

# LOCKER ROOM MONITORING POLICY & PROCEDURES

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The Wayzata Youth Hockey Association (WYHA) is committed to following the guidelines set forth by USA Hockey's SafeSport Program to help protect our participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment, and hazing. To ensure that these goals are met, WYHA has committed to the following Locker Room Monitoring Policies and Procedures, which are designed to maintain personal privacy as well as reduce the risk of misconduct within locker rooms.

## OVERVIEW: LOCKER ROOM MONITORING & SUPERVISION

The following locker room monitoring and supervision policies are designed in accordance with [USA Hockey's Guidelines](#), which require that whenever there are players present in the locker room, there must be at least one screened and SafeSport-trained adult present to monitor the locker room.

The Locker Room Monitor (LRM) must be inside the locker room. The LRM must be male for Boys teams and female for Girls teams.

Monitoring of the locker room must occur both before and after each team event that requires the use of a locker room, such that a qualified adult LRM is present in the locker room immediately after each event, in addition to being present at all times prior to the event.

## RESPONSIBILITY & ENFORCEMENT

The Head Coach of each team is responsible for ensuring that the LRM policy will be adhered to. WYHA recommends one of the following approaches to maintain appropriate monitoring of locker rooms:

- **Enforcement Option 1:** The coaching staff may volunteer to serve as LRMs throughout the season.
  - In this case, the Head Coach should work with the Team Manager to ensure the team and coaching staff is aware who is performing those duties.
  - Recommended approach: Assign one or more Assistant Coaches to perform this duty each week of the season. Have the Team Manager report this

information in the standard weekly update email to the team families.

- **Enforcement Option 2:** Appoint either the Team Manager or a volunteer mom/dad/guardian to be the Locker Room Coordinator (LRC) for the team
  - In this case, the LRC will develop, use and communicate a rotating schedule of parents to serve as LRMs throughout the season.
  - Recommended approach: Assign a qualified individual (mom/dad/guardian) to be the LRM each week, rotating through the team.

## ADMINISTRATIVE PROCESS REQUIREMENTS

**IMPORTANT:** Any parent/guardian that volunteers for LRM duty must first meet the following criteria:

- 1. [Register as a volunteer through USA Hockey.](#)
- 2. Become certified through the [USA Hockey SafeSport program](#). This consists of participating in several hours of online training provided by the U.S. Center for Safesport Training.
- 3. Complete the [USA Hockey Background Screening](#).
  - LRMs need to complete the background screening BEFORE being confirmed as a LRM. The new process implemented by USA Hockey several years ago has a \$30 fee, but screenings are good for 2 years.
  - The eight digit self-registration ID number for USAH to initiate your screen is **35615801**.
  - Once you complete the screening process, we will be able to track it through the [SafeSport and Background Check Confirmation Report](#) on the WYHA website.
- 4. Register as a LRM/Team Manager Volunteer on the WYHA website under [Registration](#)
- 5. Once teams are formed, Coaches will receive an email asking for their team to confirm their LRM(s). It is strongly advised to complete steps 1-4 as early as possible. Failure to do so may result in the inability to roster a LRM(s) on your official USA Hockey roster. Only LRMs listed on the official USA Hockey roster can ever enter the locker room as an LRM. Coaches will be listed as coaches on the official USA Hockey roster and can act as an LRM. Coaches will not be listed as an LRM on the official USA Hockey roster.
- 6. Each Team Manager must provide WYHA with a written statement describing the **Enforcement Option** their team is taking for locker room monitoring [Responsibility & Enforcement](#), including affirmation that Safesport certification has been obtained if parents are serving as LRMs. This email needs to be sent to [ProgramAdmin@Wayzatahockey.org](mailto:ProgramAdmin@Wayzatahockey.org)

### Additional Best Practices:

- Team Manager should coordinate with Coaches to determine the appropriate player arrival times for games and practices, then clearly communicate these expectations to the team players and families. WYHA's arrival time recommendations:
  - Players should arrive no more than 15-30 minutes before practices.
  - Players should arrive no more than 45-60 minutes before games.
  - Note: If the Coach-mandated arrival time is 45 minutes before games, it is not okay for parents to drop their players off 60 minutes prior to a game so the parents can have more time to participate in the pregame parent safety meeting or gathering.
- Locker Room Monitoring Schedule
  - The LRC or Team Manager is responsible for maintaining and communicating the Locker Room Monitoring Schedule to the team. This should consist of a list of the individuals responsible for being the LRM both before and after each team event, including all practices and games. In the event that a scheduled individual is unable to fulfill their obligation, they should communicate via phone or text with the LRC to ensure a different, fully-qualified, individual is able to fill in.
- If the LRM is not one of the team coaches, it is advised that the LRM can and should leave the room any time the coaching staff is directly addressing the team, such as a pre-practice planning session or a pre-game or post-game discussion between the coaching staff and the team.

## **PARENTS IN LOCKER ROOMS**

Except for players in the Mite, 6U, and 8U age levels, parents and siblings are strictly forbidden from being in locker rooms. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then parents should work with the coaching staff so they are aware that he or she will be helping the player.

At the Mite/6U/8U levels it may be necessary for parents to assist their players putting their equipment on. As players get older and gain experience putting on their equipment, WYHA recommends that parents spend as little time as possible inside the locker rooms - by the players' second or third year they should only require assistance with tying skates. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

## **MIXED GENDER TEAMS**



Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, WYHA will have male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to remove their equipment. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all our players.

## **MOBILE DEVICES**

WYHA strongly suggests that the LRM enforce a policy of not allowing mobile devices to be used inside the locker room. It is therefore permissible for coaches and/or the LRM to collect cell phones and store them securely before, during, and after practices and games. WYHA recognizes that it may be impossible to completely curtail the use of cell phones in and around locker rooms; if cell phones are allowed inside the locker rooms it becomes the LRM's responsibility to ensure that they are not being used irresponsibly. In all cases, utilizing a cell phone or mobile device's photo and/or video applications is strictly prohibited.

## **PROHIBITED CONDUCT & REPORTING**

WYHA prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in WYHA may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies and/or the [WYHA Parent or Player Codes of Conduct](#). Reports of any actual or suspected violations should be directed through the WYHA Safesport Coordinator.

## **COMPLIANCE**

The head coach shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach that fails to take appropriate steps to ensure the Locker Room Policy is adhered to, and any WYHA participant or parent of a participant who otherwise violates this Policy is subject to appropriate disciplinary action, which may include but are not limited to the following, at WYHA's sole discretion:

- Temporary coach suspension from team activities



- Permanent coach suspension from team activities
- Loss of ice time or forfeiture of practices, scrimmages, or games
- Loss of locker room privileges for the team