



US QUIDDITCH

Coach Certification Study Guide and Handbook

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Contact Information

Email Address	Name	Purpose
membership@usquidditch.org	Member Services Department, Customer Support	Ask questions about membership registration and policies. Aren't sure where to send your question? Start here!
gameplay@usquidditch.org	Gameplay Team	Ask questions about gameplay policies
rules@usquidditch.org	Rules Team	Ask questions about the rulebook and casebook
referees@usquidditch.org	Referee Team	Ask questions about referee certification, casebook, referee policies, and resources
snitches@usquidditch.org	Snitch Team	Ask questions about snitch certification, casebook, referee policies, and resources
mary.kimball@usquidditch.org Phone: 360-436-6255	Mary Kimball, Executive Director	If your team has an urgent question or an emergency situation, you can contact Mary Kimball directly by email, phone, or text message.
megan.anderson@usquidditch.org	Megan Anderson, Member Services Manager	Ask questions about coach certification, get advice on team challenges
christian.barnes@usquidditch.org	Christian Barnes, Gameplay Manager	Ask questions about gameplay department policies and team

		requirements for official events
rhianna.horner@usquidditch.org	Rhianna Horner, Member Relations Team Lead	Ask questions about membership policies, get advice on team challenges
linnea.shultz@usquidditch.org	Linnea Shultz, Leadership Development Coordinator	Ask questions about coach certification, get advice on team challenges
mary.scott@usquidditch.org	Mary Scott, Leadership Development Coordinator	Ask questions about coach certification, get advice on team challenges
alex.stewart@usquidditch.org	Alex Stewart, Project Support Volunteer for Athlete and Leadership Development Teams	Get advice on team challenges

Introduction

US Quidditch offers a comprehensive seasonal coach membership for free, which includes a certification process. The seasonal coach membership is available anytime from July 1 onward and expires the following year on June 30. If an adult player or referee would like to also become a coach, they can also upgrade their membership for free. Upgrades can be done on the '[Membership](#)' tab of your USQ dashboard.

Included in USQ coach membership:

1. Information to access online concussion workshop
2. Ability to take USQ online quiz on policies and procedures
3. Upon completion of the above, USQ coach certification
4. Insurance coverage while coaching any USQ official events

To become a coach:

1. Sign up for a free account on the USQ website by clicking "[Register](#)". If you have a free account, be sure to [log-in](#).
2. Once you have signed up/logged-in, go to '[My Dashboard](#)' and click on 'Membership'.
3. Then please click '[Upgrade My Membership](#)'. Follow the prompts which will guide you through your membership options and help you complete your registration.
4. You'll be required to upload a 400x800 headshot of yourself on the first page, as well as affirm your vaccination status.

After you complete your membership:

1. Read through this study guide.
2. Complete the [Racism 101 digital learning module](#) from RISE. You do not need to submit proof that you watched it; the policy quiz has material from the module.
3. Complete the free NFHS concussion training found by [clicking here](#). Upload the certificate from the webinar to [this form](#).
4. Complete the USQ policy quiz found. This season, there are separate quizzes for college and club coaches.
 - a. [College coaches](#)
 - b. [Club coaches](#)

Once you complete coach certification, to finish the rest of your team's requirements:

1. Visit our [team membership page](#) and follow the instructions listed.
2. Review and complete all of the season team requirements by [clicking here](#).

Why We Have Coach Certification

- To ensure that all USQ teams have at least one person who understands USQ policies
- To spread awareness of best practices for concussion safety
- To create a central point of contact between the league and the team

Helpful Notes

A team can have more than one certified coach, but only one person can be added to your team's roster as the coach for an official event.

General USQ Information

Communication

When USQ has a question for the team, staff will often CC the team's certified coach. That email address is pulled from the one listed on your USQ profile. If your email address is not correct, make sure to update it:

1. [Login](#) to your account on the USQ website
2. Go to [My Profile](#)
3. Edit your email address and then hit save

If USQ staff has an urgent question for your team, they may text or call you. Normally USQ will send a text message first. Same as your email address, that phone number is taken from what you listed on your USQ profile. You can update your phone number using the same method above.

When your team has an official event coming up, you can be expected to be contacted by USQ staff in advance to make sure you have completed all requirements for competing officially. This communication will come via email from a @usquidditch.org email address.

Important Deadlines

In general, most team and individual requirements for official events are due 24 hours before the start of the event. This is commonly referred to as the roster submission deadline. A summary of important deadlines is available [here](#).

- [Roster submission deadline](#)
 - 24 hours before the start of an event
- [Team requirements deadlines](#)
 - Coach certification: 24 hours before the start of the team's first official event
 - Team referee and snitch runner requirements: teams have two deadlines for this. The first deadline is described below. If a team does not meet this deadline, then they must complete the requirements by 24 hours before their next official event (the same as the roster submission deadline).
 - If a team is competing at a USQ fall regional championship or fall circuit event, they must complete the team referee and snitch runner requirements by the season play deadline for that specific event.
 - If a team is competing at a USQ spring regional championship, a USQ spring circuit event, or not going to a regional championship or circuit event at all but still an official member team, they must complete the requirements by either the season play deadline for the final fall regional championship, or one month after their team registers for the season, whichever comes later.
 - If a team does not attend a regional championship, then their requirements are due one month after their team registers for the season.
 - Proof of enrollment for college players: this is submitted twice a year, first at the start of the season (or whenever the player starts) and then again after January 1. In both cases, enrollment is due at least 24 hours before the start of the event.

- Vaccination requirement for stage 3 activities: all players must comply with this requirement by 24 hours before the start of an event.
- Additional deadlines for registering for events
 - For USQ events, those deadlines are available [here](#).
 - For non-USQ hosted events, check with the tournament director.
- [Season play requirements](#)
 - Due March 6, 2022

Tracking Team Requirements and Policy Compliance

If you are a team administrator in addition to a coach, you can access special team features on the USQ website:

1. [Login](#) to the USQ website
2. Click on [My Team](#)

These features let you view your team's profile information, set rosters, and view the status of other USQ requirements.

Additionally, USQ has a number of different tracking spreadsheets. Links to these will be available the week of September 20. There are tracking spreadsheets for the following items:

- Team requirements
 - Coach certification
 - Team referee and snitch requirements
 - Return to play guidelines
- Team registration requirements for USQ hosted events
- Status of teams competing at official events
 - This spreadsheet goes through the season weekend by weekend and tracks what requirements teams need to meet to be eligible to compete officially.

USQ Policies

Coach Requirements

USQ website reference:

<https://www.usquidditch.org/get-involved/team-requirements#coachcertification>

- A team's certified coach must be present at all official matches.

- In the case of a medical or personal emergency that arises during an event that causes a team's certified coach to need to leave the event site, a team may continue to play without being required to forfeit their remaining games in the tournament
- A team's coach must be certified at least 24 hours before a team's first official event, the same as the roster deadline.
- A team can have more than one certified coach
- Make sure every player has:
 - Purchased a player membership and been added to the tournament roster
 - Obtained all required equipment (e.g. mouthguards)
 - Submitted proof of enrollment to enrollment@usquidditch.org at least 24 hours in advance of their first game of the season, and then again after January 1, again at least 24 hours in advance of their first game of the new year.

Gameplay Policies

USQ website reference: <https://www.usquidditch.org/about/gameplay-policies-and-forms>

- Teams can participate in any regional championship, not exclusively regional events within region
- Only numbers 0-99 are allowed on player jerseys
- A game will only be considered official if the team submits their initial roster at minimum 24 hours in advance of the event.
- Only games played between teams of the same division will count toward the ranking algorithm. Games played between teams of different divisions (club vs collegiate) may be used for season play requirements, but will not count toward rankings.

Forfeit Policy

USQ website reference:

<http://www.usquidditch.org/about/gameplay-policies-and-forms#forfeitprocedure>

- A forfeit is a 150*-0 loss for the forfeiting team
- A team not showing up to scheduled place and time forfeits that game
- Forfeits generally do not count for USQ standings
- If, over the course of a game, a team falls below seven eligible players, it is required to forfeit that game.

Appeals

USQ website reference:

<https://www.usquidditch.org/about/gameplay-policies-and-forms#gameappeal>

- The grounds for filing an onsite appeal are:
 - A straight red card has been issued which the team believes is not a valid card
 - The game clock has been incorrectly managed with a direct impact on the game (ex. if the snitch and/or seekers are released early)
 - A gross misapplication of the rules has resulted in a direct impact on the outcome of the game

Misconduct and Unlawful Harassment

USQ website reference: <https://www.usquidditch.org/about/unlawful-harassment-policy>

Harassment is a form of discrimination under both federal and state laws. In accordance with applicable law, US Quidditch prohibits sexual harassment and harassment because of actual or perceived sexual orientation, race, color, creed, religion, religious dress and grooming, sex, age, national origin or ancestry, physical or mental disability, military and veteran status, marital status, registered domestic partnership status, medical condition, genetic tests and information, gender expression, gender identity, pregnancy or related condition, breastfeeding or a related condition, physical disability or mental disability, or any other basis protected by federal, state, or local law. All such harassment may be unlawful and will not be tolerated by US Quidditch.

These discriminatory actions against any individual may be illegal in the United States and always violate the US Quidditch [member code of conduct](#), and are contrary to the spirit of US Quidditch's values. As such, US Quidditch does not tolerate any behaviors defined under or related to the definitions set forth below, and encourages any victims of harassment or assault at or around a US Quidditch event or program to file a report with US Quidditch immediately. Additionally, we encourage victims to report illegal activity to local law enforcement agencies and consider seeking counseling or other support resources.

After receiving a report, US Quidditch will take appropriate steps to investigate the complaint and take necessary action in response. US Quidditch expects its members to familiarize themselves with these policies. As with all other league policies, ignorance is not an excuse. Please note that in case of accusations of harassment involving non-members

like fans, US Quidditch reserves the right to use the member policy in determining appropriate action.

US Quidditch's complaint procedure provides for an immediate, thorough, and objective investigation of any claim of unlawful or prohibited harassment, appropriate disciplinary action against one found to have engaged in prohibited harassment, and appropriate remedies for any victim of harassment.

If you believe you have been harassed, or if you are aware of the harassment of others, you should provide a written or email complaint to the following as soon as possible:

By email: reports@usquidditch.org or reach out to USQ Executive Director, Mary Kimball, at mary.kimball@usquidditch.org

By mail: US Quidditch
6817 208th St. Sw #1836
Lynnwood, WA 98046

By phone: 360.436.6255

Equipment Waiver

USQ website reference:

<https://www.usquidditch.org/about/gameplay-policies-and-forms#equipmentwaiver>

A player must submit an equipment waiver on the USQ website at least 24 hours in advance of the event at which the equipment would be used.

Official Matches

USQ website reference:

<https://www.usquidditch.org/about/gameplay-policies-and-forms#officialgamerequirements>

For a game to be considered official (i.e. fulfilling seasonal requirements and to be included in the rankings), it must be between two official member teams and meet the following criteria:

1. The game or tournament must be submitted to the USQ events calendar at least two weeks before the event.
2. Participating teams must submit their rosters at least 24 hours in advance.

3. Photo IDs must be checked against the rosters before the game starts (in the case of tournaments, before the first game starts).
4. A certified head referee paid \$20 and a lead assistant referee must be paid \$10 to adjudicate the game, and if the snitch for the game is certified, the snitch must also be paid \$10.
5. A crew of other officials, including at least two assistant referees (including the Lead Assistant Referee), two goal judges, a scorekeeper and a timekeeper work to officiate the game fairly.
6. There must be a nonplaying certified athletic trainer or EMT available on site at all times.
7. Each team must have a [certified coach](#) present during the match.
8. A [certified tournament director](#) must organize and be present at the event

Teams may only compete officially in one event per day. The USQ Gameplay Department reserves the right to combine two events on the same day into one event if it is determined that it is truly one event

For any tournament to have ranked games, all games in the tournament between two USQ official teams must be ranked, and this must be announced by the organizers before registration. All games as scheduled by the tournament director(s) must be played out unless conditions are unsafe, including travel considerations. This is so a team cannot claim, after the fact, that a game should not be ranked (e.g. after a loss). Rankings provide pool seeding for regional championships and the US Quidditch Cup.

Fair Play Policy

USQ website reference:

<http://www.usquidditch.org/about/gameplay-policies-and-forms#fairplay>

One of the three pillars of USQ is competition. As such, it is essential that USQ sponsors official competitions that are fun, fair, and competitive. The Fair Play policy has been put in place to ensure the authenticity of USQ contests.

In the case of a breach of the Fair Play policy, USQ may choose to invalidate any games involved in the breach, removing them from the standings and season play requirements for the teams involved. Anyone intentionally breaching the Fair Play policy will also be subject to USQ Player Disciplinary policy.

1. **Match-fixing:** It is against USQ rules to intentionally fix the outcome of any game, including intentionally throwing a game. Starting a game with the intent of forfeiting

once it has started is considered match fixing. Forfeiting a game in order to give a team credit for their season play requirements counts as match fixing.

2. **Betting:** It is against USQ rules to bet money on any game or tournament you are participating in as player, coach, staff, or official.
3. **Bribery:** It is against USQ rules to accept any money, good, or service in exchange for altering the outcome of a game or intentionally injuring any person.
4. **Eligibility:** It is against USQ rules to field a player in an official game who is not on a team's roster.
5. **Extreme and intentional cheating:** A person or team may be disciplined after the fact for any instance of serious intentional cheating in an official USQ match.
6. **Observed illegal drug use:** A player observed to have used an illegal drug immediately prior to a game may not be allowed to participate.
7. **Intentionally flouting public safety and return to play guidelines:** A person or team who is found to have played in a game, practice, or event when unsafe to do so in regards to school, local, state, or USQ/MLQ guidelines will face disciplinary sanctions. Additionally, individuals found to be lying about their vaccination status or a COVID test result will be subject to a minimum suspension of 3 years.

Player Safety

USQ website reference: <https://www.usquidditch.org/about/player-safety>

Player safety is USQ's number one priority at all our events and programs. As quidditch is a full-contact sport, safety must always be at the forefront of our minds. Concussions, in particular, are a constant concern in all sports that involve tackling.

Concussions

A concussion is a type of brain injury that changes the way your brain functions regularly, generally caused by a bump or blow to the head. A concussion can also be caused by a fall or blow to the body that results in the head and brain quickly moving back and forth.

It is very important that you and your team can recognize symptoms of a concussion, because a repeat concussion (a second concussion sustained before an individual recovers from the first) can greatly increase the likelihood of longer term problems. A certified healthcare professional should evaluate each and every athlete after a major fall and/or blow to the head. The U.S. Centers for Disease Control has many valuable resources available for athletes, parents, and coaches. [This brochure](#) is a good place to start, but you should review all the [CDC's available information](#) before your season begins.

Please note that all USQ certified coaches are required to complete a [NFHS concussion training session](#).

As your team's certified coach, you are responsible for ensuring that your players are evaluated if they experience concussion-like symptoms.

Safety at USQ Events

Medical Staff

Certified athletic trainers are always on-site at USQ events. Medical tents are set up around the facility to ensure quick and attentive service can be provided. At USQ events, an ATC or EMT can medically disqualify a player at any time for any medical reason.

Concussion Policy

Players with concussions are not permitted to play in any games until they have been cleared by an athletic trainer or a primary care physician. If medical staff onsite see a player with concussion-like symptoms, the player must submit to a concussion test if asked to do so or they will be disqualified until further notice. If a captain notices one of their players with concussion-like symptoms they must escort the player to be examined by medical staff, or the captain is also subject to suspension for the remainder of the tournament.

Injury Prevention and Safety Resources

USQ has created injury prevention and training resources on a number of topics. They can be viewed [here](#) (same as the link above). That page also has a list of resources from other websites.

Diversity, Equity, and Inclusion

USQ website reference:

<https://www.usquidditch.org/about/mission/diversity-equity-inclusion>

Our sport is rooted in providing a safe space for people of all backgrounds to come together to compete. As your team's certified coach, we encourage you to become familiar with USQ's diversity, equity, and inclusion (DEI) pillars and consider how they can apply to your team.

DEI Pillars

- **Equity:** The fair treatment, access, opportunity and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented

the full participation of some groups. The principle of equity acknowledges that there are historically underserved and underrepresented populations and that fairness regarding these unbalanced conditions is needed to assist in the provision of adequate opportunities to all groups.

- **Inclusion:** The act of creating environments in which any individual or group can be and feel welcomed, respected, supported and valued as a fully participating member. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.
- **Leadership:** The development of leaders in the quidditch community with a focus on uplifting the experiences of marginalized groups.
- **Learning Opportunities:** The creation of training and educational modules that foster a broader awareness of the experiences of marginalized groups as well as providing tools to put actions in place that create an inclusive environment.
- **Recruitment/Retention:** The process of actively welcoming members from marginalized groups into the sport, while also fixing problems and challenges that block their continued participation.
- **Spotlight:** The creation of social media and PR campaigns that focus attention on the experiences of marginalized groups.
- **Safety:** The creation of an environment in which everyone feels comfortable in expressing themselves and participating fully, without fear of attack, harassment, ridicule, or denial of experience. This includes in person and online spaces, and activities/programs that take place on and off the field.

Anti-Racism Training and RISE Digital Learning Modules

In the quidditch community, we all have a responsibility to be actively anti-racist, to work to dismantle the effects of racism and white supremacy on our teams and in our sport. As a certified coach, you are in a position to lead and model anti-racist behavior and practices.

One of the components of coach certification this season is watching the [Racism 101 learning module](#) from RISE. RISE is a national nonprofit that educates and empowers the sports community to eliminate racial discrimination, champion social justice and improve race relations. This learning module introduces basic concepts about racism and teaches you how to respond to racist comments.