



## **Western Washington Female Hockey Association's Transportation and Lodging Policy**

Minor Athletes may be vulnerable to abuse or misconduct during travel, including during transportation for local travel or away from the home area. A transportation policy provides guidelines to minimize one-on-one interactions between Minor Athletes and adults while traveling. Adherence to the Transportation Policy helps to reduce the opportunities for misconduct.

This Transportation Policy addresses both “Local Travel” which is generally transportation and travel to and from local practices, games and events, and “Organization/Team Travel,” which generally includes travel away from the home area.

For many hockey teams, a significant portion of USA Hockey participation involves overnight travel to games and tournaments. Minor Athletes are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a greater risk of misconduct between or among Minor Athletes. During travel, players may be away from their families and support networks, and the setting – unfamiliar locker rooms, automobiles, and hotel rooms – is less structured and less familiar. A lodging policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Adherence to the Lodging Policy helps to reduce the opportunities for misconduct.

Our program/teams will obtain a signature each year from each adult (including parents) acknowledging receipt of and agreeing to this Transportation and Lodging Policy.

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### **Definitions.**

As used in this Transportation and Lodging Policy, the following definitions apply:

**“Adult”** or **“adult”** shall mean and refer to an individual 18 years of age or older.

**“Close-in-Age Exception”** means an exception applicable to certain policies when an Adult Participant does not have authority over a Minor Athlete and is not more than four years older than the Minor Athlete (e.g. a 19-year-old and a 15-year-old) based on the birth year of each individual.

**“Dual Relationship”** means an exception applicable to certain policies when an Adult Participant has a dual role or relationship with a Minor Athlete outside of hockey and the minor Athlete’s parent/guardian has provided written consent at least annually authorizing the exception from the applicable policy.

**“Minor Athlete”** is used with reference to the following policies: Background Screening Policy; One-on-One Interactions Policy; Locker Room Policy; Athletic Training Modalities Policy; Social Media & Electronic Communications Policy; Transportation/Lodging Policy; and Billeting Policy; and in each such case refers to an amateur athlete (including hockey players, coaches and officials) under 18 years of age

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who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of USA Hockey or a Member Program.

**“Parent”** and **“legal guardian”** shall each mean and refer to a parent and/or legal guardian, as appropriate.

**“Participant”** or **“participant”** means and includes, with respect to USA Hockey, any person who is seeking to be, currently is, or was at the time of an alleged violation:

- (i) Registered with USA Hockey as a Registered Participant Member (players and coaches), Referee, or in the Manager/Volunteer category;
- (ii) Serving as a member of USA Hockey’s Board of Directors, on a national level council, committee or section, or in any other similar positions appointed by USA Hockey;
- (iii) Within the governance or disciplinary jurisdiction of USA Hockey;
- (iv) A coach, official or staff person (e.g., trainers, physicians, equipment managers) for any USA Hockey team, camp or national level program;
- (v) An employee of USA Hockey, a USA Hockey Affiliate or Member Program; and/or
- (vi) Authorized, elected or appointed by USA Hockey, a USA Hockey Affiliate or Member Program including board members of an Affiliate or local program to a position of authority over Minor athletes or to have regular contact with Minor athletes (even if not registered with USA Hockey).

**“Personal Care Assistant”** is an individual who assists an athlete requiring help with the activities of daily living and preparation for participation in hockey. Any Adult Personal Care Assistant for a Minor Athlete must (i) have the written consent of a Minor Athlete’s parent/guardian to work with the Minor Athlete, (ii) comply with the SafeSport Training requirements in Section II of the USAH Safe Sport Handbook, and (iii) comply with the USA Hockey Screening Policy in Section III of the USAH Safe Sport Handbook.

## **Local Travel.**

- Western Washington Female Hockey Association, teams and their administrators should avoid sponsoring, coordinating, or arranging for local travel, and the parents of a Minor Athlete should be responsible for making all local travel arrangements.
- Coaches who do not have a Dual Relationship shall not ride in a vehicle alone with a Minor Athlete, absent emergency circumstances and must always have at least two Minor Athletes or another adult present.
- All other Adult Participants shall not ride in a vehicle alone with a Minor Athlete, and must always have at least two Minor Athletes or another adult present unless (i) the Adult Participant has a Dual Relationship with the Minor Athlete, (ii) the Close-in-Age exception applies, (iii) the parent/ guardian of the Minor Athlete has provided written consent on an annual basis, (iv) the Adult Participant is a

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Personal Care Assistant, or (v) emergency circumstances exist. A parent/guardian may withdraw consent at any time.

- Where an Adult Participant is involved in an unrelated Minor Athlete's local travel (even with written consent), efforts should be made to ensure that the Adult Participant is not alone with the unrelated player, by, for example, picking up or dropping off the players in groups.
- Adult Participants who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their own player first and drop off their own player last.
- It is recognized that in some limited instances an emergency will make it unavoidable for an employee, coach or volunteer to drive alone with an unrelated Minor Athlete. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

### **Organizational/Team Travel.**

- Because of the greater distances involved in team travel, coaches, staff, volunteers, and chaperones will often travel with the players. No Participant will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones and drivers shall complete applicable SafeSport Training and shall have been screened in compliance with the USA Hockey Screening Policy.
- In all instances where team travel includes multiple players traveling by bus or van absent parents or guardians, each bus or van must include at least one Adult Participant who has met the USA Hockey requirements regarding a background screen and has taken all applicable SafeSport training prior to travel. That Adult Participant must adhere to all Safe Sport Program policies, including the One-on-One Interactions Policy, as well as all other USA Hockey policies.

### **Lodging.**

- All interactions and In-Program Contact between an Adult Participant and a single Minor Athlete must be Observable and Interruptible unless the Dual Relationship or Close-in-Age exceptions apply, or if the Minor Athlete is accompanied by an Adult Personal Care Assistant, who has the parent's written consent and has met the requirements of the SafeSport Training and Background Check policies.
- Regardless of gender, Coaches shall not share a hotel room or other sleeping arrangement with a Minor Athlete unless the Coach is the parent, guardian or sibling of, or is otherwise related to the Minor Athlete and written consent is obtained, when necessary.
- Regardless of gender, all Adult Participants (other than Coaches) shall not share a hotel room or other sleeping arrangement with a Minor Athlete unless (i) the Adult Participant is the parent, guardian or sibling of the Minor Athlete, (ii) they are teammates and the Close-in-Age exception applies, or (iii) the Dual Relationship exception applies and the Minor Athlete's parent(s) provides written consent to such an arrangement describing the overnight trips to which the consent applies.

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- The Member Program or team shall provide adequate supervision through coaches and other adult chaperones (for example, a recommended number would include at least one coach or adult chaperone for every five to eight players). If a team is composed of both male and female players, then it is recommended that chaperones are arranged of the same gender.
- Minor Athletes should share rooms with other Minor Athletes of the same gender, with the appropriate number of players assigned per room depending on accommodations.
- Regular monitoring and curfew checks should be made of each room by at least two SafeSport Trained and properly screened adults. All Adult Participants, including coaches, staff, volunteers and chaperones, traveling with a team must (i) comply with the SafeSport Training policy, (ii) sign the Member Program's lodging policy at least annually, and (iii) be familiar with the Safe Sport Program Handbook to monitor compliance with all Safe

### **Sport Policies.**

- The team personnel shall ask hotels to block adult pay per view channels.
- Meetings shall be conducted consistent with USA Hockey's One-on-One Interactions Policy (i.e., any such meeting shall be Observable and Interruptible). Individual meetings between a player and coach may not occur in hotel sleeping rooms.
- All players shall be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check-in phone calls initiated by either the player or parents.
- Family members who wish to stay in the team hotel shall be permitted and encouraged to do so.
- The team shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against a player is required while the player is traveling without his/her parents, reasonable attempts to notify the player's parents will be made before any action is taken.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel for youth hockey programs, parents have the right to transport their Minor Athlete and have the Minor Athlete stay in their hotel room.