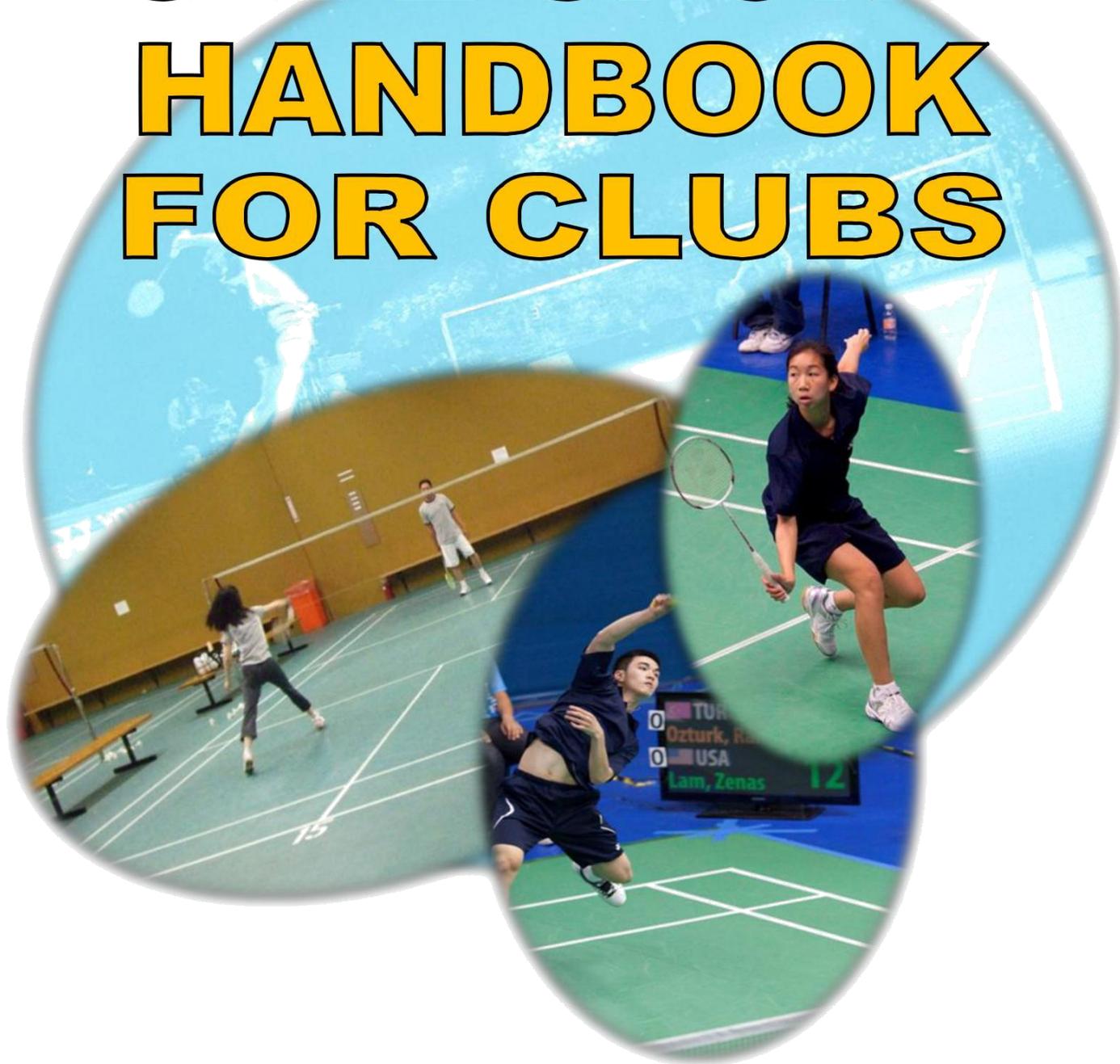




SAFE SPORT HANDBOOK FOR CLUBS



Last Revised April 13, 2018



SAFESPORT HANDBOOK FOR CLUBS

United States Badminton (“USAB”) has put together this SafeSport Handbook (the “Handbook”) to give guidance to its Member Clubs (“Clubs”). Please also refer to the [USAB SafeSport Policy](#) for additional detail. If you have any questions, please contact: USA Badminton.

1. BEST PRACTICE GUIDELINES

These Best Practice Guidelines below describe strategies for creating an open and observable environment and establishing clear boundaries between adults and athletes. Clubs are encouraged to use the Best Practice Guidelines to develop policies that can be implemented at the local level. Please also see Appendix 1 (page 7) for other tips that can be disseminated to the appropriate people at a Club.

1. Parents should be encouraged to appropriately support their children’s badminton experience.
2. All badminton practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult should be present at all practices and other member club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open and Observable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations, should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private.
5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete’s parents (or legal guardian).
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
7. Athletes should not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 and under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by the athlete’s parents (or legal guardian).
9. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.

10. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc.
11. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
12. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
13. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact.
14. Touching athletes should be minimized outside the boundaries of what is considered normal instruction. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and hand-shakes.
15. Coaches should not initiate contact with or accept supervisory responsibility for athletes' outside club programs and activities.
16. Coaches should not engage in sexual intimacies with a former athlete for at least two (2) years after the cessation or termination of professional services. Both the athlete and the coach must be 18 years of age or older. Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after two (2) years following cessation or termination of the coach-athlete relationship will bear the burden of demonstrating that there has been no exploitation, in light of all relevant factors including:
 - The amount of time that has passed since the coach-athlete relationship terminated
 - The circumstances of termination
 - The athlete's personal history
 - The athlete's current mental status
 - The likelihood of adverse impact on the athlete and the others; and
 - Any statement or actions made by the coach during the course of the athlete-coach relationship suggesting or inviting of a post-termination sexual or romantic relationship with the athlete and the coach
 - Both the athlete and the coach must be 18 years of age or older
 - **Applicant Screening Policy of Clubs**
 - As part of USA Badminton's commitment to participant safety, USA Badminton strongly advises its Member Clubs to have a thorough applicant screening policy for the employment of coaches, administrative staff, volunteers, etc. A model policy can be found at the end of this handbook in the Appendix 6 Section. The policy should include an extensive application for employment, affidavit, consent and release form, and a required list of references.

2. PREVENTION POLICIES

A. LOCKER ROOMS/CHANGING AREAS

Youth players are particularly vulnerable in locker rooms, changing areas and restrooms. Thus, USAB requires that all Clubs implement a Locker Room/Changing Area Policy. A model policy can be found in Appendix 2 (page 10). In the absence of an established Club policy, the model policy shall apply. If and when a customized policy is developed and approved by a club, the default policy will no longer apply.

Clubs shall include the following minimum information in their Locker Rooms/ Changing Area Policy:

- **Supervision**
Clubs shall have and describe practices for supervising and monitoring locker rooms and changing areas.
- **Prohibited Conduct**
Club policy shall prohibit all forms of abuse and misconduct as set forth in this SafeSport Policy.
- **Use of Recording Devices**
Club policy shall prohibit the use of a device's recording capabilities, including voice recording, still cameras and video cameras in the locker room
- **Meetings**
For individual meetings with a minor athlete and a coach in a locker room, Clubs shall require that at least one additional responsible adult be present with the coach.

Responsible adults should personally monitor the locker room environment at all times while athletes are present and also make sure the locker room is appropriately secured at all times. It shall be permissible for a local organization or team to prohibit parents from a locker room. With younger players it is generally appropriate to allow parents to watch over the player changing in the locker room before and/or after practice or matches.

The coach and team administrators shall be responsible for compliance with the locker room supervision requirements of this policy.

A coach/team administrator that fails to comply with ensuring locker room supervision, and any USA Badminton member, participant or parent of a participant who otherwise violates this Policy will be subject to appropriate disciplinary action and/or referral to law enforcement authorities. Violations of Locker Room/Changing Area Policy should be reported to USAB.

B. ELECTRONIC COMMUNICATIONS & SOCIAL MEDIA

As part of USA Badminton's emphasis on athlete safety, communications involving our youth athletes should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues is critical. The improper use of mobile and electronic communications can result in misconduct. Thus, USAB clubs are required to implement an electronic communications policy. The policy must be reviewed with and agreed to by all athletes, parents, coaches and other adults affiliated with the club. A model policy can be found in Appendix 3 (page 12). In the absence of an established Club policy, this model policy shall apply. If and when a customized policy is developed and approved by a club, the default policy will no longer apply.

Clubs shall include the following minimum information in their Electronic Communications & Social Media Policy:

The following individuals: all staff, administrators, members, interns, athletes, tournament directors, referees, umpires, line judges, coaches, team managers; and all individuals who interact with athletes shall be collectively, referred as "Covered Individuals" shall adhere to this policy for electronic communications and social media. All electronic communication with an athlete must be for the purpose of communicating information about team activities. Some common sense guidelines must be adhered to regarding the volume and time of day of any allowed electronic communication. Any content of an electronic communication should be readily available to share with the public, families of the player and USAB .

Facebook, MySpace, Blogs and Similar Sites

All posts, messages, text, or media of any kind with athletes must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes. Direct messaging or private messaging with a minor athlete is not encouraged (another responsible adult should be copied on the message).

Twitter, Instant Messaging and Similar Media

All posts with an athlete must be for the purpose of communicating information about team activities. Direct messaging or private messaging with minors is not encouraged (another responsible adult should be copied on the message).

Email and Similar Electronic Communications

Athletes and coaches may use email to communicate. All email content must be professional in nature and for the purpose of communicating information about team activities. It is advisable that emails with an athlete should ideally come from a formal email. Emails to a minor athlete should include a copy to the player's parent(s) or guardian(s).

Texting and Similar Electronic Communications

Texts with athletes must be professional and for the purpose of communicating information about team activities. Texting should not occur after 9.00pm unless in emergency situations. Text messages to a minor athlete must include a copy to the player's parent(s) or guardian(s).

Electronic Imagery

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. With appropriate permission from the athlete, these photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default policy of USAB to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the club. Imagery must not be contrary to any rules as outlined in this SafeSport Policy.

Request to Discontinue All Electronic Communications or Imagery

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography) and/or the “Covered Individuals.”

Misconduct

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications with athletes will not be tolerated and are considered violations of USAB Safe Sport Policy.

Violations

Social media and electronic communications can also be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications with athletes will not be tolerated.

A USAB member or parent of an athlete who violates this Electronic Communications and Social Media Policy is subject to appropriate disciplinary action and/or referral to law enforcement authorities. “Violations of USAB’s Electronic Communications and Social Media Policy should be reported to USAB.”

C. TRAVEL

A significant portion of USA Badminton’s participation involves overnight travel for players to tournaments. Youth players are most vulnerable to abuse or misconduct during travel, particularly overnight stays. Thus, USAB clubs are required to implement a Travel Policy. A model policy can be found in Appendix 4 (page 15). In the absence of an established Club policy, this model policy shall apply. If and when a customized policy is developed and approved by a club, the default policy will no longer apply.

Clubs shall include the following minimum information in their Travel Policy:

Each USA Badminton Club should have a team travel policy that is published and provided to all players, parents, coaches and other adults that are travelling with the team. It is strongly recommended that a signature by each adult acknowledging receipt of and agreeing to the travel policy be obtained by the organization/team. Some travel involves only local travel to and from local practices and tournaments, while other travel involves overnight stays. Different policies should apply to these two types of travel.

Elements of all travel policies must include:

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a youth player (unless the coach is the parent, guardian or sibling of the player).
- Coaches, staff, volunteers, and chaperones often travel with the players. No coach, staff, volunteer or chaperone will engage in team travel without the proper safety requirements in place and on record, including valid drivers' licenses, proper insurance, well maintained vehicles, and compliance with all state laws.
- The local program or team shall provide adequate supervision through coaches and other adult chaperones (e.g., a recommended number would include at least one coach or adult chaperone for each five to eight players). If a team is composed of both male and female players, then if at all possible, chaperones shall be arranged of the same gender.
- Players should share rooms with other players of the same gender, with 2-4 players assigned per room depending on accommodations. Regular monitoring and curfew checks should be made of each room by at least two properly screened adults.
- The team personnel shall ask hotels to block adult pay per view channels.
- Individual meetings between a player and coach should not occur in hotel rooms.
- All players shall be permitted to make regular check-in phone calls to parents. Team personnel shall allow for any unscheduled check-in phone calls initiated by either the player or parents/guardians.
- Family members who wish to stay in the team hotel shall be permitted and encouraged to do so.
- The team shall comply with reasonable parental requests when a child is away from home without a parent/guardian.
- Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all team personnel and chaperones.
- If disciplinary action against a player is required while the player is traveling without his/her parents, parents will be notified before taking any action.
- No coach or chaperone shall at any time be under the influence of alcohol or drugs while performing their coaching and/or chaperoning duties.
- In all cases involving travel, parents have the right to transport their youth player and have the youth player stay in their hotel room.

D. ANTI-BULLYING POLICY

Bullying can occur anywhere and it can leave long term psychological scar in an athlete. Thus, USAB clubs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches, and other adults at the club. A model policy can be found in Appendix 5 (page 18). In the absence of an established club policy, this model policy shall apply. If and when a customized policy is developed and approved by a club, the default policy will no longer apply.

E. APPLICANT SCREENING POLICY

It is strongly recommended by USA Badminton that all Member Clubs practices for a thorough applicant screening. A model policy can be found in Appendix 6. However, note that you should work with counsel to ensure your screening policy, job application and hiring processes comply with applicable law.

Appendix 1: General Tips for Clubs, Parents and Athletes

- Parents must be copied in all electronic and mobile communications to athletes in middle to late adolescence (14–18 years old); alternately, the parent can approve direct communications between the sport club and the athlete to respect the athlete’s growing independence.
- To ease communications, set-up e-mail groups with parents and texting groups with athletes and make this group communication a norm for your organization. Include parents on all text messaging groups.
- Should any member of your sports organization inadvertently send an athlete an electronic or mobile communication without including the parent, acknowledge the oversight to the parents and the communication should be forwarded to the parents as soon as possible.
- Don’t hesitate to speak with a parent if your coaches or staff receives any electronic and mobile communications from athletes or other participants that make them uncomfortable.
- Post copies of any relevant policies in locker rooms and changing areas.
- Prohibit the use of recording devices of any kind in the locker room and establish an athlete common area in or near the locker room that is distinct from the changing area where phones could be used.
- If the locker room is a shared facility (such as a city gym), encourage athletes to come dressed for practice or competition and shower and change at home.
- Talk with your athletes about bullying, hazing and harassment at the beginning of each season.
- Remind them that locker rooms are a high risk area for bullying, hazing and harassment, which is never appropriate.
- Encourage team captains to act as another set of eyes in locker room. This tip may be particularly helpful if the coach of a team is of a different gender than the locker room/private space being used by the athletes.
- Plan an early team social event so that families from the same neighborhood can meet one another and discuss travel arrangements.
- Create team directories, neighborhood maps and sign-up sheets to help parents arrange their own carpools.

- Provide parents with the club's central phone number or coach's cell phone number in case of emergency or delay.
- Provide the coach with parents' cell numbers as well as a list of back-up contacts for alternate transportation for each athlete in the event that practice ends early.
- Notify parents and athletes of schedule changes as soon as possible so that they can arrange alternative transportation if needed.
- Ask parents to notify the organization when their transportation plan changes, such as when a child rides home with a different teammate.
- Schedule overnight travel as far in advance as practical so parents can make travel arrangements to attend.
- Prepare for a trip by making a list of chaperones to accompany traveling athletes.
- For mixed-gender teams, try to include both male and female adult chaperones if possible.
- With younger athletes, consider having chaperones stay in a nearby room. Often times, the hotel will block rooms in groupings of three to make this easier.
- Ask athletes to wear team gear during travel to ease monitoring.
- Establish a curfew and conduct bed checks with adults visiting rooms in pairs.
- Schedule time for a team breakfast, team meetings and entertainment outings to maintain a predictable level of interaction with the athletes.
- De-brief experiences with all athletes and adults to identify and address any problems.
- Communicate the rules of travel (such as traveling in groups, multiple SSTP on the Team) to athletes.
- Identify first-time travelers so that chaperones can offer additional monitoring and support to these athletes.
- Pair first-time travelers with more experienced athletes of a similar age.
- Provide a full itinerary to families as soon as possible so that the athlete can become familiar with the schedule.
- Assign rooming/travel groups before travel.
- Where practical, consider scheduling an early season competition trip that is close enough for families to drive so that they can become familiar with the routines of competitive travel.

- Provide parents with the cell phone numbers for all of the adults on the trip for emergency contact as well as information for all hotels and venues.
- Encourage athletes to use their cell phones and other forms of electronic communication during trips and encourage them to send information to their parents—especially regular updates from the road and changes to schedules.
- Dedicate times for athletes to contact their parents and provide a team cell phone for athletes who don't have their own cell phone.
- Provide a detailed travel itinerary including times and progress (such as reaching the airport/hotel, etc.) as well as the times of practice and competition.
- Establish an e-mail and text group for broadcasting information to parents as a group and set a schedule for broadcasting travel progress to parents.
- Communicate information in line with travel and communication policies. For example, administrators can list travel groupings and assigned chaperones to let parents know that procedures are being followed.
- Create a social media platform group for parents using Google+, Skype, Facebook or other channels to enable video and online communications at the team hotel.

Appendix 2: Model Locker Room and Changing Area Policy

[CLUB]'s LOCKER & AND CHANGING AREAS POLICY

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

Facilities

The following is a description of our practice and competition facilities:

We practice at: [PRACTICE LOCATION(S)]

This location has: [DESCRIPTION SELECTION]

Sample locker room descriptions:

- No locker room or changing facilities. Athletes will be expected to come dressed for practice and to change and shower at home.
- A changing area that is shared with the general public. As such, there are likely to be people who are not associated with [CLUB] in the changing area around the time of practice.
- A changing area and locker room dedicated exclusively to our athletes and teams.

When we travel for competition the facilities may differ from location to location. We will work with the event host to provide as much information about the locker room and changing areas as early as possible, and post that information as soon as it's available.

Monitoring

[CLUB] has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following practices and competitions). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to

While constant monitoring inside of locker rooms and changing areas might be the most effective way to pre-vent problems, we understand that this would likely make athletes uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before athletes arrive, post staff members directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Staff members conduct regular sweeps inside these areas as well, with women checking on female-designated areas, and men checking on male-designated areas.

-OR-

[CLUB] has staggered practices, with different groups arriving and departing throughout the day. It is there-fore not practical to constantly monitor locker rooms and changing areas over this extended

course of time. While we do not post staff members inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff members conduct these sweeps, with women checking on female-designated areas, and men checking on male-designated areas.

Coaches and staff 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, we will check on the athlete's whereabouts.

Given the potential discomfort of having non-coaches and non-athletes in the locker rooms and changing areas, we discourage parents from entering those areas unless it is truly necessary. Under such circumstances, only a same-sex parent should go into a locker room and changing area. If an athlete needs assistance with his or her gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

Mixed-Gender Teams

If the team consists of both male and female athlete, both female and male privacy rights must be given consideration and appropriate arrangements made. Where possible, [CLUB] has male and female players dress/undress in separate locker rooms. If separate locker rooms are not available, then the athletes will take turns using the locker room to change. Team meetings should not take place in locker or dressing rooms.

Use of Cell Phones & Other Mobile Recording Devices

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, **THERE WILL BE NO USE OF A DEVICE'S RECORDING OR CAMERA CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS.**

Violations of this policy will be addressed under the Disciplinary Rules and Procedure set by [CLUB] and may result in the sanctions including temporary suspension from the organization and may also violate the USAB SafeSport Policy.

Appendix 3: Model Electronic Communication and Social Media Policy

[CLUB]'S ELECTRONIC COMMUNICATION & SOCIAL MEDIA POLICY

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

PURPOSE

The *[insert the name of the club]* (the "Club") recognizes the prevalence of electronic communication and social media in today's world. Many of our coaches, parents, and 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 Badminton Safe Sport Handbook regarding Athlete safety.

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, all communication with young athletes should be based on the following principles:

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 that 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 choices, tone, grammar, and subject matter that model the standards and integrity of a staff member.

FACEBOOK, MYSPACE, BLOGS, AND SIMILAR SITES

Coaches may have personal Facebook (or other social media site) pages, but it is advisable that athletes have the permission of their parents and/or guardians to join their personal page as a "friend." A coach should not accept any "friend" request from an athlete without their parents and/or guardians' approval. In addition, the coach should remind the athlete that this is permitted only with the parents and/or guardians' approval.

Coaches and athletes are not advised to "private message" each other through Facebook. Coaches and athletes are not advised to "instant message" each other through Facebook chat or other IM method. The Club has an official Facebook page that athletes and their parents can "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, INSTANT MESSAGING & SIMILAR SITES

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 advised to follow athletes on Twitter. Likewise, athletes are not advised to follow coaches on Twitter. Coaches and athletes are not advised 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 advised to "direct message" each other through Twitter.

All posts between coach and athletes must be for the purpose of communicating information about team activities. Direct messaging or private messaging between a coach and a minor athlete is not encouraged (another responsible adult must be copied on the message).

TEXTING & SIMILAR ELECTRONIC COMMUNICATIONS

Subject to the general guidelines mentioned above, texting is allowed between coaches and athletes during the hours from 7am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities. Coaches should copy parents and/or guardians when texting.

EMAIL & SIMILAR ELECTRONIC COMMUNICATIONS

Athletes and coaches may use email to communicate between the hours of 7am and 9pm. When communicating with an athlete through email, a parent, another coach, or a board member must also be copied.

All email content between coach and athletes must be professional in nature and for the purpose of communicating information about team activities. Where the coach is a staff member and/or volunteer, email from a coach to any athlete should ideally come from the club website email center (the coach's return email address will contain "@CLUB.com"). Emails from a coach to a minor athlete must include a copy to such player's parent(s) or guardian(s).

Electronic Imagery

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default policy of USA Badminton to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the club. Imagery must not be contrary to any rules as outlined in USA Badminton's Sport Handbook.

Request to Discontinue All Electronic Communications or Imagery

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography) and/or staff, administrators, referees, team managers and other individuals who interact with the athlete.

Violations of this policy will be addressed under the Disciplinary Rules and Procedure set by [CLUB] and may result in the sanctions including temporary suspension from the organization and may also violate the USAB SafeSport Policy.

Appendix 4: Club Travel Policy

MODEL CLUB TRAVEL POLICY

Travel will be a standard aspect of our competitive season and [CLUB] has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoy-able experience.

Local and Team Travel

We distinguish between travel to training, practice and local competition (“local travel”), and team travel involving a coordinated overnight stay (“out of city travel”).

Local Travel

Local travel occurs when [CLUB] does not sponsor, coordinate, or arrange for travel or when there is a tournament within travel distance from club or home. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements.

In an effort to minimize one-on-one interactions, [CLUB] staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete’s local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

Out Of City Travel

Out of city travel is overnight travel that occurs when [CLUB] sponsors, coordinates or arranges for friendly matches or athletes have been entered by parents to compete regionally, nationally or internationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in out of city travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

For team travel, hotels and air travel will be booked in advance by [CLUB] or by individual families. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. [CLUB] will also notify hotel management should any special arrangements be warranted. For instance, we might ask hotels to block pay per view channels and we will request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and if needed we will reserve a separate space for adults and athletes to socialize.

If family members do not travel with their athlete, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

Travel Notification

When possible, [CLUB] will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team hotels for over-night stays as well as a contact person within [CLUB]. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

[CLUB] will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.

Mixed-Gender and Mixed-Aged Travel

[CLUB] is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide at least one female and one male chaperone. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of [CLUB], and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

Coach and Staff Responsibilities

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy and Locker Rooms and Changing Areas Policy.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

- Prepare athletes for team travel and make athletes aware of all expectations
- Familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- Conform to, and monitor for others' adherence, the USA Badminton's policies during team travel
- Encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- Help athletes be on time for all team commitments (as possible)
- Assist with team travel logistical needs (as possible)
- Support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- Ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- Make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones

- Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
- Immediately report any concerns about physical or sexual abuse, misconduct, or policy violations to appropriate law enforcement authorities, [CLUB] Administrator and as set forth in the USAB SafeSport Policy. Click [HERE](#), for Making A Report

CHAPERONE RESPONSIBILITIES

Chaperone accompany team travel to ensure that the athletes, coaches, staff and volunteers adhere to the [Club]'s policy guidelines. While these include the Travel Policy, it also includes other relevant policies, like the USAB SafeSport Policy and USAB Code of Conduct. If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Among other responsibilities, chaperones will:

- Familiarize themselves with all travel itineraries and schedules before team travel
- Monitor for adherences to club policies during team travel
- Encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- Help athletes be on time for all team commitments (as possible)
- Assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- Monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- Ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- Make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- Immediately report any concerns about sexual and physical abuse, misconduct or policy violations to appropriate law enforcement authorities, [CLUB] Administrator and USAB. Click [HERE](#), for Making A Report.

Violations of this policy will be addressed under the Disciplinary Rules and Procedure set by [CLUB] and may result in the sanctions as set forth therein, including temporary suspension from the organization and may also violate the USAB SafeSport Policy.

Appendix 5: Model Anti-Bullying Policy

[CLUB]'S ANTI-BULLYING ACTION PLAN

Action Plan of the [insert name of the club] to Address Bullying

PURPOSE

Bullying of any kind is unacceptable at [insert the name of the club] (the "Club") and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Club is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, board member or athlete/mentor.

Objectives of the Club's Bullying Policy and Action Plan:

- To make it clear that the Club will not tolerate bullying in any form.
- To define bullying and give all board members, coaches, parents and athletes a good understanding of what bullying is.
- To make it known to all parents, swimmers and coaching staff that there is a policy and protocol should any bullying issues arise.
- To make how to report bullying clear and understandable.
- To spread the word that (Name of Club) takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

To understand more about bullying, refer to the [U.S. Center for SafeSport definitions](#).

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

- Talk to your parents;
- Talk to a Club Coach, Board Member, or other designated individual;
- To Make a report to USA Badminton, Click [HERE](#), for Making A Report.
- There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during practice, competition and team-related activities, we **MUST** immediately stop bullying using the following steps:

- Intervene immediately (It is ok to get another adult to help).
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm and reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

Appendix 6: Model Screening Policy

[Club]’s MODEL APPLICANT SCREENING POLICY

Elements of [Club’s] screening process include successful completion of an application, interview, reference check and criminal background check.

Education About [CLUB]’S Protection Policies

To deter applicants who may be at risk of abusing athletes or participants from applying for positions, [CLUB] educates its applicants about its protection policies and offers applicants an early opt-out by:

- Requiring awareness training before placement and/or before working with athletes and participants
- Informing applicants about our policies and procedures relevant to prevention
- Asking applicants to review and agree to our policies and procedures before proceeding with the process
- Requiring applicants to sign a document acknowledging review of our policies and procedures

Written Applications

Each applicant for a position will complete an application form consisting of personal, identifying information and a general release with applicant’s signature.

The written application will:

- Ask about previous work and volunteer experiences
- Ask questions intended to illicit information concerning high-risk behaviors
- Ask open-ended questions that encourage broad answers
- Provide a written release for contacting personal references and performing a criminal background check, including an indemnification clause
- Use disclosure statements to ask applicants about previous criminal arrests or convictions for sexual offenses, violence against youth and other violent criminal offenses or felonies

Personal Interview

Appropriate staff will interview applicants whose experience and credentials are considered a fit for available positions. During this interview, [CLUB] will ask questions to encourage discussion, clarify responses and expand on the applicant’s answers to questions from the written application.

References

References of applicants will be contacted (either by phone or in writing) and asked specific questions regarding the applicant's professional experiences, demeanor and appropriateness for involvement with minor athletes and participants.

Release

Each applicant will also provide a signed release, consistent with federal, state and local laws regulating employment practices, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing [CLUB] to obtain information concerning an applicant's past employment, volunteer experience and information provided by the applicant during the screening process (i.e., written application and personal interview).

Background Check

Coaches, technical officials who meet the USAB Safe Sport Background Screening Pool (SSBSP) criteria intending to be involved in USA Badminton projects must complete a USA Badminton approved background check.

For club staff members, contractors and/or volunteers USA Badminton recommends that the same ~~must~~ background administration site be used so that it is consistent.