

# **WISCONSIN AMATEUR HOCKEY ASSOCIATION**

## **BACKGROUND SCREENING PROCEDURE**

USA Hockey and the Wisconsin Amateur Hockey Association are committed to promoting a safe environment in which our youth can develop. The following Procedure is an abridged adaptation of USA Hockey's ABUSE AND SCREENING POLICIES, and WAHA Bylaw Article 12(P). It is essential that local associations, clubs, league officers and board members review the aforementioned policies and bylaws in order to thoroughly comprehend their responsibility for risk prevention through responsible governance. All WAHA associations need to develop a policy addressing preventative measures necessary to protect youth and limit its liability. USA Hockey has developed the ABUSE AND SCREENING POLICY Manual to assist associations in the development of its local policy. This guideline for administrators is available from USA Hockey.

All associations are required to screen coaches, team managers, employees of the association, association board members and Adults (18 yrs and older) skating on youth teams through Protect Youth Sports, a national criminal background search service. The screen will consist of a National Criminal Database and National Sex Offender Search. WAHA will cover the cost of screens. Each association will need to appoint one individual to shoulder the role of "Point Person". The Point Person should be a board member who can be trusted to maintain confidentiality while implementing the screening process fairly and diligently. WAHA recommends that the association president accept this responsibility for this first year. The association, through its President will establish an account with PROTECT YOUTH SPORTS.

## Establishing an Account Procedure

- ✓ To set up the account, the association's President will go to [www.protectyouthsports.com](http://www.protectyouthsports.com) and click on "sign up" on the black tool bar near the top of the page. Complete the form and submit.
- ✓ The President should be listed as the contact with their email address in the appropriate fields.
- ✓ In the Billing contact field fill in *Tom Slocum* and in the billing contact email field fill in [tom.slocum@wahahockey.com](mailto:tom.slocum@wahahockey.com) .
- ✓ Under options, the "Verity-Bundle 1-Modules" screen should be checked.
- ✓ Any questions on this procedure can be answered by contacting Mark Schol at 877-319-5587 extension 517 or [markschol@protectyouthsports.com](mailto:markschol@protectyouthsports.com)
- ✓ The President will distribute and retrieve a Background Check Consent form from each person to be screened and will submit the information electronically to [www.protectyouthsports.com](http://www.protectyouthsports.com) . PROTECT YOUTH SPORTS will contact the President with the results of the search within a day or two of submission.

The results of the search will only be available to the President and one other person if the association chooses to add another contact. Protect Youth Sports will keep all information on file so that the association does not need to maintain a confidential file. The association is **required** to keep a file of the **consent forms** only.

## **Screening Process**

Once your Association has established an account, you can begin the screening process. You will receive a user guide with instructions on how to submit the candidates for screening. You can submit them one at a time or wait and submit a large group all at once. A “Consent to Screen” form (WAHA Form 9-10-2010) is included in this packet and can be obtained through the WAHA website. Once you have authorization from the person you are screening you submit their name, date of birth and address. Social Security number is optional.

## **Getting an Alert or Hit**

USA Hockey defines a “Hit” as a screen that comes up with a conviction. If and when you receive a hit on a candidate who has been screened, it will appear on your report as an Alert. You will need to review this with the individual and inform them that they are not eligible based on the background screen. You should provide them a copy of the screen results. If the screened candidate wishes to appeal, your association will need to appoint an ad-hoc committee to carefully review the record. This committee will need to be oriented in the USA Hockey appeal process contained in the Manual. It is of the utmost importance that the ad-hoc committee members maintain confidentiality and professional discretion. Your association should have an appeal process as part of their policy.

## Evaluating Alerts or Hits

You may receive information back from Protect Youth Sports that may not preclude you from disqualifying them. The bullet points listed below are reason to ban an individual. Your Associations policy will need to determine what constitutes a prohibition beyond that. The following is the USA Hockey recommended guidelines.

Screening is not an exact science with absolute rules and guaranteed results. Successful screening requires gathering, analyzing, and interpreting objective and subjective information about a person. However, if an employee or volunteer applicant is found to have been convicted of any of the following offenses, no matter in what timeframe, USA Hockey recommends that the Affiliate and/or the local ice hockey Association prohibit the individual from working with children or youth. Additionally, pending convictions of or arrests for the following offenses should be considered disqualifiers until an organization decides otherwise:

- Any offense of abuse or assault/battery – physical or sexual
- Any crime of a sexual nature, including possession or dissemination of pornography
- Homicide or manslaughter in any degree
- Attempted murder
- Domestic violence
- Child neglect
- Felony drug crimes
- Animal cruelty
- Theft/robbery
- Forgery/fraud
- Kidnapping
- Arson
- Weapons violations
- Any crime, misdemeanor or felony, involving children as either an accomplice or victim

The following additional potential disqualifiers should be left up to the Affiliate or President to decide:

- Driving Under the Influence/Driving While Intoxicated within last 15 years. This should be considered if there is a possibility the person will be driving a child at any time.

- Vehicular manslaughter within any timeframe. This should be considered if there is a possibility the person will be driving a child at any time.
- Multiple driving citations/accidents within last 15 years. This should also be considered if the person will be driving children.
- Misdemeanor drug charges within last 15 years. This potentially shows the presence of amoral beliefs or possible drug possession, and the person should be closely evaluated before being allowed to have a leadership position among children.
- Petty theft within last 15 years. This should be a disqualifier if the person will be handling finances in any way within the organization.

The President may want to consult with legal and/or psychological experts before accepting an applicant with a “hit” so that the organization will know what risks it is undertaking if the applicant is accepted. Also, Presidents should be aware that some states prohibit discrimination on the basis of conviction record unless the conviction record relates to the job duties

### **Confirmation of Compliance**

Once all your association coaches, employees, managers and board are screened and comply with the standard, you will submit a “Verification of Association Compliance with Abuse Screening Policy Form” (WAHA Form 9-15-2010) to the appropriate WAHA Secretary. The form will need to be completed and signed by the local association president and secretary and sent to WAHA Secretary, P.O. Box 728, Superior, WI 54880. The deadline to complete the screening process for the 2011-2012 season is November 15, 2011.

# Wisconsin Amateur Hockey Association Background Information Disclosure

PLEASE PRINT

First and Middle Names \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security No. (optional) \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Any other name you have used, including Maiden name etc. \_\_\_\_\_

How long have you lived in the State of Wisconsin \_\_\_\_\_

If you have lived in another state(s) in the last 3 years, Protect Youth Sports will check with that state to comply. Please list any State(s) you have lived in.

State \_\_\_\_\_ Dates \_\_\_\_\_

State \_\_\_\_\_ Dates \_\_\_\_\_

Do you have criminal charges pending against you or were you ever convicted of any crime including federal, state, local or tribal courts for the following? Check and explain; See page 2 of this form for additional information.

- Any offense of abuse or assault/battery-physical or sexual
- Any crime of a sexual nature, including possession or dissemination of pornography
- Homicide or manslaughter
- Domestic violence
- Felony drug crimes
- Theft, robbery, forgery, fraud
- Arson
- Any crime, involving children as either accomplice or victim
- Attempted murder
- Child neglect
- Animal cruelty
- Kidnapping
- Weapons violation

Explanation \_\_\_\_\_  
\_\_\_\_\_ complete on other side.

Background Screens are not required annually and are done every three years. Regardless of screens conducted by other sports, WAHA requires a screen by Protect Youth Sports due to the national search that is completed.

I understand, under penalty of law, that the information provided above is truthful and accurate and authorize \_\_\_\_\_ Hockey Association to complete a background check.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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- Weapons violations
- Any crime, misdemeanor or felony, involving children as either an accomplice or victim

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- Driving Under the Influence/Driving While Intoxicated within last 15 years.
- Vehicular manslaughter within any timeframe..
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- Petty theft within last 15 years.

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## Verification of Association's compliance with Abuse Screening Policy

It is the intent of WAHA and USA Hockey that all associations comply with the guidelines for Abuse and Screening Policy, fourth addition adopted 2010. The President and the Secretary of \_\_\_\_\_ (Association) confirm that \_\_\_\_\_ (Association) conforms to the following policy.

### USA Hockey Screening Policy

It is the policy of USA Hockey that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey before he/she is allowed to have routine access to children in USA Hockey's programs. Further, it is the policy of USA Hockey that it will require the affiliates to adopt this policy as a condition of its affiliation with USA Hockey.

A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey if the person has:

- 1) Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
- 2) Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children;
- 3) Been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection;
- 4) Had their parental rights terminated;
- 5) A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
- 6) Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
- 7) Has a history of other behavior that indicates they may be a danger to children in USA Hockey.

Our Association has conducted background checks as outlined in the Fourth addition policy and developed a policy pursuant to UASH/WAHA guidelines.

I certify that to the best of my knowledge \_\_\_\_\_

(Association) is in full compliance with this USA Hockey/WAHA Policy.

President of Association

Secretary of Association

\_\_\_\_\_

\_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_