



Locker Room Monitor Training Guide





Thank you for volunteering to serve as a Locker Room Monitor for your team. Your presence is one of the most important ways we create a safe, respectful, and positive experience for every athlete.

You are not expected to be a security guard, disciplinarian, or investigator. Your role is simple but meaningful: be present, set a calm and respectful tone, help prevent problems before they start, and know when to get help or report a concern.

This guide will help you understand what is expected before, during, and after your monitoring shift—and give you practical tools for handling common situations with confidence.

Together, we can make the locker room a space where every player feels welcome, supported, and safe.



Before You Can Monitor

You must be registered with USA Hockey in the appropriate volunteer/participant role, have a current USA Hockey background screen, and have completed the required SafeSport training. Your local program should verify all three before you may be scheduled to monitor. If any item is incomplete or expired, do not serve as the monitor.

When is Monitoring Required

At least one qualified adult must be present and monitoring whenever players are using the locker room; two monitors are preferred whenever feasible.

Monitoring is required at any facility, including away facilities and games in Canada. Away-facility rules may be more restrictive and must also be followed.

How Do I Monitor?

The preferred practice is monitoring from inside the locker room while players are present. If inside monitoring is not appropriate or practicable, the monitor must be immediately outside the door - within arm's length, able to hear inside - and must regularly and frequently enter to check activity.

When it is consistent with facility rules and athlete privacy, keeping the door ajar can provide an additional layer of visibility and accountability.

The Head Coach does not have to serve as the monitor, but is ultimately responsible for ensuring the locker room is properly monitored.



Before Your Shift

Confirm Eligibility

Confirm that you are currently registered with [USA Hockey](#), have successfully completed and passed a [background screen](#) with USA Hockey and [SafeSport training](#) has been completed as required for your role. Note that another organization's background screen is not valid - the screening must be completed through USA Hockey's process. If your status is not current, do not serve as the monitor. If you are unclear about your status, contact your program's Registrar and/or Safe Sport Coordinator. Note that these are minimum requirements (your program may have additional requirements to complete prior to serving as a Locker Room Monitor).

Assignment

Know your team, room number, arrival/departure window, second monitor (if assigned), and how to reach the Head Coach, Team Manager, and local Safe Sport Coordinator.

Facility Layout

Identify the team's assigned locker room, nearest private/semi-private changing option, restroom/shower configuration, and any rink-specific access rules.

Locker Room Coverage

Arrange to be at the Locker Room before players arrive and until the last player leaves. Conduct a quick visual walk-through before players arrive and whenever the team returns from the ice. Be prepared to stay at the rink in the event a player leaves the ice due and must go to the Locker Room due to injury, illness or penalties.

Create a Positive Environment.

Greet Players as They Arrive

“Hi, welcome in.” Acknowledge players by name when you can. Your calm presence signals that an adult is available if anyone needs help.

Be Visible Without Hovering

Sit or stand where you can observe access and activity. Check in naturally: “How are we doing in here?”

Use Quiet, Respectful Correction

Start low-key: “Put the phone away, please.” “That comment is not okay here.” “Take the horseplay outside - someone could get hurt.” Avoid public shaming when a calm redirect will work.

Be Firm When Safety Require It

Use a clear command when conduct is unsafe: “Stop. Put the stick down. Everyone separate.” Then get another adult and follow the reporting process.

Keep Things Moving

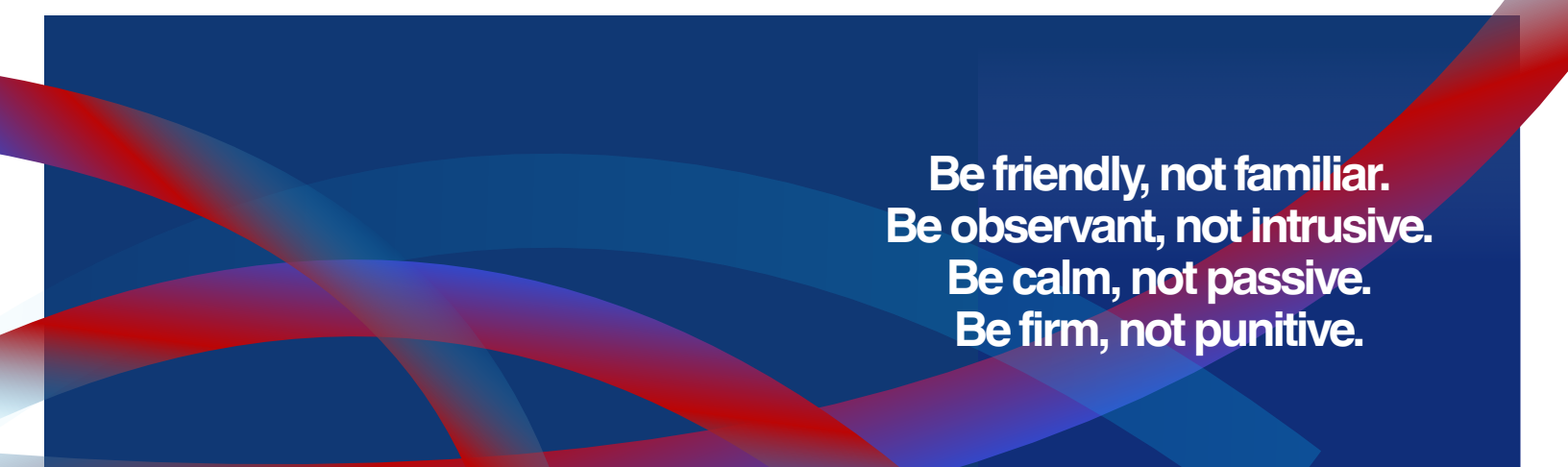
Help players understand the room is for arriving, dressing, team preparation, and leaving - not lingering.

Support Privacy and Inclusion

Use names and respectful language; follow the team’s co-ed/minimum-attire plan; make sure players who need a private or semi-private changing space know where it is and can use it without being singled out.

Close the Shift in a Positive Manner

As players leave, a simple “Have a good night” and a final room check reinforce that the space was cared for and that an adult stayed through the end.



Be friendly, not familiar.
Be observant, not intrusive.
Be calm, not passive.
Be firm, not punitive.



Your Responsibilities During the Event

- **Be present and attentive.** Remain in the assigned monitoring position for the entire locker room use period; arrange qualified relief before stepping away.
- **Control access.** Allow only players, coaches, approved team personnel, assigned monitors, and family members permitted under the local program's policy. Challenge unfamiliar adults politely and obtain assistance if needed.
- **Maintain observable and interruptible interactions.** Do not remain alone with one minor athlete. If the room clears and one player remains, step outside or obtain another adult/player so the interaction remains observable and interruptible.
- **Supervise conduct, not changing.** Monitor behavior and safety while respecting privacy. Avoid hovering around athletes who are actively changing; do not touch athletes or discipline in a way that creates a one-on-one situation.
- **Protect privacy.** No person may use the photo, video, or audio-recording capabilities of a device in a locker room or changing area. Treat phones as put away - not merely "not in use."
- **Secure the room while the team is on the ice when the facility permits.** Before the team returns, check that the room is clear of unauthorized persons and obvious hazards.
- **Follow up when a player leaves the ice or goes to the room and does not return in a timely manner.** For an injury, penalty removal, or other concern, two monitors should go to the room and remain while the athlete is there.

Key Rules You Must Enforce



No Recording

Require phones and other recording-capable devices to be stored (or better yet - not brought to the locker room). Stop any attempted photo, video, audio recording, livestream, or social-media content immediately and notify team leadership.



No One-on-One Interactions

Maintain conditions where interactions can be seen and interrupted by another person. If you find yourself alone with one athlete, step outside the locker room, bring in another qualified adult.



Respectful Conduct

Interrupt bullying, hazing, discriminatory remarks, sexualized conduct, threats, physical horseplay, retaliation, or conduct that isolates or humiliates a player. Use a calm, clear direction to stop the behavior.



Adult Attire and Showering

Adults may not intentionally or recklessly expose breasts, buttocks, groin, or genitals to a minor. Adults must not shower with minors except in the limited MAAPP circumstances. Coaches should maintain a base layer when changing in the team locker room.



Co-Ed Locker Rooms

Follow your local program's locker room policy regarding co-ed teams. Common options are minimum attire for everyone before entering a shared room, or separate supervised locker rooms.



Parents and Caregivers

Follow your program's locker room policy regarding parents in the locker rooms. Younger players may need dressing help; older-age parent access may be restricted. If a parent needs to help with equipment, they may have their player step out of the locker room.

Monitoring a team of a different gender. A qualified Locker Room Monitor may be assigned regardless of gender. The goal is to maintain a safe, welcoming, and well-supervised space while respecting every athlete's privacy and comfort.

Whenever possible, use two monitors. When athletes are actively changing, monitoring from immediately outside the door may be the best approach. Stay within arm's length, remain able to hear inside, and check in regularly.

For routine room checks, announce yourself before entering - for example, "Locker Room Monitor coming in." If it does not compromise privacy and the facility allows it, keeping the door ajar while monitoring from just outside can provide an added layer of visibility and accountability.

If an immediate safety concern requires you to enter, address the safety concern first and bring a second adult whenever possible.

If Something Happens: Act, Protect, Report

Use the following response sequence. A monitor should document factual observations, preserve safety, and promptly route the concern - without conducting an investigation or promising confidentiality.

Situation	Immediate Response and Next Step
Immediate Safety Risk, Assault, Threat, Medical Emergency, or Suspected Crime	Stop the activity if safe; separate participants; call 911 or emergency services when appropriate; notify the Head Coach and local program leadership immediately. Make any required report to law enforcement.
Possible Safe Sport Misconduct	Ensure immediate safety; do not question athletes in detail or try to determine credibility. Promptly notify the local Safe Sport Coordinator and make a report through the applicable reporting channel.
Bullying, Hazing, Discriminatory Conduct, or Locker Room or Team Policy Rule Violation	Interrupt the behavior, separate as needed, and notify the Head Coach/Team Manager and local Safe Sport Coordinator under the program's escalation/reporting process. Record objective facts: who, what, when, where, witnesses, and action taken.
Unmonitored Room or Monitor Coverage Gap	Restore qualified coverage immediately. Notify the Head Coach/Team Manager and local program so the gap can be documented and corrected. Do not leave players unsupervised while trying to solve the administrative issue.
Unauthorized Adult or Use of Recording Device in the Locker Room	Stop access/recording, obtain assistance from rink or program leadership if necessary, and document the incident. Do not search a person or device.

USA Hockey Safe Sport policies include reporting obligations and protections against retaliation. When in doubt, promptly consult the your Safe Sport Coordinator. Reports may also be made to **USA Hockey** (this includes our PNAHA leadership) and the **U.S. Center for SafeSport** through their reporting channels.

Away Facilities: Know Before You Go

Before leaving for an away event, the Head Coach or Team Manager should confirm:

- locker room assignment and when the room will be available;
- where monitors must check in or obtain credentials;
- the team's expected arrival and departure window;
- whether the room can be secured while the team is on the ice;
- parent/caregiver access rules at that facility;
- available private or semi-private changing options; and
- the plan for co-ed teams, including minimum attire or separate supervised changing areas.

If the facility setup does not allow the team to follow its usual locker room plan, address it before players enter the room.

The Locker Room Monitor's obligation to provide qualified supervision does not change because the team is away from home. When in doubt, use the approach that provides the greatest privacy, safety, and adult oversight.

PNAHA Sanctions for Failure to Monitor Locker Rooms

This is PNAHA's stated sanction structure for violations of the USA Hockey Locker Room Policy. Programs may impose additional or stricter sanctions. The Head Coach remains responsible for ensuring adequate monitoring even when someone else is assigned as monitor.

Offense (Failure to Monitor)	Financial Sanction	Coaching/Program Consequence
First	\$250 Fine to the Team	1-Game Suspension to the Head Coach
Second	\$500 Fine to the Program	2-Game Suspension to the Head Coach
Third	Further fines and/or sanctions may be imposed.	Head Coach and Program Representative must attend a hearing. Possible sanctions include fines, suspensions and/or post-season sanctions

USA Hockey and PNAHA locker room monitoring requirements apply whenever your team uses a locker room - including at away games, tournaments, and facilities outside Washington State (including Canada).

Common Locker Room Scenarios: If This Happens, Then Do This ...

If This Happens	Then Do This
One player arrives before anyone else, and you are the only adult present.	Keep the room closed or wait outside with the player until others arrive or a second qualified adult is present. Do not be alone with one minor athlete in the locker room.
Everyone leaves except one player.	Step outside the room or bring another adult/player into an observable and interruptible setting. Contact the player's parent/guardian or team contact if pick-up is delayed. Do not remain alone in the room with the player.
A player is sent off the ice, injured, or does not return from the locker room.	If possible, two adults should check on the player and remain present. Address medical needs through the team/facility process.
You see a phone out, hear recording, or learn that someone took an image/video/audio recording.	Immediately direct the person to stop. Do not inspect, copy, forward, or delete content yourself. Notify the Head Coach/Team Manager and local Safe Sport Coordinator promptly, and report what you observed.
Players are wrestling, throwing objects, using sticks/skates unsafely, or a fight begins.	Use a clear verbal command to stop. Get another adult immediately. If there is an immediate risk of injury, call rink staff or 911 as appropriate. Do not physically intervene unless necessary for immediate safety and you can do so safely.
A player is being mocked, excluded, targeted, hazed, threatened, or called discriminatory names.	Interrupt the behavior immediately and calmly. Separate participants as needed; obtain a second adult; notify the Head Coach and local Safe Sport Coordinator. Record the exact words/actions, people present, and what you did.
An unfamiliar adult wants to enter the room or is already inside.	Politely stop access and ask who they are. Confirm with the coach, team manager, or rink staff before allowing entry. If the person will not leave or you feel unsafe, get rink security/staff or call 911.
A player tells you something concerning, including possible abuse or sexual misconduct.	Stay calm, listen without asking for details, thank the player for telling you, and do not promise secrecy. Ensure immediate safety. Make required reports promptly; for suspected child abuse/sexual misconduct, report to law enforcement and the U.S. Center for SafeSport as required. Notify the local Safe Sport Coordinator after making required external reports.
There is no qualified monitor for the room or your relief does not arrive.	Do not leave players unmonitored. Contact the Head Coach/Team Manager immediately to arrange qualified coverage or modify access until coverage is in place. Report the coverage gap to the local Safe Sport Coordinator.

Local Program Implementation Notes

Each PNAHA member program should adapt this guide to its facilities and publish clear, written locker room procedures for teams, families, coaches, and Locker Room Monitors. The goal is to ensure that expectations are understood before the season begins - not after an issue arises.

At a minimum, each program should communicate:

- **How monitors are scheduled and identified.** Explain who is responsible for creating the monitor schedule, how volunteers confirm their eligibility, how monitors sign in or check in for a shift, whether they will wear a badge or other identifier, and what happens if a scheduled monitor does not arrive.
- **Coverage expectations for the entire locker room window.** Set a clear arrival and departure timeframe - for example, when players may enter before a practice or a game and when monitors remain after the event (ie., 30 minutes before and 15 minutes after). Explain how qualified relief is arranged so the room is never left unsupervised.
- **Who may enter the locker room.** Clearly identify which individuals are permitted in the room, including players, coaches, approved team personnel, assigned monitors, parents, and rink staff. Address when parents may assist younger athletes, when parent access may be restricted, and how a parent should communicate a legitimate need to enter.
- **Phone, recording-device, and social-media expectations.** State that recording capabilities may not be used in locker rooms or changing areas. Explain how monitors should respond if a device is being used inappropriately and who should be notified.
- **Co-ed and privacy practices.** Communicate the team's minimum-attire requirement, separate-changing plan, or other approved approach for respecting all athletes' privacy. Identify available private or semi-private changing options and explain the monitoring approach during active changing.
- **The response plan for common situations.** Give monitors a clear process for an injured, penalized, distressed, or late-returning athlete; unsafe horseplay; bullying or hazing; an unauthorized adult; a recording-device concern; or a player disclosure. Monitors should know when to get a second adult, contact rink staff, call 911, and notify program leadership.
- **Reporting, documentation, and follow-up.** Identify where concerns should be reported, who receives them, and how the program expects monitors to document objective facts. Make clear that volunteers should not investigate allegations or promise confidentiality.
- **Away-facility planning.** Explain who confirms locker room assignments, facility access times, and co-ed changing arrangements before travel.
- **Local contacts.** Provide the names, email addresses, and phone numbers for the Local Safe Sport Coordinator, program leadership, Head Coach/Team Manager, and any emergency or rink-security contact. These contacts should be readily available to every Locker Room Monitor.



Pacific Northwest Amateur Hockey Association

www.pnaha.com
safesport@pnaha.com

Important Reminder. This guide is intended to provide practical support for Locker Room Monitors, but it cannot address every facility layout, team circumstance, or situation that may arise. Always use good judgment, prioritize athlete safety and privacy, and follow your local program's locker room policy, USA Hockey Safe Sport requirements, PNAHA guidance, and any applicable facility rules.

If you are unsure how to respond, pause, get another qualified adult, and contact your Head Coach, Team Manager, Local Safe Sport Coordinator, or program leadership for guidance. In an emergency or when immediate safety is at risk, contact rink staff, 911, or other appropriate emergency resources.