### **APPENDIX C - SEXUAL ABUSE & PREVENTION POLICY**

The safety and welfare of the All Star athlete must be at the forefront of all programming considerations. All Star programs must have clear, written guidelines that prohibit adults who have contact with minors from engaging in conduct that is either inappropriate and/or illegal.

The default USASF Sexual Abuse Prevention Policy includes:

A.) The placement by all Member Programs the measures to comply with the federal requirements for Sports Organizations in order to take measures to prevent child abuse.

The "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act" was signed into law February 12, 2018 by President Trump. Additional details on this Act can be found by following either link:

Rueters Article: <u>https://www.reuters.com/article/usa-</u> <u>congress-harassment/u-s-house-passes-bill-to-protect-</u> <u>young-athletes-from-abuse-idUSKBN1FJ032</u>

### Legislation Text:

https://www.congress.gov/bill/115th-congress/senatebill/534/text?format=txt

The Act makes it a criminal offense NOT to take the following measures – there is NO grace period, it is effective immediately:

- 1. Mandatory Incident Reporting The Act requires Organizations to provide a tool for "Mandatory Reporters" to immediately report suspicions of abuse. The list of "Mandatory Reporters" now includes any adult authorized to interact with a minor athlete at a sports organization, facility, event, or treatment.
- 2. Consistent Abuse Prevention Training The Act requires Youth Sports Organizations to provide consistent training on prevention and reporting of child abuse to all adult members who are in regular contact with minors/ amateur athletes. Effective prevention training allows adults to see and recognize problematic behaviors before a minor is abused.

### 3. Confidential Notifications

The Act requires Organizations to provide a "mechanism for communication" for all participants and volunteers where they can confidentially report incidents of abuse, or suspicion of abuse.

### 4. Audit Trail & Reporting

The Act requires Organizations to establish "oversight procedures" to create records for each incident, including the responses taken to follow acceptable procedures, and can be proven during "random audits" of the Organization.

## B.) The provision of education and resources for parents.

Programs will share and make available resources for parents to educate themselves. At minimum, programs will educate parents on the availability of:

- 1. Safesport Tool Kit for parents: https://resources.safesport.org/toolkits/Parent-Toolkit-Complete/index.html,
- 2. FREE online parent training is available at <u>athletesafey.org</u>,
- 3. Darkness to Light Website: <u>https://www.d2l.</u> org/,
- 4. Stewards of Children Prevention Toolkit App available on mobile devices, and
- 5. USASF SafeSport code & the USCSS Policies document that is available to all USASF members.

### C.) The posting of the Policy & Procedures for all participants and their legal guardians to see, as well as ensuring that you are meeting the standards set forth in the posted policy.

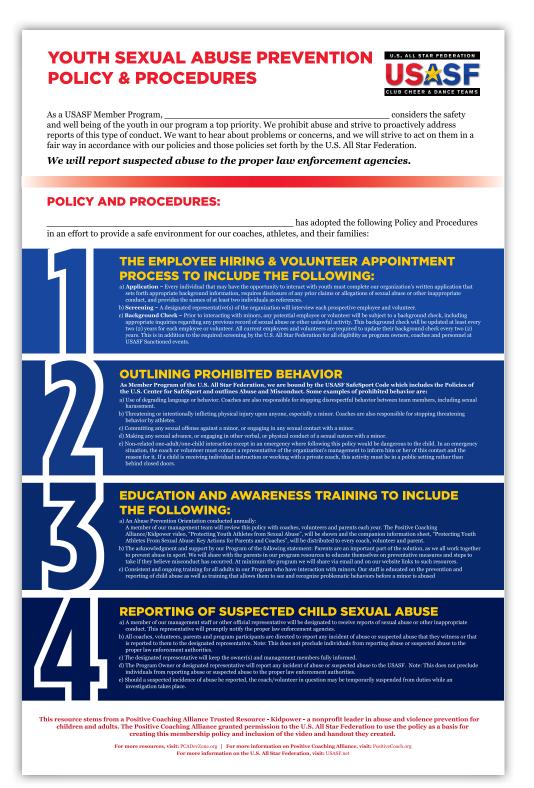
The program will:

- 1. Post the Policy & Procedures for participants, their guardians, and coaches to see.
- 2. Follow the policy as outlined, including hosting an annual sexual abuse orientation meeting with all coaches, parents and volunteers. Links for the items needed to conduct the annual orientation meeting can be found online in the Member Resource site. You will need:
  - a. <u>Handout</u>
  - b. PCA produced video: <u>Protecting Youth</u> <u>Athletes From Sexual Abuse: Parents And</u> <u>Coaches</u>

## D.) The following of the Mandated Reporter Laws of your state:

A "Mandated Reporter" is someone required by law to report if they suspect or know that child abuse is occurring. Each state has its own legal requirements and agencies for reporting. It is the responsibility of the Program Administrator and/or owner to:

- 1. Know the laws that are specific for their state.
- 2. Post the legal requirements and specific reporting procedures for their state for all coaches and adult staff to reference.
- 3. Conduct an annual staff meeting that includes training on the legal requirements and reporting procedures for their state.



### **APPENDIX A - ONE-ON-ONE INTERACTIONS**

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

The following is the model one-on-one policy provided to assist Member Clubs in developing their own policies. Any policy developed by a Member Club must include the Mandatory Components. If a Member Club does not create a policy for one-on-one interactions, the Mandatory Components will become the default policy for appropriate one-on- one interactions for that organization.

### **APPLICABLE ADULTS**

This policy shall apply to:

- 1. Adult members at a facility that is either partially or fully under the jurisdiction of the U.S. All Star Federation;
- 2. Adult members of the U.S. All Star Federation who have regular contact with minor athletes, including Adult Athletes on Open Teams;
- 3. Any adult authorized by a Member Club to have regular contact with or authority over a minor athlete; and
- 4. Adult staff, volunteers and board members of a Member Club.

### **OBSERVABLE AND INTERRUPTIBLE**

One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) at a facility are permitted if they occur at an observable and interruptible distance by another adult.

### 1. Meetings with Member Club Adults:

- a. Meetings between Applicable Adults and minor athletes at a facility partially or fully under our jurisdiction may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
- b. If a one-on-one meeting takes place in an office at a facility partially or fully under our jurisdiction, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
- **2. Individual Training Sessions:** Individual training sessions between Applicable Adults and minor athletes are permitted at a facility partially or fully under our jurisdiction if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be

obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

- **3. Massage or rubdown/athletic training modality:** Any massage or rubdown/athletic training modality performed at a facility or a training or competition venue must be conducted in an open and interruptible location. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the massage or rubdown/athletic training modality in the room.
- 4. Meetings with mental health care professionals and health care providers: If a mental health care professional and/or health care provider meets with minor athletes at a facility partially or fully under our jurisdiction, a closed-door meeting may be permitted to protect patient privacy provided that: (1) the door remains unlocked; (2) another adult is present at the facility; (3) the other adult is advised that a closed-door meeting is occurring; and (4) written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to our organization.

### MONITORING

When one-on-one interactions between Applicable Adults and minor athletes occur at a Member Club facility, Applicable Adults will monitor these interactions. Monitoring includes:

a. Knowing that the one-on-one interaction is occurring, b. The approximate planned duration of the interaction, and c. Randomly dropping in on the one-on-one.

### **OUT-OF-PROGRAM CONTACTS**

Applicable Adults are prohibited from interacting one-on-one with unrelated minor athletes in settings outside of the program that are not observable and interruptible (including, but not limited to, one's home and individual transportation), unless parent/legal guardian consent is provided for each out-of-program contact. Nonetheless, such arrangements are strongly discouraged.

## **APPENDIX D - ELECTRONIC COMMUNICATION POLICY**

The U.S. All Star Federation requires that all Member Organizations adopt a clear and concise policy regarding electronic communication. It is evident that electronic communication has significant positive benefits, but we must address the availability it yields for an adult with inappropriate intentions to breach an athlete's rights of privacy and their physical and emotional safety. In order to fully protect the Athlete Members we serve, a clear policy and written expectations about using electronic communications should be available and implemented by every U.S. All Star Federation Member Organization.

Member Organizations may either use their existing policy or create their own policy. If they do neither, the model policy created by the U.S. All Star Federation will become the default Electronic Communication Policy for the Member Organization. Athletes, parents, coaches and adults associated with the Member Organization must read and accept the Policy, whether it be the organization's policy or the default policy.

Every member organization has the responsibility for the implementation of an Electronic Communication Policy.

The Electronic Communication Policy is available for our members to utilize in order to establish clear boundaries.

### **ELECTRONIC COMMUNICATION POLICY**

As part of the U.S. All Star Federation's emphasis on safety and athlete protection, communications involving any participant, and especially our minor participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or competition schedules, and administrative issues among coaches, administrators, participants and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

This policy is designed specifically for U.S. All Star Federation Members for the protection of athletes.

The following are considered adults:

- 1. Any person, 18 years of age or older affiliated with the program, that has a role within the program that does or could have interaction with participants.
- 2. Any adult athletes (as defined in the PRC) that is a member of the program that may train within the program or be a member of a team.

This includes, but is not limited to, program owners, coaches, choreographers, photographers, team parents, adult age participant and employees of the member organization.

All electronic communication between coach and participant must be for the purpose of communicating information about team activities. Coaches, participants and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between coaches and participants should be readily available to share with the public or families of the participant or coach. If the participant is under the age of 18, any email, text, social media, or similar communication must also copy or include the participant's parents.

### **SOCIAL MEDIA**

Social media makes it easy to share ideas and experiences. The U.S. All Star Federation recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. It is strongly recommended that owners, coaches and other adult members of the All Star community are not joined to or connected through their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and participants and parents may join (i.e., "friend", "follow" or "like") the official organization or team page and coaches can communicate to participants though that site. All electronic communication of any kind between coach and participant, including use of social media, must be non-personal in nature and be for the purpose of communicating information about team activities or for team oriented motivational purposes.

#### **Personal Social Media Sites**

An adult affiliated with a program may have a personal social media page or site, with the following restrictions regarding athletes:

- May not invite or allow an athlete to "friend" or join a personal social media site or similar online community that is not observable or open to the minor's parent as well.
- 2. May not "private" or "instant" message athletes.
- 3. Must inform parents and athletes that the above is not permitted.
- 4. It is recommended that adults make their pages "private" to restrict athlete access.
- 5. Social media accounts that allow an athlete to "friend" or "follow" or have no privacy restrictions may only have posts that are appropriate for minors to view.

## EMAIL, TEXT MESSAGING AND SIMILAR ELECTRONIC COMMUNICATIONS

Owners, coaches, team parents and participants may use email and text messaging to communicate. All email and text message content between coaches/ team parents and participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant that are not related team activities must include a copy to the participant's parents. Where possible, a coach should be provided and use the organization website email center (the coach's return email address will contain "@organization.com") for all communications with the team, participants, and participants' parents, where applicable.

### Request to Discontinue All Electronic Communications or Imagery with Athlete

Following receipt of a written request by the parents of a minor participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Any adult member may not directly message a minor athlete participant unless the minor athlete is a member of their program. All contact must be initiated to the parent, adult owner or adult coach.

#### Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a U.S. All Star Federation Member Program will not be tolerated and are considered violations of U.S. All Star Federation's SafeSport Program.

Reporting infractions of U.S. All Star Federation's Electronic Communications Policy should be reported to the appropriate person as described in the Professional Responsibility Code V8.0.

A U.S. All Star Federation participant or parent of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

All content must adhere to the U.S. All Star Federation Code of Conduct and the Professional Responsibility Code V8.0 regarding the protection of athletes. Non-Compliance with the Professional Responsibility Code is subject to disciplinary hearing and potential penalties.

The following four points are defined as definitively inappropriate conduct. Any communication with an athlete, either verbal or electronic may not involve or relate to any of the following:

- 1. Inappropriate or sexually explicit photos,
- 2. Sexual innuendos, sexual conversation, explicit language or sexual activity,
- 3. Drug or alcohol use, and/or
- 4. The adult should not relay information about their personal life or social life outside of the professional environment or discuss relationships or personal problems.

Regardless of the adult's role in relationship to the athlete, it is the responsibility for the adult to maintain these guiding principles when communicating electronically.

- 1. Does the conversation pertain to the team and team activities?
- 2. Is the content of the electronic conversation something that any parent, boss or other adult would agree is professional in nature?

- 3. Is the electronic communication accessible to anyone at anytime?
- 4. Can the information conveyed to the athlete be used as a permanent part of the athlete's record?

Summary: An adult must ask him/herself whether the electronic communication with the athlete is available for all to read, understand and determine as professional in nature.

#### Latitude Clause

It is understood that there may be times when a minor athlete is in distress or seeking counsel from an adult. In the case where:

- 1. A minor athlete reaches out to an adult
- 2. The adult responds to a minor athlete
- 3. The adult takes proactive measures to reach the minor

The adult must be vigilant in evaluating their communication and interaction. The safety of the athlete and addressing the situation that initiated the contact must be the focus of the communication. Adults who are not trained or equipped to mitigate the situation at hand are advised to seek professional assistance and involve the minor's guardian in resolution.



## APPENDIX H - LOCKER ROOMS, RESTROOMS AND CHANGING AREA POLICY

The following is a model locker room and changing area policy provided to assist Covered Organizations in developing their own policies. Any policy developed by a Covered Organization must include the Mandatory Components. If a Covered Organization does not create a locker rooms and changing areas policy, the Mandatory Components will become the default policy for that organization

### **APPLICABLE ADULT**

This policy shall apply to:

- 1. Adult members at a facility that is either partially or fully under the jurisdiction of a U.S. All Star Federation;
- 2. Adult members who have regular contact with minor athletes;
- 3. Any adult authorized by a Member Club to have regular contact with or authority over a minor athlete; and
- 4. Adult staff, volunteers and board members of a Member Club Organization.

### **NON-EXCLUSIVE FACILITY**

If our club uses a facility that is used by multiple constituents, Applicable Adults in categories 1 through 4 are nonetheless required to adhere to the rules set forth herein.

### **USE OF RECORDING DEVICES**

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under our organization's jurisdiction is prohibited. Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by the Member Organization and two or more Applicable Adults are present.

### UNDRESS

Under no circumstances shall an unrelated Applicable Adult at a facility under our organization's jurisdiction intentionally expose his or her breasts, buttocks, groin, or genitals to a minor athlete

One-on-one interactions

- Except for athletes on the same team, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area when at a facility under our partial or full jurisdiction, except under emergency circumstances.
- If our organization is using a facility that only has a single locker room or changing area, we will designate separate times for use by Applicable Adults, if any.

### MONITORING

Our organization regularly and randomly monitors the use of locker rooms and changing areas at facilities under our jurisdiction to ensure compliance with these policies.

### **ADDITIONAL PROVISIONS:**

- 1. Under no circumstances shall an unrelated Applicable Adult at a facility under our organization's jurisdiction expose his or her breasts, buttocks, groin, or genitals to a minor athlete.
- 2. To minimize the risk of bullying and hazing, our organization uses monitors to ensure that minor athletes are not left unsupervised in locker rooms, rest rooms and changing areas.
- 3. Applicable Adults make every effort to recognize when a minor athlete goes to the locker room, rest room or changing area during practice and competition and, if they do not return in a timely fashion, will check on the minor athlete's whereabouts.
- 4. We discourage parents from entering locker rooms, rest rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent when other minor athletes are changing in the same locker room or changing area. If this is necessary, parents should let a coach or administrator know about this in advance.

## **APPENDIX F - TRAVEL POLICY**

A portion of a minor participant's involvement in All Star may involve overnight travel to camps, competitions or other events. Minor participants are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This also includes a greater risk of participant to participant misconduct.

During travel, participants may be away from their families and support networks, and the setting (unfamiliar facilities, automobiles, and hotel rooms) is less structured and less familiar.

A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor participants will be supervised between and during travel to and from practice and competitions. Adherence to travel policies helps to reduce the opportunities for misconduct.

Each U.S. All Star Federation program shall have a travel policy that is published and provided to all participants, parents, coaches and other adults that are traveling with the program. It is strongly recommended that a signature by each adult acknowledging receipt of and agreeing to the travel policy be obtained by the program. Some travel involves only local travel to and from local practices, games and events, while other travel involves overnight stays. Different policies should apply to these two types of travel.

# ELEMENTS OF ALL TRAVEL POLICIES MUST INCLUDE:

### Local Travel

- 1. The program and their administrators should avoid sponsoring, coordinating, or arranging for local travel, and the parents of a minor participant should be responsible for making all local travel arrangements.
- 2. The employees, coaches and/or volunteers of a local program who are not also acting as a parent should not drive alone with an unrelated minor and should drive with at least two other participants or another adult at all times unless otherwise agreed to in writing by the minor's parent.
- 3. Where an employee, coach and/or volunteer is involved in an unrelated minor participant's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated

participant. For example, picking up or dropping off the participants in groups instead of individually.

- 4. Employees, coaches and volunteers who are also a participant's parent or guardian may provide shared transportation for any participant(s) if they pick up their participant first and drop off their participant last.
- 5. It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer to drive alone with an unrelated minor participant. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

### **Program Travel**

- A coach shall not share a hotel room or other sleeping arrangement with a minor participant unless the coach is the parent, guardian or sibling of the participant or unless the parent or guardian of the minor participant is also sharing the same hotel room (e.g., two adults, one or both of whom is a coach, and their children, share a hotel room).
- 2. It is strongly recommended that programs incorporate a parent consent for any minor participant that will travel without his or her parents.
- 3. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the participants. No employee, coach or volunteer will engage in program travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones and drivers shall have been screened in compliance with the *U.S. All Star Federation Recommended Screening Policy* [See the USASF Sexual Abuse and Prevention Policy] and drivers shall have an additional screen that includes a check of appropriate Department of Motor Vehicle records.
- 4. The program shall provide adequate supervision through coaches and other adult chaperones. For example, a recommended number would include at least one coach or adult chaperone for every five to eight participants for athletes: (a) not traveling with a parent, guardian or family member; or (b) not traveling with another party that was arranged by their parent and/or guardian.

- 5. Regular monitoring and curfew checks should be made of each room by at least two properly screened adults. All coaches, staff, volunteers and chaperones traveling with a program shall be familiar with the U.S. All Star Federation SafeSport Policies to monitor compliance.
- 6. The program administrators shall ask hotels to block adult pay-per-view channels.
- 7. Individual meetings between a participant and coach may not occur in hotel sleeping rooms.
- 8. All participants shall be permitted to make regular check-in phone calls to parents. The program shall allow for any unscheduled check-in phone calls initiated by either the participant or parents.
- 9. Family members who wish to stay in the program hotel shall be permitted and encouraged to do so.
- 10. The program shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all chaperones.

- 12. If disciplinary action against a participant is required while the participant is traveling without his/her parents, reasonable attempts to notify the participant's parents will be made before any action is taken.
- 13. No chaperone shall at any time be under the influence of alcohol or drugs while performing their chaperoning duties.
- 14. In all cases involving travel, parents have the right to transport their minor participant and have the minor participant stay in their hotel room.

Upon proof of a violation of U.S. All Star Federation's policies regarding travel, the offender will be subject to appropriate disciplinary action.

