

SCREENING INSTRUCTIONS April 2005

Coaches:

1. Forms signed by Coaches and Team Officials will be submitted to the person designated by each MH District ("Designated Person" - typically the Associate Registrar or District Director) at the same time that team rosters and birth certificates are submitted. The Designated Person will verify that there is a Consent Form for each Coach or Team Official listed on a team roster. No person will be rostered without a fully completed Consent Form being submitted.
2. Immediately after the team rosters are approved, the Designated Person shall submit those Consent Forms to the Screening Committee.
3. If subsequently, supplemental rosters with additional coaches are approved by the District Director or Associate Registrar, the same procedure shall be followed and Consent Forms sent immediately to the Screening Committee.
4. No later than January 20th during each hockey season:
 - A. Each local association President will deliver to the Designated Person a Verification Form (or multiple forms) which will contain a list of all coaches registered and a signed statement from the Association President that the list contains the names of all coaches in their association and that the Association has completed and submitted the required Consent Forms; and
 - B. Each local association's registration coordinator will prepare a report from the Cyber Sport registration software identifying all coaches by name and sorted by association. This report will be sent directly to the Screening Committee with the Association Verification form and compared with the screening database of coaches who have been screened that season.
5. Note that the Consent Form will be modified to provide for identification of "new" coaches for the current season. Association registration coordinators will be asked to flag those forms for the Screening Committee (although they will be collected in the normal process described in paragraphs 1 & 2 above) and upon receipt by the Committee those "new" coaches will be screened without random selection. For purposes of this process, "new" shall mean both new to the current association or new to Minnesota Hockey. In other words, if the Association did not submitted a Consent Form for that coach in the previous season, the coach should be labeled "new".

Officers and Directors:

1. According to instructions from the relevant District Director (for local associations) or other organizational authority (e.g., for state level boards, camps, or other programs), but no later than November 15, of each hockey season, Consent Forms shall be completed by all local, district and statewide officers and members of the respective boards and submitted to the Designated Person.
2. At the same time, the chief executive of each organization shall submit a Verification Form (or multiple forms) which will contain a list of all officers and board members in his/her organization and a signed statement from the Association President that the list contains the names of all officers and directors in the organization and that they have completed and submitted the required Consent Forms.
3. Upon receipt of board member forms by the Designated Person, Consent Forms shall be immediately sent to the Screening Committee.

Referees: MH Directors and Registrars have no direct responsibility for the referees. All referees registering for the current season shall complete a Consent Form and submit it to MHOA or their respective officials' organization. The officials' organization shall deliver the Consent Forms to the Screening Committee immediately upon receipt.