Table of Contents

* Statement on Athlete and Participant Safety Program Page 2
* Background Screening Policy Page 4
* Mandatory Reporting Policy Page 7
* Training and Education Policy Page 9
* Prohibited Conduct Policy Page 10
* Policy to Limit One-on-One Interactions Page 12
* Policy on Monitoring and Enforcement Page 16
* Definitions for terms included in Program Page 18

**Statement on Athlete and Participant Safety Program**

Consistent with U.S. Soccer Bylaw 212, Organization Members are required to, among other obligations, 1) comply with applicable law and, in particular, the Ted Stevens Olympic and Amateur Sports Act (the “**Sports Act**”); 2) if the member recruits, trains, fields or funds soccer players, establish a risk management program to promote the safety and protect the welfare of participants; and 3) adopt policies prohibiting sexual abuse. Effective February 14, 2018, Public Law 115-126, the *Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act* of 2017 (the “**SafeSport Act**”), amends the Sports Act, and requires applicable amateur sports organizations (as such term is defined in the SafeSport Act, 36 U.S.C. § 220530(b)) to:

* Comply with the SafeSport Act’s reporting requirements and prohibit retaliation by the applicable amateur sports organization against any individual who makes a report (36 U.S.C. § 220530(a)(1));
* Establish reasonable procedures to limit one-on-one interactions between an amateur athlete who is a minor and an adult (who is not the minor’s legal guardian) at a facility under the jurisdiction of the applicable amateur sports organization (36 U.S.C. § 220530(a)(2));
* Offer and provide consistent training to adult members in regular contact with minor amateur athletes and, subject to parental consent, to members who are minors, regarding prevention and reporting of child abuse (36 U.S.C. § 220530(a)(3)); and

The purpose of the (CLUB) Athlete and Participant Safety Policy is to require an Athlete and Participant Safety/Safe Soccer program as part of each Organization Member’s risk management program and establish standards for such a program.

**[Insert Club Name]** (“Club”) has zero tolerance for abuse or misconduct. All participants in the soccer community should play an active role in creating an environment that is free from emotional, physical, or sexual abuse. This program was developed to implement policies and processes to help participants detect and report abuse, respond to it, and prevent future occurrences. In order to maintain compliance with USSF Policy 212-3, the **Club’s** Athlete and Participant Safety Program includes six key components: Background Screening Policy, Mandatory Reporting Policy, Training and Education Policy, Prohibited Conduct Policy, Policy to Limit One-on-One Interactions, and Policy on Monitoring and Enforcement. Also included is a list of definitions for key terms mentioned within these six policies.

This program uses the term “Covered Adults” to refer to those adults (aged 18 and older) to whom these policies apply. Covered Adults are required to follow all policies included in the **Club’s** Athlete and Participant Safety Program. Covered Adults include adult individuals (aged 18 and over) who are authorized directly by the **Club** or indirectly by a member organization that is directly affiliated with Club to have:

1. Routine and/or regular contact with an amateur athlete who is a minor;
2. Authority over an amateur athlete who is a minor; or
3. Authority over those adults who have routine and/or regular contact with an amateur athlete who is a minor.

“Routine and/or regular contact” with an amateur athlete who is a minor is defined as recurring and repeated between an adult and a minor.

“Authority over those adults who have routine and/or regular contact with an amateur athlete who is a minor” is defined as supervisory or decision-making authority over an adult who has recurring, repeated, or periodic contact with minors.

Examples of Covered Adults may include but are not limited to:

1. Club board members;
2. Club committee members;
3. Club employees and independent contractors;
4. Club Presidents, Club Officials, Club Administrators, and Club Volunteers;
5. Coaches, Assistant Coaches, Team Managers, Assistant Team Managers, Team Officials, and Team Trainers; and
6. Referees\*

\*While Referees, Referee Coaches, Referee Mentors, Referee Assignors, and other Referee Program-Affiliated Personnel are expected to adhere to these policies due to referee involvement in **Club** sanctioned activities and competitions, it is understood that these individuals are also subject to any policies set forth by the NJ State Referee Committee and/or U.S. Soccer Policy.

Many aspects of this policy are issued in order to protect Minor Participants in the sport of soccer who participate in **Club** sanctioned activities and competitions. This policy uses the term “Minor Participants” to refer to athletes, referees, coaches, or otherwise, who are under the lesser of (1) the age of 18; or (2) the age of majority in the applicable state, and who are participating in **Club** sanctioned activities and competitions. Additionally, although this Athlete and Participant Safety Program focuses in many areas on concerns unique to Minor Participants, these policies may be applicable to and are designed to protect participants of all ages.

Should circumstances arise in which an activity or competition sanctioned by **Club** requires the use of adult volunteers and/or other adult individuals who 1) do not have routine and/or regular contact with an amateur athlete who is a minor, and 2) are authorized by **Club** to act on the behalf of **Club**, the following will apply:

1. Adult individuals that do not meet the definition of Covered Adults as described above should be prohibited from having one-on-one contact with Minor Participants.
2. If such adult individuals that do not meet the definition of Covered Adults as described above have any contact with any Minor Participants, at least one Covered Adult (who is compliant with all policies included in Club ’s Athlete and Participant Safety Program) should hall be present and will supervise the Club sanctioned activity or competition to help ensure the safety of Minor Participants around such adult individuals that do not meet the definition of Covered Adults as described above.

As part of Club’s Athlete and Participant Safety Program, Club encourages a culture of respect and open communication in which all participants feel comfortable reporting concerns, whether the concerns involve suspected abuse or any other misconduct. Participants are encouraged to raise concerns to coaches, referees, team administrators, and Club employees and board members.

In the event Club receives a report or complaint that implicates a reporting obligation to law enforcement authorities (see “Mandatory Reporting Policy”), Club will make the report directly to law enforcement and/or will work with the individual who submitted the report or complaint to make the report directly to law enforcement. Club does not tolerate retaliation of any kind. No individual who makes a good faith report of misconduct will be subject to retaliation, including harassment, as a result of making a report.

The Club Athlete and Participant Safety Program is not an exclusive statement of all policies and processes pertaining to Club and its affiliated leagues and programming. Club affiliated leagues and programs may implement additional policies and procedures specific to their operations. Furthermore, the Club Employee Handbook provides further guidance applicable to Club Employees on other matters to address conduct that may not be covered by the Club Athlete and Participant Safety Program.

Club recognizes that social norms continue to develop, as does the legal framework under which we operate. Accordingly, the Club Athlete and Participant Safety Program will always be subject to modification, amendment and further development by Club, in its discretion. The Club Athlete and Participant Safety Program and all policies herein may be amended from time to time by vote of the Club Board of Directors. Limited exceptions to these policies may be granted by Club on a case-by-case basis where appropriate, provided that such exceptions do not materially impact the safety of Minor Participants.

Club does not control the day-to-day operations of our direct member organizations or of those organizations that are indirectly affiliated with Club via membership or participation with any Club direct member organization. Club recognizes that individual club and league organizations range in size, structure, resources, operations, and stakeholder needs. Additionally, each organization may have different levels of risk based on very different programs. Accordingly, each organization is encouraged to conduct an independent assessment of its own practices and evaluate how best to implement its own risk management program that maintains compliance with Club’s Athlete and Participant Safety Program, USSF Policy 212-3, and the SafeSport Act.

The Club Athlete and Participant Safety Program and these six policies are hereby issued. Club direct member organizations, and those organizations that are indirectly affiliated with Club via membership or participation with any Club direct member organization, are expected to maintain compliance with these requirements Any Club direct member organization, or any organization that is indirectly affiliated with Club via membership or participation with any Club direct member organization, not in compliance with the requirements set forth by the Club Athlete and Participant Safety Program may be subject to enforcement as provided the “Policy on Monitoring and Enforcement” of this program.

**Background Screening Policy**

Pursuant to U.S. Soccer Policy 212-3, Club’s Background Screening Policy is in place to set forth requirements pertaining to appropriate background screening. This Background Screening Policy does not apply to individuals under 18 years of age.

Any individual aged 18 or older who is a coach, assistant coach, team manager, assistant team manager, team trainer, team official, Club employee, Club board member, Club committee member, Club independent contractor, Club or League President, Club or League Delegate, Club or League Official, Club or League Representative, Club or League Administrator, Club or League Volunteer, or Referee, or any other individual aged 18 or older seeking affiliation with Club or Club affiliated member organizations, who has regular contact with or authority over an amateur athlete who is a minor, shall be known collectively as “Adult Applicant” for the purposes of this Background Screening Policy. Any athlete, referee, coach, or otherwise, who is under the lesser of (1) the age of 18; or (2) the age of majority in the applicable state, and who is participating in Club sanctioned activities and competitions, will be known as “Minor Participant” for the purposes of this Background Screening Policy.

**I. APPLICATION PROCESS**

Adult Applicants required by Club to apply for Risk Management (RM) annually will do so by using the Online Risk Management system or by submitting the appropriate paper certification to the Club State Office by the earlier of 1) prior to regular contact with a Minor Participant; or 2) within the first 45 days of the Adult Applicant taking on the role giving them regular access to Minor Participants. Paper applications are available by contacting the Club State Office.

A nation-wide criminal history background check is performed on every Risk Management Adult Applicant submitted every year. Each Risk Management Application is subject to a processing fee. Every Adult Applicant will provide his or her Social Security Number, which will be kept confidential. Those Adult Applicants who do not have a Social Security Number may be required to have an additional background check with an additional processing fee.

**II. RISK MANAGEMENT DISQUALIFICATION CRITERIA**

*Any Adult Applicant who has been disqualified or declared by another sport organization to be temporarily or permanently ineligible is required to self-disclose this information at the time of application. Failure to disclose is a basis for discipline/disqualification. Additionally, any Adult Applicant who appears within the U.S. Center for SafeSport’s disciplinary records as temporarily or permanently ineligible shall be recognized by Club in accordance with U.S. Soccer policies.*

Club, will make all initial decisions pertaining to an individual’s eligibility to participate with the Club. Club has the authority to immediately disqualify an individual based on the results of any criminal history background check(s). Club also has the authority to obtain more information on questionable or serious offenses and convictions based on the results of any criminal history background check(s).

Upon reviewing the results of any background check conducted, the RM offenses and/or convictions listed below, in whole or in part, may cause the Risk Management Adult Applicant to be immediately disqualified from participation with the Club, all Club related activities and events, all Club affiliated league activities and events, and all US Youth Soccer related activities and events. Club reserves the right to contact the applicant regarding their criminal history in an attempt to gather more information. Information provided by the applicant is taken into consideration by Club in determining the eligibility of the applicant to participate with Club.

Club reserves the right to disqualify an individual when presented with evidence of inappropriate communication, contact, or contact with children or other individuals even if not charged, convicted, or tried in a court of law. Club also reserves the right to disqualify an individual if that individual’s behavior and/or conduct are considered detrimental to Club, the Club membership, or Club member leagues.

Club analyzes RM offenses and/or convictions acquired from criminal history background check(s) with a general incident date ten (10) years prior to the application date. Club also reserves the right to review incidents that date back further than ten (10) years and disqualify the individual, if that individual’s criminal history indicates a possible serious threat to the well-being and safety of children.

Club also reserves the right to perform criminal history background check(s) at random time periods on any Adult Applicant who has previously applied for Risk Management and who may or may not have a criminal history.

**III. DISQUALIFICATION PROCEDURE**

Club will send written (e.g. electronic) notification to every Adult Applicant who has been disqualified by Club with instructions on how to appeal the decision. The disqualified individual has ten (10) calendar days from the receipt of the notice of disqualification to submit an appeal in writing to the Club.

Club will send written notification to every Adult Applicant who is asked to provide more information pertaining to offenses and/or convictions found as a result of criminal history background check(s). Club may request additional information if it becomes aware of information about an individual that could have a negative impact on Club. If the Adult Applicant fails to respond to Club within 10 calendar days of the receipt of the written notification for more information, then the individual will be considered not eligible or disqualified from participation with the Club. A reversal of the disqualification will not be considered until the requested information is received from the applicant.

If an Adult Applicant has any pending charge in matters stated in this policy, Club may disqualify the individual after a preliminary review. The individual will receive a letter of disqualification which will stand until a determination has been made by the appropriate legal court system and/or Club determines that the matter has been resolved. After this determination is made, the individual has the right to appeal his/her disqualification within 30 calendar days. The individual forfeits all rights to appeal if a written request of appeal is not received by Club within the allotted time period.

**IV. APPEAL PROCESS**

Any Adult Applicant who has been disqualified from participation with Club has the right to appeal the initial decision made by Club. Once the written notification of the disqualification is received by the individual, that individual must submit a written notice of appeal to Club. The written notice of appeal must be received by Club within ten (10) calendar days from the receipt of the disqualification letter. In the event an Adult Applicant fails to appeal within the 10-calendar day period, the Adult Applicant may re-apply for risk management after one (1) full year from the initial application date. To re-apply, the Adult Applicant must submit a letter to the Club seeking consideration of their request.

The appeal hearing date will be established and scheduled at the discretion of the Club. Should the need arise for the Adult Applicant to reschedule the appeal hearing after it has been established and scheduled, a new appeal hearing date will be established and scheduled at the discretion of the Club. Nevertheless, the appeal shall be heard by the Club within 60 calendar days of the initially scheduled appeal hearing date.

A disqualified Adult Applicant may send materials to the Club to be reviewed by the Club before his or her hearing date. All materials must be received 5 (five) business days before his or her hearing date. A vote will be taken by the Club in a private session and the decision will be relayed in written form to the individual no later than 10 business days from the date of the meeting. The Club may rule in the following ways:

* Reinstate the Adult Applicant\*
* Amend the initial decision reached by Club \*
* Uphold the initial decision reached by Club \*

\*The Club determines the terms of reinstatements and the terms of disqualifications.

Recognizing that State Associations can differ greatly, U.S. Soccer has allowed each State Association to establish its own criteria for prevention of abuse based upon applicable laws in each state, each State Association’s insurance program, and what each State Association believes is best for its membership. The USSF Appeals Committee does not review risk management decisions by Organization Members. USSF Policy 601-10 sets out the procedures for recognition of risk management actions and does not provide for an appeal of this type of disqualification to the USSF Appeals Committee.

This section only applies to individuals disqualified as described in DISQUALIFICATION PROCEDURE (a)

1. Normal appeals process applies as described above. The determination by the legal court system will not necessarily imply that the same decision will be reached by the Executive Committee. Determinations by the court of ‘Not Guilty’, ‘Dismissed’, (or similar) will not automatically reinstate the individual for full participation within Club; an appeal hearing will still take place unless overruled by the Club Executive Committee.

The Club Board of Directors reserves the right to update, modify, or change this policy at any time without notice. Club anticipates further policy development from U.S. Youth Soccer and/or U.S. Soccer in the future which may govern changes to the Club Background Screening Policy.

**Mandatory Reporting Policy**

On February 14, 2017, the President of the United States signed into law the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 (the “SafeSport Act”). Among other things, this comprehensive law amends the Victims of Child Abuse Act of 1990, 34 U.S.C. § 20341, et seq.

New Jersey is a mandatory reporting State. This means that any person with reasonable cause to believe that a child has been abused or neglected must report those concerns immediately.

Under the SafeSport Act, the reporting obligation is triggered when a mandatory reporter becomes aware of information that give reason to suspect a child has suffered an incident of child abuse. Child abuse includes physical or mental injury, sexual abuse or exploitation, or negligent treatment of a child. Sexual Abuse is defined to include the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person to engage in, sexually explicit conduct or the rape, molestation, prostitution, or other form of sexual exploitation of children or incest with children. Mental Injury means harm to a child’s psychological or intellectual functioning which may be exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, or a combination of those behaviors, which may be demonstrated by a change in behavior, emotional response or cognition.

In the event that the reporting obligation is triggered, a report must be made, within 24 hours, to appropriate law enforcement authorities, as governed by applicable federal and state law. In addition to the obligation to report cases of suspected child abuse to law enforcement pursuant to the SafeSport Act, Covered Adults must also make a report to the Club and New Jersey Youth Soccer. Should the mandatory reporter require assistance making a report to the appropriate law enforcement authority, he or she should consult with the Club and/or New Jersey Youth Soccer.

**I. MECHANISM FOR REPORTING**

The list below outlines the appropriate contacts for reporting when physical, emotional or sexual abuse is suspected. The report should include whatever information may be helpful, such as alleged perpetrator, the names and addresses of the child and his/her parent or other guardian or caretaker, the child’s age and nature of the extent of the injury, abuse or mistreatment if known. The person receiving the disclosure of abuse, neglect or mistreatment is required to make a report and may report through the NJYS website. Below are additional resources:

* Local Law Enforcement Number: May be posted on club website and given to athletes and parents.
* Division of Child Protection & Permanency (formerly Division of Youth & Family Services): Report if suspicious activity is applicable, 1-877-NJ-ABUSE may be on club website and given to athletes and parents
* **Club Risk Manager Contact Information: [Insert Name] [Insert Email]**
* US Soccer Integrity Hotline Number: (312) 528- 7004
* US Soccer: <https://www.ussoccer.com/integrity-hotline>
* US Center for SafeSport: <https://www.safesport.org/report-a-concern>

For details on Mandatory Reporting Requirements: Children New Jersey [click here](https://apps.rainn.org/policy/policy-state-laws-export.cfm?state=New%20Jersey&group=4).

A report to law enforcement may be made anonymously. There is no fee or cost associated with making a report.

Club does not tolerate retaliation of any kind. No individual who makes such a good faith report will be subject to retaliation, including harassment, as a result of making a report. The SafeSport Act also includes qualified immunity for good faith reports. Club urges all mandatory reporters to refrain from judging or evaluating the credibility of such allegations— leave that to law enforcement.

The obligation to report is not always satisfied by making an initial report. A Covered Adult is required to report supplemental information of which he or she becomes aware that may be relevant to a pending investigation.

Importantly, civil or criminal statutes of limitations do not affect or negate the obligation of a Covered Adult to report possible sexual misconduct. Misconduct should be reported, regardless of when it occurred. Failure to promptly report suspected child abuse to law enforcement authorities may constitute a violation of federal law and, in any event, will be deemed a violation of Club’s Athlete and Participant Safety Program and this Mandatory Reporting Policy.

Without limiting the foregoing, it is also Club’s Mandatory Reporting Policy that Covered Adults must report any suspected violation of the Club Athlete and Participant Safety Program to Club. A report can be made through the Club New Jersey Youth Soccer website. Furthermore, Club prohibits retaliation against individuals making good faith reports of any suspected violation of the Club Athlete and Participant Safety Program.

Violations of Club’s Athlete and Participant Safety Program will be handled as described by this program’s Policy on Monitoring and Enforcement.

**Training and Education Policy**

The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 requires amateur sports organizations to offer consistent training to adult members who are in regular contact with amateur athletes who are minors, and subject to parental consent, to members who are minors, regarding prevention of child abuse. The “Core SafeSport Training” offered by the U.S. Center for SafeSport meets the requirements of Club’s Athlete & Participant Safety Policy. It consists of three modules: (1) Sexual Misconduct Awareness Education; (2) Mandatory Reporting; and (3) Emotional & Physical Misconduct. Training provides individuals the necessary tools, vocabulary and information to more effectively monitor our sport, minimize the opportunities for child physical or sexual abuse and other types of misconduct, and respond to concerns. Upon initial completion of these three online modules, the individual will have met the “SafeSport Trained” requirement.

All Covered Adults must complete the “Core SafeSport Training” (three modules) in order to meet the “SafeSport Trained” requirement. All continuing Covered Adults are required to complete the “Core SafeSport Training” no later than December 1, 2019. Any new Covered Adults, effective December 1, 2019, are required to complete the “Core SafeSport Training” by the earlier of 1) prior to regular contact with a Minor Participant; or 2) within the first 45 days of the Covered Adult taking on the role giving them access to Minor Participants. The “SafeSport Trained” requirement is considered valid for one year.

In addition, the U.S. Center for SafeSport offers a “SafeSport Refresher Course.” All Covered Adults are required to complete the “SafeSport Refresher Course” on an annual basis effective the calendar year following the completion of the initial “Core SafeSport Training.” Any individual who has NOT completed the “Core SafeSport Training” requirement should complete those three modules and NOT the “SafeSport Refresher Course.”

The “Core SafeSport Training” and “SafeSport Refresher Course” offered by the U.S. Center for SafeSport are available to Club Covered Adults at no additional cost. For more information on accessing these trainings, visit Club’s website at [www.njyouthsoccer.com](http://www.njyouthsoccer.com) or contact the Club State Office.

In order to maintain compliance with USSF Policy 212-3, Minor Participants will also be offered access to training regarding the prevention of child abuse provided by the U.S. Center for SafeSport on an annual basis, with parental consent. Regarding training for Minor Participants, Club will track a description of the training(s), the date each training was offered and given, and a description of how each training was offered and given.

In addition to training regarding the prevention of child abuse for Covered Adults and Minor Participants, the U.S. Center for SafeSport has made Parent Toolkits available on its website: <https://resources.safesport.org/toolkits/library.html>

#### Refresher Course(s) for Adults

In addition to the initial training, a refresher course is required on an annual basis effective the calendar year following the completion of the initial training. The U.S. Center for SafeSport’s official refresher course is available as of October 1, 2018.

**Annual Refresher NJ Youth Soccer Abuse Prevention Training for Adults**

NJ Youth Soccer currently requires all Adults who are required to take the initial U.S. Center for SafeSport course to take the U.S. Center for SafeSport’s official refresher course.

The refresher course is required on an annual basis to be completed after January 1st of the year the year in which the seasonal year begins.

**Prohibited Conduct Policy**

Club’s Prohibited Conduct Policy is a policy that applies to all Club Covered Adults and Minor Participants as defined in this Athlete and Participant Safety Program, as well as conduct by any subcontractor, supplier, customer or third party and their employees in their dealings with Club employees. This policy is applicable to all Club sanctioned activities and competitions.

*Harassment*

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person’s protected status. Club will not tolerate harassing conduct that creates an intimidating, hostile, or offensive environment during Club sanctioned activities and competitions. This Prohibited Conduct Policy forbids harassing conduct even when it does not rise to the level of a violation of law.

Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status.

*Sexual Harassment*

Sexual harassment deserves special mention. Sexual harassment may involve individuals of the same or different gender. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature may constitute sexual harassment.

Examples of conduct which may constitute sexual harassment and are prohibited by this Policy include, but are not limited to:

* unnecessary touching, patting, hugging, pinching, or brushing against a person’s body;
* staring, ogling, leering, or whistling at a person;
* continued or repeated verbal abuse of a sexual nature;
* sexually explicit statements, sexual flirtations, advances, propositions, subtle pressure for sexual activity, comments, questions, jokes, or anecdotes;
* graphic or degrading comments about a person’s clothing, body or sexual activity;
* sexually suggestive objects, cartoons, posters, calendars, or pictures in the workplace;
* suggestive or obscene letters, notes or invitations;
* harassing use of electronic mail, electronic or instant messaging, or telephone communication systems; or
* other physical or verbal conduct of a sexual nature.

*Racial, Religious, or National Origin Harassment*

Racial, religious, or national origin harassment deserves special mention as well, and is expressly prohibited by Club. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable person uncomfortable in the environment within Club sanctioned activities and competitions. Examples of race, religious or national origin harassment may include, but are not limited to:

* jokes, which include reference to race, religion, or national origin;
* the display or use of objects or pictures which adversely reflect on a person’s race, religion, or national origin; or
* use of pejorative or demeaning language regarding a person’s race, religion, or national origin.

*Child Sexual Abuse*

Any sexual activity with a child is prohibited. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity.

*Sexual Misconduct*

Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority is prohibited. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative. This section does not apply to a pre-existing relationship between two spouses or life partners.

*Emotional Misconduct*

Emotional misconduct in all forms is prohibited. Emotional misconduct is a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to another person. Non-contact behaviors include verbal acts, physical acts, or acts that deny attention or support; or any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect). Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

*Physical Misconduct*

Physical misconduct in all forms is prohibited. Physical misconduct is defined as contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to another person; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault). Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance. For example, hitting and punching are well-regulated forms of contact in combat sports, but have no place in soccer.

*Bullying*

Intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership are prohibited. Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

*Hazing*

Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group’s members are prohibited. Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

All Covered Adults are responsible to help ensure that we avoid misconduct.

All Covered Adults have an obligation to cooperate in any investigation of a complaint of misconduct, including providing any and all information concerning the complaint. Failure to do so may be a violation of this Policy.

Any violation of this Prohibited Conduct Policy by Covered Adults or Minor Participants may subject the individual(s) to disciplinary action. Club prohibits retaliation against individuals making good faith reports of misconduct, including potential violations of this Prohibited Conduct Policy by Covered Adults or Minor Participants.

Club is committed to maintaining an environment within its sanctioned activities and competitions that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran’s status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The policy also prohibits harassment on the basis of the protected status of an individual’s relatives, friends or associates.

Club is also committed to maintaining an environment within its sanctioned activities and competitions that is free from all forms of sexual abuse, sexual misconduct, emotional misconduct, physical misconduct, bullying and hazing.

**Policy to Limit One-on-One Interactions**

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, the risk of child sexual abuse is reduced. However, one-on-one time with trusted adults is also healthy and valuable for a child. Club’s Policy to Limit One-on-One Interactions Between Adults and Minors (“Policy to Limit One-on-One Interactions”) protects children while allowing for these beneficial relationships. These policies are intended to limit one-on-one interactions between Minor Participants and any Covered Adult who is not their legal guardian during Club sanctioned activities and competitions.

Topics detailed within this policy include:

* One-on-One Interactions, including meetings and individual training sessions
* Massages and rubdowns
* Locker rooms, rest rooms, and changing areas
* Social media and electronic communications
* Local travel
* Team travel

A Minor Participant that reaches the age of majority may not be subject to this policy in their capacity as an athlete, and when interacting with Minor Participants who are aged 16 or older. The Policy to Limit One-on-One Interactions is in effect when this now age of majority athlete interacts with Minor Participants aged 15 or younger. Should a Minor Participant reach the age of majority and then obtain a position that presents a potential power imbalance, such as becoming a coach, the individual is subject to the Policy to Limit One-on-One Interactions.

**One-on-One Interactions**

**Mandatory Components**

1. Application**:** This policy applies to all Covered Adults.
2. Observable and interruptible
   * One-on-one interactions between a Minor Participant and a Covered Adult (who is not the minor’s legal guardian) during Club sanctioned activities and competitions are permitted, if they occur at an observable and interruptible distance by another adult.
   * Isolated, one-on-one interactions between a Minor Participant and a Covered Adult (who is not the minor’s legal guardian) during Club sanctioned activities and competitions are prohibited, except under emergency circumstances.
3. Meetings
   * Meetings between a Covered Adult and a Minor Participant during Club sanctioned activities and competitions should only occur if another adult is present, except under emergency circumstances. Such meetings should occur where interactions can be easily observed and at an interruptible distance from another adult.
   * If a one-on-one meeting takes place in an office, the door to the office should remain unlocked and open. If available, it should occur in an office that (if available) has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
4. Meetings with mental health care professionals: If a mental health care professional meets with a Minor Participant during Club sanctioned activities and competitions, a closed-door meeting may be permitted to protect patient privacy – provided that (1) the door remains unlocked, (2) another adult is present at the Club sanctioned activity or competition, (3) the other adult is advised that a closed-door meeting is occurring, and (4) written legal guardian consent is obtained by the mental health care professional, with a copy provided to Club.
5. Individual training session: Individual training sessions between Covered Adults and Minor Participants are permitted during Club sanctioned activities and competitions if the training session is observable and interruptible by another adult. The Covered Adult should obtain the written permission of the Minor Participant’s legal guardian in advance of the individual training session. Parents, guardians, and other caretakers should be allowed to observe the training session. Permission for individual training sessions should be obtained at least every six months.

**Recommended Components**

1. Monitoring: When one-on-one interactions between Covered Adults and Minor Participants occur during Club sanctioned activities and competitions, adults should monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.
2. Out-of-program contacts: Covered Adults are prohibited from interacting one-on-one with unrelated Minor Participants in settings outside of the program (including, but not limited to, one’s home, restaurants, and individual transportation), unless parent/legal guardian consent is provided for each out-of-program contact. Such arrangements are nonetheless strongly discouraged.

**Massages and Rubdowns**

**Mandatory components**

1. Application**:** This policy applies to all Covered Adults.
2. Licensed, certified professional

* Any massage or rubdown performed by a Covered Adult on a Minor Participant during Club sanctioned activities and competitions is prohibited unless such Covered Adult is a licensed massage therapist.
  + Any massage or rubdown performed during Club sanctioned activities and competitions by a licensed professional should be conducted in open and interruptible locations. Any massage of a Minor Participant should be done with at least one other adult present and should never be done with only the Minor Participant and licensed massage therapist in the room.
  + Even if a coach is a licensed massage therapist, the coach should not perform a rubdown or massage of a Minor Participant under any circumstances.

**Recommended components**

1. Written consent: Written consent by a legal guardian should be provided before providing each massage or rubdown on a Minor Participant. Parents should be permitted to be in the room as an observer.

**Locker Rooms, Rest Rooms and Changing Areas**

**Mandatory Components**

1. Application**:** This policy applies to all Covered Adults.
2. Use of recording devices: Use of any device’s (including a cell phone’s) recording capabilities, including voice recording, still cameras, and video cameras in locker rooms, rest rooms, changing areas, or similar spaces during Club sanctioned activities and competitions is prohibited. Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by Club and two or more adults are present.
3. Undress**:** Under no circumstances should an unrelated Covered Adult during Club sanctioned activities and competitions be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of Minor Participants.
4. Isolated one-on-one interactions
   * At no time are unrelated Covered Adults permitted to be alone with a Minor Participant in a locker room, rest room, or changing area during Club sanctioned activities and competitions, except under emergency circumstances.
   * If any Club sanctioned activities and competitions require the use of a facility that has access to a single set of such facilities, the Club, where applicable, and/or Club member organizations, where applicable, should designate times for use by Covered Adults, if any.
5. Monitoring: The Club, where applicable, and/or Club member organizations, where applicable, regularly and randomly monitor the use of locker rooms, rest rooms, and changing areas at facilities at which Club sanctioned activities and competitions are taking place to ensure compliance with these policies.
6. Non-exclusive facility: If the Club and/or Club member organizations use a facility for Club sanctioned activities and competitions and that facility is used by multiple constituents, Covered Adults are nonetheless required to adhere to the rules set forth here.

**Recommended Components**

1. To minimize the risk of bullying and hazing, the Club, where applicable, and/or Club member organizations, where applicable, use locker room monitors to ensure that minors are not left unattended in locker rooms, rest rooms, and changing areas.
2. Adults make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, the Club, where applicable, and/or Club member organizations, where applicable, should check on the athlete’s whereabouts.
3. The Club and Club member organizations discourage parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let a coach or administrator know about this in advance.

**Social Media & Electronic Communications**

**Mandatory components**

1. Application: This policy applies to all Covered Adults
2. Content: All electronic communication originating from Covered Adults to Minor Participants should be professional in nature.
3. Open and transparent
   * If a Covered Adult needs to communicate directly with a Minor Participant via electronic communications, another Covered Adult or the minor’s legal guardian should be copied.
   * If a Minor Participant communicates to the Covered Adult privately first, the Covered Adult should respond to the Minor Participant with a copy to another Covered Adult or the minor’s legal guardian.
   * A Covered Adult communicating electronically to the entire team should copy another Covered Adult.
   * Minor Participants may “friend” the Club or Club member organizations’ official page(s).
4. Prohibited electronic communications
   * Covered Adults are not permitted to communicate privately via electronic communications with Minor Participants, except under emergency circumstances.
   * Covered Adults are not permitted to “private message,” “instant message,” “direct message”, or send photos via Snapchat or Instagram to a Minor Participant privately.
   * Covered Adults are not permitted to maintain social media connections with Minor Participants; such Covered Adults are not permitted to accept new personal page requests on social media platforms from Minor Participants and existing social media connections with Minor Participants should be discontinued.
5. Requests to discontinue: Legal guardians may request in writing that their child, a Minor Participant, not be contacted through any form of electronic communication by the Club, Club member organizations, or by specific Covered Adult(s). The respective organization(s) and/or Covered Adult(s) should abide by any such request that their child, a Minor Participant, not be contacted via electronic communication, absent emergency circumstances.

**Recommended components**

1. Hours: Electronic communications should only be sent between the hours of 8:00 a.m. and 8:00 p.m.
2. Monitoring
   * The Club, where applicable, and/or Club member organizations, where applicable, should monitor their respective social media pages and remove any posts that violate the organization’s policies and practices for appropriate behavior.
   * The Club, where applicable, and/or Club member organizations, where applicable, should inform the legal guardian of a Minor Participant of any prohibited posts, as well as the organization’s administrator(s).

**Local Travel**

Local travel consists of travel to training, practice, and competition that occurs locally and does not include coordinated overnight stay(s).

**Mandatory Components**

1. Application: This policy applies to all Covered Adults
2. Transportation
   * The Club and/or Club member organizations do not arrange for local travel
   * Covered Adults who are not also acting as a legal guardian, should not ride in a vehicle alone with an unrelated Minor Participant, absent emergency circumstances, and may only drive with at least two other Minor Participants or another adult at all times, unless otherwise agreed to in writing by the Minor Participant’s parent/legal guardian in advance of each local travel.

**Recommended Components**

1. Shared or Carpool Travel Arrangement: Club encourages parents/legal guardians to pick up their child, a Minor Participant, first and drop off their child, a Minor Participant, last in any shared or carpool travel arrangement.

**Team Travel**

Team travel is travel to a competition or other team activity that the Club and/or Club member organization(s) plan and supervise.

**Mandatory Components**

1. Application: This policy applies to all Covered Adults.
2. Team/competition travel: When only one Covered Adult and one Minor Participant travel to a competition, the Minor Participant should have his/her legal guardian’s written permission in advance and for each competition to travel alone with the Covered Adult. c.
3. Hotel rooms: Covered Adults should not share a hotel room or other sleeping arrangement with a Minor Participant (unless the Covered Adult is the legal guardian, sibling, or is otherwise related to the Minor Participant).
4. Meetings
   * Meetings should be conducted consistent with the Club’s policy for one-on-one interactions – i.e., any such meeting should be observable and interruptible.
   * Meetings should not be conducted in a hotel room.

**Recommended Components**

1. Team travel policies should be signed and agreed to by all Minor Participants, parents, and Covered Adults traveling with the Club and/or Club member organization(s).
2. Covered Adults who travel with the Club and/or Club member organizations should successfully pass a criminal background check and other screening requirements consistent with the organization’s policies.
3. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and observable and interruptible environments should be maintained.

**Policy on Monitoring and Enforcement**

Club’s Policy on Monitoring and Enforcement is set forth to establish procedures for monitoring and enforcing the Club Athlete and Participant Safety Program, as well as to establish an appropriate grievance process to address allegations of misconduct following the report or complaint of misconduct.

Club takes all reports of potential violations of this Athlete and Participant Safety Program seriously, and is committed to confidentiality and investigation of allegations. The Club Risk Management (RM) Committee and/or Club Legal Counsel may conduct or manage investigations.

In order to monitor and enforce the Club Athlete and Participant Safety Program, Club reserves the right to, either directly or through a contracted third-party service provider, survey, audit, require certifications of compliance with, or otherwise review compliance with this policy by direct member organizations and/or those organizations that are indirectly affiliated with Club via membership or participation with any Club direct member organization. Any Club direct member organizations, and/or those organizations that are indirectly affiliated with Club via membership or participation with any Club direct member organization, that fail to maintain compliance with this policy will be subject to review by the Club Board of Directors. This failure to maintain compliance with this policy may constitute a violation of the Club Bylaws Article III Section 5.

The grievance process for potential policy violations will be materially free of bias and conflicts of interest. Additionally, the grievance process will include the opportunity for review by disinterested and unbiased fact finders, and a right to appeal pursuant to Club and/or U.S. Soccer Bylaws, Rules, and Policies.

Should the Club and/or Club Legal Counsel deem that an alleged violation of any provision of the Club Athlete and Participant Safety Program is supported, the Covered Adult who is alleged to have violated the Club Athlete and Participant Safety Program will receive written notification in the form of an adverse action letter. An adverse action letter may include a temporary or permanent disqualification, a suspension, a removal from future assignments, or other remedial action (e.g. probation) that impacts participation. Notwithstanding the foregoing, Club reserves the right to require additional training (e.g., SafeSport-certified training) on the part of any participant at any time.

The Covered Adult has the right to an appeal hearing before the Club Board of Directors. The adverse action letter from the Club RM Committee will include instructions on how to appeal the decision made by the Club RM Committee. The Covered Adult has ten (10) calendar days from the receipt of the adverse action letter to submit an appeal in writing to the Club State Office.

Once the adverse action letter from the Club is received by the Covered Adult, that individual must submit a written notice of appeal to the Club Board of Directors addressed to the Club State Office. The written notice of appeal must be received by the Club State Office within ten (10) calendar days from the receipt of the adverse action letter. The individual forfeits all rights to appeal if a written request of appeal is not received by the Club State Office within the allotted time period.

The appeal hearing date will be established at the discretion of Club Board of Directors. No members of the Club Board of Directors, except the Club President, who serves as an ex-officio member, will serve on the Club Risk Management Committee. The Covered Adult may send materials to the Club State Office to be reviewed by the Club Board of Directors before his or her hearing date. All materials must be received 5 (five) business days before his or her hearing date. All Club Board of Directors present at the meeting may vote. A vote will be taken by the Club Board of Directors in a private session and the decision will be relayed in written form to the individual no later than 10 business days from the date of the meeting.

The Club Board of Directors shall have the authority to determine if the individual should be permitted to participate further in Club sanctioned activities and competitions, despite the individual's receipt of an adverse action letter. The Club Board of Directors determines the terms of reinstatements and disqualifications, where applicable.

As stated in the Background Screening Policy of the Club Athlete and Participant Safety Program, U.S. Soccer Policy 601-10 does not provide for the appeal of risk management policy disqualifications to the USSF Appeals Committee, for those disqualifications pertaining to the Background Screening Policy.

The decision of the Club Board of Directors shall be final and binding on all parties. Pursuant to U.S. Soccer Bylaw 704, the individual has the right to appeal a final decision rendered by Club’s process for violations of the Club Athlete and Participant Safety Policy, excluding those decisions rendered pertaining to the Background Screening Policy of the Club Athlete and Participant Safety Program.

**Definitions for terms included in Program**

For the purposes of Club’s Athlete and Participant Safety Program, we recognize the following definitions for terms used:

1. **Adult Applicant:** For the purposes of the Background Screening Policy within Club’s Athlete and Participant Safety Program, an Adult Applicant includes any individual aged 18 or older who is a coach, assistant coach, team manager, assistant team manager, team trainer, team official, Club employee, Club board member, Club committee member, Club independent contractor, Club or League President, Club or League Delegate, Club or League Official, Club or League Representative, Club or League Administrator, Club or League Volunteer, or referee, or any other individual aged 18 or older seeking affiliation with Club or Club affiliated member organizations, who has regular contact with or authority over an amateur athlete who is a minor.
2. **U.S. Center for SafeSport:** The U.S. Center for SafeSport is an independent 501(c)(3) authorized pursuant to the SafeSport Act, with jurisdiction over the USOC and NGBs with regard to safeguarding amateur athletes against abuse, including emotional, physical and sexual abuse, in sports, and which has been further tasked with certain duties in the areas of education and outreach, policy development, and response and resolution.
3. **Core SafeSport Training**: The U.S. Center for SafeSport’s online training, which consists of three modules: (1) Sexual Misconduct Awareness Education; (2) Mandatory Reporting, and (3) Emotional & Physical Misconduct, or the U.S. Center for SafeSport’s in person PPT approved training.
4. **Covered Adults:** This policy uses the term “Covered Adults” to refer to those adults (aged 18 and older) to whom these policies apply. Covered Adults are required to follow all policies included in Club’s Athlete and Participant Safety Program. Covered Adults include adult individuals (aged 18 and over) who are authorized directly by Club or indirectly by a club/league that is directly affiliated with Club to have regular contact with or authority over an amateur athlete who is a minor. Examples of Covered Adults include but are not limited to:
   * Club board members;
   * Club committee members;
   * Club employees and independent contractors;
   * Club and League Presidents, Club and League Delegates, Club and League Representatives, Club and League Administrators, and Club and League Volunteers;
   * Coaches, Assistant Coaches, Team Managers, Assistant Team Managers, Team Officials, and Team Trainers; and
   * Referees\*
   * \*While Referees, Referee Coaches, Referee Mentors, Referee Assignors, and other Referee Program-Affiliated Personnel are expected to adhere to these policies due to referee involvement in Club sanctioned activities and competitions, it is understood that these individuals are also subject to any policies set forth by the Michigan Referee Committee and/or U.S. Soccer Policy.
5. **Minor Participants:** Any participant, whether athlete, referee, or otherwise, who is under the lesser of (1) the age of 18; or (2) the age of majority in the applicable state, and who is participating in Club sanctioned activities and competitions.
6. **National Governing Body (NGB):** A U.S. Olympic National Governing Body, Pan American Sport Organization, or Paralympic Sport Organization recognized by the United States Olympic Committee pursuant to the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C. §§ 220501-220529. U.S. Soccer is a National Governing Body.
   * Routine and/or regular contact with an amateur athlete who is a minor: Recurring, repeated or periodic contact between an adult and a minor.
   * Authority over those adults who have routine and/or regular contact with an amateur athlete who is a minor: Supervisory or decision-making authority over an adult who has recurring, repeated, or periodic contact with minors.
7. **SafeSport Refresher Course:** The U.S. Center for SafeSport’s online training course(s) designed for those who have completed the initial “Core SafeSport Training” or the Center’s in person PPT approved training designated as “refresher” courses.
8. **The SafeSport Act:** Public Law 115-126, the Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017.
9. **USOC:** The United States Olympic Committee.