

Waukesha County Youth Hockey Association Travel & Lodging Policy

Waukesha County Youth Hockey Association (“WCYHA”) has teams that travel regularly to play individual games, two or three games at a time, or in tournaments; has teams where travel is limited to only a few events per year; and teams where there is no travel other than local travel to and from our own arena. WCYHA has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player’s experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games or practices (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

Local Travel

Local travel occurs when WCYHA or one of its teams does not sponsor, coordinate, or arrange for travel.

- Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver’s license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The coaches (both parent and non-parent) and/or volunteers of WCYHA or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only always drive with at least two players or another adult.
- Where coaches (both parent and non-parent) and/or volunteers are involved in an unrelated minor player’s local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where a coach and/or volunteer is involved in the player’s local travel, a parental release should be obtained in advance.
- Coaches (both parent and non-parent) and volunteers who are also a player’s parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
- It is recognized that in some limited instances it will be unavoidable for a coach (parent or non-parent) or volunteer of WCYHA or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

Team Travel

Team travel is overnight travel that occurs when WCYHA or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, or nationally. Because of the greater distances, coaches, volunteers and chaperones will often travel with the players.

- When possible, WCYHA will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within WCYHA or the team (e.g., team manager). This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Individual WCYHA teams (most often through the team manager) will provide specific travel itineraries when they become available. Teams will make efforts to provide adequate supervision through coaches and other chaperones (typically, parents/guardians). If a team is composed of both male and female players, then the team will attempt to arrange chaperones of both genders. However, we rely completely on parents/guardians/other family members to serve as chaperones and may be limited in providing this match.
- Regardless of gender, a coach (both parent and non-parent) shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No coach (parent or non-parent) or volunteer 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, a vehicle in safe working order, and compliance with all state laws. All coaches and volunteers shall have been screened in compliance with the USA Hockey Screening Policy and completed Safe Sport certification. A parent that has not been screened and certified may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players beyond those for which they are parents/guardians.
- Players should only share rooms with other players of the same gender (unless they are family members), with the appropriate number of players assigned per room depending on accommodations. However, it is WCYHA's strong preference that when at all possible, players share rooms or adjacent rooms with a connecting door with the parents/guardians.
- The head coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Enforcement (up to and including the possibility of room checks) will be handled at least two properly screened adults (i.e., coaching staff, team manager, parents who have undergone screening, etc.).
- Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present; the only exception being when the coach is the player's parent or guardian.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If a player is traveling/staying with a teammate's family (i.e., the player's parents/guardians are not on the trip), that player's parent/guardian must notify the head coach and/or

team manager of the situation. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.

- Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
- No coach (parent or non-parent) 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, parents have the right to transport their minor player and have the minor player stay in their hotel room.
- During team travel, coaches, team personnel will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support responsible personnel and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

Prohibited Conduct and Reporting

WCYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, and hazing, all as described in the USA Hockey Safe Sport Handbook. Participants or volunteers in WCYHA may be subject to disciplinary action for violation of the Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey Safe Sport Policies. To make reports of any actual or suspected violations, you may email USA Hockey at SafeSport@usahockey.org or may call 1-800-888-4656.