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BRADDOCK ROAD YOUTH CLUB

CLUB-WIDE POLICIES

Updated January 2010

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BRADDOCK ROAD YOUTH CLUB CODE OF CONDUCT & DISCIPLINARY POLICY

All participants in Braddock Road Youth Club activities (administrators, players, coaches, officials, and spectators) are expected to conduct themselves in accordance with the principles of good sportsmanship and appropriate behavior and will comply with all BRYC policies, rules, and procedures. This Code of Conduct applies at practices, games, and all other BRYC-sanctioned activities.

Participants will:

- Exemplify behavior that reflects good sportsmanship, respect, courtesy, and a positive attitude.
- Maintain self-control at all times.
- Refrain from using abusive language or profanity, making humiliating remarks, gestures of ill temper, verbal or physical threats, and/or physical assault upon another player, coach, official, or spectator.
- Not engage in any behavior which would endanger the health, safety, or well-being of any player, coach, official, or spectator.
- Treat players, coaches, officials, and spectators with respect regardless of race, creed, color, national origin, sex, sexual orientation, religion, or ability.
- Follow field/facility rules and regulations, respecting at all times the property of others.
- Not use alcohol, illegal drugs, or tobacco products, or carry any firearm or weapon during any event in which BRYC is a participant.

Anyone who violates this Code of Conduct is subject to immediate dismissal from any BRYC event and disciplinary action up to and including being expelled from all Braddock Road Youth Club activities. Alleged violations of the Code of Conduct shall be referred to the appropriate Sport Commissioner for investigation, to include interviewing the parties involved.

In the event of a violation of the Code of Conduct, disciplinary action shall include, but not be limited to, the following, in any order or combination:

1. Verbal warning issued by a BRYC Sport or Club official.

2. Written warning issued by a BRYC Sport or Club official.
3. Suspension or immediate ejection from a sports event issued by a BRYC Sport, Club, or event official, with written documentation of the incident kept on file.
4. Suspension from multiple sports events issued by a BRYC Sport or Club official, with written documentation of the incident kept on file.
5. Season suspension or multiple season suspension issued by the Club, with written documentation of the incident kept on file.
6. Permanent suspension from all Club activities issued by the Club, with written documentation of the incident kept on file.

Appeals of disciplinary actions will follow the appeals process outlined in the BRYC Risk Management Policy.

Individual BRYC sports may adopt additional policies and procedures relevant to their unique sport's activities so long as they do not conflict with these Club-wide policies.

The BRYC Code of Conduct and Disciplinary Policy will be made available to individuals and be posted on the BRYC Sport and Club websites.

Approved by the BRYC Board of Directors on February 5, 2009

BRADDOCK ROAD YOUTH CLUB RISK MANAGEMENT PROGRAM

PURPOSE

As our society increases its awareness of the problems associated with child abuse, organizations involved with America's youth must work diligently to provide them with a safe environment and to help our sports clubs deal with the issue of child abuse.

The Braddock Road Youth Club [BRYC] is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well-being while involved in sponsored activities. We encourage parents to become as active as possible in sponsored activities, games, practices, and other events. The more the parents are involved, the less likely it is for abusive situations to develop.

BRYC POSITION

BRYC and its affiliate members will not knowingly recommend or knowingly allow for placement in a position that would involve direct contact with a child any person who has: (a) been convicted of any felony, crime of violence, or crime against a person; (b) an arrest record for any offense involving sexual misconduct; (c) a documented or demonstrated history of drug abuse or alcohol abuse within the past five (5) years; (d) failed to complete the Risk Management Disclosure Form; or (e) demonstrated a pattern of behavior that would have a detrimental effect on children.

We are committed to providing a safe environment for our players, participants, and staff. We do so by appointing all coaches, officials, and volunteers--and anyone else affiliated with our organization--as protection advocates. Every member of this organization is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator.

APPLICABILITY

This policy shall apply to all of the following:

1. Coaches
2. Assistant Coaches

3. Trainers
4. Administrators, including volunteers and employees of BRYC and its affiliate sports clubs
5. Members of the Board of Directors and Sport Commissioners
6. Other volunteers, as determined by the Club President or Sport Commissioner

THE PROGRAM

The program will consist of the following parts:

- I. Establishing BRYC Guidelines for Appropriate Behavior.
- II. Providing a means to gather information about those people who come in contact with our children.
- III. Handling risk management information
- IV. Helping our members to identify and deal with child abuse.

I. BRYC GUIDELINES FOR APPROPRIATE BEHAVIOR

The following guidelines of behavior and procedures are established for our staff, volunteers, and participants. All members of this organization, as well as parents, spectators, and other invitees, are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional, or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents, or spectators.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical conduct, any form of sexual conduct or inappropriate touching, are strictly prohibited within our organization.
 - a. Physical Conduct
 - 1) Adults and others in positions of authority must be aware that physical contact can be misinterpreted. Physical contact should be limited to that necessary to teach a skill, treat an injury, or console or congratulate a player. Physical intimidation, physical punishment, or threatening a player with physical harm are not appropriate behaviors and will not be tolerated. However, reasonably requiring players to do push-ups, running, or the like for misbehavior would not likely be considered inappropriate.
 - 2) Sexual contact of any kind between adults and players is prohibited whether or not the contact is consensual.
 - 3) Hazing or any type of initiation to a club or team is prohibited.
 - 4) Corporal punishment is prohibited.

b. Social Conduct

- 1) Supervision: Adults must be prudent when participating in team social activities. Proper, non-provocative attire will be worn at all BRYC-sponsored activities. It is strongly recommended that one-on-one contact between an adult team representative and any player must be conducted in the view of at least one other adult. It is also strongly recommended that a minimum of two adults, at least 21 years of age, be at each team activity, to include practices, games, and parties.
 - 2) Chaperone Ratio: When traveling overnight with youth participants, children who are not lodged with their parent(s) should be paired up with other children of the same gender and similar age group, with chaperones in separate but nearby rooms. Adults should respect the privacy of players. If showering or changing room facilities are available, schedules should be made such that adults and children have separate use.
3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to such forms of abuse as: Insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sexual orientation, or age.

Language:

- a. Offensive or vulgar language, to include name-calling or harassment of a player, coach, official, or spectator, by adults or children, is unacceptable. BRYC events, including games and practices, should be family oriented events. Adults should model positive communication skills.
 - b. Language that is denigrating in nature, content, or tone or refers to one's gender, race, national origin, disability, sexual orientation, or religion in a denigrating or negative manner is not acceptable.
 - c. Inappropriate language or threatening language used toward an official, coach, player, parent, or spectator may be grounds for removal from a game or the premises or both.
4. Health and Well-Being
- a. Adults share the responsibility for the player's health while at practices, scrimmages, and games. Adults should have a player's medical release forms and medical kits with them at all times. Coaches should have an emergency plan in place so that if someone is hurt in a practice or a game, the coach knows who to call, where emergency personnel might take the injured party, and how to contact family members.
 - b. First aid
 - 1) In the event of a medical emergency, appropriate action must be taken immediately.

- 2) It is recommended that each coach and/or program administrator have a first aid kit at the game/practice site at all times.
 - 3) The first concern is always to make sure the player is not seriously injured. Never move a player who may have internal injuries. If serious injury is suspected, clear the field or court and summon medical help. It is recommended that standby medical help be present at all tournaments.
 - 4) If it will not hurt the player more, remove him/her from the field or court to the sidelines away from spectators.
 - 5) Officials will not allow a player to participate in a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.
- c. Any head injuries resulting in disorientation should result in a player remaining out of the game.
 - d. Any bleeding that occurs must be administered to with latex gloves and properly sterilized bandages. All bleeding must be stopped prior to re-entering the game. Any bandages, uniforms, or other items that have come in contact with the blood must be properly disposed of.
 - e. Adults transporting players must model safe driving techniques and enforce seat belt use for all vehicle occupants.
 - f. The conditions of the field or facility must be conducive to safe play. Weather conditions must also be reasonably safe from lightning, high winds, or extreme temperatures.
 - g. Adults should be aware of the signs of neglect and abuse (physical, emotional, or sexual) of the players. Signs of this should be reported to the local law enforcement agency.
 - h. Never leave a player unattended.
5. Coaching Guidelines: It is the responsibility of the coach to set the standard of behavior. It is also incumbent upon the coach to control the actions of the coaching staff, players, and spectators.

To further protect our youth participants, as well as our coaches, officials, and volunteers, we strongly advise that no adult allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:

- Do not drive alone in a vehicle with a child participant, other than his or her own child, without permission from the other child's parent or guardian, except when required by medical or other emergency.
- Do not take a child alone to the locker room, bathrooms, or any other private room.

- Do not provide one-on-one training or individual coaching unless another adult is present.
- If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private office.
- Coaches and other adult members of this organization should not socialize individually with the participants outside of team- or league- sponsored or parent-approved activities.

II. GATHERING INFORMATION ABOUT THOSE WHO HAVE REGULAR CONTACT WITH OUR CHILDREN

A standard BRYC Risk Management Disclosure Statement will be completed by all club members who have regular contact with children, including, but not limited to, the following:

1. Coaches
2. Assistant Coaches
3. Trainers
4. Administrators - including employees of BRYC and its affiliate sports clubs
5. Members of the Board of Directors and Sport Commissioners
6. Other volunteers, as determined by the Club President or Sport Commissioner

The BRYC Risk Management Disclosure Statement and criminal background check will be valid for two (2) years.

If individual BRYC affiliates are required by their national or state sport associations to complete disclosure statements, these statements will be completed in addition to, not in lieu of, the BRYC Risk Management Disclosure Statement.

The Risk Management Disclosure Statement will be completed and turned in to the designated official prior to any participation in the BRYC program. Those completing the statement shall agree to be subject to a sensitive criminal history check as a condition of their participation in any BRYC program.

Once obtained, a copy of each Risk Management Disclosure Statement will be forwarded to the sport Commissioner. The sport Commissioner will cause a criminal background check to be undertaken for each club member who has completed the BRYC Risk Management Disclosure Statement.

III. GUIDELINES FOR HANDLING INFORMATION

1. Information Discovered During Criminal Background Check Before Affiliation with BRYC: The individual sport Commissioners will review the results of each criminal background

investigation before any coach, assistant coach, trainer, administrator, or volunteer may assume responsibilities, begin practices, hold team meetings, or otherwise interact with BRYC players. The Commissioner will provide the BRYC Risk Manager with the results of all criminal background investigations within a reasonable period of time. If any investigation reveals any of the enumerated causes for disqualification found in the “Purpose” section of this Program, the Commissioner will immediately notify the affected individual and bar that individual from any further involvement in BRYC activities.

2. **Misconduct Discovered While Affiliated with BRYC:** The club will respond quickly to any and all allegations of abuse within this organization. In the event that any BRYC member learns of an allegation that could potentially disqualify a currently serving coach, trainer, administrator, or other volunteer from further participation in BRYC activities, that allegation must be reported immediately to the individual sport Commissioner. The alleged offender will be notified of such allegations promptly. Any person accused of misconduct that would result in disqualification from participation in BRYC activities, or who engages in inappropriate behavior, will be suspended by the individual sport Commissioner until the matter is resolved.
3. **Appeal:** Persons who are barred, disqualified, or suspended from BRYC activities by the individual sport Commissioner may appeal through the BRYC Risk Manager to the Risk Management Committee. The BRYC Risk Manager is an individual appointed for a period of up to two (2) years by the BRYC Board. The BRYC Risk Manager will promptly evaluate the results of the criminal background investigation/alleged disqualifying behavior and the Commissioner’s recommendation. The Risk Manager will report the matter to the BRYC Risk Management Committee. The BRYC Risk Management Committee is a three (3) person body, appointed by the BRYC President for a term of one (1) year. This committee will provide notice to the disqualified party of the disqualifying factor(s) and an opportunity to be heard. After considering all of the evidence, to include recommendations of the sport Commissioner and BRYC Risk Manager, the Risk Management Committee may, upon unanimous vote, grant the appeal and allow full participation in BRYC activities. The Risk Management Committee’s decision will be binding.

The Risk Management Committee also may, upon application through the BRYC Risk Manager, consider the case of any barred, disqualified, or suspended person who seeks conditional or limited participation in club activities. The Risk Management Committee may, upon unanimous vote for good cause shown, allow such person to be involved in such BRYC activities as the committee may deem appropriate.

4. **Reinstatement:** A person who is accused but later cleared of charges may apply to be reinstated by the sport Commissioner within that sport’s organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position. In the event reinstatement is denied by the sport Commissioner, the affected

party may appeal to the Risk Management Committee for reinstatement. A unanimous vote of the Risk Management Committee is required for reinstatement. The Risk Management Committee's decision will be final.

5. Privacy: Since criminal histories are a matter of public record, and the fact that the person involved may be asked to step down from their role with BRYC or its affiliate member, BRYC will not guarantee that this type of information, once discovered, will be kept confidential.

IV. HELPING OUR MEMBERS IDENTIFY CHILD ABUSE

1. Parents are the Primary Advocate
 - Parents must be willing to speak up when they have concerns
 - Speaking with the coach directly is far more important than talking with other parents on the sidelines.
 - Formal risk management is a SECOND line of protection.
2. What You Can Do to Reduce Risk

There is no simple way to analyze the degree of risk.

- Ask questions.
- Gather more data.
- Avoid gossip and cavalier statements.
- Assess the conduct and demeanor of the players.
- Get involved.

Protection

- Check references, thoroughly.
- Challenge age group preferences if the adult is not a parent.
- Involve a parent in team management in the case of non-parent coaches.
- Question expansion of the coaching relationship into other contacts. Explore the relationships.
- Establish policies for communication and enforce them.
- Do not be afraid to ask for information, references, or background.

Prevention

- Let players know that they will be supported for seeking help with anything that makes them uncomfortable as a part of their participation.
- Assure that there are multiple avenues of support.
- Conduct exit interviews for any players that leave without explanation.
- Strictly prohibit any sexual or romantic relationships between adults and youth.

Identifying Issues

- Child's symptoms are most likely to lead to concerns.
- Generally no behavioral indicators on part of offender, or behavioral change has plausible basis.
- Symptoms will include depression, avoidance, nightmares, fears, acting out, simulating the conduct or precocious behavior, self-harm, or withdrawal.
- Children fear "telling" will mean loss of loved one, loss of affection or punishment for them. Often think no one will believe them.

What If You Have Concerns?

- Insert a "safety net" into the situation; find an adult to share responsibility.
- Monitor closely.
- Document concerns.
- Ask questions.
- Let the individual know that you have concerns, and why, being sure to address it from the perspective of concern for THEM.
- Be present. Involvement of healthy, caring adults is the best form of risk management.
- If you are the child's parent, ask your child or another trusted adult to talk with them, normalize your question by saying, "sometimes, kids feel..."
- If you are concerned about another parent's child, tell the parent you are concerned.
- If you are reasonably convinced that there is a problem, contact your local social services intake department to ask for help in addressing the situation.
- You may be mandated to report suspected child abuse and neglect. Check your local and state laws.

Do Not:

- Jump to conclusions.
- Use your "gut" for more than an incentive to investigate further.
- Be conclusive or careless in expressing concerns to others.
- Pull a child or a coach from a situation that may or may not be an issue; get help.
- Attempt to act on impressions gained by stereotypes.

Approved by the BRYC Board of Directors on June 19, 2003

Revised by the BRYC Board of Directors on January 10, 2010

BRADDOCK ROAD YOUTH CLUB

EMERGENCY COMMUNICATIONS PLAN

Each sport shall have a method for communicating with administrators, coaches, officials, and players' families in the event of an emergency. This should include posting emergency information on the sport's website, updating the sport's recorded telephone message, and disseminating information directly to all participants as quickly as feasible. The process must be publicized and made known to all administrators, coaches, officials, and players' families.

Approved by the BRYC Board of Directors on February 5, 2009