



Northern Colorado Youth Hockey Junior Eagles POLICIES AND PROCEDURES SAFESPORT PROGRAM
PARENT HANDBOOK

The NCYH Junior Eagles 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.

Table of Contents

Introduction and Definitions.....	2	Hiring
Guidelines.....	4	
Resource Page.....	5	
Colorado Child Abuse Laws.....	6	NCYH
Junior Eagles Club Code of Conduct	7	Electronic
Communication Guidelines.....	8	Locker Room
Guidelines.....	9	Hazing, Bullying and
Sexual Harassment Guidelines.....	11	Physical Contact Guidelines
.....	13	One on One Guideline
.....	14	Travel
Guidelines.....	15	Responding and
Reporting Abuse Concerns.....	16	
Taking and Use of Photographic and Recorded Images of Players.....	20	NCYH
Junior Eagles Photographic and Recorded Images Consent Form.....	21	NCYH Junior
Eagles Coach, Employee and Volunteer Code of Conduct Agreement.....	22	

Introduction and Definitions Introduction

NCYH 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 NCYH 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 abuse or neglect. An act or omission (failure to act) in which;

1. a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death and such condition is not justifiably explained or the history given concerning the condition is at variance with the degree or type of condition or the circumstances indicate that the condition may not be the product of an accidental occurrence, or
2. a child is subjected to unlawful sexual behavior, or
3. the child is in need of services because the child's parent fails to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take, or
4. a child is subjected to emotional abuse (meaning an identifiable and substantial impairment of the child's intellectual or psychological functioning or development or substantial risk of such impairment), or
5. any case in which, in the presence of a child, or on the premises where a child is found or where a child resides, a controlled substance is manufactured or attempted to be manufactured.

Dependent or Neglected Child. This child may be identified as:

1. one whose parent has abandoned him, subjected him to mistreatment or abuse, or allowed another to mistreat or abuse him without taking lawful means to stop the mistreatment or abuse and prevent it from recurring;

2. one who lacks proper parental care because of things that the child's parent, guardian or legal custodian does or does not do for the child, or whose environment is injurious to his welfare;
3. one whose parent, guardian or legal custodian fails or refuses to provide the child with proper or necessary subsistence, education, medical care, or any other care necessary for his health, guidance or well-being;
4. one who is homeless, without proper care, or not living with his parent, guardian or legal custodian through no fault of the parent, guardian or legal custodian;
5. one who has run away from home or otherwise is beyond the control of his parent, guardian, or legal custodian.
6. one who has been subjected by a parent, guardian, or legal custodian to an identifiable pattern of habitual abuse and that parent has been a respondent in another dependency or neglect case or has been determined to have caused the death **of another child**.

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.

Any member of NCYH who witnesses, or is made aware of, any of the above conditions, is required to report this to the Director.

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- John Dohner

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

NCYH Junior Eagles SafeSport Program

A set of Policies and Procedures created and implemented by NCYH, 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- Jake Coutts

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.

Hiring Guidelines

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

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

Resource Page

Child Abuse Information
CAHA SafeSport Coordinator
Windsor Police Department
Larimer County Sheriff's Office
Larimer County Dept. of Human Services NCYH SafeSport Coordinator- Jacki Hurley NCYH SafeSport Coordinator email
Sex Offender Registration Website
USA Hockey SafeSport Number
USA Hockey SafeSport Email USA
Hockey SafeSport Website

www.childwelfare.gov 720-530-4368
911 or 970-686-7433 970-416-1985 970-498-6990 970-567-4861 safesport@ncyh.org

www.sor.state.co.us 1-800-888-4656 SafeSport@usahockey.org www.usahockey.com/safesport 5|Page

Colorado Child Abuse Laws

What Constitutes Abuse: An act or omission where a child is subjected to sexual assault, molestation, exploitation, emotional/physical abuse or prostitution; where a child is in need of food, clothing, shelter, medical care or supervision because a parent, guardian or other person in a position of trust (1), having the care or custody of a child, fails to do so; or where the 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, **and 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 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

(1) **Position of Trust:** One in a "position of trust" includes, but is not limited to, any person who is a parent or acting in the place of a parent and charged with any of a parent's rights, duties, or responsibilities concerning a child, including a guardian or someone otherwise responsible for the general supervision of a child's welfare, or a person who is charged with any duty or responsibility for the health, education, welfare, or supervision of a child, including foster care, child care, family care, or institutional care, either independently or through another, no matter how brief, at the time of an unlawful act.

For more information and definitions go to www.childwelfare.gov



NCYH Junior Eagles Club Code of Conduct

NCYH 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. NCYH has adopted clear guidelines and protocols to minimize the opportunity for child abuse and to help staff, volunteers and parents recognize inappropriate or undesirable behavior. NCYH 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.

NCYH will host parent SafeSport education meetings at the time of evaluations with all those registered families at NCYH

- All NCYH board members/directors, coaches, certain players and certain volunteers will maintain current SafeSport and screening. coaching staffs and team officials will be responsible for completion of the online SafeSport module as well as attending our team officials SafeSport education meeting hosted by NCYH's SafeSport coordinator Jake Coutts
- NCYH will work in partnership with parents, players, staff and volunteers to promote the welfare, health and development of our players. NCYH 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 NCYH SafeSport Programs. As well all non team related volunteers must complete the NCYH volunteer form found on page 21 of this document.
 - 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.
 - NCYH requires that all parent volunteers that will have contact with NCYH players a background check that will be paid for by NCYH prior to said parent becoming a volunteer.

Electronic Communication Guidelines

NCYH understands that social media is a popular communication tool for players, parents and coaches. NCYH 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. NCYH 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) and or an assistant coach or team manager 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) and or an assistant coach or team manager must be copied.**
- It should be sent only with information regarding the organization or team or club activities

Social Media (Facebook, MySpace, 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 NCYH players is required. Do not post names, photos or identifying information at any time.
- Players and parents can “friend” the official NCYH 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

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

NCYH 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 are to be directly monitored during all team events by the **HEAD COACH, ASSISTANT COACH or TEAM MANAGER** who has completed the CAHA Background check. 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.
- All Coaches, Managers, Volunteers and Board Members that will have direct contact with any NCYH player must register online with CAHA every season and provide association registrar with proof of registration.

Hazing, Bullying and Sexual Harassment Guidelines

NCYH 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 NCYH.**

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

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

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

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 NCYH coaches and those working directly with players to keep players safe and promote a safe environment for staff and members. Rules for physical contact must be set to reduce the potential for misconduct. Players, coaches, volunteers and organization members are required to follow these guidelines and to report immediately those who violate them.

Appropriate Physical Contact

- Physical contact takes place in public or in the presence of others
- Physical contact for the purpose of developing skill or technique
- Physical contact with no potential for physical or sexual intimacies during the contact
- The contact is for the benefit of the player, not to meet an emotional or other need of an adult

Celebratory gestures such as high-fives, fist bumps, pats on the back, shoulder and head are appropriate

- Consolation gestures such as publicly embracing a crying athlete
- Physical contact assisting an injured player off the ice, preventing an injury or treating an injury are appropriate
- Touching in a non-threatening, non-sexual manner

Prohibited Physical Contact

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

One on One Guideline

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

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

- All NCYH members will follow USA Hockey and CAHA SafeSport Program Guidelines
- Follow USA Hockey and CAHA SafeSport Photographic and Recorded Images of Players Guidelines
 - **If a coach feels videotaping a player on the ice is beneficial the coach must get written permission from the player's parent or guardian**
- 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

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

- **NCYH will NOT arrange any players travel and or accommodations.**
- **Players will stay with their parent or guardian while traveling. In the event the player's parent or guardian cannot travel it is up to the player's parent or guardian to arrange travel and accommodations.**
- 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

14 | Page

- 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

Billeting

NCYH will not and does not arrange or endorse the billeting of any players participating in NCYH.

15 | Page

Responding and Reporting Abuse Concerns

NCYH believes it is the responsibility of all members, staff, volunteers, parents, players and coaches 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 NCYH 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 the Department of Human Services child protection 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 NCYH 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 NCYH 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 NCYH, it should still be reported to authorities. Know that authorities have a professional to interview child victims about abuse and it is not NCYH's job, so do not attempt to interview any child about a disclosure.

Always:

- Stay calm
- Reassure the person making the report, that they have done the right thing
- Don't judge
- Listen carefully, take it seriously
- Write down exactly what the person reporting says using his or her own words
- If you need to ask a clarifying question, ask open-ended questions only to clarify, who, what, where and when
- Let the person reporting know you have to tell someone
- Report incident to appropriate authorities
- Let the person reporting 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 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, NCYH will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or people who made a report of physical and sexual abuse to the authorities.

Immediate Suspension or Termination

When an allegation of abuse or misconduct is made against a staff member, volunteer, 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.

18 | Page

Taking and Use of Photographic and Recorded Images of Players

NCYH 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, NCYH 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, NCYH 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 NCYH.
- Provide clear guidelines about expected behavior and content of the photography.
- Photographers must wear their company uniform or identification provided by NCYH, 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.



Northern Colorado Youth Hockey Photographic and Recorded Images Consent Form

NCYH 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.

NCYH will follow the guidance for the use of photographs and recording images as described in the SafeSport Program.

NCYH 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 NCYH immediately.

I _____ (parent) consent to NCYH 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 _____ 21 |



Northern Colorado Youth Hockey 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 *NCYH 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 comply with the *NCYH Club Code of Conduct*

Signature of Coach, Employee or Volunteer DATE
