

ASHA New Season Guide

**Please Review This Often As It Will Be Updated
with New Information Throughout The Season**

2024/2025 Season

July 1, 2024 - June 30, 2025



FOR TEAM MANAGERS & HEAD COACHES

One of the unique qualities of special hockey is ASHA teams welcome everybody no matter what their skill is or age. We love how our athletes support one another and form friendships that are life long, and important! Our games focus on sportsmanship, inclusion and achieving goals, and that's WHY we are here!

The MOST important information we can share is our gratitude to you for volunteering and supporting your athletes & families.

THANK YOU for all that you do!

Need Help?? Contact us at ASHA@Specialhockey.org

Getting Ready for a Great 2024/2025 Season

There is no cost for ASHA Membership for the 2024/2025 Season



ASHA Membership

New Season ASHA Team Membership Forms are DUE No Later Than August 15th

- Form is available online at [SpecialHockey.org>Troubleshooting](https://www.SpecialHockey.org/Troubleshooting)
- Event & Festival Sanctioning Requests are DUE No Later than August 15th



Registration Opens July 1, 2024

- Registration can be found online at www.SpecialHockey.org
- Detailed Step by Step Instructions are located under the "Registration Tab"
- Team Managers & Head Coaches SHOULD NOT Complete Registrations for Athletes or other Staff. (If assistance is required, the athlete's caregiver may request an accommodation in writing to asha@specialhockey.org)



Credentials

ASHA will issue a season credential for each athlete, coach & volunteer who is registered (and approved) on September 1, 2025. Please help us make this process go as smoothly as possible by encouraging your team to register over the summer.

For RETURNING participants

Every year the new season registration opens on July 1.

Everyone is asked to complete a new season registration for each season.

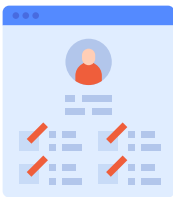


If you completed a Background Screening and Abuse Training during the 2023/2024 season, you will not have to repeat this. However, you will need to check your SportsEngine account for proof of compliance. Save time and be prepared!

Please note that any assumption that you've completed compliance could delay your registration's approval. The national ASHA registration staff are all volunteers, and we process over 8000 registrations. Your assistance in checking your SportsEngine account to ensure that you have met all compliance requirements is greatly appreciated.

For NEW participants

The First Step in the registration process will prompt them to set up a "Sports Engine Account". This account works like a "File Cabinet" and will hold the athlete's information for use in any ASHA registrations including season, summer camps and special events. The Second Step is to register for the new season. This registration should be carefully filled out as it helps coaches and team managers with important information.



If the participant (Athlete or Junior Coach) is Under the age of 18, registration takes only a few simple steps. Once the athlete has a sports engine account established, the registration process is a very simple and quick process. This registration should be carefully filled out as it helps coaches and team managers with important information.



If the (Athlete, Coach or Volunteer) is 18 years or older, registration has an extra step to ensure compliance with the Safe Sport Act Law. ASHA has worked diligently with the US Center for Safe Sport to offer a variety of accommodations to meet the diverse needs of our athletes. We understand that this is new and different, and can be overwhelming for families.



Because your team welcomes athletes of all ages, your organization is mandated by Federal Law to comply with the Safe Sport Act of 2017. We hope that this guide helps ASHA Team Managers & Head Coaches navigate their athletes and families through the registration process, so everybody can focus on what they love to do best - Play Hockey!

WHAT IS THE SAFE SPORT ACT

At a time when child abuse has become all too common in the sports world, all youth sports organizations must take action to protect vulnerable youth athletes. In reaction to recent abuse scandals in youth sports, the United States government has established the Safe Sport Act of 2017 that mandates new safety requirements that aim to protect youth athletes through abuse prevention training and mandated reporting.

What organizations are affected?

All youth sports organizations are affected by the Act in one way or another. Organizations that participate in international (or interstate) amateur athletic contests – and which involve one or more adults being in close contact with one or more amateur athletes who are minors – are required to comply.

What happens to organizations that don't follow the new requirements?

Individuals and organizations found not to be in compliance with the act could receive civil or criminal charges. Failure or refusal to comply with a federal statute meant to protect the public safety is negligence per se. Under the Act, the claimant may bring a civil lawsuit in U.S. District Court. They can recover actual damages or liquidated damages in the amount of \$150,000 and the costs of the action including reasonable attorney's fees. The court may also allow punitive damages, and criminal charges are possible. Insurance companies also demand compliance, so any coverages for errors or omissions would not be in place.

What does the Safe Sport Act require of organizations?

The Act requires that all adults who interact with youth athletes must complete abuse awareness training and are required to report suspicions of abuse to the appropriate law enforcement agencies within 24 hours. There is no exclusion or waiver to this requirement for Adults with disabilities. Organizations must also provide a "mechanism for communication" for all participants and volunteers where they can confidentially report incidents of abuse, or suspicion of abuse.

How do I keep my organization in compliance?

Team Managers and Head Coaches are required to monitor their team's registrations to ensure that all participants over the age of 18 have completed the compliance requirements including the Abuse Prevention Training, Background Screening and/or Obtained approval for a "Request for Accommodation Form". Each ASHA Registration reviews the Locker Room Policy and provides a mechanism for communication. Copies are available to all members.

Managing My Team's Registrations



ASHA relies on team managers & head coaches to monitor all registrations to ensure that all participants are appropriately registered before anyone steps out on to the ice. The Team Manager/Head Coach will be able to see the registration in their administrative team reports. They will review for accuracy, and alert the National Registrar to review and approve.

It is the responsibility of every team have a clearly communicated Locker Room Policy and to maintain the compliance records for all participants age 18 or older. This includes anyone who steps out on to the ice or enters a locker room to assist (*This includes parents*). The Administrative Reports have been designed to assist the team managers and head coach in tracking their registrations and compliance accurately and efficiently.

How To View Your Admin Reports



Go to SpecialHockey.org

Sign In (Top RIGHT Corner)

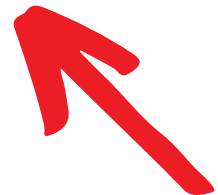
Click on "Find A Team"
(Located in the Quick Links on the home page of SpecialHockey.org)

Scroll down on left and find your Team Name

Click on Your Team Name

Admin Reports are located in the GRAY BAR ABOVE the ASHA Logo.

For the 2024/2025 Season, Team Admins are able to download their team report to Excel to create a Verified Roster to submit to events.



Roster vs Admin Report



Sports Engine has a "Roster" that can be viewed by any member of your team. This is a team communication tool that an athlete can opt out of in their registration. The Admin Reports are viewable to team admins only and provides the team manager access to view all registration information. This information is NOT public for privacy purposes.

Managing My Team's Registrations



Reviewing & Approvals

Team Managers and Head Coaches should review all registrations.

If there are "Missing" registrations, ask the registering person to check their Sports Engine Account to ensure that the correct registration has been completed.

If they have, submit an inquiry to asharegistrar@gmail.com. It is not uncommon that the participant needs to be "rostered" to your team

In the Admin Reports, there will be a Blank in the "ASHA Verified" Column for any registrations requiring a "Review & Approval"

Team Managers, should review the information paying special to the any documents uploaded. If there are changes needed, the team manager should work with the registrant to make any needed edits.

When a registration needs approval, the team manager or Head coach should check the registration to make sure that all information is complete. Then notify the ASHA Registrar that an approval is requested.

Common Errors You Can Catch



- Jr Coaches do not list a parent or guardians information.
- Coaches, Volunteers & Athletes indicate that they are completing or have completed the background screening & abuse prevention training and do not complete the compliance requirements
- Coaches, Volunteers & Athletes age 18 and older, do not upload the .PDF documents and substitute a link, picture of their grandmother or screen shot.
- Athletes do not have a correctly filled out Request for Accommodation form, missing a Hand Written signature or Coaches/Team Managers Signature.

Reviewing and correcting these commons errors prior to requesting approval makes this process much quicker!

Managing My Team's Registrations

Safe Sport Act Compliance



A common question is: Why is the ASHA system not automatic? The answer is... because we have advocated to accept a variety of methods to ensure compliance which meets the diverse needs of those we serve. This ensures that athletes can access the information in a manner that is appropriate for their learning needs.

All participants age 18 and older are required to comply with the Safe Sport Act mandates, NO EXCEPTION. This can be accomplished via one of these five options:

All Coaches & Volunteers must complete the mandates via option 1 or 2

1

1) Provide proof of compliance with current ASHA NCIS reports & Abuse Prevention Training completion certificates via upload in their season registration.

Please Note: As of October 31, 2023 ASHA will no longer accept compliance forms from other organizations.

2

2) Complete the requirements through the ASHA registration process and upload proof of completion via upload in the season registration. *Athletes who complete the requirements should do so with a parent/guardian support.*

for Athletes Requiring Accommodations

3

3) An Athlete's parent/guardian may register as a volunteer and complete the requirements. They are expected to share the abuse prevention training information with the athletes. They then register the athlete as a member of their household, and complete the "Request for Accommodation Form" Filling out "Part A" to document and certify that they have shared the information appropriately with their athlete. This form must be filled out and hand signed by the parent/guardian. The team manager/head coach must review and sign this document prior to submission.

4

4) An Athlete's Parent of Guardian can Register the Athlete, and complete the "Request for Accommodation" form and document the reason why the athlete cannot participate in the Abuse Prevention Training. The team manager/head coach must review and sign this document prior to submission. **Important Note: THIS OPTION SHOULD NOT BE USED AS A CONVIENIENCE. In the case of an audit, inappropriate use of this option can result in significant consequences.**

5

5) With prior approval and arrangement, a team may decide to host a group training night to review and complete the abuse prevention training. An athlete can attend this group training with a family member or support staff. Certified Abuse Prevention Training Staff will attend the training. Athletes will be provided with a completion certificate to upload to their new season registration.



Team Managers & Head Coaches are required to monitor their Admin Reports to ensure compliance and provide the first line of support to families and athletes.

Any team that is not in complete compliance will not receive a certificate of insurance or have a "Verified Roster" for participation in ASHA Sanctioned events.

Sample Form

Request for Accommodation for Abuse Prevention Training of Safe Sport Act Compliance for Athlete



This request for accommodation form must be printed and signed by hand and submitted in PDF form through the athlete's current season registration*.

I, Jane Doe, am the parent or legal guardian of Jimmy Doe, a member of ASHA and with a birthdate of 1/1/2013, I understand that, to comply with federal law and the requirements of the U.S. Center for SafeSport, all players seventeen (17) years of age or older on or before December 31 of the playing season (2021/2022), and that play on a team in a classification that allows minor age players, must complete sex abuse prevention training before being added to the roster of ASHA A team (team) and prior to participation.

I certify that Jimmy Doe (athlete) has no pending arrest or criminal accusation or conviction. As such, I submit this request for the player identified above to receive a waiver from the required Background Screening as a condition of participation in hockey programs that may also have minor age players.

We agree to comply with all Locker Room Policies and Guidelines set forth by ASHA A team (team)

CHOOSE ONE

A. I certify that I, Jane Doe (parent/guardian), have registered as an ASHA Volunteer and have completed the background screening & abuse prevention training with Jimmy Doe (athlete) present, and confirm that he/she participated in the provided training with my assistance.

General description of disability and reason why athlete requires support to complete training

Jimmy Does disability impacts his ability to
OR -----independently participate in the curriculum as it presented..

B. As the parent/legal guardian of the player, I certify that Jimmy Doe (athlete) has one or more cognitive/intellectual disabilities and is unable understand the SafeSport/Abuse Prevention Training in its current presentation and it is not appropriate for him/her to participate in. I commit to sharing appropriate information regarding safe behaviors and expectations.

General description of disability and reason why athlete cannot participate in training:

Jimmy Does disability impacts his ability to participate in the curriculum as it presented..

As such, I submit this request an accommodation for the player identified above from the abuse prevention training/education requirement as a condition of participation in hockey programs that may also have minor age players. I understand that this request may require further review by the US Center for Safe Sport for final determination.

Parent/Legal Guardian Signature: Jane Doe. Date: 7/1/2024

Parent/Legal Guardian Printed: Jane Doe.

THIS FORM MUST BE SIGNED BY THE TEAM HEAD COACH OR TEAM MANAGER FOR ACCEPTANCE

This Request for Accommodation must be reviewed by the Head Coach/Team Manager to be rostered for the 2021/2022 season.

Reviewed by team representative. Team Head Coach/Team Manager Date: 7/1/2024

***Directions for uploading this form can be found in the "How to register" .PDF located at www.specialhockey.org/regsitration**

ASHA recommends that ALL Athletes age 17 or older make an attempt to comply with the Safe Sport Act of 2017 regulations. We believe that the abuse prevention training is in the best interest and safety of all athletes. We understand that the abuse prevention training may be difficult or considered inappropriate for **some** athletes. The "Request for Accommodation" is NOT advised for all athletes, and request that parents/guardians submit a request ONLY under specific circumstances, the athlete's head coach and team manager should be consulted to determine appropriateness of the accommodation request.

Please DO NOT submit a Request for Accommodation for Abuse Prevention Training without careful consideration.

Additional Resources: https://uscenterforsafesport.org/wp-content/uploads/2020/05/Parent-Toolkit_Complete-1.pdf

CHOOSE THE OPTION WHICH BEST FITS YOUR ATHLETES NEEDS

2024 2025 American Special Hockey Association Member & Affiliate Insurance Summary

The following is a summary of the insurance policies provided to ASHA registered members & affiliates in good standing.

General Liability Coverage

General liability coverage provides commercial general liability insurance with a \$4,000,000 general annual aggregate limit. This coverage protects the American Special Hockey Association (ASHA) and its registered members against claims of negligence during an ASHA-sanctioned event. General Liability Insurance provides coverage for negligence, injuries, property damage, and lawsuits including but not limited to:

- Third-party bodily injuries.
- Third-party property damage.
- Products Liability
- Advertising injuries.

General Liability Limit of Insurance

- \$4,000,000 General Aggregate Limit
- \$4,000,000 Products/Completed Operations Aggregate Limit
- \$2,000,000 Personal and Advertising Injury Limit (Any One Person or Organization)
- \$2,000,000 Each Occurrence Limit
- \$100,000 Rented To You Limit (Any One Premises)
- \$5,000 Medical Expense Limit (Any One Person)

Accident Medical Benefits

Accident & Health Insurance is excess medical payments for athletes, volunteers, coaches and officials, and participants or affiliates of ASHA, if injured during sponsored and supervised activities. The coverage may pay up to a maximum of \$50,000 for covered medical expenses incurred for medically-necessary treatment required as a result of an accidental bodily injury. All medical and dental expenses are payable in excess and only after all other valid and collectible insurance in force at the time of the accident has been applied to the claim.

Accidental Medical Benefits: Full Excess – coverage will respond after the primary insurance of the injured party, or in the absence of primary health insurance. For covered incidents, the following coverage applies:

- \$500 deductible
- Accident Medical Expense \$25,000
- Benefit Period: 52 weeks
- Accidental Death: \$10,000
- Accidental Dismemberment: \$10,000
- AD&D Aggregate Limit: \$500,000



Crime Coverage

Crime coverage is a necessity and has a variety of purposes; ASHA carries a \$25,000 limit for each of the following:

- Employee Theft – covers ASHA from loss due to theft from employees or volunteers
- Funds Transfer (including 'social engineering' coverage) – covers ASHA for loss of funds due to unauthorized transfers, willful or not
- Counterfeit Funds & Money Orders – covers ASHA for unauthorized transactions or checks

Directors & Officers Coverage

(available optionally to Member Teams)

Directors & Officers Insurance (D&O) is a business liability policy that protects board members who are sued over decisions they make while serving on your board. The policy usually covers legal expenses for accusations of discrimination, defamation, and mismanagement of funds.

- D&O Limits of Insurance
- \$1,000,000 Each Policy Period
 - \$1,000,000 Aggregate
 - \$1,000 Retention

Association members are encouraged to independently obtain additional D&O Coverages. Contact us for details.

Participant Legal Liability Coverage

Participant Legal Liability (PLL) offers coverage if an incident occurs during participation which is the alleged result of poor or defective quality and conditions of the playing surface or area. PLL is an essential part of any sports & recreation insurance policy and is a requirement for ASHA and all its affiliates.

All normal ice hockey-related activities, such as games, practices and scrimmages, between registered ASHA hockey teams and affiliates (in good standing) are automatically sanctioned/approved. Coverage is provided for affiliated members from the United States and Canada for approved and sanctioned events. Regular use of premises for meetings and fundraising do NOT require a special event sanction/approval, unless the proprietor (owner) requires being named as an additional insured on ASHA's coverages. The selling of alcoholic beverages will not be sanctioned/approved, and such sales are not covered. Other restrictions apply.

**Certificates of insurance will be provided with a completed and approved
2024/2025 ASHA Season Member/Affiliate Team Application and Event Sanctioning Request.**

No certificate of insurance will be issued unless the proper request form has been submitted, and the activity or event is sanctioned/approved by the ASHA Risk Manager.

How to Request A Certificate of Insurance (COI)

Send an email to ASHA@specialhockey.org

Subject line: COI Request ASHA: **Team Name**; need by **xx/xx**

Body of email:

Who is the certificate for? **(Rink Name)**

What is their contact information? **(Name/Number/Address/Email)**

What is the certificate for? **(Must be for an American Special Hockey Association Activity - Practice/Events, etc.)**

Is the 'certificate holder' requesting to be Additional Insured? **(If yes, please tell us exactly how they want to be listed)**

Any other special requests for the certificate?

Team Name

Head Coach Name and Contact #

Team Manager Name & Contact #

**Please note a current season team application must be on file for each location,
and accepted as a program in good standing.**

THE ABC'S OF SPECIAL HOCKEY

SPECIAL HOCKEY GUIDELINES

Each coach should attempt to match lines with similarly skilled players from the other team.

The more skilled players from a team should be matched with players of the same skill level from another team.

At the lower levels, if a team has an odd number of players and requests to skate 6 players on a line instead of 5, they must ask permission from the opposing coach and inform the referee before the start of the game.

A special effort should be made to control any "A" level player playing in a "B" game not to ruin it for the rest of the players. No player should be double shifted if it can be helped.

During any game on the lower skill level or where the outcome is lopsided and the coaches agree, extra penalty shots can be awarded by the referee to help improve the game and give some players a chance to shoot on net. The coaches can designate which players get the shot.

Coaches should rate players/teams appropriately

Important that game/event organizers match teams by ability whenever possible

RATING YOUR SPECIAL HOCKEY PLAYER

A LEVEL (A+ TO A-)

- able to skate unassisted
- able to play at a faster pace
- able to play structured game with minimal to no assistance
- has more advanced hockey skills (skating, stick handling, passing, and shooting)
- has better understanding of game rules and concepts
- able to follow rules / instruction / drills
- always engaged in the play
- has the ability to change on the fly
- needs no prompting

B LEVEL (B+ TO B-)

- able to skate unassisted
- able to play at a mid-level pace
- able to play structured game with minimal assistance
- has mid-level hockey skills (skating, stick handling, passing, and shooting)
- has basic understanding of game rules and concepts
- able to follow rules / instruction / drills (occasional prompting may be needed)
- always (or mostly) engaged in the play
- may need assistance in positioning
- may need occasional prompting

C LEVEL (C+ TO C-)

- may need assistance in skating (use of walker or volunteer)
- able to play at a slower pace
- needs assistance to play structured game
- has lower level hockey skills (skating, stick handling, passing, and shooting)
- has limited understanding of game rules and concepts
- has difficulty following rules / instruction / drills
- may need some (or constant) prompting to engage in the play
- needs assistance in positioning

A LEVEL GAMES

- Each team may have 5 skaters plus 1 goaltender on the ice during play, unless the goalie has been pulled for an extra attacker
- No coaches on the ice (exceptions may be granted for safety purposes)
- No player should be double shifted if it can be helped
- Players to change on the fly (no buzzer)
- Score will be kept (maximum 4 goal difference on scoreboard)
- Penalties will result in a penalty shot. The penalty shot must be taken by the player who was interfered with, if possible. In addition to the penalty shot, a 2 minute penalty will be served in the penalty box by the offending player if the referee or player's coach thinks they should. At no time will any team serving a penalty have less than 5 skaters on the ice
- Coaches are expected to make an effort not to run up the score in the event of a lopsided game

B LEVEL GAMES

- Each team may have 5 skaters plus 1 goaltender on the ice during play (1 or 2 "roamers" may be on the ice during play with coaches consent)
- Two (2) mentors are allowed on the ice but are not to interfere with the play
- No player should be double shifted if it can be helped
- Players change shifts on the buzzer (on the fly can be done with coaches' agreement)
- Score will be kept (maximum 4 goal difference on scoreboard)
- A special effort should be made to control any "A" player playing in a "B" game to avoid any domination of the game at the expense of the other players
- Penalties will result in a penalty shot. The penalty shot must be taken by the player who was interfered with, if possible. In addition to the penalty shot, a 2 minute penalty will be served in the penalty box by the offending player if the referee or player's coach thinks they should. At no time will any team serving a penalty have less than 5 skaters on the ice
- Extra penalty shots can be awarded by the referee to help improve the game and give some players a chance to shoot on net (with coaches' consent)
- Coaches are expected to make an effort not to run up the score in the event of a lopsided game

C LEVEL GAMES

- Each team may have 5 skaters plus 1 goaltender on the ice during play (2 or more "roamers" may be on the ice during play with coaches consent)
- Three (3) mentors are allowed on the ice (they may assist in the play with coaches' consent)
- Players change shifts on the buzzer
- Scoreboard will be utilized but each team awarded a goal when one team scores (actual score may be kept with coaches' agreement)
- A special effort should be made to control any "B" player playing in a "C" game to avoid any domination of the game at the expense of the other players
- Penalties will result in a penalty shot. The penalty shot may be taken by any player
- Extra penalty shots can be awarded by the referee to help improve the game and give some players a chance to shoot on net (with coaches' consent)

