

# TRI-STATE AFFILIATE SCREENING INSTRUCTIONS

These instructions include the procedures specific to the Tri-State Affiliate and abbreviated guidelines from the USA HOCKEY ABUSE AND SCREENING POLICIES manual.

**Association Responsibility** - The Tri-State Affiliate Associations must implement a screening program of individuals who have routine access to minor aged children. Each Association must appoint a Risk Manager and provide the name, address, email address, phone numbers to the Tri-State Affiliate Risk Manager by August 1<sup>st</sup> proceeding the upcoming hockey season.

**Screening Committee** – each association has a committee of at least 3 people to perform the local initial review of all personnel required to sign a “Consent to be Screened” form

**Abuse and Screening Policy** – the committee should read and become familiar with the USA Hockey Screening manual and the Annual USA Hockey Guidelines.

**Consent to be Screened Form** - The Tri-State “Consent to Screen” form is located on the Tri-State Affiliate web site and includes the necessary information to comply with USA Hockey’s policies as well as the Tri-State Affiliate’s screening criteria.

**Who completes the form** - the application is to be completed by all coaches, managers and board members, whether volunteers or employees. Others that have contact with underage players may be asked to complete the form as well.

**Screening Review Process** - the local association committee will review all applications prior to the start of the season. If the committee decides not to accept an applicant, the applicant will be notified and informed of the appeal process. All forms are forwarded to the Tri-State Affiliate for a random screening done by a qualified firm specializing in screening of applicants. Any person not passing USA Hockey criteria will be notified and informed of the appeal process.

**Appeal Process** – the first appeal will be to the local association comprised of the screening committee, the Association President and a person of the same class of volunteer as the rejected applicant (i.e. coach if the applicant is a coach). The applicant has the right to appeal the hearing committee’s decision to the Tri-State Affiliate Board of Directors.