



**WEST VIRGINIA SOCCER
ATHLETE AND PARTICIPANT
SAFETY POLICY**

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Definitions for Certain Terms Used in this Handbook

Center: The US Center for SafeSport, an independent 501 (c) (3) authorized pursuant to the Safe Sport Act, with jurisdiction over the USOC and NGBs with regard to the safeguarding amateur athletes against abuse, including emotional, physical and sexual abuse, in sports, and which has been further tasked with further duties in the areas of education, policy development, and response and resolution.

Core Center for SafeSport Training: The Center’s online training or the Center’s in person PPT approved training.

Covered Personnel: Those individual who are authorized directly by US Soccer to have regular contact with or authority over an amateur athlete who is a minor, as well as staff and board members of US Soccer. Safe Sport defines “Participants” as “any adult who is authorized by a national governing body, a member of a national governing body, or an amateur sports organization that participates in interstate or international amateur athletic competition, to interact with a minor or amateur athlete at an amateur sports organization facility or any other event sanctioned by a national governing body, a member of a national body, or such an amateur sports organization.”

Jurisdiction: Authority or control.

National Member Organization: A national organization that is directly affiliated with an NGB, over which the NGB has jurisdiction (without respect to whether the NGB has disciplinary authority over individual members of that national organization), and is: (a) an Amateur Sports Organization requesting sanction from a NGB; or (b) an Applicable Amateur Sports Organization under the [Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017](#).

Participating Adult: Adults authorized by an NGB or the USOC to have regular contact with or authority over an amateur athlete who is a minor and employees/staff and board members of a Covered Organization. For the avoidance of doubt, all Covered Personnel to whom this Handbook applies are Participating Adults

USOC: The United States Olympic Committee

Regular Contact with Minors: Recurring, repeated or periodic contact between an adult and minors or a person with supervisory or decision-making authority over an adult who has recurring, repeated or periodic contact with minors. Examples include but are not limited to adult members within NGB. USOC employees, volunteers, board members, medical staff, event staff (including contractors), officials, contractors and vendors who have regular contract with minors.

Refresher Training: The Center’s online training courses or the Center’s in person PPT approved training designated as “refresher” courses.

SafeSport Act: Public Law 115-126, the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017.

Other Inappropriate Conduct: This section specifically parsing our other types of inappropriate conduct of an intimate/sexual nature.

Aiding and Abetting: permitting a suspended or otherwise ineligible individual to participate violates the code.

Athlete: An athlete who meets the eligibility standards established by the NGB or Paralympic sports organization for the sport in which the athlete competes.

Child Abuse: The term “child abuse” has the meaning set forth in Section 203 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341) or any applicable state law.

Claimant: The person who is alleged to have experienced conduct that constitutes a Code violation.

Consent: Consent is (a) informed (knowing), (b) voluntary (freely given), (c) active (not passive). Consent must be demonstrated by clear words or actions, indicating that a person who is legally and functionally competent has indicated permission to engage in mutually agreed-upon sexual activity. Consent to any one form of sexual activity does not automatically imply Consent

for any other forms of sexual activity. Previous relationships or prior Consent does not imply Consent to future sexual activity. Once given, Consent can be withdrawn through clear communication.

Consent cannot be obtained: (a) by force, (b) by taking advantage of the Incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated, (c) from someone who lacks legal capacity, (d) where a Power Imbalance exists.

1. *Force*: Force includes, (a) the use of physical violence, (b) threats, (c) intimidation, and (d) coercion.

a. Physical violence means that a person is exerting control over another person using physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

b. Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person sporting harm

c. Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

d. Coercion is the use of an unreasonable amount of pressure to gain intimate and/or sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear their decision not to participate in a form of Sexual Contact or Sexual Intercourse, their decision to stop, or their decision not to go beyond a certain sexual interaction, continued pressure can be coercive.

Whether conduct is coercive depends on: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

2. *Legal Capacity*

Minors cannot Consent to conduct of a sexual nature. While the legal age of Consent varies under state and federal law, the legal age of capacity under the Code is 18. A three-year close-in-age exception will be applied to any policy violation between an adult and a Minor, or between two Minors, where there is no Power Imbalance.

When the assessment of whether a Participant's conduct violates the Code depends upon another individual being below a certain specified age, ignorance of their actual age is no defense. Neither shall misrepresentation of age by such person, nor a Participant's bona fide belief that such person is over the specified age, be a defense.

3. Incapacitation

Incapacitation means that a person lacks the ability to make informed, rational judgments about whether to engage in sexual activity. A person who is incapacitated is unable, temporarily or permanently, to give Consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated because of consuming alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely because of drinking or using drugs. The impact of alcohol and other drugs varies from person to person and is evaluated under the specific circumstances of a matter. A Respondent's being impaired by alcohol or other drugs is not a defense to any violation of the Code. The Consent construct can also be applied to other forms of non-sexual conduct, such as hazing or other forms of Physical and/or Emotional Misconduct.

Days: Unless expressly provided otherwise, the term "days" shall mean business days, which excludes weekends and national holidays.

Event: The term "Event" shall have the meaning set forth in the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341). As of the effective date of these policies and procedures, "event" includes "travel, lodging, practice, competition, and health or medical treatment."

Local Affiliated Organization (LAO): A regional, state or local club or organization that is directly affiliated with an NGB or that is affiliated with an NGB by its direct affiliation with a regional or state affiliate of said NGB. LAO does not include a regional, state, or local club or organization that is only a member of a National Member Organization of an NGB.

Minor or Child: An individual who is, or is believed by the Respondent to be, under the age of 18.

National Governing Body (NGB): A U.S. Olympic National Governing Body, Pan American Sport Organization, or Paralympic Sport Organization recognized by the United States Olympic Committee pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C. §§ 220501, et seq.. This definition shall also apply to the USOC, or other sports entity approved by the USOC, when they have assumed responsibility for the management and/or governance of a sport included on the program of the Olympic, Paralympic, or Pan-American Games. This would include any organization, member of that organization, or Participant that has subjected itself to the jurisdiction of the Center.

Participant: Any individual who is seeking to be, currently is, or was at the time of the alleged Code violation:

- a. A member or license holder of an NGB, LAO, or USOC;
- b. An employee of an NGB, LAO, or USOC, and/or;
- c. Within the governance or disciplinary jurisdiction of an NGB, LAO, or USOC.
- d. Authorized, approved, or appointed by an NGB, LAO, or USOC to have regular contact with Minor Athletes.

Power Imbalance:

A Power Imbalance may exist where, based on the totality of the circumstances, one person has supervisory, evaluative, or other authority over another. Whether there is a Power Imbalance depends on several factors, including but not limited to: the nature and extent of the supervisory, evaluative or other authority over the person; the actual relationship between the parties; the parties' respective roles; the nature and duration of the relationship; the age of the parties involved; whether there is an aggressor; whether there is a significant disparity in age, size, strength, or mental capacity.

Once a coach-Athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-Athlete relationship (regardless of age) and is presumed to continue for Minor Athletes after the coach- Athlete relationship terminates until the Athlete reaches 20 years of age.

A Power Imbalance may exist, but is not presumed, where an Intimate Relationship existed before the sport relationship (e.g., a relationship between two spouses or life partners that preceded the sport relationship).

Respondent:

A Participant who is alleged to have violated the Code, which the alleged misconduct was reported to the Center, through resolution, and including the period(s) of any sanctions imposed.

Third-Party Reporter: Reports brought by individuals other than the Claimant are referred to as "third-party reports" and those bringing them are "third-party reporters."

WEST VIRGINIA SOCCER ADMINISTRATIVE RULE BOOK

CHAPTER 8

ATHLETE AND PARTICIPANT SAFETY POLICY

WEST VIRGINIA SOCCER ASSOCIATION'S Mission, Vision and Belief Statement

Mission:

West Virginia Soccer, a nonprofit educational and service organization, is dedicated to the ongoing *development of soccer players*, coaches, referees, clubs and leagues in an inclusive, *safe*, affordable and *fun* environment.

Vision:

West Virginia Soccer supports US Soccer's efforts to make soccer the preeminent sport, *creating a lifelong passion and love for the game.*

We Believe in:

- Leadership driven by *fair* play and *sportsmanship*;
- Affordable and *inclusive* player development;
- Commitment to *education* of coaches, referees and clubs;
- Promoting a *fun, safe* and *healthy* soccer environment.

Safety above All

It is quite evident from our mission, vision and belief statements that our participant's health, safety and wellbeing are driving factors in all that we do and provide to our members. From the day a young child first registers to play all the way through their final years. West Virginia Soccer makes every effort to provide the best possible environment.

8.1 West Virginia Soccer Athlete and Participant Safety Policy - Standards for Organization Members

Purpose

Consistent with U.S. Soccer Bylaw 212, Organization Members are required to, among other obligations, 1) comply with applicable law and, in particular, the Ted Stevens Olympic and Amateur Sports Act (the “**Sports Act**”); 2) if the member recruits, trains, fields or funds soccer players, establish a risk management program to promote the safety and protect the welfare of participants; and 3) adopt policies prohibiting sexual abuse. Effective February 14, 2018, Public Law 115-126, the *Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017* (the “**SafeSport Act**”), amends the Sports Act, and requires applicable amateur sports organizations (as such term is defined in the SafeSport Act, 36 U.S.C. § 220530(b)) to:

- Comply with the SafeSport Act’s reporting requirements and prohibit retaliation by the applicable amateur sports organization against any individual who makes a report (36 U.S.C. § 220530(a)(1));
- Establish reasonable procedures to limit one-on-one interactions between an amateur athlete who is a minor and an adult (who is not the minor’s legal guardian) at a facility under the jurisdiction of the applicable amateur sports organization (36 U.S.C. § 220530(a)(2));
- Offer and provide consistent training to adult members in regular contact with minor amateur athletes and, subject to parental consent, to members who are minors, regarding prevention and reporting of child abuse (36 U.S.C. § 220530(a)(3)); and

The purpose of the West Virginia Soccer Athlete and Participant Safety Policy is to require an Athlete and Participant Safety/Safe Soccer program as part of each Organization Member’s risk management program and establish standards for such a program.

U.S. Soccer's Bylaw Policy 212-3 (approved October 19, 2018)

8.2.1 West Virginia's Landscape

As you read the SafeSport Act and U.S. Soccer policy information the terms **Applicable Entity**, **Covered Organization** and **Participant** are used. In a nutshell, in our soccer world, all of U.S. Soccer and all members (i.e. State Association, Youth Council Member) are considered an Applicable Entity and Covered Organizations. As a result, all clubs, town organizations, leagues, and other affiliated adults of State Associations and Youth Council Members (USYS, US Club, AYSO, SAY, USSSA, etc.) are also considered an Applicable Entity and Covered Organization.

For the purposes of West Virginia Soccer and our member organizations (all Covered Organizations) a Participant is defined as “an adult who is authorized, by a national governing body, a member of a national governing body, or an amateur sports organization that participates in interstate or international amateur athletic competition, to interact with a minor or amateur athlete at an amateur sports organization facility or at any event sanctioned by a national governing body, a member of a national governing body, or such an amateur sports organization”.

West Virginia Soccer has adopted the definition of an “Adult”, to be “Every adult (persons 18 years old and older) associated with all organizations who may have the opportunity to have direct and unmonitored access to children”. These Adults are required to complete the background check certification process. Matching this definition with the requirements of the SafeSport Act, all Adults as defined above are now considered Participant under SafeSport are required to comply with the forthcoming policies, rules, procedures and compliance. The term “Participating Adults”, for the purposes of West Virginia Soccer, applies to all Adults.

Using the above requirement of all adults who may have the opportunity to have direct and unmonitored access to children, the following individuals are required to register as Adults, satisfy Background Screening, complete all SafeSport and U.S. Soccer Abuse Prevention training, and are now considered Mandatory Reporters. This includes, but is not limited to:

- Coaches (all types)
- Team Managers, including designated team parents assigned team management responsibilities
- Board members (Officers, Directors, Administrators, Committee Chairs, Appointees, etc.)
- Referees (Note: All USSF Referees will complete their full background checks and screening registration through the West Virginia State Referee Committee).
- Trainers (Permanent or Temporary)
- Volunteers
- Organization Employees
- Concession Workers (ex: those who are in direct contact with youth concession workers)
- Tournament Organizers, Employees, Volunteers
- And, any other person age 18 or older who may have the opportunity to have direct and unmonitored access to children.

SafeSport Policy Statement:

Per the SafeSport Act, each Organization Member that is an “Applicable Entity” or otherwise has adult members who are in regular contact with amateur athletes who are minors (in each case, a “Covered Organization”), must ***maintain, as part of that risk management program, an athlete and participant safety program*** that includes the six components listed below.

To allow Organization Members adequate opportunity to ensure policy changes and compliance, the required policies must be issued by February 14, 2019, and procedures and communications regarding these requirements must be issued in a manner calculated to effect compliance on or before September 1, 2019, but are nonetheless urged to complete compliance as early as practicable. Effective September 1, 2019 any Organization Member not in compliance with this Policy 212-3 will be subject to enforcement as provided in Section 6, below.

1. Prohibited Conduct Policy

Covered Organizations and other Organization Members that qualify as an amateur sports organization under 36 U.S.C. § 220501(b) (3) must implement and enforce a policy or code of conduct that prohibits misconduct including bullying, hazing, harassment (including sexual harassment), emotional misconduct, physical misconduct, and sexual misconduct, as those terms are defined by the U.S. Center for SafeSport’s SafeSport Code for the U.S. Olympic and Paralympic Movements (the “**SafeSport Code**”). The **SafeSport Code** is available at: <https://www.safesort.org/policies-procedures>

The West Virginia Soccer Association’s Prohibited Conduct Policy is located at Appendix A to this Policy document.

This policy must apply to all activities under the Amateur Organization Member’s jurisdiction and at least to (1) Amateur Organization Member employees and board members; (2) the members of such Amateur Organization Member; (3) amateur athletes who are minors or referees who are minors (collectively, “**Minor Athletes**”); and (4) **any** adult individuals the Amateur Organization Member authorizes, approves or appoints to have Regular Contact (as defined in the Safe Soccer Framework) with or authority over Minor Athletes (collectively, “**Adult Participants**”). This policy must also prohibit retaliation against individuals making good faith reports of misconduct.

West Virginia Soccer Association Prohibited Conduct Policy includes the above categories in addition to our broader group of all adults who may have the opportunity to have direct and unmonitored access to children of Youth Participants as Participants who must all comply with our policy.

NOTE: Youth Participants expressly includes referees who are minors. In addition, Participating Adults includes, but is not limited to, coaches and all SYRAs and any referee program-affiliated personnel, including without limitation assigners, having regular contact with Youth Participants.

2. Appropriate Background Screening

All Amateur Organization Members with Minor Athletes must implement and enforce a policy that requires appropriate background screening of at least adult individuals authorized to have regular contact with or authority over Minor Athletes by the earlier of 1) prior to Regular Contact with a Minor Athlete; or 2) within the first 45 days of the individual taking on the role giving them access to Minor Athletes.

At a minimum, the policy should include screening against applicable sex offender registries in the relevant state and a check against the Organization Member's suspension database, U.S. Soccer's disqualification list and the SafeSport disciplinary records available at:

www.safesport.org.

An Organization Member may decide that its background check requirements will not apply to certain or all people under 18 years of age, provided that it clearly publishes that fact in its policy documentation.

West Virginia Soccer Association has consistently met with requirements for conducting the mandated Criminal Offender Record search on all Adults associated by our definitions. Commencing in 2019 West Virginia Soccer will conduct the following background screening checks:

- National Criminal Database search and check
- Nationwide Sexual Offender Records search and check

West Virginia Soccer will also screen against all necessary external databases, disqualification lists and disciplinary records.

West Virginia Soccer will not conduct background screening and checks on all people under 18 years of age.

3. Education & Training

Amateur Organization Members must implement and enforce a policy (1) requiring education and training designed to meet the Amateur Organization Member's obligations under the this Policy, the SafeSport Act, and the MAAPP for (a) Amateur Organization Member employees and board members and (b) Adult Participants who have Regular Contact with or authority over Minor Athletes, in each case as a condition to participation, and (2) subject to parental consent, offer and provide training to Minor Athletes. The Policy should require the following:

A. Initial Training for Adults: Core Center for SafeSport Training

The following Adult Participants must complete the SafeSport Trained Core either through the Center's online training or the Center's approved, in-person training:

- i. Adult Participants who have Regular Contact with any amateur athlete(s) who is a minor
- ii. Adult Participants who have authority over any amateur athlete(s) who is a minor;
- iii. Adult Participants who are employees or board members of an Amateur Organization Member.

Adult Participants who are medical providers required to take training under Section (a) can take the Health Professionals Course in lieu of the SafeSport Trained Core.

These policies must require Adult Participants to complete the U.S. Center for SafeSport’s Core SafeSport Training (i.e., the Center’s online training or the Center’s approved in-person training), and as applicable, follow-up refresher course training, with any new Adult Participants to receive initial training upon the earlier of:

- Before regular contact with an amateur athlete who is a minor begins, and
- Within the first 45 days of taking on the role giving them access to Youth Participants.

Each Amateur Organization Member must track whether its Adult Participants have completed the training required by Section 3.

West Virginia Soccer Abuse Prevention Training for Adults

West Virginia Soccer is aware of several program options for awareness/prevention training of sexual abuse. West Virginia Soccer supports the SafeSport Act by requiring all persons identified under this policy to take the program provided by the U.S. Center for SafeSport.

To enroll in this program:

Existing Users - You have previously taken any SafeSport training

1. Visit SafeSport using the Sports Connect specific URL shared below, Click Login from the upper right of the screen.
2. Choose Forgot Password and enter your email address or your SafeSport username and then click Reset Password.
3. If your email address is on file, you will receive an email with a link to reset your password and access your account.

New Users – You are new to SafeSport training

1. Visit SafeSport using the Sports Connect specific URL, shared below. This URL instantly tags the user with “Stack” and allows us to receive the user’s course results.
2. Use the Sign-up form to create a new account.

Sports Connect Specific SafeSport URL

Click link or copy and paste into your browser

<https://safesporttrained.org?KeyName=tsVWe36Xa6PS3b5NzOug>

IMPORTANT: You must use the legal name and the email address you use when conducting your WV Soccer Adult Registration. Please be sure to upload your SafeSport certificate, this is the only verification we will have that you have completed it.

B. Refresher Course(s) for Adults

The above listed Adult Participants must complete a refresher course on an annual basis, beginning the calendar year after completing the SafeSport Trained Core. Every four years, Adult Participants will complete the SafeSport Trained Core training. Adult Participants who are medical providers can take the Health Professionals Course in lieu of the SafeSport Trained Core and are required to take the refresher courses on an annual basis.

Annual Refresher West Virginia Soccer Abuse Prevention Training for Adults

West Virginia Soccer currently requires all Adults who are required to take the initial U.S. Center for SafeSport course to take the U.S. Center for SafeSport's official refresher course.

Refresher course is required on an annual basis to be completed by December 31 of the year following the year the initial course and subsequent refresher course was taken. Set aside up to 30 minutes to take the refresher course.

Example: If an Adult takes their initial course during 2019 they must complete their annual refresher no later than December 31, 2020. They may take the refresher anytime between January 1 and December 31 of 2020, no need to wait till a year expires

This is important as West Virginia Soccer requires all risk management credential requirements to not expire during the soccer year (September to August). Adults will be able to take their annual refresher courses anytime between January 1 and August 15 in order to be ready to receive their credentials, assuming all other requirements are met, by the end of August.

C. Training for Minor Athletes

Amateur Organization Members with Minor Athletes must – subject to parental consent – offer and provide the U.S. Center for SafeSport's minor athlete training regarding the prevention of child abuse to any Minor Athletes on an annual basis. The Center's minor athlete training can be found at www.athletesafety.org. Amateur Organization Members with Minor Athletes must track:

- A description of the training(s);
- The date the training(s) was offered and given, and
- A description of how the training(s) was offered and given.

D. Training for Parents

Amateur Organization Members with Minor Athletes must offer and provide the U.S. Center for SafeSport's parent training to parents of Minor Athletes on an annual basis. The U.S. Center for SafeSport's parent course is located at www.athletesafety.org.

4. Reporting

Amateur Organization Members must maintain a procedure for reporting misconduct, including violation of the SafeSport Code or the MAAPP, to the Amateur Organization Member and, to the extent required by the SafeSport Act, mandate reporting to appropriate law enforcement authorities and/or the Center for SafeSport. The procedure should be clear that reporting may be made anonymously, and that no direct fees or other cost is involved in making a report. Each Amateur Organization Member must also maintain a policy prohibiting retaliation against individuals making good faith reports of misconduct.

Center for SAFE SPORT, anonymous basis, www.safesport.org and select "Report a concern" or call (702) 531-0340.

West Virginia Soccer's Reporting Procedures

The West Virginia Soccer Reporting procedures provide a mechanism that allows a complaint to be easily reported for a reasonable suspicion of Sexual or Physical abuse/neglect, within a 24 hour period of awareness. Federal regulations state that reports should be made to a) local law enforcement and b) local/state child protective services, c) US Soccer, and d) the US Center for SafeSport. EVERYONE IS A MANDATORY REPORTER.

(Everyone listed below MUST be contacted when physical or sexual abuse is suspected)

1. Local Law Enforcement Number
<https://www.wvsp.gov/contactus/detachmentContactInfo/Pages/default.aspx>
2. Local Child Protective Services Number
<https://dhhr.wv.gov/bcf/Documents/DHHR.BCF.LocalOffices.pdf>
3. State of West Virginia Department of Children and Families (DCF)
<https://dhhr.wv.gov/bcf>

***West Virginia Mandatory Reporting Guidelines:

<https://dhhr.wv.gov/bcf/Services/Pages/Centralized-Intake-for-Abuse-and-Neglect.aspx>

<https://dhhr.wv.gov/bcf/policy/Documents/Child%20Protective%20Services.pdf>

4. Club Risk Manager Contact Information (every club should have a point person for reporting, Contact Jude Greene at Jude@wvsoccer.net) if WWSA Program (Coaching, Cups, etc.) contact Kristi Acord at Kristi@wvsoccer.net 304-860-7139
5. State Risk Manager –WWSA Programs, Coaching, Cups, etc.....
Contact Kristi Acord, Kristi@wvsoccer.net or 304-860-7139
6. National Governing Body (NGB)
US Soccer Integrity Hotline Number – (312) 528- 7004
US Soccer – <https://www.usoccer.com/integrity-hotline>

Mechanism for Reporting (cont.)

Other forms of misconduct such as emotional abuse, bullying, hazing, or harassment.

1. Club Risk Manager Contact Information- Contact Jude Greene Jude@wvsoccer.net
2. Club or BOD Review/Hearing – There should be a process in policy to document and address this other misconduct. The decision of the Club or BOD should be sent to the State Risk Manager below
3. Any WVSA Program (Coaching, Cups, etc.) contact Kristi Acord 304-860-7139

State Risk Manager – Kristi Acord, Kristi@wvsoccer.net 304-860-7139

An individual who is required, but fails, to report suspected child sexual abuse is subject to criminal penalties including fines and up to one (1) year in jail.

5. Limiting One-on-One Interactions – Required Policies

All Amateur Organization Members are required to establish policies to limit one-on-one interactions between Minor Athletes and any Adult Participant who is not their legal guardian (“Prevention Policies”). These policies must comply with all requirements of the Center’s MAAPP and must contain all the required elements of the model policies included as Appendix A to the Safe Soccer Framework. The policies must address the topics below by January 1, 2022, and require full compliance with MAAPP policy requirements by the same date:

- One-on-One Interactions, including meetings and individual training sessions
- Athletic training modalities, massages and rubdowns
- Locker rooms and changing areas
- Electronic communications
- Transportation and Lodging

A. Minor Athletes who become adult athletes

All athletes turning 18 who still meet the threshold for Regular Contact or authority must complete the SafeSport Core training, and must comply with the Prevention Policies herein, absent the Close-In-Age exception which may apply to the enforcement of Prevention Policies only.

B. Implementation

The mandatory components set forth in the model policies contained in Appendix A of the Safe Soccer Framework set a minimum standard and comply with the Center’s MAAPP requirements. In implementing the required policies, an Amateur Organization Members may choose to implement a policy that is stricter than the model policy, if it includes or is stricter than the mandatory component.

6. Enforcement

A. By Organization Members

Each Amateur Organization Member must enforce its Athlete & Participant Safety Policy and Prevention Policies, consistent with the SafeSport Act and the Center's MAAPP. Specifically, violations of the policy must be subject to an appropriate grievance process that is materially free of bias and conflicts of interest, to address allegations of misconduct following the report or complaint of misconduct. This grievance process must include the opportunity for review by a disinterested individual or body and a right to appeal a final decision rendered by an Amateur Organization Member's process pursuant to U.S. Soccer Bylaw 704.

B. By U.S. Soccer

Pursuant to Bylaw 212, U.S. Soccer reserves the right to, either directly or through a contracted third-party service provider, survey, audit, require certifications of compliance with, and otherwise review compliance by its Amateur Organization Members with this policy. Failure of any Amateur Organization Member to issue and implement the policies required by this Policy 212-3 will constitute a violation of Bylaw 212 Section 1.

West Virginia Soccer's Policies

<p>West Virginia Soccer Association's Required Policies are located at Appendix B to this Policy document.</p>

APPENDIX A-

WVSA Policies 8.2.2

WVSA Prohibited Conduct Policy PER US SOCCER AND US SAFE SPORT

This Policy is U.S. Soccer's policy that applies to all WVSA and WVSA Member Organization Members "Covered Personnel" as defined in WVSA Risk Management / Safe Sport Policies.

This Policy applies to all WVSA and WVSA Member Organization Members "Covered Personnel" as defined in WVSA Risk Management / Safe Sport Policies as well as conduct by any subcontractor, supplier, customer or third party and their employees in their dealings with U.S. Soccer employees.

Covered Personnel

WVSA Programs, Events and Operations. All WVSA Paid Staff, Board of Directors, Volunteer staff, program volunteers, Coaches (Youth and Adult), Referees (Youth and Adult), and any other persons authorized to participate in any WVSA Program.

WVSA Member Organizations All Organization Board of Directors, Paid and volunteer staff, volunteers and any other persons authorized to participate in any activities of the organization.

U.S. Soccer and WVSA are committed to maintaining an environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, WV Soccer does not permit any form of unlawful harassment, discrimination or intimidation against its employees or members by anyone, including managers, supervisors, coworkers, executives, directors, officers, other employees, vendors, clients, customers or third parties.

Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The policy also prohibits harassment on the basis of the protected status of an individual's relatives, friends or associates. WVSA is also committed to maintaining an environment that is free from all forms of sexual abuse, sexual misconduct, emotional misconduct, physical misconduct, bullying and hazing. Any violation of this Policy by Covered Personnel may subject the Covered Personnel to disciplinary action. Appropriate action also will be taken against any subcontractor, supplier, or customer found in violation of this Policy.

PROHIBITED CONDUCT

This Policy applies to all U.S. Soccer "Covered Personnel" as defined in the Section above entitled, "Who is Covered by this Handbook" on page **Error! Bookmark not defined.**, as well as conduct by any subcontractor, supplier, customer or third party and their employees in their dealings with U.S. Soccer employees. All definitions in this policy are taken from the SafeSport Code for the U.S.

Olympic and Paralympic Movement the “**SafeSport Code**”), as may be amended from time to time. In the event of any conflict between this Policy and the SafeSport Code, the SafeSport Code will govern. The most recent SafeSport Code is always available at www.safesport.org.

U.S. Soccer is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, U.S. Soccer does not permit any form of unlawful harassment, discrimination or intimidation against its employees by anyone, including managers, supervisors, coworkers, executives, directors, officers, other employees, vendors, clients, customers or third parties. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran’s status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The policy also prohibits harassment on the basis of the protected status of an individual’s relatives, friends or associates.

U.S. Soccer is also committed to maintaining a work environment that is free from all forms of sexual abuse, sexual misconduct, emotional misconduct, physical misconduct, bullying and hazing.

Any violation of this Policy by a Covered Individual may subject the Covered Individual to disciplinary action. Appropriate action also will be taken against any subcontractor, supplier, or customer found in violation of this Policy.

Harassment

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person’s protected status. U.S. Soccer will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual’s work performance, or safety, or that creates an intimidating, hostile, or offensive working environment.

Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status.

Prohibited conduct can also include jokes, kidding, or teasing about another person’s protected status. While harassing conduct is unlawful only if it affects tangible job benefits and/or interferes unreasonably with work performance and creates an abusive or hostile work environment, this Policy forbids harassing conduct even when it does not rise to the level of a violation of law.

Sexual Harassment

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment;
- submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance and creating an intimidating, hostile, or offensive working environment.

Sexual harassment may involve individuals of the same or different gender. It may also occur between individuals of any employment status.

Examples of conduct which may constitute sexual harassment and are prohibited by this Policy include, but are not limited to:

- unnecessary touching, patting, hugging, pinching, or brushing against a person's body;
- staring, ogling, leering, or whistling at a person;
- continued or repeated verbal abuse of a sexual nature;
- sexually explicit statements, sexual flirtations, advances, propositions, subtle pressure for sexual activity, comments, questions, jokes, or anecdotes;
- graphic or degrading comments about a person's clothing, body or sexual activity;
- sexually suggestive objects, cartoons, posters, calendars, or pictures in the workplace;
- suggestive or obscene letters, notes or invitations;
- harassing use of electronic mail, electronic or instant messaging, or telephone communication systems; or
- other physical or verbal conduct of a sexual nature.

U.S. Soccer prohibits managers and supervisors from threatening or insinuating, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's wages, assigned duties, advancement, evaluation, shifts, career development, or any other condition of employment.

Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment deserves special mention as well, and is expressly prohibited by U.S. Soccer. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable person uncomfortable in the work environment or which would interfere with the person's ability to perform the job. Examples of race, religious or national origin harassment may include, but are not limited to:

- jokes, which include reference to race, religion, or national origin;
- the display or use of objects or pictures which adversely reflect on a person's race, religion, or national origin; or
- use of pejorative or demeaning language regarding a person's race, religion, or national origin.

Child Sexual Abuse

Any sexual activity with a child is prohibited. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity.

Sexual Misconduct

Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority is prohibited. Such relationships involve an imbalance of power and are likely to impair

judgment or be exploitative. This section does not apply to a pre-existing relationship between two spouses or life partners.

Emotional Misconduct

Emotional misconduct in all forms is prohibited. Emotional misconduct is a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to another person. Non-contact behaviors include verbal acts, physical acts, or acts that deny attention or support; or any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect). Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

Physical Misconduct

Physical misconduct in all forms is prohibited. Physical misconduct is defined as contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to another person; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault). Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance. For example, hitting and punching are well-regulated forms of contact in combat sports but have no place in soccer.

Bullying

Intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership are prohibited. Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

Hazing

Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members are prohibited. Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

Procedures for Complaints, Investigations and Corrective Action

All Covered Personnel are responsible to help ensure that we avoid misconduct. U.S. Soccer cannot act to eliminate misconduct unless it has notice of the conduct. Covered Personnel are charged with reporting any concerns regarding compliance with the Safe Soccer Framework in the manner provided in the Section entitled "Obligation of Covered Personnel to Report," on page **Error! Bookmark not defined.** For the avoidance of doubt, in some instances, Covered Personnel will be required to report to law enforcement and/or the U.S. Center for SafeSport.

Furthermore, U.S. Soccer employees are responsible to help assure that the work environment, on or off-premises, is free from harassment. All employees have an obligation to promptly report any and all allegedly harassing conduct they are the subject of, that they learn of, or that they witness. Our Policy provides for immediate notice of problems to the persons designated in this Policy so that we may address and resolve any problems as quickly as possible.

An employee must report the harassing conduct to either:

- The person to whom you report (supervisor or manager);
- Department Head;
- The Human Resources Department;
- The Legal Department;
- The Chief Executive Officer;
- Online at www.safesoccer.com; or
- The Integrity Hotline.

If the employee feels uncomfortable going to his or her supervisor with the complaint, he/she must report the matter to any other member of management as designated above.

This Policy does not require reporting the misconduct to any individual who is creating the harassment or discrimination.

All Covered Personnel have an obligation to cooperate in any investigation of a complaint of misconduct, including providing any and all information concerning the complaint. Failure to do so may be a violation of this Policy.

U.S. Soccer's Prohibited Conduct Policy offers its employees greater protection from harassment than does the law. Consequently, Covered Personnel who are found to have violated U.S. Soccer's Prohibited Conduct Policy shall be subject to corrective action, discipline or termination, even in cases where applicable laws may not have been violated and without regard to whether the conduct constitutes a violation of the law.

An employee wishing to file a complaint outside the Federation may also contact either the Equal Employment Opportunity Commission or the fair employment agency in his or her state.

Training and Education

Employees and other Covered Personnel over the age of 18 that have Regular Contact with athletes must successfully complete the U.S. Center for SafeSport training every year, consistent with the Minimum Training Policy found at II.D. on page 19. The U.S. Center for SafeSport training can be accessed at <http://training.safesport.org/>. Minor Athletes that directly register with U.S. Soccer must be offered training from the U.S. Center for SafeSport every year and, may take the training with parental consent.¹ Additionally, parents of Minor Athletes must be offered parent training provided by the U.S. Center for SafeSport.

Exclusive Jurisdiction Over Investigation/Adjudication of Sexual Abuse or Misconduct

The investigation and adjudication of matters involving allegations or reports of sexual abuse or misconduct by or against Covered Personnel, or other violations of this Prohibited Conduct Policy that involve prohibited conduct that is reasonably related to and accompanies an alleged violation involving sexualized behavior by Covered Personnel are subject to the exclusive jurisdiction of the

¹ Athletes 18 or older that directly register with the U.S. Center for SafeSport must comply with the training requirements by September 1, 2019 and refresher training each year thereafter.

United States Center for Safe Sport in accordance with the requirements of the USOC and as set forth in the Center's Bylaws or other Center's governing documents. Please see the Section V.A. entitled, "Exclusive Jurisdiction Over Investigation/Adjudication of Sexual Abuse or Misconduct" on page **Error! Bookmark not defined.** for more information.

Appendix B

WVSA Risk Management Policy 8.2.3

U.S. Soccer Athlete and Participant Safety Policy - Standards for Organization Members

PREVENTION POLICIES:

LIMITING ONE-ON-ONE INTERACTIONS BETWEEN ADULTS AND MINORS

Soccer is a team sport. Although appropriate physical contact and one-on-one interaction between minor athletes and coaches/trainers, etc. may be conducive to improving physical skills,

U.S. Soccer and WVSA believes prudent limitations on one-on-one interactions can reduce the potential for abuse and misconduct without negatively impacting player development or unnecessarily limiting one-on-one time with trusted adults that is healthy and valuable for a child.

A. ESTABLISHING BOUNDARIES: AVOIDING GIFTS

Individuals who groom children will often provide special gifts or privileges, as one strategy to gain the child's trust and fill a need in their life, in advance of sexually abusing the child. Accordingly, U.S. Soccer and WWSA discourages employees and volunteers from giving gifts or granting special privileges to athletes and prohibits any such gift or privilege when not available to the entire team.

B. APPROPRIATE PHYSICAL CONTACT

U.S. Soccer and WWSA adheres to the following principles and guidelines in regard to physical contact with our athletes:

1. Common Criteria for Appropriate Physical Contact

Physical contact with athletes – for safety, consolation and celebration – has multiple criteria in common which makes it both safe and appropriate. These criteria include:

- the physical contact takes place in public
- there is no potential for, or actual, physical or sexual contact during the physical contact
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult

2. Safety

The safety of our athletes is paramount, and in many instances, we make the athletic space safer through appropriate physical contact. Examples include:

- spotting an athlete so that they will not be injured by a fall or piece of equipment
- positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use

3. Celebration

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- greeting gestures such as high-fives, fist bumps, and brief "side hugs"²
- congratulatory gestures such as celebratory hugs, "jump-arounds" and pats on the back for any form of athletic or personal accomplishment

² : this does **not** include "butt-pats" or "chest bumps." This outdated means of celebration makes many athletes uncomfortable and is best replaced with a high-five or a fist bump.

4. Consolation

It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes publicly:

- embracing a crying athlete (in a public place or circumstance)
- putting an arm around an athlete while verbally engaging them in an effort to calm them down (“side hugs”)
- lifting a fallen athlete off the playing surface and “dusting them off” to encourage them to continue competition

5. Supervision Generally

No minor should be left alone at a training session or at any other time until they are picked up by their parent, older sibling or other designated adult. It is recommended that the last adult in addition to the coach or athletic trainer wait at the site until the minor is picked up.

C. 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, you 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 a model one-on-one 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 policy for one-on-ones, the Mandatory Components and Recommended Components will become the default policy for appropriate one-on-ones for that organization.

Mandatory Components

Covered Organization policies must include components a through e.

a. Application

This policy shall apply to:

- Adults at a facility under the jurisdiction of a Covered Organization or at an event sanctioned by a Covered Organization.
- Adult members who have regular contact, related to participation in soccer, with amateur athletes who are minors
- An adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete who is a minor
- Staff and board members of a Covered Organization (collectively, Adults).

b. Observable and interruptible

- One-on-one interactions between minors and an Adult (who is not the minor's legal guardian) at our facility are permitted, if they occur at an observable and interruptible distance by another adult.
- Isolated, one-on-one interactions between minors and an Adult (who is not the minor's legal guardian) at our facility are prohibited, except under emergency circumstances.³

c. Meetings

- Meetings between Adults and minors at our facilities 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.
- If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that (if available) has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

d. Meetings with mental health care professionals

If a mental health care professional meets with minors at our facilities, 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, although the minor's identity need not be disclosed, and (4) written legal guardian consent is obtained by the mental health care professional, with a copy provided to our organization.

e. Individual training sessions

Individual training sessions between Adults and minors are permitted at our facility if the training session is observable and interruptible by another adult. The Adult must obtain the written permission of the minor's legal guardian in advance of the individual training session. Parents, guardians, and other caretakers must be allowed to observe the training session. Permission for individual training sessions must be obtained at least every six months, and such permission may be withdrawn at any time.

³ Adult personal care assistants authorized by a parent or guardian to help athletes requiring assistance with activities of daily living are permitted to interact with minor athletes one-on-one in a private setting, provided parent/guardian consent has been obtained.

Recommended Components

f. Monitoring

When one-on-one interactions between Adults and minors occur at our facility, adults will monitor these interactions. Monitoring includes knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.

g. Out-of-program contacts

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

h. Parent Training

Parents/guardians receive the U.S. Center for SafeSport's education and training on child abuse prevention before providing consent for their Minor Athlete to have a meeting or training session with an Adult Participant subject to these policies.

D. Messages and Rubdowns

The following is a model messages and rubdowns 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 messages and rubdowns policy, the Mandatory Components and Recommended Components will become the default policy for that organization.

Mandatory components

Covered Organizations must include components a through b.

a. Application

This policy shall apply to:

- 1) Adults at a facility under the jurisdiction of a Covered Organization
- 2) Adult members who have regular contact with amateur athletes who are minors
- 3) An adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete who is a minor
- 4) Staff and board members of a Covered Organization (collectively, Adults).

b. Licensed, certified professional

- Any massage or rubdown performed by an Adult on a minor athlete at our facilities or a training or competition venue is prohibited unless such Adult is a licensed massage therapist.
- Any massage or rubdown performed at our facilities or a training or competition venue by a licensed professional must be observable and interruptible. 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 licensed massage therapist in the room.
- Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.
- The provider of any massage or other athletic training therapy should narrate the steps in the activity before taking them, seeking assent of the minor athlete throughout the process.

c. Written consent

Written consent by a legal guardian shall be provided before providing each massage or rubdown on a minor athlete and documented at least on an annual basis. This consent may be withdrawn at any time. Parents must be permitted to be in the room as an observer.

Recommended Components

d. Parent training

Parents/guardians receive the U.S. Center for SafeSport education and training on child abuse prevention before providing consent for their Minor Athlete to receive an athletic training modality, massage, or rubdown.

- e. The provider should narrate the steps in the massage, rubdown, or athletic training modality before taking them, seeking assent of the Minor Athlete throughout the process.

E. Locker Rooms, Rest Rooms and Changing Areas

The following is a model locker room, rest 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, rest rooms, and changing areas policy, the Mandatory Components and Recommended Components will become the default policy for that organization.

Mandatory Components

Covered Organizations must include components a through f.

a. Application

This policy shall apply to:

- 1) Adults at a facility under the jurisdiction of a Covered Organization or at an event sanctioned by a Covered Organization
- 2) Adult members who have regular contact with amateur athletes who are minors
- 3) An adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete who is a minor
- 4) Staff and board members of a Covered Organization (collectively, Adults).

b. 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, rest 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 Covered Organization and two or more adults are present.

c. Undress

- Under no circumstances shall an unrelated Adult at a facility under our organization's jurisdiction be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of or shower with minor athletes.

d. Isolated one-on-one interactions

- At no time are unrelated Adults permitted to be alone with a minor in a locker room, rest room, or changing area when at a facility under our jurisdiction, except under emergency circumstances.⁴
 - If our organization is using a facility that has access to a single set of such facilities, we will designate times for use by Adults, if any.

⁴ Adult personal care assistants authorized by a parent or guardian to help athletes requiring assistance with activities of daily living are permitted to assist minor athletes one-on-one, provided parent/guardian consent has been obtained.

e. Monitoring

Our organization regularly and randomly monitors the use of locker rooms, rest rooms, and changing areas at facilities under our jurisdiction to ensure compliance with these policies. Our organization will provide a private or semi-private place for minor athletes to change clothes or undress at sanctioned events that include locker rooms and/or changing areas for athlete use.

f. Non-exclusive facility

If our organization uses a facility not under its jurisdiction (for, e.g., training or competition or similar events) and the facility is used by multiple constituents, Adults in categories 2 through 4 are nonetheless required to adhere to the rules set forth here.

Recommended Components

- b. Adults make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.
- c. We discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let a coach or administrator know about this in advance.

D. Electronic Communications

The following is a model electronic communications 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 social media & electronic communications policy, the Mandatory Components and Recommended Components will become the default policy for that organization.

Mandatory components

Covered Organizations must include components a through e.

a. Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes who are minors
- 2) An adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete who is a minor
- 3) Staff and board members at a Covered Organization (collectively, Participating Adults).

b. Content

All electronic communication originating from Participating Adults to amateur athletes who are minors must be open and transparent, and professional in nature.

c. Open and transparent

- If a Participating Adult needs to communicate directly with an amateur athlete who is a minor via electronic communications, another Participating Adult or the minor's legal guardian will be copied.
- If a minor athlete communicates to the Participating Adult privately first, the Participating Adult should respond to the minor athlete with a copy to another Participating Adult or the minor's legal guardian.
- A Participating Adult communicating electronically to the entire team will copy another Participating Adult.
- Amateur athletes who are minors may "friend" the organization's official page.
- Only platforms that allow for open and transparent communication may be used to communicate with minor athletes.

d. Prohibited electronic communications

- Participating Adults are not permitted to communicate privately via electronic communications with amateur athletes who are minors, except under emergency circumstances.
- Participating Adults are not permitted to "private message," "instant message," "direct message", or send photos via Snapchat or Instagram to a minor athlete privately.
- Participating Adults are not permitted to maintain social media connections with minors; such adults are not permitted to accept new personal page requests on social media platforms from amateur athletes who are minors and existing social media connections with amateur athletes who are minors shall be discontinued

e. Requests to discontinue

Legal guardians may request in writing that their child not be contacted through any form of electronic communication by the organization or by the organization's Participating Adults. The organization will abide by any such request that their child not be contacted via electronic communication, absent emergency circumstances.

Recommended components

f. Hours

Electronic communications will only be sent between the hours of 8:00 a.m. and 8:00 p.m.

g. Monitoring

- The organization monitors its social media pages and removes any posts that violate the organization's policies and practices for appropriate behavior.
- The organization will inform the legal guardian of a minor athlete of any prohibited posts, as well as the organization's administrator.

h. Social Media Connections

- Adult Participants are not permitted to maintain private social media connections with minor athletes and should discontinue existing social media connections with minor athletes.

G. TRANSPORTATION

The following is a model transportation, 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 local travel policy, the Mandatory Components and Recommended Components will become the default transportation policy for that organization.

Mandatory Components

Covered Organizations must include components a through b. "Transportation" consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

a. Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes who are minors
- 2) An adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete who is a minor
- 3) Staff and board members at a Covered Organization, (collectively, Participating Adults).

b. Transportation

- The organization does not arrange for local transportation.
- Participating Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated athlete who is a minor, absent emergency circumstances, and may only drive with at least 2 other minor athletes or another Adult Participant at all times, unless otherwise agreed to in writing by the minor athlete's parent/legal guardian at least annually.⁵

Recommended Components

c. Shared or Carpool Travel Arrangement

We encourage parents/legal guardians to pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

d. Parent Training

Parents/legal guardians receive education concerning child abuse prevention before providing consent for their minor to travel alone with a Participating Adult.

H. LODGING

The following is a model lodging 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 lodging policy, the Mandatory Components and Recommended Components will become the default lodging policy for that organization.

Mandatory Components

Covered Organizations must include components a through d." Lodging" is team travel to a competition or other team activity that the organization plans and supervises, and that requires an overnight stay or use of a hotel.

a. Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes who are minors
- 2) An adult authorized by a Covered Organization to have regular contact with or authority over an amateur athlete who is a minor

⁵ Adult personal care assistants authorized by a parent or guardian to help athletes requiring assistance with activities of daily living are permitted to transport a minor athlete one-on-one, provided parent/guardian consent has been obtained.

3) Staff and board members at a Covered Organization (collectively, Participating Adults).

b. Lodging required permissions

- Legal guardian's written consent is required at least annually for any lodging arranged by a Covered Organization that includes a minor athlete and Adult Participant(s).
- Any Participating Adult traveling with the organization must agree to and sign the organization's Lodging policy at least annually.

c. Hotel rooms

- Participating Adults shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the Participating Adult is the legal guardian, sibling, or is otherwise related to the minor athlete), or unless the adult is a personal care assistant for an athlete who requires help with activities of daily living, and parent/guardian consent has been obtained.

d. Meetings

- Meetings shall be conducted consistent with the organization's policy for one-on-one interactions – i.e., any such meeting shall be observable and interruptible.
- Meetings shall not be conducted in a hotel room.
- If the organization or team performs room checks during lodging, the one-on-one interaction policy must be followed at least two adults must be present for room checks.

Recommended Components

- e. Participating Adults who travel with the organization must successfully pass a criminal background check and other screening requirements consistent with the organization's policies.
- f. Parents/legal guardians receive education concerning child abuse prevention before providing consent for their minor to travel alone with a Participating Adult.