



## SafeSport Program Guidelines

*The Jr. Pioneers Hockey's mission is to provide a positive environment where players develop and learn about the game of hockey. We are also committed to safety and welfare of our players and all members involved in hockey and our organization. Therefore, we support the USA Hockey SafeSport Program and CAHA SafeSport Program and require all players, coaches and members to fully participate.*

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## Introduction and Definitions

### Introduction

Jr. Pioneers Hockey is committed to improving the skill development, safety and welfare of our athletes. The SafeSport Program is designed to provide 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 Jr. Pioneers Hockey 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. It is the responsibility of all players, coaches, parents and Jr. Pioneer's officials to follow the policies and procedures in support of the SafeSport program.

### 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 Amateur 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.

## **Jr. Pioneers Hockey 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 (Jr. Pioneers Hockey SafeSport Coordinator)**

Association SafeSport Coordinator (ASSC) is the Jr. Pioneers Hockey SafeSport Coordinator. 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	720-530-4368
Local Police Number	720-913-1300
<u>Report Child Abuse Number</u>	
Local Social Services	720-944-3000
Michelle Peterson (consultant)	303-551-0441
Jr. Pioneers Hockey Director (Shawn Reid)	303-717-2884 or Shawn.Reid@du.edu
Jr. Pioneers Hockey SafeSport Coordinator (Dana Strand O'Connor)	303.359.8858 <a href="mailto:dana@euphoriafit.com">dana@euphoriafit.com</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)



## **Code of Conduct**

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

### **Jr. Pioneers Hockey 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 Jr. Pioneers Hockey 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.

## Electronic Communication Guidelines

Jr. Pioneers Hockey understands that social media is a popular communication tool for players, parents and coaches. Jr. Pioneers Hockey is also aware that social media is a venue where inappropriate behavior and misconduct can occur. Possible risks 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. Jr. Pioneers Hockey 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
- Coaches are not to have private conversations or send private messages to players under the age of 18 on any social media site, network, or application without copying a parent, guardian, or assistant coach.

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) or assistant coach **must** be copied.
  - If the child does not copy a parent/guardian a coach should reply and copy the parent or the assistant coach.
- It should be sent only with information regarding the organization or team or club activities.

### Social Media (Facebook, Twitter, Blogs and Similar Sites)

- Players are **never** to post pictures of other club members or players that can be hurtful or embarrassing.
  - Appropriate disciplinary actions will be taken for inappropriate posts.
- Protecting the identity and privacy of all Jr. Pioneers Hockey's players is required. Do not tag or post names or identifying information at any time.
- Players and parents can "friend" the official Jr. Pioneers Hockey page(s) 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

Jr. Pioneers Hockey wants all players to be safe on and off the ice. Jr. Pioneers Hockey 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. Jr. Pioneers Hockey asks that players and coaches follow USA Hockey and CAHA SafeSport Program guidelines at all times. Jr. Pioneers Hockey requires all players and coaches to report to their Hockey Director any and all misconduct, abuse or violations immediately.

### Player Behavior

- Shower and changing at the club event are optional.
- Use assigned locker room(s).
- Video recording devices including voice, still camera, video or phone cameras are prohibited.
- Locker rooms and showers should be used by same aged peers when possible.
- The showers are for showering only.
  - No horseplay, urinating on others, physical contact, sexual activity or other forms of misconduct is allowed.
- Nudity is kept to a minimum.
  - After showering players are asked to dress quickly.
- No bullying, hazing, harassment, fighting, locker boxing, etc.
- Players are not permitted to touch other player's genital area or their own in a way that will make others uncomfortable.
- No pornographic materials are permitted in the locker room.
- 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.
- No displays of affection.

### Mixed Gender Policies

At Magness and Joy Burns arenas, we do not have separate showering/locker rooms to accommodate both genders. We welcome feedback and dialogue with our parents and players and recommended the following:

- Use assigned locker room(s).
- We recommend players come dressed in a base layer for team events.
  - When this is not possible, players of mixed-gender teams are asked to change into base layer in the appropriate gender bathroom stalls of the locker room or restrooms.
- Open areas of locker rooms should be used for putting on equipment over base layers.
- No nudity is permitted amongst mixed genders.
- Showers should be used by same sex peers, no mixed gender allowed.
  - Showers in the arena locker room should be used by males only. If a female needs to shower, there is a family changing room with a shower on the south end of Magness Arena that can be used at any time.
  - There is also a women's locker room located in the Coors Fitness, a few doors down from Locker A/B.

## **Coaches and Other Adult Member/Volunteer Behavior**

It is the policy of USA Hockey that all USA Hockey Member Programs have at least one responsible screened adult present directly monitoring the locker room during all team events to assure that only participants (coaches and players), approved team personnel and family members are permitted in the locker room and to supervise the conduct in the locker room. We also ask that parents play an active role in the safety of their children by dropping off and picking up children at appropriate times.

- Use assigned locker room(s).
- The locker rooms will be monitored during all team events by at least one responsible adult (this may include but is not limited to a team parent, team manager, hockey director, management staff, head/assistant coach), whenever a player is present in the locker room.
  - No player should ever be in a locker room by themselves.
  - U8 players are never to be left alone in a locker room without adult supervision.
- It is to be understood that practice starts 10 minutes before the official ice schedule time. If a player is running late they will be asked to dress in a public restroom or the parent/guardian of the late child must be present in the locker room during the change.
- The adult monitoring the locker room will:
  - Clear locker room of non Jr. Pioneers Hockey affiliates prior to practice/event.
  - Monitor so that only approved team personnel and family members are allowed in the locker rooms.
  - Supervise conduct in locker rooms.
- If a coach needs to speak to an individual player in the locker room, the door should remain open or another coach or parent should 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

Jr. Pioneers Hockey 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 Jr. Pioneers Hockey.

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

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

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

### 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 Jr. Pioneers Hockey 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
- 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

Some Jr. Pioneers Hockey coaches choose to offer private lesson as independent contractors. Jr. Pioneers Hockey expects all coaches to abide by appropriate player/coach conduct. Jr. Pioneers Hockey 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. Jr. Pioneers Hockey believes that private lessons can take place in a way the does not put the player or coach at risk.

- Always work in open environments visible to others.
- Try to provide lessons with other coaches at the same time.
- Have conversations on the ice or in public, never behind closed doors.
- Move meetings that may start in private to public areas.
- If there is a 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.

Report the following to your SafeSport Coordinator immediately.

- If a player becomes injured or you accidently hurt a player.
- If a player is sexually inappropriate with you or another player.
- 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**

Jr. Pioneers Hockey recognizes the importance of travel for competitive hockey team and expects respectable and mature behavior for our participants both home and away. Jr. Pioneers Hockey 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 immediately.

### **Traveling**

- When traveling or car-pooling with other than your own child, there must be 3 people in the car
  - Example: Bob Hockey is taking his son Sam and their teammate Billy to Vail for a tournament, this meets the guideline of 3.
- Players traveling without parents will be required to complete travel authorization forms with the association to ensure we can provide the best care for your child.

### **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.
- 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 and team chaperones should have rooms near the player's rooms
- Coaches are not permitted to drive or transport players alone, unless an emergency medical need exists (unless the coach is the parent, guardian or sibling)
  - The rule of 3 applies to coaches who do not have child on the team.
    - Rule of 3 means there must be a second child in the car or another parent/coach of the same gender of the child.
- 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.

### **Billeting Guidelines**

- Jr. Pioneers Hockey does not billet players to host tournament families or host players from travelling teams.

## Responding and Reporting Abuse Concerns

Jr. Pioneers Hockey 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 Jr. Pioneers Hockey 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 Jr. Pioneers Hockey 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 Jr. Pioneers Hockey 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 Jr. Pioneers Hockey, it should still be reported to authorities.** Know that authorities have professional in interviewing child victims about abuse and it is not Jr. Pioneers Hockey'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, Jr. Pioneers Hockey 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.

### **Education and Awareness Training**

Implementation of the Jr. Pioneers SafeSport Program will take all the coaches, parents, players and administration to work together in order to keep everyone aware of what to pay attention when interacting with the young athletes. After team selections, an "all coaches" meeting will be held to educate coaches on the SafeSport Program, answer questions about the Program, review the reporting process and provide coaches with instructions on SafeSport team meetings. The Jr. Pioneers SafeSport Coordinator will also be available to attend these meeting if coaches request it.

## Hiring Guidelines

When hiring a new staff or volunteer person to work within the Jr. Pioneers Hockey 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. Jr. Pioneers Hockey 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. Jr. Pioneers Hockey believes that that SafeSport Program will deter coaches who may be at risk for abusing players from applying with the organization.

Jr. Pioneers Hockey will follow USA Hockey and CAHA SafeSport Screening Programs, conduct background checks and check new hires against the National Sex Offender Registry List. These individuals do not register with CAHA unless they are a coach or manager selected by the team.

### Educate Applicants

- Share your child safe policy and procedures, including USA Hockey, CAHA and Jr. Pioneers Hockey'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? 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**

Jr. Pioneers Hockey 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, Jr. Pioneers Hockey 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, Jr. Pioneers Hockey 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.