

## **Youth Safety**

WWLOA is committed to the safety and security of all involved in women's lacrosse. In the course of working for or on behalf of WWLOA, our staff, volunteers and contractors, including WWLOA officials, may frequently come into contact or work with minors. Youth safety and security are paramount to our organization. Consistent with many other organizations involving youth and adults, we have adopted the following policies:

### Contact between adults and minors

While conducting WWLOA business or acting on behalf of WWLOA, contact and communication between adult WWLOA staff, volunteers and contractors and unrelated minors – for example contact or communication between adult and youth officials – must occur in the presence or plain sight of at least one other adult. In certain exceptional circumstances it may be necessary for there to be an individual meeting or communication between an adult and an unrelated minor. In those limited circumstances the following guidelines must be followed:

- An individual meeting should occur when others are present and where interactions can be easily observed
- An individual meeting should take place in a publicly visible and open area
- If an individual meeting is to take place in an office or private room, the door should remain unlocked and open
- If a closed-door meeting is absolutely necessary, the WWLOA staff member, volunteer or contractor must inform another staff member, volunteer or contractor when the meeting begins and ends, and ensure that the door remains unlocked

This policy includes, but is not limited to, transportation by an adult of unrelated minors to or from any competition or other event at which the adult will work for or act on behalf of WWLOA. A youth official's parent or guardian may authorize such transportation in infrequent circumstances by sending an email to the adult and the WWLOA Board Chair. On a case-by-case basis a youth official's parent or guardian may request advance permission from the WWLOA Board Chair for their child to receive transportation from an adult official on an anticipated or frequent basis. If such permission is granted, the parent or guardian may be required to provide an appropriate release to WWLOA.

In addition, adult WWLOA staff, volunteers and contractors may not have unsupervised "off-duty" contact with unrelated minors who they became acquainted with through or are primarily in contact with due to WWLOA work or activities.

### Communication via electronic media

All electronic communication between adults and unrelated minors must ONLY be for WWLOA business purposes.

## WWLOA Policy on Youth Safety

All email between adult WWLOA staff, volunteers and contractors, including WWLOA officials, and unrelated minors must include another adult on the cc: addressee line or as an additional recipient. This additional adult may be the minor's parent or guardian, or another WWLOA staff or Board member. Text messages, and other electronic communications initiated by an individual WWLOA adult to an individual unrelated minor must also include another adult as an additional recipient.

All WWLOA staff, volunteers and contractors are expected to abide by this policy and to immediately report any violations of this policy or circumstances in which this policy was not followed. If questions about the policy or about its application in particular circumstances arise, they should be directed to the WWLOA Board Chair for guidance. WWLOA staff, volunteers and contractors who do not follow this policy will be subject to corrective action, up to and including separation from involvement with WWLOA.