



# RoughRiders Hockey Club Cedar Rapids

## SafeSport Handbook

RoughRiders Hockey Club provides Cedar Rapids area youth with a positive atmosphere that supports a fair and competitive environment. Ice hockey is used as the vehicle to promote sportsmanship, integrity, self-esteem, dedication, and commitment as a foundation for growth, both as an individual and as a member of the community.

Emphasis will always be placed upon family, education, personal development, community, diversity, teamwork, and sportsmanship. The proper and positive conduct of board members, coaches, volunteers, players, and parents will be maintained to ensure a positive culture and a dignified organization of which we can all be proud.

**Above all ... it is all about the kids.**

# Table of Contents

## SafeSport Handbook

Introduction and Definitions

Resource Page

RRHCCR Code of Conduct

Electronic Communication Guidelines

Locker Room Guidelines

Hazing, Bullying and Sexual Harassment Guidelines

Physical Contact Guidelines

One on One Guideline

Travel Guidelines

Billeting

Education and Awareness Training

Responding and Reporting Abuse and Concerns

Hiring Guidelines

Screening Guidelines

Electronic Communications

Travel Policy

RRHCCR Unified Code of Conduct Agreement

## Photographic Consent

# SAFESPORT HANDBOOK

The RoughRiders Hockey Club is committed to improving the development, safety and welfare of its players and members involved in hockey and its organization.

Therefore, it supports the MWAHA and USA Hockey SafeSport program. The Programs require all players, coaches and members to fully participate.

## INTRODUCTION AND DEFINITIONS

### Introduction

RoughRiders Hockey Club Cedar Rapids (RRHCCR) is committed to improving the skill development, the safety and the welfare of our athletes. The SafeSport Program is designed to provide clear guidelines and expectations for all players, coaches and organization members on:

1. abuse or misconduct prevention strategies;
2. appropriate behavior;
3. effective response to concerns.

Unfortunately, youth sports can be a place where misconduct, including child physical and sexual abuse has the potential to occur. This RRHCCR approved document will provide the guidelines for appropriate behavior in hopes that the risk of abuse will be minimized. These measures, while aimed at protecting youth, also serve to better protect adult coaches and volunteers.

### Definitions

#### Child, Children, Player, Athlete, Minor and Youth

Anyone under the age of 18

#### Child Physical Abuse

Abuse or Child Abuse or Neglect means an act or omission that threatens the health or welfare of a child in one of the following categories:

- Skin bruising, bleeding, malnutrition, failure to thrive, burns, and fracture of any bone, subdural hematoma, soft tissue swelling, or death and:
  - The condition or death is not justifiably explained.
  - The history given concerning the condition is at variance with the degree or type of such condition or death.
  - The circumstances indicate that the condition may not be the result of an accidental occurrence.
- A controlled substance is manufactured in the presence of a child, on the premises where a child is found, or where a child resides.
- A child test positive at birth for either a schedule I or II controlled substance, unless the child test positive for a schedule II controlled substance as a result of the

mother's lawful intake of such substance as prescribed.

### **Child Sexual Abuse**

Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force or threat of force regardless of whether there is deception or the child understands the sexual nature of the activity. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure or voyeurism.

### **Emotional Abuse**

The terms 'abuse' or 'child' abuse or 'child neglect' include any case in which a child is subjected to emotional abuse. 'Emotional abuse' means an identifiable and substantial impairment or a substantial risk of impairment of the child's intellectual or psychological functioning or development.

### **Misconduct**

Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six types of misconduct in sport: emotional, physical, sexual, bullying, harassment and hazing.

### **Peer to Peer Sexual Abuse/Misconduct**

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Peer-to-peer sexual abuse covers sexual activity between children without equality or as a result of coercion, physical force, threats, trickery or emotional manipulation to elicit cooperation. There can be an aggressor, age difference or an imbalance in power or intellectual capabilities.

### **Grooming Behaviors**

Grooming is the process of desensitization that predators use on children to prepare and trick them into accepting sexual abuse. Grooming is a way for the perpetrator to gain trust and confidence and draws the victim into a secret sexual relationship. Grooming can include but is not limited to: targeting a victim, isolation, meeting the child's needs, giving a child special attention, buying gifts and having power and control over the child.

### **SafeSport Program**

The Olympic community's initiative to recognize, reduce and respond to misconduct in sport.

### **USA Hockey SafeSport Program**

A set of Policies and Procedures that assist organizations in the prevention of child abuse and misconduct as well as required training; screening and background check program; reporting and responding policies; and how to monitor and supervise. For more information on the USA Hockey SafeSport Program visit

<http://www.usahockey.com/page/show/908023-usa-hockey-safesport-program>.

### **MWAHA SafeSport Program**

A set of Policies and Procedures at the state level created by Mid-West Amateur Hockey Association aimed at the protection of its players, members, staff and volunteers in the

prevention of child abuse. All MWAHA Members, Leagues, Associations and Independent Teams must adhere to the Program. <https://www.tristatehockey.com/safesport>

### **MWAHA SafeSport Coordinator**

The MWAHA SafeSport Coordinator is responsible for monitoring Association and Team compliance with the USA Hockey SafeSport Program and MWAHA SafeSport Program.

**Doug Dorley**

**SafeSport Coordinator**

**Phone: 913-624-4241**

[Bgsu6066@gmail.com](mailto:Bgsu6066@gmail.com)

### **RRHCCR SafeSport Program**

A set of Policies and Procedures created and implemented by the RoughRiders Hockey Club aimed at the protection of its players and members. All members, participants, staff and volunteers must adhere to the RRHCCR SafeSport Program Handbook.

### **Association SafeSport Coordinator**

Association SafeSport Coordinator (ASSC) duties will include monitoring the training of local program administrators and others within the Association. The ASSC will serve as the Affiliate's initial contact for persons reporting suspected abuse, misconduct or other violations, compiling information on disciplinary issues within the Association and, when appropriate, reporting such information to USA Hockey.

## **Resource Page**

Child Abuse Information	<a href="http://www.childwelfare.gov">www.childwelfare.gov</a>
CR PD Child Abuse Hotline	800-362-2178
RRHCCR Hockey Director – Dustin Timm	209-304-7128 <a href="mailto:dtimm@ridertownusa.com">dtimm@ridertownusa.com</a>
RRHCCR SafeSport Coordinator – Shane Gailushas	608-512-3772 <a href="mailto:inshanesworld@gmail.com">inshanesworld@gmail.com</a>
MWAHA SafeSport Coordinator – Doug Dorley	913-624-4241
Sex Offender Registration Website	<a href="http://www.iowasexoffender.com/">http://www.iowasexoffender.com/</a>
USA Hockey SafeSport Number	1-800-888-4656
USA Hockey SafeSport Email	<a href="mailto:SafeSport@usahockey.org">SafeSport@usahockey.org</a>
USA Hockey SafeSport Website	<a href="http://www.usahockey.com/safesport">www.usahockey.com/safesport</a>



# RoughRiders Hockey Club Cedar Rapids

## Code of Conduct

RRHCCR is fully committed to safeguarding the welfare of all players and members of the organization. It recognizes the responsibility it has to promote safe practices to protect players from abuse and misconduct. RRHCCR has adopted clear guidelines and protocols to minimize the opportunity for child sexual abuse and to help staff, volunteers and parents recognize inappropriate or undesirable behavior. RRHCCR is committed to embrace differences and diversity and respect the rights of all players and members and will follow these guiding principles:

- The welfare of each player is the primary concern.
- The rights, dignity and worth of all players should always be respected.
- All players, whatever their age, culture, disability, ability, gender, language, racial origin, socio- economic status, religious belief, sexual identity or skill level have the right to protection from all forms of abuse or misconduct.

RRHCCR will:

- Work in partnership with parents, players, staff and volunteers to promote the welfare, health and development of our players.
- Promote and implement the USA Hockey and MWAHA SafeSport Programs to safeguard the well-being of its players and to prevent abuse and misconduct from occurring.
- Recruit, train, support and supervise staff, members and volunteers to protect players from abuse and to reduce risk to them.
- Require staff, members and volunteers to adopt and abide by the USA Hockey, MWAHA and MWAHA SafeSport Programs.
- Respond to any allegations, disclosure or concern of misconduct or abuse of a player as stated in MWAHA SafeSport and USA Hockey SafeSport Programs.
- Regularly monitor and evaluate the implementation of the SafeSport Program and make any necessary changes.
- Have open and regular communication with parents or guardian(s) of a player regarding any concerns or issues.

## Electronic Communication Guidelines

RRHCCR understands that social media is a popular communication tool for players, parents and coaches. RRHCCR is also aware that social media is a venue where inappropriate behavior and misconduct can occur. The risk associated with social media include: inappropriate access, sharing personal information, bullying, unwanted and unsupervised contact between adults and children, receiving unwanted material, online grooming for sexual abuse or actual unlawful sexual exploitation.

Failure to comply with RRHCCR SafeSport Program or USA Hockey SafeSport Program guidelines can result in disciplinary action. RRHCCR has a **zero-tolerance** rule when it comes to player safety and preventing abuse and misconduct.

### Texting, Email and Similar Electronic Communications

If it is necessary for a coach or staff member to send a direct text message or email to a player, the following guidelines must be followed:

- A parent (or guardian) **must** be copied.
- It must be signed so it is clear as to whom or what organization is sending the message. Just using the number or email address for identification is not sufficient.
- It should be non-personal and for the purpose of communicating information about team activities.
- It should never include or contain offensive, sexual or inappropriate language or photos.
- The time of day and the number of messages sent should be considered.
- Records should be kept of every coach's current cell number and email accounts.
- When a player feels the need to text or email a coach or staff member, the following guidelines must be followed:
  - A parent (or guardian) **must** be copied;
  - It should be sent only with information regarding the organization or team or club activities.

### Social Media (Facebook, Instagram, SnapChat, Blogs and Similar Sites)

**Coaches are not to have contact with players on any social media site.**

- Players are **never** to post pictures of other club members or players that can be hurtful or embarrassing or **without their permission**.
- Protecting the identity and privacy of all RRHCCR's players is required. Do not post names, photos or identifying information at any time.
- Players and parents can "friend" the official RRHCCR page and coaches can communicate to players through the site. The communication must be open, transparent and professional in nature and for the purpose of communicating information about the team or club activities.
- Social media sites should not be used to abuse or criticize the organization, members or players.

## Locker Room Guidelines

RRHCCR wants all players to be safe on and off the ice. RRHCCR is also aware that the locker rooms provide a place where abuse and misconduct can occur. Players are particularly vulnerable in locker rooms due to various stages of dress and undress and because players are less supervised. Player to player issues such as sexual abuse, bullying, hazing and harassment often occur when players are not supervised.

Adherence to Locker Room Guidelines can reduce opportunities for misconduct and abuse. It will also allow for a fun and safe place for players while still holding to hockey traditions. RRHCCR requires that players and coaches follow USA Hockey and MWAHA SafeSport Program guidelines at all times.

RRHCCR has its own Locker Room Policy designed specifically for our club and facility.

**RRHCCR requires all players and coaches to report to their Hockey Director any and all misconduct, abuse, or violations immediately.**

### RoughRiders Hockey Club Locker Room Policy

#### GENDER EQUITY – CO-ED LOCKER ROOMS

*(Adapted for RoughRiders Hockey Club from the USA Hockey 2018-2019 Annual Guide)*

The issue of co-ed dressing arrangements in locker rooms often arises, and RRHCCR is frequently asked to provide some type of guideline about dealing with such situations. Teams, leagues, associations need to recognize that there are gender equity issues to deal with when managing a co-ed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made.

RoughRiders Hockey Club considers the following:

1. Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications;
2. Recognize that the ideal situation of using two, separate dressing rooms is not possible in many ice rink/arena settings;
3. Recognize that it is an issue that will increase in visibility as girls'/women's participation in hockey and RRHCCR continues to grow; and
4. Recognize that it is an issue for members who are participating as players, coaches and officials.

Some acceptable approaches, made in conjunction with the USA Hockey Girls'/Women's Section, the USA Hockey Coaching Education Program and the USA Hockey Officiating Program, are as follows:

**\*\*NOTE:** Arrange to provide properly screened adults as locker room monitors who are of the same sex as the children they are supervising/monitoring. Make certain that locker rooms are monitored in accordance with the USA Hockey and RoughRiders Hockey Club SafeSport Program policies.



- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pre-game meeting;
- B. Once the game is finished, hold the coach's post-game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- D. Following the game and the coach's post-game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.
- E. If sharing one locker room, have a minimum attire policy. All players should be required to arrive at the rink or change in a separate area so that prior to entering the locker room they are wearing their hockey base layers or shorts and t-shirts (in good condition - no holes or tears in clothing). All members of the team must have this minimum attire before entering a co-ed locker room so that no player has the opportunity to see players of the opposite gender in a state of dress/undress.

**\*\*NOTE:** Taking turns or requiring minimum attire is a means of 'reasonable accommodation,' so neither gender group is favored.

By being proactive on this issue, everyone [coaches, players, officials, volunteers and parents] can enjoy the sport without the worry of legal actions or the invasion of privacy concerns arising.

RRHCCR takes this issue seriously. It is not acceptable for families, players, coaches, managers, and/or volunteers to be observing the opposite gender while they dress or undress nor any minor while they dress or undress. Those who violate RRHCCR's policies, or who violate the privacy rights of others, could be subject to appropriate discipline.

## **Player Behavior**

- Locker rooms and showers should be used by same aged peers when possible, no mixed gender allowed.
- Opposite sex players are provided separate changing and showering facilities.
- The showers are for showering only. No horseplay, urinating on others, physical contact, sexual activity or other forms of misconduct is allowed.
- No bullying, hazing, harassment, fighting, locker boxing.
- Players are not permitted to touch another player's genital area or their own in a way that will make others uncomfortable.
- Recording devices including cell phones, voice, still camera, video or phone cameras are prohibited.
- No pornographic materials are permitted in the locker room.
- Nudity is kept to a minimum. After showering players are asked to dress quickly.
- No drugs, alcohol or other illegal substances are allowed.

- No physical contact between players in a sexual nature is allowed.
- The locker room is not a place to criticize or humiliate teammates.
- Shower and changing at the club/organization are optional.
- No displays of affection.

## Coaches Behavior

- The locker rooms need to be directly monitored during all team events by one responsible adult, approved and screened by USA Hockey and RRHCCR. The adult should supervise conduct, observe behavior, and make sure only approved team personnel and family members are allowed in the locker rooms.
- Coaches should visit locker room periodically to monitor locker room before and after practices while their teams utilize these rooms. It is suggested that coaches should put their skates on in the locker room to help monitor activity.
- If a player is the only one in a locker room, and if the coach needs to speak to the individual, the door must remain open or another coach or parent must be present.
- Coaches should have a separate place to change and shower. Coaches are never to be nude among players.

## Hazing, Bullying and Sexual Harassment Guidelines

Hazing, bullying, sexual harassment, initiation rituals and physical punishments are not permitted within the organization. **Any form of misconduct by the team, coach, or an individual in attempts to bond, or any action taken against another individual or group of individuals which results in abuse, harassment, intimidation or any form of degradation is not allowed by any player, coach, volunteer, employee, or member of BHC.**

Player and coaches are also **required** to follow the USA Hockey and MWAHA SafeSport Hazing and Bullying Guidelines.

RRHCCR is committed to offering an environment that is free of intimidation and abuse and has a **zero** tolerance for misconduct. RRHCCR requires all members to report any of the following behaviors.

### Hazing

**Hazing** can be defined as any actions, whether physical, sexual, verbal, mental, emotional or psychological which subjects another person or group, voluntary or involuntary, with a result that has the intended or unintended effect of abusing, mistreating, degrading, humiliating, harassing, or intimidating the person who may be younger, weaker or have less power.

These behaviors are prohibited by players, coaches, parents or any member or associate of RRHCCR.

The following are examples of, but not limited to, misconduct that is prohibited by RRHCCR.

### Hazing Behaviors

- Forcing the consumption of alcohol, drugs or other substances.
- Shaving of body parts.
- Any activity that is illegal, perverse, or publicly indecent.
- Vandalism of any property or forced participation in pranks.
- Dietary restrictions, sleep deprivation or creation of excess fatigue or other

unhealthy behaviors.

- Deprivation of sleep or disturbing individuals during normal sleep hours, creating of excessive fatigue.
- Calisthenics intended as a physically abusive exercise.
- Physical abuse of any kind (paddling, whipping or beating).
- Mentally abusive or demeaning behavior.
- Forced tattooing, branding or public stunts.
- Road trips, kidnapping, drop offs or any other such activity.
- Subjecting a member to cruel and unusual psychological conditions.
- Morally degrading or humiliating games or activities.
- Verbal or cruel harassment including yelling and screaming.
- Participation in sexual rituals or assaults and/or required nudity or contact.
- Deception or threat contrived to convince the new member that he/she will not be permitted to join.
- Required songs, chants, yelling or screaming.
- Activities that promote or encourage the violation of state laws and club policy.

Hazing does not include challenging team workouts or assigning team duties to specific players.

## **Bullying**

**Bullying** can occur when there is an imbalance of power and the person who is older, larger, stronger or more aggressive uses his or her power to control or harm someone in a weaker position. The person bullying has the intent or goal to cause harm (i.e. the act is not accidental) and the action is usually repetitious.

### **Bullying Behaviors**

- Physical pushing, kicking, hitting, pinching, slapping, punching, etc...
- Name calling, sarcasm, spreading rumors, persistent teasing and emotional torment through ridicule, humiliation and/or the continual ignoring of individuals.
- Racial taunts, graffiti, gestures.
- Sexual comments and/or suggestions.
- Sexual Orientation/Identification.
- Unwanted physical contact.
- Socially spreading rumors.
- Leaving players out of group activities, telling them they are unwanted.
- Cyberbullying; using the internet, email, texting, mobile phones, social media or other digital technologies to do harm to others.

## **Sexual Harassment**

**Sexual Harassment** is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile work or learning environment.

### **Sexual Harassment Behaviors**

- Written or verbal abuse threats, physical contact, sexually graphic literature, sexual advances, demands for sexual favors.

- Sexually oriented comments, jokes, lewd comments or sexual innuendos, taunts about a player's body or dress.
- Intimidating sexual remarks.
- Physical contact, fondling, pinching or kissing.
- Offensive phone calls or photos and/or bullying on the basis of sex.
- Sexual violence such as sexual assault, rape, and sexual coercion.

## Physical Contact Guidelines

It is sometimes appropriate and necessary to have direct physical contact with players in order to develop their skills. These guidelines have been created to provide practical guidance for RRHCCR coaches and those working directly with players to keep players safe and promote a safe environment for staff and members. Rules for physical contact must be set to reduce the potential for misconduct. Players, coaches, volunteers and organization members are required to follow these guidelines and to report immediately those who violate them.

### Appropriate Physical Contact

- Physical contact takes place in public or in the presence of others.
- Physical contact for the purpose of developing skill or technique.
- Physical contact with no potential for physical or sexual intimacies during the contact.
- The contact is for the benefit of the player, not to meet an emotional or other need of an adult.
- Celebratory gestures such as high-fives, fist bumps, pats on the back, shoulder and head are appropriate.
- Consolation gestures such as publicly embracing a crying athlete.
- Physical contact assisting an injured player off the ice, preventing an injury or treating an injury are appropriate.
- Touching in a non-threatening, non-sexual manner.

### Prohibited Physical Contact

- Lap sitting.
- Lingering, maintaining prolonged or repeated embraces that go beyond what is appropriate.
- Slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete.
- Playful yet inappropriate contact that is not a part of regular training, (e.g. tickling, horseplay, wrestling).
- Continued physical contact that makes an athlete visibly uncomfortable.
- Contact involving touching of genital area, buttocks or breasts.
- Physical contact that intentionally causes or has the potential to cause the player to sustain bodily harm or injury.
- Physical or sexual abuse.
- Kissing.

## One on One Guideline

If RRHCCR coaches choose to offer private lesson, the organization will require they follow the guidelines.

RRHCCR expects all coaches to abide by appropriate player/coach conduct. RRHCCR mandates that coaches put player safety first and always be aware of their own actions and behaviors and the possible consequences. All staff and volunteers should be encouraged to demonstrate exemplary behavior in order to promote player's welfare and reduce the likelihood of abuse. RRHCCR believes that private lessons can take place in a way that does not put the player or coach at risk.

- All RRHCCR members will follow USA Hockey and MWAHA SafeSport Program Guidelines.
- Follow USA Hockey and MWAHA SafeSport Photographic and Recorded Images of Players Guidelines.
- Follow USA Hockey and MWAHA SafeSport Physical Contact Guidelines.
- Always work in open environments visible to others.
- Try to provide lessons with other coaches at the same time.
- Maintaining a safe and appropriate distance when working with kids to avoid any confusion.
- Never be alone with a player without another coach or parent present.
- Have conversations on the ice or in public, never behind closed doors.
- Move meetings that may start in private to public areas.
- When providing private lessons, do not change or dress with the child.
- Do not provide transportation for any player.
- During lessons, adhere to the purpose of the lesson and avoid horseplay or rough, physical or sexual play or games.
- Avoid upsetting the player.
- If you need to discuss sensitive issues related to the sport that you think has the potential to upset a player, have another coach or parent join the discussion.
- Private lessons are to be held at appropriate locations and times. No lessons will be held at places or time(s) that could cause confusion about the purpose of the lesson or the nature of the relationship.
- Do not exchange gifts unless part of a team activity with full participation.

Report the following to RRHCCR SafeSport Coordinator, immediately.

- If a player becomes injured or you accidentally hurt a player.
- If the player seems unreasonably upset.
- If a player is sexually inappropriate with you or another player.
- If the player questions any of your actions or behaviors.
- If the player misunderstands or misinterprets any actions or behaviors on your part.
- If the player discloses abuse, misconduct or questionable behavior by another player, coach or other person.
- Any general overall concern for the player that was made aware during your time together.

## Travel Guidelines

RRHCCR recognizes the importance of travel for competitive hockey team and expects respectable and mature behavior for our participants both home and away. RRHCCR also understands the additional risk of misconduct during overnight travel.

**The following guidelines are a requirement for players who wish to travel with their team. Any violation of these guidelines will result in disciplinary actions. Coaches and players are to report any violations to the Hockey Director and Chair of the Disciplinary Committee immediately.**

### Player Behavior

- Travel guidelines must be agreed upon.
- Players are not permitted in coach's room alone.
- Players should always travel in pairs when leaving the premises.
- Drugs, alcohol and other illegal substances are not permitted in player's rooms.
- Pornographic material is not allowed among players and in rooms during travel.
- Roommates will shower alone and allow for privacy of others when changing.
- Guests other than teammates are not allowed in player's rooms.
- Players are required to follow all travel rules and Code of Conducts.
- Players will have access to their parents without permission of the coach but must be within the parameters of curfew times, and, as long as the player does not leave the premises of the team and Head Coach when the player goes to see the parents. The Head Coach has the right to escort the player or have another Coach or parent escort the player if the distance or route to the parents makes the Head Coach warrant the escort. Visits with parents outside of curfew times need to be discussed with coaches prior to curfew breach.
- Players involved in a romantic relationship shall not share a hotel room or sleeping arrangements with each other.
- If any non-family adult is to stay in a room with a player, the parent must give the approval to both the Head Coach and Team Manager in advance, and the non-family adult must never be alone with the player in the room at any time.

### Coaches Behavior

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with an athlete (unless the coach is the parent, guardian or sibling).
- Coaches, parents and other adults are not allowed in a player's room except for emergencies
- Coaches are only allowed in a player's room if accompanied by another adult or coach.
- Sleeping arrangements will be decided by coach, based on age, gender and personality prior to departure when the team travels without parents present. When parents travel with their player, they are responsible for all travel and sleeping arrangements.
- It should be pre-determined what locations players are free to visit, the curfew time(s) and when and where team meetings will be held.
- Coaches and team chaperones should have rooms near the player's rooms.
- If a meeting inadvertently begins in private, the meeting should be moved to an open and observable location.
- Coaches and other assigned adults should conduct room checks together at curfew time(s).

- A parent-Coach may transport a non-family child/player in addition to their own only if the non-family child leaves the car before the family child/player leaves the car, and only with the permission of the non-family child/player's parent(s).
- Players will have access to their parents without permission of the coach.
- Coaches are not permitted to drive or transport players alone, unless an emergency medical need exists.
- When a player is traveling without parents, coaches are required to notify player's parents before taking disciplinary action, other than playing time during a game.
- Besides coaches, another adult should be present and assist with child safety issues and the welfare of the children during travel.

## Education and Awareness Training

It is the policy of RRHCCR and MWAHA that the SafeSport Coordinator and Team Managers complete annual training videos provided by the United States Olympic Committee. Additionally, it is the policy of RRHCCR that all directors and coaches complete the proper training each year in order to stay up-to-date on SafeSport policies and procedures. Directors and coaches are further expected to continue to educate players and parents about the threats of predators. All coaches and managers will be required to attend an annual meeting where SafeSport will be discussed, and any questions or concerns will be addressed. The subject matter of the SafeSport Program will be covered by coaches and managers in a meeting where both the players and parents are in attendance. Child abuse, hazing, threats and other actions discussed by SafeSport can occur between the children in the program as well as between children and involved parents, therefore it is imperative that all parties are educated as to appropriate conduct.

## Responding and Reporting Abuse Concerns

RRHCCR believes it is the responsibility of all members, staff, volunteers, parents and players to report concerns of abuse or misconduct.

**It is NOT the organization's responsibility to decide the credibility or validity of a report of concern, only the responsibility to report it.**

The organization should not attempt to evaluate or investigate the report or be concerned with false reporting, but to respond appropriately and swiftly to avoid further distress to the victim. Everyone at RRHCCR is required to report any and all concerns regarding sexual abuse, physical abuse, emotional abuse, bullying, hazing, coach misconduct, player misconduct and any other forms of inappropriate behavior immediately to the appropriate investigative agency, the Hockey Director and RRHCCR SafeSport Coordinator. USA Hockey and MWAHA SafeSport Program guidelines are to be followed when reporting and responding to abuse.

## Reporting Policy

It is the policy of USA Hockey and MWAHA SafeSport Programs that every employee or volunteer of any USA Hockey sanctioned program must report:

1. **Suspicious or allegations of child physical or sexual abuse.** They are to be reported to the appropriate agency, either law enforcement authorities or social services agency
2. **Actual or perceived violations of the USA Hockey and MWAHA SafeSport Programs.** They are to be reported to USA Hockey, MWAHA and Local SafeSport Coordinators.
3. **Any violations of MWAHA policies prohibiting emotional abuse, sexual harassment, bullying, threats and hazing.** They are to be reported to the appropriate Member and MWAHA SafeSport Coordinators.

Any report of misconduct or suspicions of child physical abuse or sexual abuse will be taken seriously and handled appropriately. All club members are to take concerns of abuse or misconduct to the RRHCCR SafeSport Coordinator who will take appropriate action. The actions of the SafeSport Coordinator will be documented and shared with the Hockey Director, Chair of the Disciplinary Committee and the Board of Directors. A staff member or volunteer may contact law enforcement themselves and then notify the Hockey Director immediately.

A report must be made when the reporter suspects or has reason to believe that a child has been abused or neglected, or when the reporter has knowledge of, or observes a child being subjected to, conditions that would reasonably result in harm to the child.

Concerns, suspicions or suspected “grooming” behaviors are to be told immediately to the RRHCCR SafeSport Coordinator.

## **Responding to Concerns**

There are a number of reasons a person might need to report a concern:

- In response to something a young person has said to you - a disclosure;
- In response to signs or suspicions of abuse;
- In response to allegations made against an organization member, staff or volunteer;
- In response to allegations made about a parent or someone not working within the organization;
- In response to bullying or hazing;
- In response to violating USA Hockey and MWAHA SafeSport Procedures;
- Observation of inappropriate behavior;
- In response to anything that makes the reporter uncomfortable based on inappropriate behavior by an adult or player.

**It should be clear, even if the incident occurred outside of MWAHA, it should still be reported to authorities.** Know that authorities are professionals in interviewing child victims about abuse and **it is not RRHCCR’s job, so do not attempt to interview any child about a disclosure.**

## **Always:**

- Stay calm.
- Reassure the person reporting concerns, that they have done the right thing.
- Don’t judge.
- Listen carefully, take it seriously.
- Write down exactly what the person reporting concerns says using his or her own words.
- Ask open-ended questions only to clarify, who, what, where and when.



- Let the person reporting concerns know you have to tell someone.
- Report incident to appropriate authorities.
- Let the person reporting concerns know what your next steps are and who you will be sharing the information with.

### **Never:**

- Panic.
- Show disbelief.
- Project your own reactions onto the child.
- Make promises you can't keep or assure confidentiality.
- Make the person reporting concerns repeat the information unnecessarily.
- Delay in reporting to your supervisor and local authorities.
- Make assumptions.
- Approach the alleged abuser.
- Take sole responsibility for the information you have.
- Try to investigate the allegations.
- Make negative comments about the alleged perpetrator.
- Share personal information about you or your child.
- Probe for more information.

### **Record:**

- Person reporting's full name, age, date of birth, home address and telephone number.
- Child's full name, age, date of birth, home address and telephone number.
- Any time, date or relevant information.
- Who the concern is regarding.
- Using the reporter's words, give an account of what happened.
- Document any visible injuries.
- Document your next steps.
- Document date of time of informing the Hockey Director and Chair of the Disciplinary Committee.
- Document date, time and who you spoke to at the law enforcement or social service agency.

### **Confidentiality**

To the extent permitted by law, and as appropriate, RRHCCR will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or people who made a report of physical and sexual abuse to the authorities.

### **Immediate Suspension or Termination**

When an allegation of abuse or misconduct is made against a staff member, volunteer, employee, player or coach, that individual will be removed from interaction with players immediately and the organization will cooperate with the investigation and conduct its own internal investigation, if necessary.

**No one is assumed guilty based upon a reported concern, but player safety is paramount, therefore suspensions are appropriate until the investigation(s) is complete.**

## Hiring Guidelines

When hiring a new staff or volunteer person to work within the RRHCCR organization, we will include child sexual abuse prevention screening into the general screening process. This process is for all adults and youth who are looking for employment or volunteer positions within the organization. RRHCCR will not make exceptions for applicants familiar with the organization or who are past employees.

While no screening can identify every potential child abuser, you can reduce the risk by learning all you can about an applicant; most importantly their interest in working with youth. RRHCCR believes that that SafeSport Program will deter coaches who may be at risk for abusing players from applying with the organization.

RRHCCR will follow USA Hockey and MWAHA SafeSport Screening Programs, conduct background checks and check new hires against the National Sex Offender Registry List.

## Educate Applicants

- Share your child safe policy and procedures, including USA Hockey, MWAHA's, and RRHCCR's SafeSport Programs, with all applicants. This will let them know the dedication to child sexual abuse prevention and might deter some applicants.
- Share all Codes of Conducts.
- Inform applicant that signature and full participation of the SafeSport Program is required.
- Ask if applicant has any problems with the SafeSport Programs or Codes of Conduct.
- Ask what type of supervision the applicant prefers to work under?
- Question the applicant with specific scenarios regarding child safety. Look for appropriate responses that fit your policy and procedures.
- Document commitment to SafeSport Programs.

## Questions for Potential Employees

- Describe what appropriate behavior around youth is, how should physical contact happen and what are appropriate adult/youth boundaries?
- Tell me about your relationship with children? Adults?
  - *Here you are looking for healthy child and adult relationships.*
  - *Who does the applicant prefer to spend time with?*
- What do you enjoy doing with children?
  - *Does the applicant describe doing normal activities with youth? Or does it appear excessive?*
- How do you see your role in the lives of children in our program?
- Have you ever been disciplined for your behaviors toward children?
- Has anyone ever misunderstood or questioned your relationship/behaviors with children?
- Is there anyone who might suggest you not work with youth? Why?
- Is there an age or gender you prefer to work with?
  - *Having a specific age or gender can be a red flag. Ask follow up questions for clarification.*
- What other hobbies and activities do you enjoy?
  - *Does this include children or does she/he enjoy normal adult activities?*

- *Does the applicant have adult relationships as well and enjoy adult activities?*

## **Electronic Communications/Social Media**

### Electronic Communication

As part of USA Hockey's & RRHC emphasis on safety, communications involving any Participant, and especially minor Participants, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among coaches, administrators, players and their families is crucial. 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 minor Participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Social Media and Electronic Communications Policy helps reduce these risks.

All electronic communication originating from Applicable Adults to minor Participants must be professional in nature. Absent emergency circumstances, if an Applicable Adult with authority over minor Participants needs to communicate directly with a minor Participant via electronic communications (including social media), the Minor's parent must be copied. If a minor Participant communicates to the Applicable Adult (with authority over the minor athlete) privately first, said Applicable Adult should respond to the minor Participant with a copy to another Applicable Adult or the minor's legal guardian. When an Applicable Adult with authority over minor Participants communicates electronically to the entire team, said Applicable Adult must copy another adult.

Pursuant to these requirements, all electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches, players 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 players should be readily available to share with the public or families of the player or coach. If the player is under the age of 18, any email, text, social media, or similar communication must also copy or include the player's parents.

### Social Media

Social media makes it easy to share ideas and experiences. USA Hockey & RRHC recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor Participants are involved. Coaches are prohibited from having minor Participants joined to or connected through their personal Facebook page, Instagram or any other similar social media application. To facilitate communication, an official organization or team page may be set up and players and parents may join (i.e., "friend") the official organization or team page and coaches can communicate to the team through that site. All electronic communication of any kind between coach (and any Applicable Adult) and a minor 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.

### Email, Text Messaging and Similar Electronic Communications

Coaches, team managers and players may use email and text messaging to communicate. All email and text message content between coaches/team managers and minor 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 must include a copy to the player's

parents. Where possible, a coach should be provided and use the organization web site email center (the coach's return email address will contain "@organization.com") for all communications with the team, players, and player's parents, where applicable.

### Social Media and Group Chats Among Players

Minor hockey players often create group chats through texting or other social media applications. Such group chats are concerning because Minors may engage in bullying behavior, sexual misconduct, harassment, threats, discriminatory and other inappropriate conduct that may violate policies of USA Hockey. Group chats among Minor hockey players should be supervised by an adult to mitigate these risks.

### 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 Member Program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

### 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 USA Hockey Member Program will not be tolerated and are considered violations of USA Hockey's SafeSport Program. A USA Hockey Participant who violates this Social Media and Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement authorities.

## Locker Room Monitor Policy

RRHC adheres to USA Hockey for the requirement of having 2 locker room monitors at all times when players are present in the locker rooms.

Every family will be responsible for assisting in monitoring of locker rooms. They must have all USA Hockey Safesport, RRHC Safesport Handbook, & MWAHA background checks completed before being assigned.

Number of locker room assignments per player formula:

$(\# \text{ of team practices} / \# \text{ of players}) * 2 = \# \text{ of locker room practice assignments}$

Locker room monitors must be within earshot of the locker room at all times and must make their presence felt. If an issue arises in the locker room it must be reported according to RRHC Policies.

### Locker Room Monitoring

RRHC has predictable and limited use of locker rooms and changing areas (e.g., generally 30-45 minutes before and following practices and games). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make some players uncomfortable and may even place our staff at risk for unwarranted suspicion. We conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened)

will be posted directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible, so that only participants (coaches and players), approved team personnel and family members are permitted in the locker room. Team personnel will also secure the locker room appropriately during times when the team is on the ice.

### Parents in Locker Rooms

Except for players at the younger age groups 8U & 10U, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

### Mixed Gender Teams

Some of our teams consist of both male and female players. It is important that the privacy rights of all of our players are given consideration and appropriate arrangements made. Where possible, RRHC will have the male and female players dress/undress in separate locker rooms and then convene in a single locker room before the game or team meeting. Once the game or practice is finished, the players may come to one locker room for a team meeting and then the male and female players proceed to their separate locker rooms to undress and shower, if available. If separate locker rooms are not available, then the players will take turns using the locker room to change. We understand that these arrangements may require that players arrive earlier or leave later to dress, but believe that this is the most reasonable way to accommodate and respect all of our players.

### Cell Phones and Other Mobile Recording

Devices Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

### Prohibited Conduct and Reporting

RRHC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in RRHC may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies. Reports of any actual or suspected violations, you may email USA Hockey at <mailto:SafeSport@usahockey.org> or may call 1-800-888-4656

## Travel Policy

RRHC has some teams that travel regularly to play individual games, two or three games at a time, or in tournaments, has some teams where travel is limited to only a few events per year, and some teams where there is no travel other than local travel to and from our own arena.

RRHC has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and

improve the player's experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice and local games or practices ("local travel"), and team travel involving a coordinated overnight stay ("team travel").

### **Local Travel**

Local travel occurs when RRHC or one of its teams does not sponsor, coordinate, or arrange for travel.

1. Players and/or their parents/guardians are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including, but not limited to, a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
2. The employees, coaches, and/or volunteers of RRHC or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player and should only drive with at least two players or another adult at all times, unless otherwise agreed to in writing by the minor player's parent.
3. Where an employee, coach and/or volunteer is involved in an unrelated minor player's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated player, by, e.g., picking up or dropping off the players in groups. In any case where an employee, coach and/or volunteer is involved in the player's local travel, a parental release should be obtained in advance.
4. Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last in any shared or carpool travel arrangement.
5. It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer of RRHC or one of its teams to drive alone with an unrelated minor player. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

### **Team Travel**

Team travel is overnight travel that occurs when [PROGRAM] or one of its teams sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

1. When possible, RRHC will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within [PROGRAM] or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
2. RRHC will post specific travel itineraries when they become available. These will include a more detailed schedule as well as contact information for team travel chaperones. RRHC will make efforts to provide adequate supervision through coaches and other adult chaperones. RRHC will make efforts so that there is at least one coach or adult chaperone for each five to eight players. If a team is composed of both male and female players, then we will attempt to arrange chaperones of the both genders. However, we rely on parents to serve as chaperones and may be limited in providing this match.

3. Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player (unless the coach is the parent, guardian or sibling of the player).
4. Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No employee, coach, or volunteer will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, a vehicle in safe working order, and compliance with all state laws. All chaperones shall have been screened in compliance with the USA Hockey Screening Policy and all team drivers shall have been screened and the screen shall include a check of appropriate Department of Motor Vehicle records. A parent that has not been screened may participate in team activities and assist with supervision/monitoring of the players, but will not be permitted to have any one-on-one interactions with players.
5. Players should share rooms with other players of the same gender, with the appropriate number of players assigned per room depending on accommodations.
6. The coach will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly screened adults.
7. The team personnel shall ask hotels to block adult pay per view channels.
8. Individual meetings between a player and coach may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present.
9. All players will be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check in phone calls initiated by either the player or parents.
10. Family members who wish to stay in the team hotel are permitted and encouraged to do so.
11. The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
12. Meetings do not occur in hotel rooms, but the team may reserve a separate space for adults and athletes to socialize.
13. If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken or immediately after the action.
14. No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
15. In all cases involving travel, parents have the right to transport their minor player and have the minor player stay in their hotel room.
16. During team travel, coaches, team personnel and chaperones will help players, fellow coaches and team personnel adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Room Policy and Reporting Policy.
17. Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.

### **Prohibited Conduct and Reporting**

RRHC prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in [PROGRAM] may be subject to disciplinary action for violation of the

Travel Policies or for engaging in any misconduct or abuse or that violates the USA Hockey SafeSport Policies.

Reports of any actual or suspected violations, you may email USA Hockey at <mailto:mSafeSport@usahockey.org> or may call 1-800-888-4656.

## Screening Guidelines

It is the policy of MWAHA RRHCCR that all directors, registrars, coaches and managers complete a background check through MWAHA to screen for potential threats to youth sports. It is also required that each team includes a manager on their roster. Head coaches, assistant coaches and managers will share the duties of locker room monitor, but the head coach has the ultimate responsibility in monitoring the locker room. All persons screened by MWAHA must submit a copy (either electronic or paper) to the association registrar before they will be allowed to participate in any team activity including, but not limited to, team meetings, games, practices or parties. Any person who does not pass a background check through USA Hockey/MWAHA will not be permitted to work with any of the RRHCCR programs.

## Taking and Use of Photographic and Recorded Images of Players

RRHCCR wants to promote fun hockey activities and information about the organization and/or its players through photographs, recorded images and videos whether on our website or through print. To do this in a way that ensures the safety of players and members, RRHCCR has safeguards to protect inappropriate use of images or recorded images. (This includes the use of a camera, digital camera, video recorder, mobile phone or personal digital assistant device or other recording device.)

There are risks posed directly and indirectly through the use of photographs and recorded images. These images can be used as a means of identifying players thus leaving them vulnerable to people who wish to “groom” them for child abuse or possibly provide information to estranged parents. Also, the images themselves can be used, modified and shared among the offender population. To avoid misuse, RRHCCR requires the following guidelines be adhered to.

- Ask for parental permission prior to use of a player’s image. Be clear with parents as to how the image will be used and stored (see parental consent form).
- Never publish personal data (email, phone, home address or other information) of a player without signed consent form.
- Only use images of players suitably dressed to reduce the risk of inappropriate use.
- When recording a player for teaching purposes or recruiting needs, care should be taken in storing such recordings and who they are shared with.
- Members should be vigilant and report any unknown individuals who are recording or photographing organization members.
- Members also need to report any concerns regarding inappropriate taking or publishing of photographs or recorded images.
- Report any violations.

## Hiring a Professional Photographer

- Have the photographer sign the volunteer Code of Conduct and read this guideline.



- At large events, all parties interested in taking photos should register personal details with RRHCCR.
- Provide clear guidelines about expected behavior and content of the photography.
- Photographers must wear identification, provided by RRHCCR, at all times.
- Do not allow photographer unsupervised access to players or one-on-one photo sessions without parent permission.
- Do not approve photo sessions outside events or at a participant's home.
- Ensure the images taken reflect the positive aspects of hockey and the organization.