



The Littleton Hockey Association  
POLICIES AND PROCEDURES  
SAFESPORT PROGRAM

May 9, 2019

*The Littleton Hockey Association is committed to improving the development, safety and welfare of its players and all members involved in hockey and our organization. Therefore, it supports the USA Hockey SafeSport Program and CAHA SafeSport Program and requires all players, coaches and members to fully participate.*

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# Introduction and Definitions

## Introduction

The Littleton Hockey Association 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 Littleton Hockey Association 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/SafeSport.aspx>.

### **CAHA SafeSport Program**

A set of Policies and Procedures at the state level created by Colorado Armature Hockey Association (CAHA) aimed at the protection of its players, members, staff and volunteers in the prevention of child abuse. All CAHA Members, Leagues, Associations and Independent Teams must adhere to the Program.

### **CAHA SafeSport Coordinator**

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

### **The Littleton Hockey Association SafeSport Program**

A set of Policies and Procedures created and implemented by local level teams/organizations, aimed at the protection of its players and members. All members, participants, staff and volunteers must adhere to the 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>
CAHA SafeSport Coordinator	303-550-0441
Arapahoe County Sheriff Number	303-795-4711
Arapahoe County Social Services	303-734-4302
The Littleton Hockey Association SafeSport Coordinator	<a href="mailto:safesport@littletonhockey.org">safesport@littletonhockey.org</a>
Sex Offender Registration Website	<a href="http://www.sor.state.co.us">www.sor.state.co.us</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>

## Colorado Child Abuse Laws

**What Constitutes Abuse:** Act or omission where child is subjected to sexual assault, molestation, exploitation, emotional abuse or prostitution; where child is in need of food, clothing, shelter, medical care or supervision because parent or guardian fails to do so; where child exhibits evidence of skin bruising, bleeding, malnutrition, burns fractures, etc.; or circumstances indicate a condition that may not be the product of an accidental occurrence

**Mandatory Reporting Required By:** Physicians, child health associate, dentist, chiropractor, nurse, hospital personnel, school employee, social worker, mental health professional, veterinarian, peace officer, pharmacist, psychologist, fireman, victim's advocate, commercial film and photographic print processor, clergyman, paid coaches of youth sport organizations

**Basis of Report of Abuse/Neglect:** Reasonable cause to know or suspect that a child is subject to circumstances or conditions which would reasonable result in abuse or neglect

**To Whom Reported:** County or district department of social services or local law enforcement agency

**Penalty for Failure to Report or False Report:** Willful violation: Class 3 misdemeanor plus liability for proximately caused damages

For more information and definitions go to [www.childwelfare.gov](http://www.childwelfare.gov)



## **The Littleton Hockey Association Code of Conduct**

The Littleton Hockey Association 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. The Littleton Hockey Association 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. The Littleton Hockey Association 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.
- The Littleton Hockey Association will work in partnership with parents, players, staff and volunteers to promote the welfare, health and development of our players.

The Littleton Hockey Association will:

- Promote and implement the USA Hockey and CAHA 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, CAHA and The Littleton Hockey Association SafeSport Programs.
- Respond to any allegations, disclosure or concern of misconduct or abuse of a player as stated in CAHA 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.

The Littleton Hockey Association does not allow for the billeting of players. A billet player is one who lives with a person who is not his/her parent or guardian.



## Electronic Communication Guidelines

The Littleton Hockey Association understands that social media is a popular communication tool for players, parents and coaches. The Littleton Hockey Association 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 CAHA SafeSport Program or USA Hockey SafeSport Program guidelines can result in disciplinary action. The Littleton Hockey Association 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, Snapchat, Twitter, Instagram, 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 Littleton Hockey Association players is required. Do not post names, photos or identifying information at any time.
- Players and parents can "friend" the official Littleton Hockey Association 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**

The Littleton Hockey Association wants all players to be safe on and off the ice. The Littleton Hockey Association 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. The Littleton Hockey Association asks that players and coaches follow USA Hockey and CAHA SafeSport Program guidelines at all times.

The Littleton Hockey Association requires all players and coaches to report to their Hockey Director any and all misconduct, abuse or violations immediately.

### **Player Behavior**

- Locker rooms and showers should be used by same aged peers when possible, no mixed gender allowed.
- Opposite sex players should be 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 other player's genital area or their own in a way that will make others uncomfortable.
- Video recording devices including 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 the local organization. The adult should supervise conduct, observe behavior, and make sure only approved team personnel and family members are allowed in the locker rooms.
- If a coach needs to speak to an individual player in the locker room, 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

The Littleton Hockey Association feels strongly that 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 attempt to bond or take action against another individual or group of individuals, which result in abuse, harassment, intimidation or any form of degradation is not allowed by any player, coach, volunteer or member of The Littleton Hockey Association.**

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

The Littleton Hockey Association is committed to offering an environment that is free of intimidation and abuse and has **zero** tolerance for misconduct. The Littleton Hockey Association 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 The Littleton Hockey Association.

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

### 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
- 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 innuendoes, 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 The Littleton Hockey Association 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
- Lingered, 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 The Littleton Hockey Association coaches choose to offer private lesson, the organization will require they follow the guidelines.

The Littleton Hockey Association expects all coaches to abide by appropriate player/coach conduct. The Littleton Hockey Association 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. The Littleton Hockey Association believes that private lessons can take place in a way the does not put the player or coach at risk.

- All Littleton Hockey Association members will follow USA Hockey and CAHA SafeSport Program Guidelines
- Follow USA Hockey and CAHA SafeSport Photographic and Recorded Images of Players Guidelines
- Follow USA Hockey and CAHA 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. Have 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 your 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

The Littleton Hockey Association recognizes the importance of travel for competitive hockey team and expects respectable and mature behavior for our participants both home and away. The Littleton Hockey Association also understands the additional risk 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 immediately.

### Player Behavior

- Travel guidelines must be agreed upon and signed by players before travel is permitted
- Players are not permitted in coach's room alone, only as a team
- 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. 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

### 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
- 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)
- 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

## Responding and Reporting Abuse Concerns

The Littleton Hockey Association 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 The Littleton Hockey Association 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 and Hockey Director. USA Hockey and CAHA SafeSport Program guidelines are to be followed when reporting and responding to abuse.

### Reporting Policy

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

1. ***Suspicions 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 CAHA SafeSport Programs.*** They are to be reported to USA Hockey, CAHA and Local SafeSport Coordinators.
3. ***Any violations of CAHA policies prohibiting emotional abuse, sexual harassment, bullying, threats and hazing.*** They are to be reported to the appropriate Member and CAHA 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 Littleton Hockey Association SafeSport Coordinator who will take appropriate action. The actions of the SafeSport Coordinator will be documented and shared with the Hockey Director 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 Littleton Hockey Association 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 CAHA 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 The Littleton Hockey Association, it should still be reported to authorities.** Know that authorities have professional in interviewing child victims about abuse and it is not The Littleton Hockey Association'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
- Fill out the appropriate forms

### **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
- 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
- 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, The Littleton Hockey Association 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, 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 Littleton Hockey Association 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. The Littleton Hockey Association 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. The Littleton Hockey Association believes that that SafeSport Program will deter coaches who may be at risk for abusing players from applying with the organization.

The Littleton Hockey Association will follow USA Hockey and CAHA 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, CAHA and The Littleton Hockey Association'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?*

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

The Littleton Hockey Association 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, The Littleton Hockey Association 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, The Littleton Hockey Association 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 The Littleton Hockey Association.
- Provide clear guidelines about expected behavior and content of the photography.
- Photographers must wear identification, provided by The Littleton Hockey Association, 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.



## **The Littleton Hockey Association Photographic and Recorded Images Consent Form**

The Littleton Hockey Association recognizes the need to ensure the welfare and safety of all young people in sport. In accordance with our SafeSport Program, we will not permit photographs, video or identifying information of players to be taken or shared without the consent of the parents and players.

The Littleton Hockey Association will follow the guidance for the use of photographs and recording images as described in the SafeSport Program.

The Littleton Hockey Association will take all steps to ensure these images are used solely for the purpose intended. If you become aware of images being used inappropriately, you should inform The Littleton Hockey Association immediately.

I \_\_\_\_\_ (parent) consent to The Littleton Hockey Association photographing or videoing and providing personal information about my child \_\_\_\_\_ (player) for the purposes of training, recruiting, marketing and promoting for further hockey development.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## The Littleton Hockey Association Coach, Employee and Volunteer Code of Conduct Agreement

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I am attesting that:

- I have read, understand and agree to comply with the “*The Littleton Hockey Association SafeSport Program*”;
- I have read, understand and agree to comply with the “*CAHA SafeSport Program*”;
- I have read, understand and agree to comply with the “*USA Hockey SafeSport Program*”;
- I have asked for and received clarification about any policies I did not understand;
- I understand that failure to comply with any of these policies may result in suspension or termination of employment or volunteer duties as a coach, employee or volunteer;
- I understand that these policies cannot address every possible situation that presents itself and they do not eliminate the expectation of good judgment and professional behavior at all times;
- I understand I am required to report any violations of these policies to the Hockey Director immediately;
- I have read, understand and agree to the comply with the “*The Littleton Hockey Association Club Code of Conduct*”;

**Signature of Coach, Employee or Volunteer**

\_\_\_\_\_

Date: \_\_\_\_\_