

# **VIPER Volleyball Club**

PARTICIPANT SAFETY HANDBOOK

*for* PARENTS AND ATHLETES

# **(CLUB) VOLLEYBALL**

Dear PARENT,

Welcome to (CLUB)!

We are committed to creating a safe and positive training environment for all participants. This Participant Safety Handbook (1) provides a general overview of (CLUB)'s safety strategies, which are designed to reduce misconduct in sport, including child physical and sexual abuse, and (2) identifies (CLUB)'s expectations of not only its coaches, staff, and volunteers – but also parents and athletes.

For further information concerning (CLUB)'s safety strategies, please visit

[www.Freeteams.net/warriorsvolleyball](http://www.Freeteams.net/warriorsvolleyball)

Please take some time to review these policies with your athlete to help them understand (1) how the (CLUB) expects coaches, staff and volunteers to treat them, and (2) how (CLUB) expects athletes to treat other athletes.

Sincerely,

(CLUB) Club Director

## **Table of Contents**

**Overview of (CLUB)'s Participant Safety Strategy**

**Supervision of Athletes &**

**Participants Physical Contact with**

**Athletes & Participants**

**Electronic Communications and Social Media**

**Travel**

**Monitoring**

**Reporting Child Abuse, Misconduct, & Policy Violations**

**Disciplinary Rules & Procedure**

**Appendix A**

**Athlete Protection Policy**

**Appendix B**

**(CLUB) GRIEVANCE POLICY**

# Overview of (CLUB)'s Participant Safety Strategy

## COMMMITMENT

At (CLUB), we are committed to creating a safe and positive training environment for all participants. As part of this commitment, (CLUB)'s Athlete Protection Policy strictly prohibits:

- Bullying
- Harassment
- Hazing
- Emotional misconduct
- Physical misconduct, and
- Sexual misconduct, including child physical and sexual abuse

A copy of (CLUB)'s Athlete Protection Policy is attached as Appendix A. (CLUB) requires coaches, staff and volunteers – **as well as parents and athletes** – to comply with its Athlete Protection Policy.

## PROVIDING SERVICES

Before a coach, staff, or volunteer may provide services for (CLUB), we require them to complete three steps before providing services for (CLUB).

### Step One: Training and Education

(CLUB) prohibits abusive behavior and misconduct of any kind. Our training provides coaches, staff members, and/or volunteers with the information necessary to recognize, reduce, and report abuse and misconduct. (CLUB) asks all coaches, staff members, and/or volunteers to complete training before providing services for (CLUB) and to renew training every two years.

### Step Two: Screening

Coaches, staff members and volunteers consent to, and pass, a formal applicant screening process before providing services to (CLUB). Elements of our screening process include an application, interview (face-to-face, video chat, or telephone), reference check and a criminal background check. The level or intensity of the criminal background check may depend on the position applied for.

### Step Three: Review Policies & Procedures

Coaches, staff members and volunteers must review the policies contained in (CLUB)'s Participant Safety Handbook, sign the last page, and agree that they understand and will comply with (CLUB)'s safety policies.

## **REPORTING AND ENFORCEMENT**

Coaches, staff members and volunteers are required to report abuse, misconduct and policy violations to a supervisor, Arkansas Warriors administrator, member of (CLUB)'s Participant Safety Committee and, where applicable, appropriate law enforcement authorities. Failure to do so is grounds for disciplinary action. **Coaches, staff, and/or volunteers will not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities.**

## **Supervision of Athletes and Participants**

During training and competition, (CLUB) strives to create two-deep leadership and to minimize private one-on-one interactions to create a safe training environment.

### **APPROPRIATE ONE-ON-ONE INTERACTIONS WITH ATHLETES OR PARTICIPANTS**

#### **Individual Meetings**

An individual meeting may be necessary to address an athlete's concerns, training program, or competition. Under these circumstances, coaches, staff members and/or volunteers are to observe the following guidelines:

- Any individual meeting should occur when others are present and where interactions can be easily observed
- Where possible, an individual meeting should take place in a publicly visible and open area, such as the corner of a gym or pool deck
- If an individual meeting is to take place in an office, the door should remain unlocked and open
- If a closed-door meeting is necessary, the coach, staff member and/or volunteer must inform another coach, staff member and/or volunteer and ensure the door remains unlocked

#### **Individual Training Sessions**

An individual training session(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is required in advance of the individual training session(s), and (CLUB) encourages parents and guardians to attend the training session.

---

## **PROHIBITED ONE-ON-ONE INTERACTIONS WITH ATHLETES OR PARTICIPANTS**

Minor athletes and participants will not be left unattended or unsupervised during (CLUB) activities. Except as set forth above, (CLUB) coaches, staff members, and volunteers are prohibited from being alone with an individual athlete or participant in any room or building.

## **Physical Contact with Athletes and Participants**

Appropriate physical contact – for safety, consolation and celebration – is a productive and inevitable part of sport. However, rules and boundaries for physical contact must be set to reduce the potential for misconduct in sport.

Physical contact with athletes has multiple criteria in common which make them both safe and appropriate. These criteria include:

- the physical contact takes place in public
- no potential for physical or sexual intimacies 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

### **APPROPRIATE PHYSICAL CONTACT**

Physical contact is appropriate for safety, celebration and consolation. Examples of contact that may be appropriate include:

- Spotting an athlete or positioning an athlete's body to more quickly acquire a skill;
- Short hugs, pats on the back, or high-fives; or
- Arms around a shoulder (side hug).

### **PROHIBITED PHYSICAL CONTACT**

Coaches, staff and volunteers never:

- Physically discipline participants
  - Ask athletes to sit on our laps
  - "Cuddle" or maintain prolonged physical contact during any aspect of training, travel or overnight stay
  - Touch athletes or participants in a sexual manner
  - Touch an athlete's or participant's private parts.
-

## **Electronic Communications and Social Media**

As with any communication, the content of any electronic communication must be readily available to share with the public, the athlete's family and coach. If the athlete is under the age of 18, any email, electronic text, social media, or similar communication must copy or include the athlete's parents or guardians on request. The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography). To review guidelines concerning specific types of electronic communications, visit [www.deltavolleyball.net/safesport](http://www.deltavolleyball.net/safesport).

## **Travel**

### **LOCAL TRAVEL**

Parents are responsible for arranging for local travel – travel that (CLUB) does not sponsor, coordinate, or arrange for travel. To minimize one-on-one interactions, coaches, staff, and volunteers should not drive alone with an unrelated athlete and should only drive with at least two athletes or another adult at all times, unless otherwise agreed to in writing by the athlete's parent or guardian in advance of travel. In any case where a coach, staff member, or volunteer is involved in an athlete's local travel, a parental release is required in advance.

### **TEAM TRAVEL**

Team travel is overnight travel that occurs when (CLUB) sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, nationally or internationally. During team travel (CLUB) makes efforts to provide adequate supervision through coaches and other adult chaperones. Because each competition venue is different, (CLUB) will publish relevant travel guidelines before competition, which must be agreed to in advance by coaches, staff, and volunteers.

## **Monitoring**

By monitoring the interactions among coaches, staff members, volunteers, athletes, and other participants, (CLUB) works to prevent, recognize and respond to inappropriate and harmful behaviors, while reinforcing appropriate behaviors.

### **MONITORING COMPLIANCE WITH POLICIES AND PROCEDURES**

(CLUB) monitors for compliance with its policies and procedures, including without limitation its Awareness Training, Travel, and Physical Contact Policies.

---

## **MONITORING METHODS**

(CLUB) utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular evaluations; and (2) informal supervision, including regular and random observation (e.g., roving and checking interactions throughout practices), and (3) maintaining frequent contact with staff members, volunteer and athletes who interact off-site.

## **RESPONDING TO INTERACTIONS**

While (CLUB) has a formal reporting policy, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations.

Coaches, staff members, and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report behaviors if necessary.

## **REPORTING**

Coaches, staff members and volunteers are required to report policy violations, misconduct and physical and sexual abuse consistent with (CLUB)'s Reporting Policy.

**(CLUB) does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to appropriate law enforcement authorities.**

## **Reporting Child Abuse, Misconduct and Policy Violations**

We require every coach, staff member and volunteer to report:

- 1) violations of (CLUB)'s Participant Safety Handbook,
- 2) misconduct as defined in (CLUB)'s Athlete Protection Policy,
- 3) suspicions or allegations of child physical or sexual abuse.

## **REPORTING CHILD ABUSE**

We require every coach, staff member and volunteer to report suspicions or allegations of sexual abuse, or the potential "grooming" behaviors of a co-worker or volunteer to:

- (1) (CLUB)' Club Director
  - (2) (CLUB) SafeSport Representative
  - (3) Delta Region SafeSport Ambassador
  - (4) Where applicable, appropriate **law enforcement authorities**.
-



**Coaches, staff members, and/or volunteers do not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.**

### **Grooming Behaviors**

If any coach, staff member or volunteer receives an allegation or observes misconduct or other inappropriate behavior such as grooming, that is not reportable to the appropriate law enforcement authorities, they must report their observations to an immediate supervisor, a (CLUB) administrator or a member of (CLUB)'s Participant Safety Committee.

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor, a (CLUB) administrator or a member of (CLUB)'s Participant Safety Committee

### **Peer-to-Peer Child Sexual Abuse**

Whether or not a sexual interaction between minors constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities.

**If you have any concerns that an interaction between children may constitute sexual abuse, report it to the appropriate law enforcement authorities, the (CLUB) Club Director, or (CLUB)'s SafeSport Representative immediately.**

### **Immediate Suspension or Termination**

If an allegation of child physical or sexual abuse is made, (CLUB) may immediately remove that individual from the program until the allegation has been investigated by an official agency. As necessary, (CLUB) may suspend, terminate or change the assignment of a staff member and/or volunteer.

### **REPORTING MISCONDUCT AND POLICY VIOLATIONS**

If any staff member and/or volunteer receives an allegation or observes misconduct or other inappropriate behavior, such as a policy violation that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each staff member and/or volunteer to report their observations to:

- (1) (CLUB)' Club Director
  - (2) (CLUB) SafeSport Representative
  - (3) Delta Region SafeSport Ambassador
-

(CLUB) also encourages member parents, athletes and other sport participants to communicate violations of (CLUB)'s Participant Safety Handbook and/or allegations and suspicions of child physical and sexual abuse to a (CLUB) administrator or member of (CLUB)'s Participant Safety Committee. Where applicable, parents may also report to the appropriate law enforcement authorities.

#### **PARTICIPANT SAFETY COMMITTEE**

Parents and athletes may report to any (CLUB) Coach with whom they are comfortable sharing their concerns. You may also report to any member of (CLUB)'s Participant Safety Committee, which includes the following :

**(CLUB)' SAFESPORT REPRESENTATIVE:** \_\_\_\_\_

Contact Information: \_\_\_\_\_

#### **DELTA REGION SAFESPORT CHAIR: MAUREEN "MO" GRAY**

Contact Information: [MoSafeSport@hotmail.com](mailto:MoSafeSport@hotmail.com) \* 901-489-4620

#### **WEST TENNESSEE/MISSISSIPPI AMBASSADOR: SAMANTHA WOLINSKI**

Contact Information: [SamSafeSport@hotmail.com](mailto:SamSafeSport@hotmail.com) \* 901-218-3372

#### **NE ARKANSAS AMBASSADOR: KATIE DILLON**

Contact Information: [KatieSafeSport@hotmail.com](mailto:KatieSafeSport@hotmail.com) \* 870-897-7237

#### **CENTRAL ARKANSAS AMBASSADOR: JENNIFER GREEN**

Contact Information: [JenniferSafeSport@hotmail.com](mailto:JenniferSafeSport@hotmail.com) \* 551-427-8981

#### **NW ARKANSAS AMBASSADOR: ANGIE BAKER**

Contact Information: [AngieSafeSport@hotmail.com](mailto:AngieSafeSport@hotmail.com) \* 479-531-5657

#### **Delta Region Office Manager: Joanie Williams:**

Contact Information: [reg@deltavolleyball.net](mailto:reg@deltavolleyball.net) \* 870-933-8110

#### **Or contact USA Volleyball's National reporting site at:**

**Phone: 1-855-306-7775 \***

[http://www.volleyballreftraining.com/SafeSport/safesport\\_report\\_abuse.html](http://www.volleyballreftraining.com/SafeSport/safesport_report_abuse.html)

**The USA Volleyball SafeSport Abuse Reporting Form is located on the above USA Volleyball site.**



**APPENDIX A**  
**ATHLETE PROTECTION POLICY**

USA Volleyball and (CLUB) is committed to providing a safe and positive environment for its participants' physical, emotional and social development and ensuring it promotes an environment free from abuse and misconduct. As part of this program, (CLUB) has implemented policies below addressing various types of abuse and misconduct, and certain policies intended to reduce, monitor and govern the areas where potential abuse and misconduct might occur.

USA Volleyball and (CLUB) have a **ZERO TOLERANCE** for abuse and misconduct.

**BULLYING, THREATS AND HARASSMENT**

*USA Volleyball and (CLUB) supports an environment for participation in volleyball conducive to the enjoyment of volleyball that is free from threats, harassment and any type of bullying behavior. The purpose of this policy is to promote consistency of approach and to help create a climate in which all types of bullying and harassing behavior are regarded as unacceptable.*

***Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person.***

Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with any USA Volleyball sanctioned activity or events.

**COACHES MUST NOT USE BULLYING BEHAVIOR TOWARDS THEIR ATHLETES.**

Examples of bullying prohibited by this policy include, but are not limited to: physical behaviors, including punching, kicking or choking an athlete; verbal and emotional behaviors, including the use of electronic communication (i.e. "cyber bullying") to harass, frighten, degrade, intimidate or humiliate.

---

While other team members are often the perpetrators of bullying, it is a violation of this policy if a coach or other responsible adult knows or should know of the bullying behavior but takes no action to intervene on the behalf of the targeted participant(s).

### **HAZING**

*It is the policy of USA Volleyball and (CLUB) that there shall be no hazing of any participant involved in any of its Member Teams by any coach, volunteer, independent contractor, support staff or other participant.*

***Hazing includes any conduct which is intimidating, humiliating, offensive or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members.***

Examples of hazing prohibited by this policy include, but are not limited to: requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping or physically restraining a participant; sexual simulations or sexual acts of any nature; sleep deprivation or the withholding of water and/or food; social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or means to draw ridicule; beating, paddling or other forms of physical assault.

Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate.

Hazing does not include club or team activities that are meant to establish normative team behaviors or promote team cohesion so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant. Examples of activities that do not constitute hazing include directing or allowing younger player to pick up or fill water bottles or giving older players first preference to team assignments, responsibilities, accommodations, facilities or equipment.

While other team members are often the perpetrators of hazing towards their teammates, it is a violation of this policy if a coach or other responsible adult participates, knows or should know of the hazing but takes no action to intervene on behalf of the targeted participant(s).

---

## **HARASSMENT, INCLUDING SEXUAL HARASSMENT**

*It is the policy of USA Volleyball and (CLUB) that there shall be no form of harassment directed at any participant involved in any of its Member Teams by any coach, volunteer, independent contractor, support staff or other participant.*

***Harassment in sport includes any pattern of physical and/or non-physical behaviors that are intended to cause fear, humiliation or annoyance; offend or degrade; create a hostile environment; or reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual participant or group bases on gender, race, ethnicity, culture, religion, sexual expression or mental or physical disability.***

Examples of harassment prohibited by this policy include, but are not limited to: such non-physical offenses as making negative or disparaging comments about any member's sexual orientation, gender or expression, disability, religion, skin color or ethnic traits; displaying offensive materials, gestures or symbols; and withholding or reducing playing time to a participant based on any trait or characteristic listed above.

Sexual Harassment is a form of harassment prohibited by this policy. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex, and whether or not the participant resists or submits to the harasser, when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a participants in any activity; or
2. Submission to or rejection of such conduct by a participant is used as the basis for decisions affecting the participant; or
3. Such conduct is sufficiently severe, persistent or pervasive that it limits a participant's ability to participate in or benefit from a volleyball related program or activity, or it creates a hostile or abusive environment.

Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcomed and shall constitute sexual harassment.

Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature, may also constitute sexual harassment.

---

While other team members may be the perpetrators of harassment or sexual harassment, it is a violation of this policy if any coach or other responsible adult knows or should know of the harassment or sexual harassment but takes no action to intervene on behalf of the targeted participant(s).

It shall be a violation for any employee, volunteer, independent contractor or other participant to harass a participant(s) through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. USA Volleyball, Delta Region and/or its Clubs shall investigate all indications, informal reports and formal grievances of harassment or sexual harassment by any employee, volunteer, independent contractor or other participant and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to prevent harassment from recurring and to prevent retaliation against anyone who reports harassment or sexual harassment or participates in a harassment investigation.

### **EMOTIONAL MISCONDUCT**

*It is the policy of USA Volleyball and (CLUB) that there shall be no emotional misconduct (abuse) of any participant involved in any of its Members Teams by any coach, volunteer, independent contractor or other participant.*

***Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support.***

Examples of emotional misconduct prohibited by this policy include, but are not limited to: a pattern of; verbal behaviors that attack a participant by (e.g. calling them worthless, fat, or disgusting); or repeatedly and excessively yelling at a participant or participants in a manner that serves no productive motivational purpose; by physically aggressive behavior such as: throwing sport equipment, water bottles or chairs at participants; punching walls, windows or other objects.

Emotional misconduct does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline or improving athletic performance.

---

## **PHYSICAL MISCONDUCT**

*It is the policy of USA Volleyball and (CLUB) that there shall be no physical misconduct (abuse) of any participant involved in any of its Member Teams by any coach, volunteer, independent contract, support staff or other participant.*

***Physical misconduct means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury. Physical misconduct also includes physical contact with a participant that intentionally creates a perceived or actual threat of immediate bodily harm or personal injury. Physical misconduct may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment.***

In addition to physical contact or the threat of physical contact with a participant, physical misconduct also includes the providing of alcohol to a participant under the age of consent and the providing of illegal drugs or non-prescribed medications to any participant.

Without limiting the above, any act or conduct described as physical misconduct under applicable federal or state law constitutes physical misconduct under this Policy.

Physical misconduct does not include physical contact that is reasonable designed to coach, teach, demonstrate or improve a volleyball skill, including physical conditioning, team building and appropriate discipline. Permitted physical conduct may include, but is not necessarily limited to, hitting specific volleyball shots across the net, serving the ball, follow-through of the body rolling on floor, and communicating with or directing participants during the course of a game or practice by touching or moving them in a non-threatening, non-sexual manner.

## **SEXUAL MISCONDUCT**

*It is the policy of USA Volleyball and (CLUB) that there shall be no sexual misconduct (abuse) of any minor involved in any of its Member Programs by an employee, volunteer, independent contractor or any other participant.*

***Sexual misconduct of a minor occurs when an adult employee, volunteer, independent contractor, support staff or other participant touches a minor for the purpose of causing the sexual arousal or gratification of either the minor or the employee, volunteer, independent contractor or other participant. Sexual misconduct of a minor also occurs when a minor touches an employee, volunteer, independent contractor or other participant for the sexual arousal or sexual gratification of either the minor or the employee, volunteer, independent***

***contractor, support staff or other participant, if the touching occurs as the request or with the consent of the employee, volunteer, independent contractor or other participant.***

Sexual contact between or among children also is abusive if there is a significant disparity in age, development or size, rendering the younger child incapable of giving informed consent, if there is the existence of an aggressor or where there is an imbalance of power and/or intellectual capabilities. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.

The following are NOT defenses to a complaint of sexual misconduct: consent of the minor to the sexual contact; a mistake as to the participant's age; or the fact that the sexual contact did not take place at a volleyball function.

Sexual misconduct may also occur between adults or to an adult. Sexual misconduct includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participant.

Sexual misconduct may also include non-touching offenses such as sexually harassing behaviors; an adult discussing his/her sex life with a minor; an adult asking a minor about his/her sex life; an adult requesting or sending nude or partial dress photo to minor; exposing minors to pornographic material; sending minors sexually explicit electronic messages or photos (e.g. "sexting"); deliberately exposing a minor to sexual acts; or deliberately exposing a minor to inappropriate nudity.

Without limiting the above, any act or conduct described as sexual misconduct, sexual abuse or child sexual abuse under applicable federal or state law constitutes sexual misconduct under this policy.

### **SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY**

***Communications involving minor participants should be appropriate, productive and transparent, as part of USA Volleyball's emphasis on participant safety.***

Communications concerning travel, practice or competition schedules and administrative issues among coaches, administrators and players and their families is critical. However, the use of mobile devices, web-based applications, social media and other forms of electronic communications increases the possibility for improprieties and misunderstandings, and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of mobile devices and electronic communications can result in misconduct.



Below are USA Volleyball and (CLUB) Social Media and Electronic Communications Policy requirements.

### Policy

- All electronic communication between adult and player must be for the purpose of communicating information about team activities.
- Adults, players and all team personnel must follow appropriate guidelines regarding the volume and time of day of any allowed electronic communication.
- All content between adult and player should be readily available to share with the public or families of the adult or player.
- 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.

### Request To Discontinue All Electronic Communications

Immediate compliance without repercussion must be granted following receipt of a written request by the player's parents that their child not be contacted by any form of electronic communication by coaches or other adults, their club, team, coaches and administrators.

### TRAVEL POLICY

***Athletes are most vulnerable to misconduct during travel, particularly overnight stays. This includes a high risk of athlete-to-athlete misconduct. During travel, athletes are often away from their families and support networks, and the setting – new locker rooms, workout facilities, gyms, automobiles and hotel rooms – is less structured and less familiar.***

Some travel involves only local travel to and from local practices and events while other travel involves overnight stays. Different policies should apply to these types of travel.

### Local Travel

- It is the responsibility of the parents 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.
- The employees, coaches and/or volunteers of a club or one of its teams, who are also not acting as a parent, should not drive alone with an unrelated minor.

### Team Travel

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a minor player (unless the coach is the parent or relative of the player).

- At no time should only one adult be present in a room with minor players, regardless of gender.
- Individual meetings between a coach and a player may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present, with at least one of those adults being the same gender as the player.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
- No coach or chaperone shall at any time be under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
- Prior to any travel, the club and/or coaches will endeavor to make players and parents aware of all expectations and rules.
- 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.

### **Code of Conduct / Honor Code**

- Team members will display proper respect and sportsmanship toward coaches, officials, administrator, teammates, fellow competitors and the public at all times.
  - Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
  - The possession or use of alcohol or tobacco products by any athlete is prohibited.
  - The possession, use or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
  - Team members are reminded that when competing in tournaments, traveling on trips and attending other club-related functions, they are representing both themselves and (CLUB) Athlete behavior must positively reflect the high standards of the club.
  - Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
    - Dismissal from the trip and immediate return home at the athlete's expense;
    - Disqualification from future tournaments, either local or traveling;
    - Financial penalties;
    - Dismissal from team; and/or
    - Penalties set forth in the USA Volleyball Participant Code of Conduct, which may include a lifetime ban.
  - Players are to refrain from inappropriate physical contact at team activities.
  - Players are to refrain from the use of inappropriate language.
-

## APPENDIX B (CLUB)' GRIEVANCE PROCEDURE

Knowing when to communicate and how to communicate with your athlete's coach is a concern for almost every parent at some time during the season. Most often the concern is how to inquire about issues surrounding playing time.

In the (CLUB) Volleyball program, we encourage the athlete to talk to the coach when she has a problem about her playing time, or if she is unclear about what the coach expects from her either in practice or in competition. The appropriate attitude is for the athlete to ask the coach what she needs to do to get more opportunities to play in matches. If the athlete is too emotional to discuss the problem in an adult manner, the conversation should be delayed until the athlete is ready to do so. Parents can best help their athlete by helping her set some goals to achieve more opportunities.

When parents have a problem that is specific to their own athlete, we also encourage them to first talk to the coach. What coaches will not do is discuss "coaching decisions." "Coaching decisions" include, among other things, specific match decisions (who played when, who was subbed out and when, etc.) The amount of time any given athlete is on the court is the result of a complex determination, in that coach's opinion, of the athlete's ability, the athlete's potential, the athlete's position, the team's needs at the moment, and the team's needs in the future. The coach will not be required to defend his /her thought process or conclusions in these determinations, and it is improper for a parent to request it.

In addition, we instruct coaches not to discuss any athlete other than the parent's own, or the actions of any other (CLUB) coach. If you, as a parent, have legitimate concerns about a coach other than your athlete's coach, or with an athlete other than your own; you need to address the Club Director. Please note again that "coaching decisions" are not, in our opinion, legitimate concerns.

**Specifically, the procedures to follow if you as a parent, or your athlete as a member of an (CLUB) team, have concerns about (CLUB) policies or actions, are, in this order:**

1. The athlete should speak to or meet with the coach about the matter. If the matter remains unresolved, or if the athlete has reasonable concern that speaking to the coach will not resolve the matter,
2. The parent should speak to or meet with the coach. Parents and/or athletes are expected to call the coach on the phone to set a meeting. Meetings are to be at times and locations other than tournaments. If a parent during a tournament approaches a coach, we have instructed the coach to refuse to discuss any controversial matter, and to walk away from the parent. The recommended time for a parent and/or athlete to talk to a coach about a problem is a previously arranged meeting time either before or immediately after a scheduled practice.

3. The parent may speak to Club Director and request a meeting with the coach and Director. In certain situations, we may ask the athlete to attend the meeting, also. Meetings should be previously arranged. Meetings will not be scheduled during or at a tournament site. The Coach and/or the Director will not engage in discussions about coaching decisions.

It is inappropriate for an athlete or a parent to approach other (CLUB) members about a problem the athlete or parents having with an (CLUB) coach, about objections to coaching decisions, or about disagreement with an administrative decision.

Asking uninvolved persons to take sides in an issue is unfair to the third party and to the Club. Competitive team athletics, by its very nature, creates situations where everyone may not be happy all the time. For the psychological health of the teams and the Club as a whole, grievances need to be handled between the parties involved and the decision-makers in the situation.

Any member who is approached and asked to listen to or express an opinion about matters between two other parties in the Club is strongly encouraged to refer the complaining party to take the matter up with either the coach in question, and/or the Club Director. Repetitive complaining by the athlete(s) or other third parties that interferes with the Club's efforts to pursue its stated pledge and purpose may be cause, in the sole determination of the Club, to ask a member to resign.

---

**(INSERT CLUB NAME)**  
(INSERT CLUB ADDRESS)

## **POLICIES AND PROCEDURES STATEMENT OF ACKNOWLEDGMENT AND AGREEMENT**

I have read and been informed about the content, requirements, and expectations of (CLUB) with respect to participant safety. I have received a copy of the Participant Safety Handbook, including (CLUB)'s Athlete Protection Policy, (CLUB)' Grievance Policy and have been directed to review all of (CLUB)'s participant safety policies. I agree to abide by (CLUB)'s Athlete Protection Policy.

Further, I understand and acknowledge that (CLUB)'s Participant Safety Handbook and other participant safety policies may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by (CLUB). I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

Please read the Participant Safety Handbook and (CLUB)' Athlete Protection Policy carefully and review all (CLUB)' Participants Safety policies to ensure you understand, before signing this document.

I hereby acknowledge receipt of (CLUB)'s Participant Safety Handbook and Athlete Protection Policy, which seek to prevent misconduct in sport, including child physical and sexual abuse.

Parent Signature:

Parent's Name (please print): \_\_\_\_\_

Athlete Signature:

Athlete's Name (please print): \_\_\_\_\_

Date:

**[THIS PAGE TO BE SIGNED, DETACHED AND DELIVERED TO (CLUB) CLUB DIRECTOR]**

---