days of being disqualified by the Committee.

**PLEASE NOTE: ANYONE WHO USES THIS INFORMATION TO INJURE, HARASS, OR COMMIT A CRIMINAL ACT AGAINST ANY PERSON MAY BE SUBJECT TO CRIMINAL PROSECUTION.**

Finally, by issuing these guidelines NYSAHA is not making any express or implied warranties concerning the accuracy or completeness of the screening procedures provided herein, or expressly or impliedly guaranties that these procedures will provide complete results. However, the fact that screening is being conducted in a responsible manner within the limits permitted by New York State law should provide some comfort to parents and warn off offenders seeking to join Coaching Staffs.

## SCREENING INFORMATION FORM: 2007/2008 SEASON

Name: \_\_\_\_\_  
Last First Middle Other Names Used

XXX-XX- Date of Birth: \_\_\_\_\_  
(Last 4 digits of SS# only. To Be Used Only For Screening Purposes By NYSAHA) Month Day Year

Coaching/Officiating Card No.: \_\_\_\_\_ Coaching/Officiating Level obtained: \_\_\_\_\_

Sex (M/F): \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Glasses (yes/no) : \_\_\_\_\_ Hair Color: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Number Apt. Number

\_\_\_\_\_ City County State Zip

For How Long? \_\_\_\_\_ List other Counties/States you have lived in during the past 5 years:

\_\_\_\_\_  
\_\_\_\_\_

Home Phone: ( ) \_\_\_ - \_\_\_ Cell Phone: ( ) \_\_\_ - \_\_\_ E-mail Address: \_\_\_\_\_

Drivers License Number & State: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Current Vehicle Year & License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Current Business/Employment Record for Past 5 Years:

\_\_\_\_\_ Business/Employer(s) Name Street Address City

\_\_\_\_\_ State Zip Telephone Number Supervisor



Have your parental rights ever been terminated?  Yes  No If yes, please explain: \_\_\_\_\_

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Have any complaints ever been made against you either at work in your capacity as a volunteer that you sexually or physically abused a minor?  Yes  No If yes, please explain: \_\_\_\_\_

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Do you have a history of any behavior that might make you a danger to any children/youth/adolescents in this hockey program?  Yes  No If yes, please explain: \_\_\_\_\_

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References: Provide the name, address and telephone number of three people who are not related to you and who do not live with you:

1. \_\_\_\_\_ (\_\_\_\_)  
Name Address City Phone
2. \_\_\_\_\_ (\_\_\_\_)  
Name Address City Phone
3. \_\_\_\_\_ (\_\_\_\_)  
Name Address City Phone

I am supplying the above information ("Information") to \_\_\_\_\_ [name of Association] (the "Association") for the purpose of screening pursuant to the policies of the New York Amateur Hockey Association ("NYSAHA") and USA Hockey. I hereby authorize NYSAHA or any of its authorized agents to make inquiries into my personal history, education, employment, credit, banking and/or other financial records, criminal history, records from Federal, State or Municipal Agencies and driving records. These inquiries may be through any credit agency or bureau, and through any National or International government agency that offers this information. All background investigation procedures strictly follow the guidelines as set forth in the FCRA (Fair Credit Reporting Act) and the DPPA (Driver Privacy Protection Act).

I understand that this disclosure of Information may potentially disclose, and I hereby approve and consent to the disclosure of, private and confidential information and records relating to me including criminal and other proceedings. I am aware that some of this Information is being supplied to a volunteer background search organization that will conduct the actual screening. I forever release, indemnify and hold harmless the Association, NYSAHA, USA Hockey and their respective board members, officers, employees and agents, and if requested shall defend them against all liabilities, claims, obligations, losses, damages, judgment costs (including legal fee

and cost investigation) relating to or arising from (i) the Information; (ii) any disclosure of the Information; and/or (iii) use of any of the Information or any information relating to or derived from the Information in connection with any screening, investigation, discipline or proceeding.

Failure to supply the Information required in this form will result in an investigation, possibly followed by a hearing and/or immediate suspension from NYSAHA and USA Hockey.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Full Name:

Send to:

**NYSAHA  
Church Street Station  
P.O. Box 3239  
New York, New York 10008-3239**

