

The New York State Amateur Hockey Association

SCREENING CHECKLIST

2008/2009 Season

- **Deadline for Coaching Staff / Association Members / NYSAHA Officials to “Self Screen” at the NYSAHA Secure Select site is November 1, 2008.**

The URL for this site is: <https://members.screeningsystem.com/Default.aspx?ID=b08e12a379cb4fdeab48b235c92a637a>

If Control + Click fails to open the above link, copy and paste it directly into your web browser address and open.

You must submit the Volunteer Request Confirmation with the request # issued to you upon the completion of your self screening, to your Association / Referee-In-Chief by the November 1 date.

- **All Coaching Staff / Members / NYSAHA Officials must submit to the self screen process this year regardless of when they were last screened.**
- **Any member who fails to “Self Screen” and submit a required Volunteer Request Confirmation document is automatically disqualified from USA Hockey/NYSAHA hockey activities**
- **Associations must submit the Association Screening Certification spreadsheet to NYSAHA by November 1, 2008.**

This can be submitted either:

1. By email to nysahapres@yahoo.com
2. Regular mail, postdated no later than November 1, 2008. The Postal address is:

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

- **Please Take Careful Note: Rule 1.G of the NYSAHA Guidebook provides for late fines if the November 1 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 1 date can have serious and immediate consequences for your Association**

The New York State Amateur Hockey Association

SCREENING POLICY 2008/2009 Season Update

NOTICE:

THE ENCLOSED ASSOCIATION SCREENING CERTIFICATION FORM MUST BE SUBMITTED BY NOVEMBER 1, 2008 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 an Association Screening Certificate Form/spreadsheet, listing each member of that Association’s “Coaching Staff” (as defined below). **For the 2008/2009 season, Volunteer Request Confirmation documents are to be collected by the Association for all Coaching Staff this season.** The signed Association Screening Certification Form/Spreadsheet is to be submitted to the NYSAHA Screening Committee no later than November 1, 2008. The form/spreadsheet is enclosed and is readily available on the NYSAHA website (URL http://www.usahockey.com/new_york). The completed form/spreadsheet may be submitted in one of two ways:

1. By regular mail to the following address:

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

2. By email to: nysahapres@yahoo.com

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 2008/2009 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.

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 1, 2008. 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.

For the 2008/2009 season, all Coaching Staff will be required to self screen themselves using the NYSAHA Secure Select website below:.

<https://members.screeningsystem.com/Default.aspx?ID=b08e12a379cb4fdeab48b235c92a637a>

If Control + Click fails to open the above link, copy and paste it directly into your web browser address and open.

PLEASE NOTE: ANY MEMBER OF THE COACHING STAFF THAT FAILS OR REFUSES TO SELF SCREEN AND SUBMIT A VOLUNTEER REQUEST CONFIRMATION WITH A VALID REQUEST #, IS AUTOMATICALLY DISQUALIFIED BY NYSAHA FROM COACHING AND/OR ENGAGING IN ANY COACHING STAFF ACTIVITIES.

3. Submission Procedure. No later than November 1, 2008, the Association Screening Certification Form/Spreadsheet must be submitted to the NYSAHA Screening Committee in one of two ways:

- By regular mail to the following address:

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

- By email to nysahapres@yahoo.com

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 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 that all the Certifications 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 the self screening process as described above, and the Association must submit the a new, revised and signed Association Screening Certification Form. Any Association that fails to submit 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 review the reports generated from the screening organization respective to each Association’s Coaching Staff. If results of one of the persons having been screened comes up as not CLEAR

(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 non-confrontational and respectful. Under no circumstances are 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.

NYSAHA SECURE SELECT SELF SCREENING INSTRUCTIONS

Coaching Staff / Members / NYSAHA Officials using this site are being asked to only submit a limited amount of personal information directly to a nationally recognized organization that performs background checks on volunteers. This allows NYSAHA to continue to provide adequate protection to our youth hockey participants and at the same time protect applicants from identity theft. Your information is not printed, transmitted or shared with any parties outside of NYSAHA.

The NYSAHA Secure Select web site URL is:

<https://members.screeningsystem.com/Default.aspx?ID=b08e12a379cb4fdeab48b235c92a637a>

If Control + Click fails to open the above link, copy and paste it directly into your web browser address and open.

1. The NYSAHA HOME page provides our current screening policy. In the left margin under “Home” is the “**Volunteer Self Screen**” tab. Click on this tab to bring you to the SECURITY CODE log on window.
2. The Security Code is **NYSAHA2008**. Enter this in the window and click the Submit button.
3. In the next window, under the Security Code is a window that is labeled “Select Location”. Use the drop down arrow to the right of the window that now reads “Select Location” to scroll down and select your Association name. Then click the **Next** button.
4. This brings you to the RELEASE AGREEMENT page. After reading the release agreement, scroll to the bottom to enter your name in the “Signature” window and click the Accept button. If you decide that you do not want to be screened click on the “Decline” button.
5. This brings you to the INFORMATION page. The only fields on this page that require you to provide information are:
 - SSN** (Social Security Number):
 - Last Name:**
 - First Name:**
 - Date of Birth:**

Scroll to the bottom of the page and click the **Next**.

6. This takes you the SUMMARY page. The information that you entered on the previous screen is displayed here. If you entered something incorrectly on the Information Page, you can now edit it by clicking on **Edit**. The cost of screening

information displayed at the top of the page states \$13.00 before tax and fees. **At this time, the only cost you incur is \$13.00.** You may later incur charges for additional screening if they are warranted by your initial tests. Click [Next](#) to advance to the ONLINE CREDIT CARD AUTHORIZATION page.

7. Enter your credit card information and then click on the “Acknowledge and Complete Transaction” button to submit this information. When this purchase receives approval, you will receive the **VOLUNTEER REQUEST CONFIRMATION**. This is your receipt. It contains a request # that verifies you have submitted your screening information. **IT IS IMPORTANT THAT YOU PRINT AND SAVE THIS CONFIRMATION.** You will be asked to provide it to your association as proof you completed the NYSAHA screening process.

Thank you for your cooperation in this effort to protect our children!

