

SafeSport Handbook



Rev. Sept. 2013

“Safety and security don’t just happen; they are the result of collective consensus and public investment. We owe our children, the most vulnerable citizens in our society, a life free of violence and fear.”

➤ *Nelson Mandela*



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INTRODUCTION

USA Volleyball believes that volleyball has many positive things to offer those who participate. First, and most importantly, whether one is a gifted athlete or a recreational player, volleyball is FUN! It is a lifetime sport enjoyed by players from 8 to 80. Participation in volleyball is not only good exercise, but also involves team cooperation and spirit. Athletes enjoy a wide range of physical, emotional and social benefits. Sports develop general physical fitness, and physical exertion has a documented positive mental effect. Athletes have a greater sense of self-worth, demonstrate better collaboration skills, and maintain healthier peer relationships.

Unfortunately, sports, including volleyball, can also be a high-risk environment for misconduct, including physical and sexual abuse. All forms of misconduct are intolerable and in direct conflict with the values of USA Volleyball.

Misconduct may damage an athlete's psychological well-being. Athletes who have been mistreated may experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on their relationships with family, friends and the sport. Misconduct often hurts an athlete's competitive performance and may cause enough harm for them to drop out of our sport entirely.

USA Volleyball is committed to fostering a fun, healthy and safe sport environment for all its members. We must recognize that the safety of minors lies with all those involved in the sport and is not the sole responsibility of any one person at the club, regional or national level.

HOW TO USE THIS HANDBOOK

We all have a role to play in providing a healthy setting for our sport. The USA Volleyball SafeSport Program raises awareness about possible misconduct in our sport, promotes open dialogue and provides training and resources. When we work as a team, we can build a plan to make volleyball safe – for everyone.

USA Volleyball members should use the policies, guidelines, best practices, strategies and tools included in this handbook to implement SafeSport practices at the local level. Together we can provide a safe environment for all members to enjoy the sport of volleyball.

USA VOLLEYBALL SAFESPORT PROGRAM CONTACTS

National Office Staff

Contact National Office Staff to make a report of concerning behavior, to request training for your club, or to ask a question about the SafeSport program.

National SafeSport Contact: Donise King, donise.king@usav.org, 719-228-6800

USA Volleyball SafeSport Review Committee (2013-14)

Contact SafeSport Committee members to provide feedback about the SafeSport Program, make suggestions for future initiatives, or get general information about the SafeSport program.

Margie Mara: Margie.Mara@usav.org

Cecile Reynaud: breynaud@fsu.edu

Jim Bishop: jbishvb46@gmail.com

Donise King: Donise.King@usav.org

Jennifer Armson-Dyer: jarmsondyer@badgervolleyball.org

My Regional SafeSport Contact

Contact your Regional SafeSport Contact to bring a training program to your club, to help identify local resources in your area, for educational materials and for the latest updates from the SafeSport Program.

Region: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

If you do not know who your Regional SafeSport Contact is, please visit the USA Volleyball SafeSport website at:

http://www.volleyballreftraining.com/SafeSport/safesport_home.html

SECTION I:

SafeSport Program Information

Mission Statement and Guiding Principles

Mission Statement: *USA Volleyball is committed to be a leader in providing safe and fun environments for youth, adults, officials, spectators and event staff. The safety of its participants on and off the court is of paramount importance to USA Volleyball. USA Volleyball considers it a part of our responsibility to provide educational materials and resources for our Regions, clubs, coaches, parents and athletes. **USA Volleyball has ZERO TOLERANCE for abuse and misconduct.***

Guiding Principles:

1. USA Volleyball is committed to providing a safe, healthy and positive environment for its participants' physical, emotional and social development.
2. USA Volleyball believes in an environment free from abuse and misconduct.
3. USA Volleyball believes that all non-athlete members share a collective responsibility to protect our membership.
4. USA Volleyball will make training available for all members to increase awareness and understanding of athlete protection policies and best practices. USA Volleyball will provide a process for members to recognize, respond to and report any SafeSport issues that arise.
5. USA Volleyball will provide resources, information and guidance on SafeSport-related issues to all members, including coaches, parents and athletes.
6. USA Volleyball will treat all allegations of abuse or concerns regarding athlete safety seriously and will respond appropriately and as prescribed by the USA Volleyball policies.

Components of the SafeSport Program

USA Volleyball's SafeSport Program involves several components.



- **Policies and Guidelines:** Provide specific, mandatory policies that must be followed at all levels of the organization; provide additional best practices that protect all members; solicit feedback on policies and guidelines in practice and review and propose updates.
- **Education and Awareness Training:** Provide tools and resources for our community to increase understanding and awareness of abuse in sport and abuse prevention; create opportunities for education and training, review and update efforts based on industry findings.
- **Background Screening of Adult Staff:** Continue to be an industry leader in background screening, the organization's first line of defense against predators;

provide tools to vet which individuals are allowed to become members, employees and have contact with minors.

- **Reporting and Responding to Abuse:** Educate membership to recognize red flag behavior, or signs of abuse of athletes; make reporting channels clear and accessible; remove barriers to reporting; establish clear responsibilities for the National Office, the Regions and the clubs on how to respond to reports.
- **Monitoring and Supervision:** Observe interactions and react appropriately at the local, regional and national levels; provide clear expectations of behavior for both youth-to-youth and youth-to-adult interactions.
- **Grassroots Engagement and Feedback:** Create a connection to the local clubs and members; establish clear communication channels; solicit feedback and communicate how the feedback was incorporated into change efforts; work together; demonstrate why members of all levels need to be diligent and engaged in preventing abuse.

Definitions and Interpretations

The following terms and phrases shall have the meaning assigned to them below wherever used in this SafeSport Handbook:

“Member” means and includes any person who is registered with USA Volleyball.

“Region” means one of the 40 Regional Volleyball Associations (RVAs) of USA Volleyball, found here: <http://www.teamusa.org/USA-Volleyball/Membership/Regions>

“Club” means a junior volleyball club consisting of any number of teams, registered and sanctioned through its local RVA.

“Member Program” means a program conducting activities involving juniors sanctioned by USA Volleyball on the National, Region or club level.

“Knows or should know” is used in this Handbook with reference to a responsible adult who has knowledge of certain prohibited activities or conduct, or, had that adult been properly performing their responsibilities, would have knowledge of the prohibited activities or conduct.

“Responsible adult” means and refers to a person within a Region or club who has either been assigned or has assumed duties within the Region, club or individual team.

All references to a **“parent”** shall mean and refer to a parent and/or guardian, as appropriate to each minor’s situation.

SECTION II: USA Volleyball SafeSport Policies

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

The policies below address the following types of abuse and misconduct:

- Bullying, Threats and Harassment
- Hazing
- Harassment, including Sexual Harassment
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct

The above policies set forth the boundaries for appropriate and inappropriate conduct.

The policies below are implemented to reduce the risks of potential abuse:

- Social Media and Electronic Communications Policy
- Travel Policy

All USA Volleyball members shall familiarize themselves with each form of misconduct and shall refrain from engaging in misconduct and/or violating any of these policies. Ignorance is not an excuse.

A USA Volleyball participant or parent of a participant who violates any of the above policies is subject to appropriate disciplinary action including but not limited, to suspension, permanent suspension and/or referral to law enforcement authorities.

In the event that any of USA Volleyball's or any of its member clubs' employees or volunteers observe inappropriate behaviors (i.e., policy violations), suspected physical and/or sexual abuse, and any other types of abuse or misconduct, it is the responsibility of each person to immediately report their observations to the appropriate person as described in the section of this handbook concerning Reporting.

In addition to reporting within USA Volleyball, such persons also must report suspected child physical or sexual abuse to appropriate local or state law enforcement authorities when required under this Policy and/or under applicable law. Employees and volunteers

should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities.

USA Volleyball has **ZERO TOLERANCE** for abuse and misconduct. Responding to an allegation of abuse or misconduct is described in Section VI of this handbook.

BULLYING, THREATS AND HARASSMENT

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

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

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

COACHES MUST NOT USE BULLYING BEHAVIOR TOWARDS THEIR ATHLETES.

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

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

HAZING

It is the policy of USA Volleyball that there shall be no hazing of any participant involved in any of its Member Programs by any employee, volunteer, independent contractor, support staff or other participant.

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

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

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

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

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

HARASSMENT, INCLUDING SEXUAL HARASSMENT

It is the policy of USA Volleyball that there shall be no form of harassment directed at any participant involved in any of its Member Programs by any employee, volunteer, independent contractor, support staff or other participant.

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

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

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

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

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

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

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

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

EMOTIONAL MISCONDUCT

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

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

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

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

PHYSICAL MISCONDUCT

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

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

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

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

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

SEXUAL MISCONDUCT

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

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

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

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

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

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

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

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS POLICY

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

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

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

Policy

- USA Volleyball junior clubs are strongly recommended to implement a Social Media and Electronic Communications Policy. A model policy with additional suggested items is included in the Appendix to this handbook. If a club chooses not to, or is unable to, create a written Social Media and Electronic Communications Policy, the model policy will become the default policy for that club in the second year of the SafeSport program (2014-15).
- All electronic communication between adult and player must be for the purpose of communicating information about team activities.
- Adults, players and all team personnel must follow appropriate guidelines regarding the volume and time of day of any allowed electronic communication.
- All content between adult and player should be readily available to share with the public or families of the adult or player.
- If the player is under the age of 18, any email, text, social media or similar communication must also copy or include the player's parents.

Request To Discontinue All Electronic Communications

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

TRAVEL POLICY

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

Below are USA Volleyball Travel Policy requirements.

USA Volleyball junior clubs are strongly recommended to implement a Travel Policy. A model Travel Policy with additional suggested items is including in the Appendix to this handbook. If a club chooses not to, or is unable to, create a written Travel Policy, the model policy will become the default policy for that club in the second year of the SafeSport program (2014-15).

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

Local Travel

- It is the responsibility of the parents to ensure the person transporting the minor player maintains the proper safety and legal requirements, including but not limited to: a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.
- The employees, coaches and/or volunteers of a club or one of its teams, who are also not acting as a parent, should not drive alone with an unrelated minor.

Team Travel

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

- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken, or immediately after.

Additional policies surrounding safety, behavior, financial guidelines are also recommended, as is the development of a Club Travel Code of Conduct or Honor Code. An example is included in the Appendix of this handbook.

SECTION III: Education and Awareness Training

Education is the key component of any abuse and misconduct prevention strategy. Awareness training provides participants with information necessary to more effectively monitor their organization and minimize the opportunities for physical and sexual abuse and other types of misconduct and respond to concerns. It is also a strong public statement that the organization places a priority on the safety of its participants.

USA Volleyball's policies and procedures require members to report abuse, misconduct and violations of its safety policies (see Section V, Reporting and Responding). To do so, members need to have a basic understanding of sexual abusers and the strategies that offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a victim to manipulate the victim into sexual activity and keep the child from disclosing abuse.

It is the policy of USA Volleyball that those participants who (1) have direct contact to or supervision over minor participants, (2) are responsible for enforcing child abuse and misconduct policies, (3) are in managerial or supervisory roles of a USA Volleyball Member Program, and (4) are new and current employees and/or volunteers of USA Volleyball Member Programs, are advised to complete the appropriate training about child physical and sexual abuse and other types of misconduct before having contact with youth participants.

To prevent child physical and sexual abuse and other types of abuse and misconduct, the training shall:

- Provide definitions for, and effects of, child physical and sexual abuse;
- Provide definitions for, and effects of, all forms of abuse and misconduct (emotional, physical and sexual; bullying, harassment and hazing);
- Identify risk opportunities for child physical and sexual abuse;
- Address common myths about offenders;
- Outline patterns, behaviors and methods of operation of sexual predators;
- Identify risk opportunities for abuse and misconduct in sport;
- Identify policies, practices and procedures to recognize, reduce and report misconduct

USA Volleyball has adopted the United States Olympic Committee's SafeSport training materials, which include a series of online training videos, totaling approximately 90 minutes and made available at no cost to the participant:

- Lesson 1: The Coach-Athlete Relationship
- Lesson 2: Bullying & Harassment
- Lesson 3: Hazing
- Lesson 4: Emotional Misconduct
- Lesson 5: Physical Misconduct
- Lesson 6: Sexual Misconduct
- Lesson 7: Sexual Abuse
- Lesson 8: Grooming
- Lesson 9: Minimizing High-Risk Opportunities
- Lesson 10: Local Travel
- Lesson 11: Overnight Travel
- Lesson 12: Signs & Symptoms of Abuse
- Lesson 13: The Barriers to Reporting Abuse
- Lesson 14: Reporting and Responding to Misconduct & Abuse

The extent and content of the required training may vary for different types of participants.

- Each Region shall identify an individual responsible for oversight of its SafeSport Program, who will also work with the USA Volleyball National Officer for program updates and materials.
- USA Volleyball policy advises each club program registering youth players to have at least one representative complete the online training each year.
- Regions and clubs are strongly encouraged to have all of their officers, directors and other key representatives complete the online training.

Please note that USA Volleyball may modify these guidelines from time to time as it deems appropriate.

PARENT AND PLAYER EDUCATION

Parent education is one of the keys to keeping a program safe from abuse and misconduct. Parents can assist by helping avoid situations in which misconduct can occur, by being aware of the signs and symptoms of abuse and by reporting suspected abuse.

Parents and players will be made aware of USA Volleyball's SafeSport Program through links on the USA Volleyball and individual Region websites, other social media and electronic channels and other suitable means.

SECTION IV: USA Volleyball Background Screening Policy

USA Volleyball has had a background screening policy in place since 2003.

USA Volleyball was one of the first national sports organizations to implement a screening policy and has been considered a leader in requiring a screening of its members. USA Volleyball's strict policy includes set criteria for which a person may be disqualified and prohibited from serving as an employee or subcontractor for USA Volleyball, its Regions or clubs. Under the policy, USA Volleyball will not authorize or accept any member who has routine access to minors unless that person consents to be screened **and** passes a comprehensive screen by USA Volleyball's approved background screen vendor. This policy encompasses all adults associated with junior programming, including coaches, officials and event staff.

Purposes of a Screening Policy:

- It is the professional and moral responsibility of USAV and its Member Programs to provide a safe environment for members during sanctioned activities.
- Protects USA Volleyball participants from known offenders so that such individuals do not have access to USA Volleyball members.
- Deters offenders who have not been caught from joining USA Volleyball programs because the program has a known policy against abuse.
- Helps protect USA Volleyball, its Regions and clubs, and their respective employees and subcontractors, from liability that could arise from allowing a previous offender to have access to minor participants.
- It protects USAV, its Regions and clubs from state and federal precedence that associations can be held generally liable for sexual misconduct or abuse that can in some way be connected to their sanctioned events.
- Background screenings are a "risk management tool" to help reduce potential sexual abuse/molestation claims by identifying and eliminating individuals that might pose a threat from the group the insurance company is providing coverage.

USAV BACKGROUND SCREENING POLICY

(Last Revised June 21, 2013)

It is the policy of USA Volleyball (USAV) and its Regional Volleyball Associations (RVAs) that any club/entity intending to hire or use registered individuals in any sanctioned junior volleyball events and/or activities (some examples of events or activities that can be sanctioned with regional approval are: tournaments, practices, clinics, tryouts, and fundraisers) will accept and abide by this background screening policy. The following individuals, 18 years of age or older, will be screened:

- Club directors, club administrators, team reps, coaches, chaperones, and trainers who intend to register, affiliate and/or participate with a junior volleyball club or team in a USAV/RVA.
- Any Junior Tournament Director/Site Director/On-site Tournament Administrator/Manager and official 18 or older who intends to work a junior sanctioned event will also be screened with the exception of a junior player.
- Each RVA may also choose to require other members of their organization to submit to and pass a background screen in order to affiliate with their organization.
- Additionally, the club/entity will enforce the penalties resulting from a negative background screening report. Failure to do so is grounds for automatic suspension of membership privileges to participate in USAV/RVA sanctioned junior events and/or activities.
- All disqualified individuals have the right to dispute the findings of the background screening directly with the RVA's approved Background Screen Vendor.

The RVAs and/or USAV will not register, or allow to be registered, any individual who refuses to consent to a background screen if he/she intends to affiliate and/or participate with a junior club/team, in the RVA or any other regional or national junior level programming. Junior members are any members under the age of 18. A background screen will not be required for those individuals who will be classified only as junior players or those individuals not registered, affiliated and/or participating with a junior volleyball club or team in a RVA (other than those categories listed above).

For those regions that allow individuals under 18 to be an assistant coach, any individual who is not yet 18 years old and who is in a non-player role affiliated with a junior club must be background screened immediately upon reaching 18 years of age. A 30-day grace period shall apply from the date of the 18th birthday in order to allow time for the background screening to be processed. During the 30-day grace period, the same restrictions apply to the individual and should be enforced as are in place for junior coaches regarding supervision by a qualified adult.

It is the responsibility of the individual, club and region to identify the individuals in this situation and to meet the background screening requirement. Upon the conclusion of the 30-day grace period, the individual may not participate in a non-player role affiliated with a junior club unless the background screening requirement is met.

All screens will be good for two membership seasons (maximum of 26 months).

Anyone that fails a background screen cannot reapply for another screen until the following season. USAV and the RVAs retain the right to require additional background screens at any time with the exception of reissuing an application that was previously disqualified due to falsification.

PROCESS:

Every individual required to submit Background Screening must complete, sign and date the Consent and Waiver Release Form. Electronic signatures are only accepted on the USAV Online Registration System. The Background Screen Consent and Waiver Release form will be submitted and the applicant cleared before the applicant may participate in RVA/USAV sanctioned junior events and/or activities.

Upon receipt of the above described documents, the USAV/RVA will request that the USAV/RVA approved Background Screen Vendor perform the background screen.

All information received as a result of a background check will be strictly confidential. Notice of clearance or disqualification for all applicants will be provided to:

1. The designated contact of the RVA that submitted the application.
2. USA Volleyball National Office

A notice of automatic disqualification will be sent by email by the USAV/RVA approved Background Screen Vendor to the RVA office. The RVA will provide the approved Background Screen Vendor a contact e-mail for the Club Director or highest staff member for the hiring entity. The approved Background Screen vendor will then contact the Club/entity to provide notice of the automatic disqualification and request additional contact information for the disqualified individual.

The complete profile will be sent by the USAV/RVA approved Background Screen Vendor directly to an automatically disqualified individual using the agreed upon method of delivery, along with a copy of the "Summary of Your Rights under the Fair Credit Reporting Act" (FCRA), and a notification that the individual is prohibited from participating in USAV/RVA sanctioned junior events and/or activities.

All disqualified individuals have the right to review and dispute the accuracy of the background screening findings directly with the USAV/RVA approved Background

Screen Vendor. A disqualified individual **MAY NOT** appeal an automatic disqualification or the results of the findings of the background screen vendor to the RVA and/or USAV. USAV and each RVA is required by the policy to accept the findings of the approved background screen vendor.

Individuals automatically disqualified are excluded from participation in any USAV/RVA sanctioned junior events and/or activities.

EFFECTIVE SEPTEMBER 1, 2013, AUTOMATIC DISQUALIFIERS FOR PARTICIPATION IN SANCTIONED JUNIOR EVENTS AND/OR ACTIVITIES:

Anyone found guilty, entering a plea of guilty, or a plea of nolo contendere (no contest) regardless of adjudication or received court directed programs and/or other sentencing directives in lieu of a finding of guilt, for the following criminal offenses; All Sex offenses, Murder, and Homicide regardless of time limit; Felony Violence and Felony Drug offenses in the past 10 years; any misdemeanor violence offenses in the past 7 years; any multiple misdemeanor drug and alcohol offenses within the past 7 year; or any other crimes (not listed) against children in the past 7 years (the time frames associated with the categories of crime listed above are calculated based on the date of the offense).

Individuals found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for disqualification as listed above, the individual would then be cleared and reinstated.

Falsification of information on any membership application or the consent/release form is grounds for membership revocation or restriction of membership.

Individuals that are automatically disqualified must wait one season before reapplying for affiliation and/or participation with a junior club or team.

ENFORCEMENT:

The hiring entity is responsible for ensuring adherence to this policy, and ensuring that those individuals who are disqualified do not participate in USAV/RVA sanctioned junior events and/or activities.

PENALTY:

Failure of a club/entity to request background screening or enforce disqualification is cause for the RVA or USAV to impose penalties. The minimum penalty shall be suspension of all members of the offending club/entity until background screening and enforcement requirements are met. Additional measures may include financial penalties and/or extended suspensions against disqualified individuals and/or the club/entity.

SECTION V: Monitoring and Supervision of SafeSport

The monitoring and supervision aspect of USA Volleyball's SafeSport Program describes how USA Volleyball and its member programs monitor, supervise and ensure that the aspects of the SafeSport Program (i.e., implementation and enforcement of policies, training requirements, screening requirements, responding, reporting and adjudication procedures, etc.) are being followed and how they may be improved, so that they result in a safe environment for the members and participants.

Monitoring and supervision must occur at different levels within USA Volleyball:

➤ **Team Coaches**

- The Head Coach for each team shall be responsible for monitoring his/her team so that the team is being properly supervised, that the team's travel is conducted in accordance with the Club Travel Policy, that all team electronic communications are in accordance with the Social Media and Mobile and Electronic Communications Policy.

- It is recognized that the Head Coach may not be personally responsible for the direct supervision of each of the above areas at all times and may delegate responsibility to team personnel for certain activities or to other properly screened adults, but as the primary supervisor of the team, the Head Coach shall be responsible for delegating as necessary to result in compliance.

➤ **Regions and Clubs**

- Regions, clubs and their administrators shall monitor their programs and enforce compliance of its teams with respect to SafeSport policies set forth by USA Volleyball and the United States Olympic Committee.

- The goal is to have regions and clubs monitor their personnel so that the program's coaches, officials, program administrators, support staff and other program volunteers and employees who will have routine access to minor participants, have completed the training in accordance with USA Volleyball guidelines prior to such persons

beginning in their position or otherwise having access to youth/junior participants.

- Regions and clubs shall promptly address any reports of abuse or misconduct and make all such reports as are required under the USA Volleyball SafeSport Program or applicable law.
- Regions and clubs shall conduct reviews and evaluation of their program and team personnel to monitor and promote compliance with the USA Volleyball SafeSport Program.

➤ **USA Volleyball National Office**

- USA Volleyball, working with each Region SafeSport Contact, shall monitor compliance with the USA Volleyball SafeSport Program in all Regions.
- USA Volleyball shall monitor all regions to determine whether they are properly supervising and monitoring their local programs' compliance with set guidelines, and advising that all training and screening is completed prior to persons beginning in their position or otherwise having access to youth/junior participants.
- USA Volleyball shall promptly address any reports of abuse and misconduct and make all such reports as are required under the USA Volleyball SafeSport Program or applicable law and shall monitor and supervise the Regions to help ensure all such reports are made.

SECTION VI: Reporting and Responding to Abuse

A key element to preventing abuse and misconduct from occurring is an effective reporting policy that results in reports of suspected abuse and misconduct (as outlined in Section II), and does not in any way deter victims or witnesses from reporting abuse and misconduct.

Potential abusers will avoid involvement in a program where there is a likelihood that suspected abuse will be reported. If sport leaders are untrained about how and when to report suspected abuse, they may feel ill-prepared, powerless and lost when it comes to responding to and reporting misconduct. By providing this guidance on when and how to report suspected misconduct, USA Volleyball seeks to remove barriers to disclosing misconduct, including child physical and sexual abuse.

REPORTING POLICY

It is the policy of USA Volleyball that every employee or volunteer of any USA Volleyball Member Program, must report actual or perceived violations of the USA Volleyball/USOC SafeSport Program to the appropriate USA Volleyball representatives; additionally, in all cases involving suspicions or allegations of child physical or sexual misconduct, every employee or volunteer of USA Volleyball Member Programs must also report to the appropriate law enforcement authorities. Any report of misconduct or suspicions of child physical and sexual misconduct will be taken seriously and handled appropriately. If USA Volleyball receives a report of physical or sexual misconduct involving a minor, USA Volleyball will make a report to the proper authorities.

In some cases an employee or volunteer may be hesitant about reporting suspected misconduct because they are unsure about the credibility of the person making the allegations, are unsure about the credibility of validity of the facts on which the allegations are based, or are concerned about the potential consequences of a false report. It is critical that employees and/or volunteers should not attempt to evaluate the credibility or validity of child physical or sexual misconduct allegations as a condition for or prior to reporting their concerns.

USA Volleyball and each Region shall identify an individual responsible for overseeing their respective SafeSport Program and reporting policies and procedures.

REPORTING CHILD PHYSICAL OR SEXUAL ABUSE

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardian) to manipulate the child into sexual activity and to keep the child from disclosing abuse, it is possible that an employee, volunteer, parent or participant may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to USA Volleyball or the Region.

PEER TO PEER SEXUAL MISCONDUCT

Some child sexual misconduct occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual misconduct. Whether or not a sexual interaction between children constitutes child sexual misconduct turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. If you have any concerns that an interaction between children may constitute sexual misconduct, report it to the appropriate law enforcement authorities and to USA Volleyball or the Region.

REPORTING PROCEDURE

Suspicious or allegations of child physical or sexual misconduct should be made to the appropriate law enforcement authorities. In order to further protect USA Volleyball programs and participants, such reports should also be made to USA Volleyball and/or the applicable Region. A compilation of information on when a person must make a report to law enforcement authorities can be found:

www.childwelfare.gov

www.childwelfare.gov/systemwide/laws_policies/statutes/mandata.cfm

www.childwelfare.gov/systemwide/laws_policies/state/

All reports of violations of any of the USA Volleyball SafeSport policies or any violations of this SafeSport Program Handbook shall be made to USA Volleyball and/or to the applicable Region.

In some instances, a victim or complainant may feel more comfortable reporting to their local club administrator. Any reports to a local club administrator shall be forwarded by

that administrator to USA Volleyball or the Region. Depending on the circumstances, USA Volleyball or the Region may refer a report to the local club administrator for initial action, investigation and/or discipline.

USA VOLLEYBALL REPORTING CHANNELS:

Email: safesport@usav.org

Phone: 1-855-306-7775

Online Form: http://www.volleyballreftraining.com/SafeSport/safesport_report.html

RESPONDING TO ABUSE OR MISCONDUCT

USA Volleyball recognizes that there are varying levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate suspension or dismissal. In contrast, a youth participant who tells a single risqué joke constitutes less serious misconduct, and depending on the circumstances, might be dealt with more appropriately through dialogue and a verbal warning. Appropriate action should always consider the necessity of protecting minor participants from further abuse.

Adults have a responsibility as a coach or other non-athlete member to protect the children within their care. Children cannot protect themselves. Children rely on the adults around them to keep them safe. If an adult member observes a boundary violation, policy violation or suspicious or inappropriate interactions, the below information will assist you in how to respond:

1. Interrupt the action and speak directly to the person involved.

Try to begin the conversation with something positive, and then describe the actions you've seen that concern you and suggest what should be done. Interrupting doesn't mean you are accusing anyone of molesting a child. You are just making sure that everyone follows the rules that keep kids safe.

2. Always respond quickly, if you witness or become aware of red-flag behavior.

A child's safety may be in jeopardy and a delay in action could allow abuse to occur. Red-flags (for example, adults who have poor boundaries such as texting athletes frequently, buying gifts, etc.) can quickly lead to abuse or misconduct. That means you need to respond right away, no matter how busy you are.

3. Share your concerns with the head coach, team manager, club board president or respective Regional representative.

If you see something, say something. If you don't speak up, nothing will change and the situation could get dangerous. Tell your supervisor exactly what you've

observed. Arrange a time when you can speak with leadership privately and without distractions. Share your observations and concerns with as much detail as you can and explain why you are concerned and what you would like to see changed.

4. Thoroughly document what you learned if you investigated, and what actions you took in response, especially for those in leadership positions.

Documentation can be crucial if you must later prove that you exercised due diligence in acting on a report of inappropriate or suspicious behavior.

5. Use the situation to strengthen training, monitoring and supervision, and enhance your policies.

Red flag incidents can teach a great deal. Use what happened in the situation to ask “how could this happen?” as well as “what was done well?” Maybe it will be noticed that coaches need more training on how to supervise children or how to respond if they see a red flag. Don’t let an incident go by without learning something from it so you can do an even better job in the future.

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APPENDIX: Model Policies

USA Volleyball requires that clubs develop, adopt and implement policies relating to: (1) Social Media and Electronic Communication; and (2) Travel.

USA Volleyball has developed the following model policies to assist clubs in developing their own policies. Clubs are not required to adopt the model policy as drafted or in full, except where noted in the Model Policy. The policies are intended to serve as a starting place for clubs. Clubs are encouraged to adapt the policies to fit the unique structure, personnel and needs of the club. However, if a club does not put in place a policy of their own, the model policy shall become the default policy for that club.

Clubs should provide copies of their policies to all members. Clubs are additionally encouraged to review the policies annually with athletes and their parents and allow for open dialogue and question/answer regarding each policy so that clear expectations are set.

REQUIRED POLICIES

Appendix A	Model Social Media and Electronic Communications Policy
Appendix B	Model Travel Policy

APPENDIX A:

Social Media and Electronic Communications

Sample Policy for Clubs

Model Policy For Junior Club Volleyball Programs

USA Volleyball junior clubs are now required to implement an electronic communication policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club. The following is a model policy for appropriate electronic communications between adults and athletes, and is provided to assist USA Volleyball member clubs with developing their own policies. If a club chooses not to, or is unable to, create a written electronic communication policy, the following model policy will become the default electronic communication policy for that club. Once a customized set of policies is developed and approved by the club, the default policy will no longer apply. Each member club has the responsibility for approval and implementation of its own electronic communication policy.

Electronic Communication Policy of [insert the name of the club]

PURPOSE

[Insert the name of the club] (the “Club”) recognizes the prevalence of electronic communication and social media in today’s world. Many of our student-athletes use these means as their primary method of communication. While the Club acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adults use these methods to communicate with minors.

GENERAL CONTENT

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Volleyball Code of Conduct regarding Athlete Protection.

For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drugs or alcohol use;
- Sexually-oriented conversation; sexually explicit language, sexual activity
- The adult’s personal life, social activities, relationship or family issues, or personal problems; and
- Inappropriate or sexually explicit pictures.
- Note: Any communication concerning an athlete’s personal life, social activities, relationship or family issues or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, board member or parent, the guiding principle to always use in communication is to ask: “Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?” or “Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient’s parents, the coaching staff, the board or other athletes?”

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with athletes is **Transparent**, **Accessible** and **Professional**.

Transparent: All electronic communication between coaches and athletes should be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.

Accessible: All electronic communication between coaches and athletes should be considered a matter of record and part of the Club’s records. Whenever possible, include another coach or parent in the communication so there is no question regarding accessibility.

Professional: All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choice, tone, grammar and subject matter that model the standards and integrity of a staff member.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method and manner of communication with athletes will be appropriate.

FACEBOOK, INSTAGRAM, BLOGS AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from any athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM methods.

The club has an official Facebook page that athletes and their parents can “like” or “friend” for information and updates on team-related matters.

Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information.

TWITTER

Best Practice: The club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter. Likewise, athletes are not permitted to follow coaches on Twitter. Coaches and athletes are not permitted to “direct message” each other through Twitter.

Alternative Option: Coaches and athletes may follow each other on Twitter. Coaches cannot retweet an athlete message post. Coaches and athletes are not permitted to “direct message” each other through Twitter.

TEXTING

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 10pm. Texting only shall be used for the purpose of communicating information directly related to team activities.

EMAIL

Athletes and coaches may use email to communicate. When communicating with an athlete through email, a parent, another coach or a board member must also be copied.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communications. Immediate compliance without repercussion must be granted.

MISCONDUCT

Social media and electronic communications can be used to commit misconduct (e.g. emotional, sexual, bullying, harassment and hazing). Such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of our SafeSport Handbook.

VIOLATIONS

Violations of the Club’s Social Media and Electronic Communications Policy should be reported to your immediate supervisor, a Club administrator or the Regional SafeSport Contact for evaluation. Complaints and allegations will be addressed following the appropriate procedure.

A USA Volleyball participant or parent of a participant who violates this policy is subject to appropriate disciplinary action, including but not limited to: suspension, permanent suspension and/or referral to law enforcement authorities.

APPENDIX B: Travel Sample Policy for Clubs

Model Policy For Junior Club Volleyball Programs

USA Volleyball junior clubs are now required to implement a team travel policy. The following is a model team travel policy and is provided to assist USA Volleyball member clubs with developing their own policies. If a club chooses not to, or is unable to, create a written travel policy, the following model policy will become the default policy for that club. Once a customized set of policies is developed and approved by the club, the default policy will no longer apply. Each member club has the responsibility for approval and implementation of its own set of travel policies, and to provide these policies to all players, parents, coaches and other adults who will be traveling with a team. It is strongly recommended that a signature by each adult acknowledging receipt of and agreeing to the travel policy be obtained by each club.

Some travel involves only local travel to and from local practices and events while other travel involves overnight stays. Different policies should apply to these two types of travel. The form of policy below is a sample only but may be modified by the local program to meet its specific needs and travel.

Travel Policy for [insert the name of the club]

[Insert name of the club] has some teams that travel regularly to play in tournaments, has some teams where travel is limited to a few events per season, and some teams where there is no travel other than local travel to and from our own area. [Club] prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment and hazing, all as described in the USA Volleyball SafeSport Handbook. [Club] has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase player safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local tournaments ("local travel") and team travel involving an overnight stay ("team travel").

Local Travel

Local travel occurs when [Club] does not sponsor, coordinate or arrange for travel.

- Players and/or their parents/guardian are responsible for making all arrangements for local travel. The team and its coaches, managers or administrators should avoid responsibility for arranging or coordinating local travel. It is the responsibility of the parents/guardians to ensure the person transporting the minor player maintains the proper safety and legal requirements, including but not limited to: a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

- The employees, coaches and/or volunteers of [Club] or one of its teams, who are not also acting as a parent, should not drive alone with an unrelated minor player.

Team Travel

Team travel is overnight travel that occurs when [Club] or one of its teams or designees sponsors, coordinates or arranges for travel so that our team can compete locally, regionally or nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the players.

- When possible, [Club] will provide reasonable advance notice before team travel. Travel notice will also include designated team hotels for overnight stays as well as a contact person within [Club] or the team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a minor player (unless the coach is the parent, guardian or sibling of the player).
- The coach or his/her designee will establish a curfew by when all players must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly background screened adults. At no time should only one adult be present in a room with minor players, regardless of gender.
- Team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a coach and a player may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present, with at least one of those adults being the same gender as the player.
- Family members who wish to stay in the team hotel are permitted and encouraged to do so.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact the team personnel who can either make or assist with making those arrangements.
- No coach or chaperone shall at any time be under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their minor player.

- Prior to any travel, coaches will endeavor to make players and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the players for adherence to curfew restrictions and other travel rules.
- If disciplinary action against a player is required while the player is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken, or immediately after.

Suggested Additional Policies

The following policies are additional guidelines for developing a travel policy based on the club's preferences and needs.

- Players are expected to remain with the team at all times during the trip. Players are not to leave the competition venue, the hotel, restaurant or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc., players will stay in groups of no less than three persons. Athletes 12 and under will be accompanied by a chaperone.
- Safety Policies
 - Additional guidelines to be established as needed by the coaches;
 - Supervised team room provided for relaxation and recreation;
 - Respect the privacy of each other;
 - Only use hotel rooms with interior entrances;
 - Must wear seatbelts and remain seated in vehicles;
- Behavior Policies
 - Be quiet and respect the rights of teammates and others in the hotel;
 - Be prompt and on time;
 - Develop cell phone usage guidelines;
 - Develop computer usage guidelines including social media;
 - Respect travel vehicles;
 - Establish travel dress code;
 - Use appropriate behavior in public facilities, including language;
 - Establish two different curfews – in own rooms and lights out;
 - Must stay in assigned hotel room; and
 - Needs and well-being of the team come first.

- Financial
 - No room service without permission
 - Players are responsible for all incidental charges
 - Players are responsible for any damages or thievery at hotel;
 - Players must participate in contracted group meals; and
 - Communicate travel reimbursement information and policies.

- General
 - Establish fair trip eligibility requirements;
 - Establish age guidelines for travel trips;
 - Parent(s) responsible for getting player(s) to stated departure point; and
 - Requirements for families to attend “Team Travel Tournaments.”

Code of Conduct / Honor Code

USA Volleyball strongly suggests clubs to create a Code of Conduct or Honor Code as a companion document to team travel policies.

Recommended:

- a. Team members will display proper respect and sportsmanship toward coaches, officials, administrator, teammates, fellow competitors and the public at all times.
- b. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of the team or be detrimental to its performance objectives.
- c. The possession or use of alcohol or tobacco products by any athlete is prohibited.
- d. The possession, use or sale/distribution of any controlled or illegal substance or any form of weapon is strictly forbidden.
- e. Team members are reminded that when competing in tournaments, traveling on trips and attending other club-related functions, they are representing both themselves and [Club]. Athlete behavior must positively reflect the high standards of the club.

For Consideration:

- a. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action. Such discipline may include, but may not be limited to:
 - i. Dismissal from the trip and immediate return home at the athlete’s expense;
 - ii. Disqualification from future tournaments, either local or traveling;
 - iii. Financial penalties;
 - iv. Dismissal from team; and/or
 - v. Penalties set forth in the USA Volleyball Participant Code of Conduct, which may include a lifetime ban.
- b. Players are to refrain from inappropriate physical contact at team activities.
- c. Players are to refrain from the use of inappropriate language.