



July 14, 2010

TO CHC PRESIDENTS:

On behalf of the Connecticut Hockey Conference, we would like to thank you, your administrators, and coaches for volunteering your time, efforts, and talents to work in the youth hockey system. As all those who have given so freely of their time in the past, we can assure you that the experience will be an extremely rewarding one, if not a little frustrating at times.

As you are aware, USA Hockey and CHC have a mandatory screening policy to help protect the youth that participate in our sport. In short, *"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."*

In the past, CHC has only screened coaches. This year, ALL coaches, CHC program administrators, board members, team managers, hired skating/hockey instructors, and any other members of your program that have routine access to your players MUST be screened

This does NOT mean that every parent in your organization should be screened, only those that serve in some capacity within your organization that gives them routine access to players. For instance, if your teams designate a full time locker monitor who is responsible during every game and practice to be present in your locker rooms, then this person MUST be screened. If you are going to have every parent rotate through the newly required USA Hockey locker room monitoring, then they do not have to be screened as long as a screened coach is also in attendance at all times. Remember, USA Hockey now requires that locker rooms must be monitored at all times when players are present by **2** adults, one of whom must be screened.

We realize that the old system we employed to screen our coaches would put a huge paperwork burden on all of your volunteers involved in the process. Additionally, the paperwork involved in programs collecting forms, personal information such as Social Security numbers required for screening, would leave all of us open to the possibility of this information being lost or stolen. To eliminate both of these issues, CHC has contracted with a new national screening company, Protect Youth Sports, and ALL persons required to be screened will go directly to a secure website to enter their own information. Additionally, to avoid placing an extra financial burden on all programs, CHC will be paying for all required screening this season. The process is very simple:

- 2010-11 will be a base year, and all persons required to be screened must be screened even if they have been submitted in the last few years.
- Direct your administrators, coaches, team managers and other persons required to be screened to <https://opportunities.averyity.com/ConnecticutHC> This link will take them directly to a secure website that has been set up by Protect Youth Sports specifically for CHC. They will complete a quick one page form and then agree to the Disclosure and Waiver which gives us permission to screen. Hit submit and they're done! We would ask that you do not post this link on your program's website where everyone has access. This could result in parents, even curious kids, deciding to "give

it a try.” Emailing to all required persons may be the best option, or, if you have a secure, password required, page on your website for coaches or administrators then you could post there. All of this information will be posted on the CHC website under a new tab “Screening.”

- Processing take approximately 24-28 hours. A complete check of the National criminal database, 50 state sexual offender check, CT criminal records which includes all misdemeanors and felonies, prior state of residence criminal records check will be done. Additionally, Protect Youth Sports has a “reverification” process where any and all hits are verified by their in house personnel. Once complete, all reports will be reviewed by me through a secure website. To assure all of you, the reports we receive will only include the last 4 digits of Social Security numbers – no one, other than the screening company will have access to the complete SS number. Should any adverse “hits” come up, I will verify with the applicant and then advise the program president.
- Once processed, all programs will receive a list of their personnel who have been screened. CHC will also maintain a master database, and the screening company will achieve all of the reports should it be necessary to recall them at any point in the future.

What we ask from you:

- Distribute this information to all of your program’s appropriate people
- DO NOT have one person who may be in possession of all your coaches’ personal information complete the screening for your coaches, This is very important! All persons required to be screened MUST submit their information themselves.
- Do not collect any forms from your volunteers, coaches or otherwise, that contain or require Social Security numbers.
- If you have current, or past coaching applications that contain Social Security numbers, please black out or destroy these papers. Do not simply throw them in the garbage – shred them! The CHC Waiver & Disclosure statement is supposed to be kept for 3 years – black out Social Security number and store in a safe secure place.

A copy of USA Hockey’s Screening Policy, as well as USA Hockey’s Sexual Abuse Policy and Physical Abuse Policy are attached. Also included is a copy of the “USA Hockey Coaching Ethics Code,” which you should read, distribute to all of your coaches, and keep for your records.

If you have any questions or concerns, please contact Kathy Ludwig, CHC Eligibility, at 203-247-3270; 203-762-5356 or email at kmludwig@optonline.net