

ARE YOU 18 or OLDER? YOU HAVE OPTIONS

If you are 18 or older, your registration will include your compliance preference. Having a plan for compliance will make registering for ASHA simple & easy. You can speed up your approval by being prepared ahead of time by knowing which option best fits your circumstance. We understand that compliance can be a bit confusing, please carefully review each option to choose which ONE works best for your needs **Incorrect and incomplete answers will delay your approval and impact your eligibility to participate in ASHA sanctioned events.**

NEW SEASON STARTS JULY 1

NEED TO COMPLETE

YOUR COMPLIANCE FOR THE 2024/2025 SEASON THROUGH ASHA

If you are **NEW** or your background screening & abuse prevention training has **EXPIRED**

YOU CAN

Complete the background screening and abuse prevention training for the 2024/2025 Season through your new season registration process.

Once your registration is complete, make sure you check your email for the appropriate links!

Once your background screening has cleared: SIGN IN to your Sports Engine Account > My Sports Engine > Registrations (Left Side) Confirm that your Background Screening & Abuse Prevention Training is not expired (or expiring).

Please Print Entry" and provide a copy to your team manager for submission

Reminder ALL Parents & Guardians who would like to support their athlete in the locker room – WILL NEED to register as a Locker Room Assistance Support

OPTION

1

YOU HAVE COMPLETED

YOUR COMPLIANCE PREVIOUSLY THROUGH ASHA DURING THE 2024/2025 SEASON

Confirm that you have completed your background screening & abuse prevention training during the 2024/2025 Season through ASHA

YOU CAN

SIGN IN to your Sports Engine Account > My Sports Engine > Registrations (Left Side) Confirm that your Background Screening & Abuse Prevention Training is not expired (or expiring). You may "Print Entry" and provide a copy to your team manager showing that your Background Screening and Abuse Prevention Training is current.

Your Team Manger will submit your proof to ASHA.

If you cannot find your background screening or abuse prevention training certificates, check to see if you have multiple Sports Engine accounts. You should be able to "Merge" duplicate accounts.

OPTION

2

Requesting Accommodations - Additional options to meet your athletes needs

DOWNLOAD & PRINT [SpecialHockey.org>Registration>Accommodations](https://SpecialHockey.org/Registration/Accommodations)

Please note inaccurate or incomplete forms will be returned - Please carefully follow sample

OPTION

3

APPROPRIATE TRAINING FOR ATHLETES

SAFE SPORT FOR YOUTH TRAINING

Athletes (OF ALL AGES) may take the "Safe Sport For Youth" Course available at no cost. **A specific course key will be given to you through your ASHA registration.** A certificate will be issued upon completion.

A Parent/Guardian can complete the Request for Accommodation Form for the Background Screening (top section) *if desired*, or request a link to the background screening from their team manager.

Submit Completed Forms To Your Team Manager

ASHA encourages parents/guardians support the athlete during this course to ensure that any questions or concerns can be addressed.

OPTION

4

PARENT/GUARDIAN SUPPORTED ACCOMODATION FOR ATHLETES

ACCOMODATION FORM OPTION 1

Parents/Guardians can register as a volunteer, and complete the background screening & abuse prevention training as part of their registration.

For their athlete, they can complete the Request for Accommodation Form for the Background Screening & Abuse Prevention Training using Option 1, stating that they will share the information appropriately with their athlete.

Submit Completed Forms To Your Team Manager

Request For Accommodation Forms MUST BE PRINTED and HAND SIGNED by a PARENT/GUARDIAN. Save time & take time to carefully complete this form before submitting to your Team Manager. Vague or Incomplete Forms cannot be accepted, and can delay your registration approval.

OPTION

5

REQUEST A FULL ACCOMODATION FOR ATHLETES

ACCOMODATION FORM OPTION 2

If an Athlete's Disability impacts their cognitive ability to participate in the abuse prevention training, a parent or guardian can complete the Request for Accommodation Form for the Background Screening & Abuse Prevention Training using Option 2.

Submit Completed Forms To Your Team Manager

Request For Accommodation Forms MUST BE PRINTED and HAND SIGNED by a PARENT/GUARDIAN. Save time & take time to carefully complete this form before submitting to your Team Manager. Vague or Incomplete Forms cannot be accepted, and can delay your registration approval.

ATHLETES & COACHES CANNOT COMPLETE THIS FORM. A PARENT or GUARDIAN MUST COMPLETE

A condition for membership in good standing, all participants in ASHA Sanctioned Activities age 18 or older **MUST** comply with the Safe Sport Act of 2017 & Minor Athlete Abuse Prevention Policies.

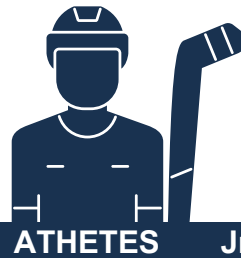
The American Special Hockey Association recommends that ALL Athletes age 18 or older make an attempt to comply with the Safe Sport Act of 2017 regulations. We understand that the abuse prevention training may be difficult or considered inappropriate for some athletes. We understand that abuse prevention training can be triggering for survivors of abuse. The "Request for Accommodation" is NOT advised for all athletes, and request that parents/guardians submit a request ONLY under appropriate circumstances. Survivors of abuse may confidentially contact the US Center for Safe Sport to request a Waiver of any requirements. **Please DO NOT submit a Request for Accommodation for Abuse Prevention Training without careful consideration. Please note as of Oct 31, 2023 ASHA will no longer accept background screenings or abuse prevention training from outside organizations. At this time privacy laws impact our ability to independently verify outside information as required by the regulations.**



**NEW SEASON
STARTS
July 1**



COACHES



ATHLETES

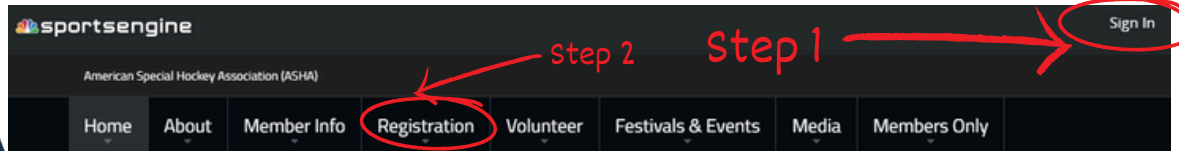


Jr. COACHES



VOLUNTEERS

2024/2025 ASHA Season Registration Information



If participant is NEW

Step 1

CREATE

The participant's Sports Engine Account

> Click on the "Sign In"

Located top right hand of the SpecialHockey.org Home Page

> Follow prompts to create a new account.

> Check e-mail for account confirmation

If participant is RETURNING

REVIEW

Your previous registrations

> Click on the "Sign In"

• Located top right hand of the SpecialHockey.org Home Page

> Click on "My Sports Engine"

> Click on "Registrations"

• Located on the Left Hand Side of your Sports Engine Account.

> Review previous registrations.

- Previous registrations, including any current background screening & abuse prevention training will be visible.
- If participant has multiple Sports Engine accounts, registrations may be under a different account. We recommend that the participant merge duplicate accounts. The "Help Button" located on the right side of the home screen can walk through the process

> If Over 18

- Review the options for "Safe Sport Act" Compliance Carefully! If your registration requires a submission of any Forms. Having them ready to submit to their Team Manager will expedite the process.

PLEASE DO NOT CREATE DUPLICATE SPORTS ENGINE ACCOUNTS

Step 2

REGISTER for the 2024/2025 ASHA Season

> Click on "Registration" & Follow Prompts

Located SpecialHockey.org Home Page

> Submit Any Required Compliance To Your Team Manager

(Please note there are changes to the options for compliance. DO NOT SEND ANY FORMS TO ASHA DIRECT)

Step 3

CONFIRMATION

> Click on the "Sign In" Button on the top right hand of the SpecialHockey.org Home Page

> Click on your initials in the circle, then "My Sports Engine"

> Click on Registrations on the RIGHT side of your Sports Engine Screen. You will be able to see your current & previous registrations, including any current Background Screening & Abuse Prevention Trainings. Approval may take up to 7-10 days

IMPORTANT TIPS!

- Parents/guardians should set up their Sports Engine Account BEFORE they register their athlete!
- Athletes OVER the Age of 18, will need their own Sports Engine Account
- Coaches & Team Managers SHOULD NOT register athletes or volunteers who are not members of their family/household.
- Team Managers should review the athlete levels, Coach roles and Volunteer Roles to ensure that registrations are rostered appropriately.
- Effective 10/31/2023, due to privacy regulations, ASHA will no longer accept any forms from other organizations as proof of compliance.
- READ each question carefully inaccurate answers or incomplete forms WILL DELAY APPROVAL