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INTRODUCTION TO THE USA FIELD HOCKEY
SAFE SPORT PROGRAM

There are a lot of reasons to play field hockey — at any level. A life-long activity, people often play field hockey to have fun and spend time with friends. Field Hockey also encourages a healthy lifestyle and builds self-confidence. Athletes who play any sport learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs and alcohol; they have higher graduation rates and are more likely to attend college.

The safety of field hockey participants is of paramount importance to USA Field Hockey. This includes not only on-field safety, but also off-field safety in any part of USA Field Hockey’s programs. Unfortunately, sports can also be a high-risk environment for misconduct, including sexual, physical, and emotional abuse. USA Field Hockey is committed to protect its participants from sexual, physical, and emotional abuse and other types of misconduct such as bullying, harassment, and hazing that can be harmful to youth field hockey players.

Eligibility to participate in a sport is a privilege, not a right. The privilege to participate in USA Field Hockey activities can be revoked for any serious misconduct even if the misconduct occurred outside of the sport. The applicable federal or state law is the minimum standard of ethics that USA Field Hockey aspires to apply particularly with respect to misconduct in relationships with youth players. Therefore, the lack of a criminal conviction is not determinative of whether misconduct, for the purposes of USA Field Hockey’s Safe Sport Program, has occurred.

What Is Misconduct?
Sport offers individuals the chance to experience the joys of competition, teamwork and personal development. Every member of our community has a role in creating conditions that protect the physical and emotional well-being of athletes. What makes this challenge so complex is that the human element in sport — the bonds that exist between coaches and athletes and among teammates — can sometimes cause confusion about which actions cross the line. That’s why recognizing and addressing misconduct in sport requires a team effort. A critical step in addressing misconduct is being able to recognize the specific actions that qualify as misconduct. Here, we identify six primary types of misconduct:

- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying
- Harassment
- Hazing

All forms of misconduct are intolerable and in direct conflict with the USA Field Hockey and Olympic Ideals.

Misconduct may damage an athlete’s psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and the sport. Misconduct often hurts an athlete’s competitive performance and may cause him or her to drop out of sport entirely.

USA Field Hockey is committed to improving the safety of all participants involved in our sport. Using the U.S. Olympic Committee’s Safe Sport Program’s model handbook as the primary reference, USA Field Hockey has published this Safe Sport Handbook, which applies to all USA Field Hockey employees, volunteers, participants, members, member clubs, and, USA Field Hockey sanctioned programs.*

What Is Safe Sport?
Athletes will perform better, soar higher, and get more from sport if they feel safe. The Safe Sport pro-
gram seeks to create a healthy, supportive environment for all participants. Through education, resources, and training, the Safe Sport Program is designed to help members of the sport community recognize, respond, and to reduce misconduct in sport.

This Safe Sport Handbook is intended to update and collect USA Field Hockey’s various Policies to protect its youth participants from all types of misconduct and abuse. In addition, it includes information on the available and required Training of USA Field Hockey’s, its member clubs’ program’s employees, volunteers, administrators, coaches, parents and players on recognizing and reducing circumstances for potential abuse to occur. It also includes information on USA Field Hockey’s Screening and Background Check Program, the availability and procedures for any person to Report suspected abuse or misconduct (including protections from any retaliation or repercussions for such reporting), and the procedures and means by which USA Field Hockey and its member club programs will Respond to allegations of abuse and misconduct.

By combining all of these elements into a comprehensive Safe Sport Program, USA Field Hockey intends to create the safest possible environment for participation in field hockey, on and off the field.

*In addition to the materials published by the United States Olympic Committee regarding Safe Sport, USA Field Hockey has extensively utilized materials published by its “sister” National Governing Bodies (“NGBs”), who are members of the United States Olympic Committee, in the creation of this Safe Sport Handbook. These NGBs include, but are not limited to: USA Badminton; USA Hockey; USA Figure Skating; and USA Swimming. USA Field Hockey would thank these NGBs for making these support materials available and their leadership in addressing Safe Sport issues.
SAFE SPORT PROGRAM CONTACTS

National Office Staff
Contact National Office Staff to make a report of concerning behavior, to request a training for your club, or to ask questions about the Safe Sport Program.

Membership and Events Manager and Safe Sport Representative:
Emily Thomas
ethomas@usafielddhockey.com
(719)866-4567

USA Field Hockey’s Safe Sport Committee (2013-2014)
Contact Safe Sport Committee members to provide feedback about the Safe Sport Program, make suggestions for future initiatives, or get general information about the Safe Sport Program.

safesport@usafielddhockey.com

Joe Gote, Chair
Tracey Arndt, Athlete Representative
Neil Dorsey
Steve Folsom
Cyndie Slagle
MISSION STATEMENT AND GUIDING PRINCIPLES FOR SAFE SPORT

Mission Statement:
USA Field Hockey is committed to the on and off field safety and the welfare of its members, with top priority given to its athlete members.

Guiding Principles:
1. Every USA Field Hockey member and participant should have a safe, healthy, fun sport environment.
2. Every USA Field Hockey member and participant should be protected from abuse and safe from harm.
3. All non-athlete members share a collective responsibility to protect USA Field Hockey’s membership.
4. Training will be made available for all USA Field Hockey members to increase awareness and understanding of athlete protection policies and best practices.
5. All USA Field Hockey members (including the parents of youth members who themselves may not be members) will have access to resources, information, and guidance on Safe Sport related issues.
6. All allegations of abuse or concerns regarding athlete safety will be treated seriously and USA Field Hockey will respond timely and appropriately under USA Field Hockey’s applicable regulations and governing laws.

Safe Sport: It begins with you – Education; Prevention; Protection, and Enforcement.
Provide specific, **mandatory rules** that must be followed at all levels of the organization; provide additional **best practices** that protect all members of the organization; solicit **feedback** on policies and guidelines in practice and use the feedback to review and propose updates.

Provide tools and **resources** for the field hockey community to increase understanding and awareness of abuses in sport and prevention; create opportunities for **education** and **training**; review and update efforts based on findings.

Continue to check and re-check the **backgrounds** of persons most responsible for youth and player development (coaches and officials) to vet potential abusers from the field hockey community and providing the tools for Member Clubs to expand their **local screening**.

Empower members to **recognize** red flag behavior, abusive behavior, or signs of abuse in athletes; make **reporting** channels clear and accessible; remove **barriers** to reporting; establish clear **responsibilities** for reporting.

Investigate and **respond** to credible allegations of abuse; impose **fair** and proportionate sanctions in consideration of all relevant facts and circumstances ranging from warnings to immediate suspension on a temporary or permanent basis.
USA Field Hockey is committed to creating a safe and positive environment for its participants’ physical, emotional, and social development and to ensuring that it promotes an environment free from abuse and misconduct. As part of this program USA Field Hockey has established the six policies below protecting against certain types of abuse and misconduct. In addition, three prevention policies have been established to prevent abuse and misconduct by reducing, monitoring and governing the areas where potential abuse and misconduct can occur. Finally, the Reporting Policy has been established to monitor compliance and to facilitate the enforcement of the Protection and Prevention Policies discussed below.

The Protection Policies below address the following types of abuse and misconduct:
- Sexual Abuse
- Physical Abuse
- Emotional Abuse
- Bullying
- Harassment
- Hazing

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

The Prevention Policies below are implemented to reduce the risks of potential abuse:
- Locker Room Policy
- Electronic Communications and Social Media Policy
- Travel Policy

The Reporting Policy is designed to monitor compliance of the above Protection and Prevention Policies.

USA Field Hockey has ZERO TOLERANCE for abuse and misconduct. How USA Field Hockey, its member clubs respond to an allegation of abuse or misconduct is described in Section V of this Handbook concerning Responding.
SECTION I (A):
PROTECTION POLICIES

SECTION I (A) (1):
SEXUAL MISCONDUCT

(A) How to Recognize Sexual Misconduct

What you need to know to protect athletes

Sport can teach lessons that reach beyond the field of play, but its ability to do so depends on maintaining the bonds of trust, mentorship and mutual respect among teammates. These elements are undermined when sexual misconduct occurs in sport settings. Sexual misconduct includes sexual abuse, sexual harassment, and rape. Every member of the sport community, especially adult staff in positions of authority, can contribute to a sport environment free from sexual misconduct by working together and being informed.

Definition

Sexual misconduct involves any touching or non-touching sexual interaction that is nonconsensual or forced, coerced or manipulated, or perpetrated in an aggressive, harassing, exploitative or threatening manner. It also includes any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Last, any act or conduct described as sexual abuse or misconduct under federal or state law (e.g., sexual abuse, sexual exploitation, rape) qualifies as sexual misconduct.

Sexual misconduct includes all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity.

Sexual contact between minors also can be abusive. Whether or not a sexual interaction between minors constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power and/or intellectual capabilities. However, any sexual activity with a minor by a minor that is accomplished by deception, manipulation, force or threat of force is sexual misconduct, regardless of the age of the participants.

Notes

- An imbalance of power is always assumed between a coach and an athlete. Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age.
- Minors cannot consent to sexual activity with an adult; and all sexual interaction between an adult and a minor is strictly prohibited.

Examples of Sexual Misconduct

Touching offenses

- Fondling an athlete’s breasts or buttocks
- Exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
- Genital contact
- Sexual relations or intimacies between participants in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants

Non-touching offenses

- Sexually-oriented comments, jokes or innuendo made to or about an athlete, or other sexually harassing behavior
- A coach discussing his or her sex life with an athlete
- A coach asking an athlete about his or her sex life
- A coach requesting or sending a nude or partial-dress photo to athlete
- Exposing athletes to pornographic material such as sending athletes sexually-explicit or suggestive electronic or written messages or photos (e.g., “sexting”)
- Deliberately exposing an athlete to sexual acts
- Deliberately exposing an athlete to inappropriate nudity
- Sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature

Exception

These guidelines do not apply to a preexisting relationship between two spouses or life partners.

Grooming Behaviors

“Grooming” is a process used by sexual offenders to emotionally control their victims. “Grooming behaviors” are an observable pattern of behaviors which can serve as warning signs of potential sexual misconduct. Alone, many of these behaviors or similar behaviors may occur without these behaviors being part of a grooming process. While we want to closely examine any behaviors that may constitute grooming, it does not necessarily mean that any individual is a sexual offender or intending to be one. Common “grooming behaviors” consist of:

- The individual buys expensive gifts for the athlete or provides them with money.
• The individual separates the athlete from his or her peers.
• The individual treats a particular athlete differently from their teammates, perhaps giving the athlete much more attention than teammates.
• The individual tries to find ways to be alone with the athlete. For example, the individual may offer to take the athlete to and from practice, help them with homework or take them on unsupervised trips outside of the program.
• The individual tells the athlete that they “need” him or her to succeed in sport.
• The individual pushes boundaries in public and doesn’t follow policies. For example, this individual may have athletes sit on their laps in public, even if against club policy.
• The individual manipulates the athlete emotionally, praising them one day and degrading them the next.
• The individual spends an unusual amount of time with the athlete’s parents outside of the program, trying to win their trust.
• Your athlete tells you that the coach does not want them talking about what they do when they are together.
• The individual attempts to control a particular athlete, on and off the field.

Signs and Symptoms of Child Sexual Abuse

Athletes rarely speak up about child sexual abuse. Instead, we often need to rely on other indicators that something might be going on in sport. One indicator of child sexual abuse includes sudden behavioral changes related to the training and competition. A few of possible behavioral changes that may appear in your athlete include:
- Losing enthusiasm for sport, even for competition
- Not wanting to practice
- Wanting to avoid contact with a particular individual – such as a coach, assistant coach, or athletic trainer
- Having sudden mood changes, such as a violent emotional outbursts
- Wanting to change teams, even though his or her friends are on their current team

(B) Sexual Misconduct and Abuse Policy

It is the policy of USA Field Hockey that there shall be no sexual misconduct or abuse of any participant involved in any of its sanctioned or member programs by any employee, volunteer, independent contractor or participant. Sexual abuse of a minor participant occurs when an employee, volunteer, independent contractor, or other participant (including a minor participant) touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer, or independent contractor, or other participant. Sexual abuse of a minor participant also occurs when a minor participant touches an employee, volunteer, independent contractor, or other participant for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer, independent contractor, or other participant, if the touching occurs at the request or with the consent of the employee, volunteer, or independent contractor, or other participant. Neither consent of the minor participant to the sexual contact, mistake as to the participant’s age, nor the fact that the sexual contact did not take place at a field hockey function are defenses to a complaint of sexual abuse.

Sexual abuse may also occur between adults or to an adult. Sexual abuse includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participants. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism. Sexual abuse 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. Upon proof of violation of this policy, the violator may be subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.
SECTION I (A) (2):
PHYSICAL MISCONDUCT

(A) How to Recognize Physical Misconduct

What you need to know to protect athletes
Almost all sport involves strenuous physical activity; in practices and competition, athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete—such as direct contact with coaches or teammates, disciplinary actions, or punishment—is unacceptable. Physical misconduct can extend to seemingly unrelated areas including inadequate recovery times for injuries and diet. Two of the best ways to promote safe conditions are to set clear boundaries and take a team approach to monitoring athletes.

Definition
Physical misconduct involves contact or non-contact behavior that can cause physical harm to an athlete or other sport participants. It also includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect and assault).

Exceptions
Physical misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance.

Examples of Physical Misconduct
Contact offenses
- Punching, beating, biting, striking, choking or slapping an athlete
- Intentionally hitting an athlete with objects or sporting equipment
- Providing alcohol to an athlete under the legal drinking age (under U.S. law)
- Providing illegal drugs or non-prescribed medications to any athlete
- Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)
- Prescribed dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete

Non-contact offenses
- Isolating an athlete in a confined space (e.g., locking an athlete in a small space)
- Forcing an athlete to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface)
- Withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

(B) Physical Misconduct and Abuse Policy

It is the policy of USA Field Hockey that there shall be no physical misconduct or abuse of any participant in any of its sanctioned or member programs by any employee, volunteer, independent contractor, or participant. Physical abuse 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 abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. In addition to physical contact or the threat of physical contact with a participant, physical abuse 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. Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a field hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting hockey balls at a goalkeeper, demonstrating other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner. Any USA Field Hockey member, participant or parent of a participant who engages in any act of physical abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.
SECTION I (A) (3):
EMOTIONAL MISCONDUCT

(A) How to Recognize to Emotional Misconduct

What you need to know to protect athletes
Sport can help individuals build skills, making them stronger and better able to deal with challenges. The wide range of emotions athletes experience in practice and competition are a normal, healthy component of sport. However, behavior by either coaches or teammates that can inflict psychological or emotional harm has no place in sport. By gaining a complete understanding of the actions that qualify as emotional misconduct, participants can be in a stronger position to take action.

Definition
Emotional misconduct involves deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behavior includes verbal and physical acts, as well as actions that deny attention or support. It also includes any act or conduct (e.g., child abuse and child neglect) described as emotional abuse or misconduct under federal or state law.

Exceptions
Emotional misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance. Nor is constructive criticism about an athlete’s performance emotional misconduct.

Examples of Emotional Misconduct

Verbal acts
- Verbally attacking an athlete personally (e.g., calling them worthless, fat or disgusting)
- Excessively yelling at athletes in a manner that serves no productive training or motivational purpose

Physical acts
- Throwing sport equipment, water bottles or chairs at, or in the presence of, participants
- Punching walls, windows or other objects

Acts that deny attention and support
- Ignoring an athlete for extended periods of time
- Routinely or arbitrarily excluding athletes from practice

(B) Emotional Misconduct and Abuse Policy

It is the policy of USA Field Hockey that there shall be no emotional abuse of any participant involved in any of its sanctioned or member programs by any employee, volunteer, independent contractor or participant. Emotional Abuse involves 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 abuse prohibited by this Policy include, without limitation: verbal behaviors that (i) attack a participant personally by, e.g., calling them worthless, fat, or disgusting; or (ii) repeatedly and/or excessively yelling at a particular participant or participants in a manner that serves no productive motivational purpose; and (b) physically aggressive behaviors, such as (i) throwing sport equipment, water bottles, or chairs at participants; or (ii) punching walls, windows, or other objects. Emotional abuse does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline, or improving athletic performance. A USA Field Hockey member, participant or parent of a participant who engages in any act of emotional abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

Note: Bullying, harassment, and hazing, defined below, often involve some form of emotional misconduct.
SECTION I (A) (4): BULLYING

(A) How to Recognize Bullying

What you need to know to protect athletes
One of the greatest lessons athletes take away from sport is the experience of being on a team where coaches and individuals support one another. Actions that demean or intimidate athletes, either physically or emotionally, can affect performance and team cohesion. Since bullying often occurs among peers, coaches can set an example with a zero-tolerance policy and emphasize teamwork and mutual support. Giving athletes a way to report behavior without fear of reprisal is also important.

Definition
Bullying is an intentional, persistent and/or repeated pattern of committing or willfully tolerating physical and non-physical behavior that is intended, or has the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish, or isolate the targeted athlete(s) as a condition of membership. It includes any act or conduct described as bullying under federal or state law.

Exceptions
Bullying does not include group or team behavior designed to establish normative team behavior or promote team cohesion. For example, bullying does not include verbal admonitions to encourage team members to train harder and push through a difficult training regimen.

Examples of Bullying
Physical behavior
- Hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete
- Throwing at, or hitting an athlete with, objects such as sporting equipment

Verbal and emotional behavior
- Teasing, ridiculing, intimidating
- Spreading rumors or making false statements
- Using electronic communications, social media, or other technology to harass, frighten, threaten, intimidate or humiliate ("cyber bullying")

(B) Bullying Policy

It is the policy of USA Field Hockey that there shall be no bullying of any participant involved in any of its sanctioned or member programs by any employee, volunteer, independent contractor or participant. 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 and/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 includes threats which are defined as any expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Bullying behavior is prohibited in any manner in connection with any USA Field Hockey member club activities or sanctioned events. Examples of bullying prohibited by this Policy include, without limitation physical behaviors, including punching, kicking or choking an athlete; and verbal and emotional behaviors, including, the use of electronic communications (i.e., “cyber bullying”) to harass, frighten, threaten, 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 behalf of the participant(s) targeted. A USA Field Hockey member, participant or parent of a participant who engages in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities.
**SECTION I (A) (5): HARASSMENT**

(A) How to Recognize Harassment

What you need to know to protect athletes

Sport is an incredibly constructive outlet for individuals, in part because athletes are judged solely on their abilities and performance. In this environment, hard work, persistence and improvement are defining characteristics. Harassment based on race, gender or sexual orientation affects team cohesion, performance and an individual's ability to focus on building skills and enjoy competition.

As with bullying and hazing, coaches and staff can create a supportive environment for sport by setting a zero-tolerance policy.

Definition

Harassment is a physical and/or non-physical behavior 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 athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability. It includes any act or conduct described as harassment under federal or state law.

Examples of Harassment

*Physical offenses*

- Hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant
- Throwing at, or hitting an athlete with objects, including sporting equipment

*Non-physical offenses*

- Making negative or disparaging comments about an athlete’s sexual orientation, gender expression, disability, religion, skin color or ethnic traits
- Displaying offensive materials, gestures, or symbols
- Withholding or reducing an athlete’s playing time based on his or her sexual orientation

*Sexual offences*

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:

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

(B) Harassment Policy

It is the policy of USA Field Hockey that there shall be no harassment of any participant involved in any of its member club programs by an employee, volunteer, independent contractor or another participant. Harassment in sport includes physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation, or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability.

Examples of harassment prohibited by this Policy include, without limitation such non-physical offenses as (a) making negative or disparaging comments about an athlete’s sexual orientation, gender expression, disability, religion, skin color or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing playing time to a participant based on his/her sexual orientation, gender expression, disability, religion, skin color or ethnic traits.

Sexual Harassment is a form of harassment prohibited by this Policy. 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 Field Hockey shall investigate all indications, informal reports and formal grievances of sexual harassment by any employee, volunteer, independent contractor, or 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 sexual harassment or participates in a harassment investigation.
Any conduct of a sexual nature directed by an adult to a minor participant is presumed to be unwelcome 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. Legitimate non-sexual touching or other non-sexual conduct is not sexual harassment.

While other team members are often the perpetrators of harassment or sexual harassment, it is a violation of this Policy if a 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 player(s) targeted.

A USA Field Hockey member, participant or parent of a participant who engages in any act of harassing or sexually harassing behavior is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities.
SECTION I (A) (6):
HAZING

(A) How to Recognize Hazing

What you need to know to protect athletes

Being a team member should not come with additional requirements that get in the way of enjoying sport. Hazing often begins as seemingly benign behavior but can become an issue if allowed to continue. Since hazing often occurs among peers, coaches and staff can send a strong anti-hazing message by creating an environment that encourages individuals to raise concerns or share information. In addition, most states have enacted legislation to discourage hazing and hold those who participate accountable; and these laws can provide additional support for anti-hazing efforts.

Definition

Hazing involves coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for joining a group or being socially accepted by a group’s members. It includes any act or conduct described as hazing under federal or state law.

Activities that fit the definition of hazing are considered to be hazing regardless of an athlete’s willingness to cooperate or participate.

Exceptions

Hazing does not include group or team activities that are meant to establish normative team behavior or promote team cohesion. Examples include:
- Directing junior athletes to pick up hockey balls or move goal cages after practice
- Encouraging junior athletes to arrive early and set up training equipment
- Giving senior athletes first preference in team assignments, responsibilities, accommodations, facilities or equipment

Examples of Hazing

- Requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- Tying, taping or otherwise physically restraining an athlete
- Sexual simulations or sexual acts of any nature
- Sleep deprivation, unnecessary schedule disruption or the withholding of water and/or food
- Sexual simulations or sexual acts of any nature
- Social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g., public nudity) that are illegal or meant to draw ridicule
- Beating, paddling or other forms of physical assault

(B) Hazing Policy

It is the policy of USA Field Hockey that there shall be no hazing of any participant involved in any of its sanctioned or member programs by any employee, volunteer, participant or independent contractor. 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. Any player, team official, or administrator of a member club having been party to or having had knowledge of any degrading hazing, or initiation rite, without reporting it or taking action, shall be subject to suspension from playing or holding office with any team, club or association affiliated with USA Field Hockey. Examples of hazing prohibited by this Policy include, without limitation, requiring or forcing the consumption of alcohol or illegal drugs; tying, taping, or physically restraining an athlete; 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 meant 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 group 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 athlete.

While other team members are often the perpetrators of hazing toward their teammates, it is a violation of this Policy if a coach or other responsible adult knows or should know of the hazing but takes no action to intervene on behalf of the player(s) targeted. A USA Field Hockey member or parent of a participant who violates this Hazing Policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities.
SECTION I (B): PREVENTION POLICIES

SECTION I (B) (1): LOCKER ROOMS

(A) Considerations for Locker Rooms and On-Site Changing Spaces

Youth players are particularly vulnerable in locker rooms, changing areas and restrooms due to various stages of dress/undress and because they are less supervised than at many other times. Athlete-to-athlete problems, such as sexual abuse and bullying, harassment, and hazing, often occur when coaches or employees are not in a position to observe — this is especially true in locker rooms. Adherence to a locker room policy enhances privacy and reduces the likelihood of misconduct. Proper supervision of the locker room areas also helps ensure that players that may have suffered an injury during a game or practice have an adult present to confer with regarding such injury. USA Field Hockey is concerned with locker room activities between minor players; minor players and adult players; adults being alone with individual minor players in locker rooms; and with non-official or non-related adults having unsupervised access to minor participants at member club events.

Tips to Consider
1. Post copies of any relevant policies in locker rooms and changing areas.
2. Prohibit the use of cameras and video 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.
3. If the locker room is a shared facility (such as a public gym), encourage athletes to come dressed for practice or competition and shower and change at home.
4. Talk with your athletes about bullying, hazing and remind them that locker rooms are a high risk area for bullying, hazing and harassment, which is never appropriate.
5. 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

(B) Locker Room Policy

It is the policy of USA Field Hockey that all Member Clubs, must publish practices for locker rooms and changing areas. A model policy can be found at the end of this handbook in Appendix II. In the absence of an established Club policy, this model policy shall apply. Clubs shall include the following information in their Locker Rooms and Changing Areas 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 USA Field Hockey’s Safe Sport Protection Policies.

User of Recording Devices. Club policy shall prohibit the use of a device’s recording capabilities, including voice recording, still cameras and video cameras.

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 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 during times when minor athletes are on the hockey field. 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 assist the player with getting equipment on and off before and after games or practices and they should be allowed to do so.

The coach and team administrators shall be responsible for compliance with the locker room supervision requirements of this Policy. A coach that fails to comply with ensuring the Locker Room Supervision Policy is adhered to, and any USA Field Hockey member, participant or parent of a participant who otherwise violates this Policy is subject to appropriate disciplinary action.
SECTION I (B) (2):
ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

(A) Considerations Electronic Communications and Social Media

As part of USA Field Hockey’s emphasis on athlete safety, communications involving our youth players should be appropriate, productive, and transparent. Effective communication concerning travel, practice or game schedules, and administrative issues among administrators, coaches, 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 and electronic communications can result in misconduct.

Tips to Consider

1. Instruct coaches, staff and administrators to copy parents on all electronic and mobile communications to minor athletes; alternately, the parent can approve direct communications between the sport club and the athlete to respect the athlete’s growing independence.

2. To ease communications, set-up e-mail and texting groups with parents and athletes and make this group communication a norm for your organization. Include parents on all email and text messaging groups.

3. Should any member of your group inadvertently send an athlete an electronic or mobile communication without including the parent, acknowledge the oversight to the parents and forward the communication to the parents as soon as possible.

4. Do not hesitate to speak with a parent if coaches or staff receive any electronic and mobile communications from athletes or other participants that make them uncomfortable.

(B) Electronic Communications and Social Media Policy

It is the policy of USA Field Hockey that any participant involved in any of its club member programs as an employee, volunteer, participant or independent contractor shall adhere to this policy for electronic communications and social media. All electronic communication between coach and player must be for the purpose of communicating information about team activities. Coaches and players must follow common sense guidelines 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 or families of the player or coach.

Facebook, MySpace, Blogs and Similar Sites

All posts, messages, text, or media of any kind between coach and 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 between a coach and a minor athlete is prohibited (another responsible adult must be copied on the message).

Twitter, Instant Messaging and Similar Media

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 prohibited (another responsible adult must be copied on the message).

Email and Similar Electronic Communications

Athletes and coaches may use email to communicate. 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 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).

Texting and Similar Electronic Communications

Texting is allowed between coaches and athletes. All texts between coach and athletes must be professional and for the purpose of communicating information about team activities. Texting should not occur after 9pm unless in emergency situations. Text messages 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 Field
Hockey 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 Field Hockey’s Safe 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).

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

**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 by coaches, volunteers, administrators, officials, parents or athletes will not be tolerated.

A USA Field Hockey member or parent of a participant who violates this Electronic Communications and Social Media Policy is subject to appropriate disciplinary action including but not limited to suspension, expulsion and/or referral to law enforcement authorities. Violations of USA Field Hockey’s Electronic Communications and Social Media Policy should be reported to the Safe Sport Committee.
SECTION I (B) (3): TRAVEL

(A) Considerations for Travel

A significant portion of USA Field Hockey participation involves overnight travel for teams to games and tournaments. Youth players are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This includes a high risk of player to player misconduct. During travel, players may be away from their families and support networks, and the setting—new locker rooms, automobiles, and hotel rooms—is less structured and less familiar. A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between youths and adults while traveling. Further, the policy directs how youth players will be supervised between and during travel to and from practice and competitions. Adherence to travel policies helps to reduce the opportunities for misconduct. Included in Appendix III is a model Travel Policy that USA Field Hockey Clubs can adopt for their own use. In the absence of an established Club policy, this model policy shall apply.

(B) Travel Policy

Each USA Field Hockey Club shall 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, games and events, 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).
- Because of the greater distances, coaches, staff, volunteers, and chaperones will often travel with the players. No coach, employee, or volunteer 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 may 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.
SECTION I (C): BEST PRACTICE GUIDELINES FOR SAFE SPORT

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.

1. Parents should be encouraged to appropriately support their children’s field hockey experience.
2. All field hockey 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 handshakes.
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.
SECTION II
SAFE SPORT TRAINING
REQUIREMENTS

Education is a key component of any abuse and misconduct prevention strategy. Awareness training provides relevant participants with information necessary to more effectively monitor their organization, minimize the opportunities for physical and sexual abuse and other types of misconduct, and respond to concerns.

USA Field Hockey coaches, umpires, and member club administrators are the representatives that are primarily and directly responsible for administering and supervising field hockey events at the local level. As such, these representatives are required to be fully versed in USA Field Hockey’s Safe Sport Program and possess the information necessary to more effectively monitor their organization, minimize the opportunities for child physical and sexual abuse and other types of misconduct, and respond to concerns. Club board members, parents, volunteers and athletes are strongly advised to be fully versed in the program.

USA Field Hockey has adopted the United States Olympic Committee’s Safe Sport training materials, which include a series of free online training videos in the following subjects. The training videos are approximately 90 minutes long in total.

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

Effective Starting January 2014
Coach, umpire and club administrators including all High Performance, Futures and Futures Elite Academies coaches and staff members are required to complete the Safe Sport training. Each of the required members (“Required Members”) must do this every two years, by January 31 of the applicable year. Upon completion of the Safe Sport training, each Required Member is must inform USA Field Hockey that he or she has completed the training by an email to the Safe Sport email mailbox: [safesport@usafieldhockey.com]. In addition, the Required Member must save a copy of the certification of completion and supply it (within a reasonable time period) when asked to a USA Field Hockey staff member. Failure to complete training will result in disqualification from participating in the USA Field Hockey program until completed.

Instructions
In order to access the Safe Sport training, you must first create an account. Here are step-by-step instructions:
1. Go to [http://training.teamusa.org](http://training.teamusa.org) and click on “Register”.
2. Fill in the required fields that follow and click “Register”.
3. Begin taking the training by clicking on “Courses” from the main navigation.
4. Print or save the Certification of Completion.
5. Email your Certification of Completion to safesport@usafieldhockey.com
SECTION III
SCREENING AND
BACKGROUND CHECK
PROGRAM

Purposes of a Screening Policy
- Protect our participants from known offenders so that such known offenders do not have access to USA Field Hockey members.
- Deter offenders and potential offenders from attempting to join USA Field Hockey programs because the program has a known policy against abuse.
- Protect USA Field Hockey’s reputation as a sport where participants are safe from abuse.
- Help insulate USA Field Hockey, its member club’s programs and volunteers from liability that could arise from allowing a previous offender to have access to children.

USA Field Hockey’s policy includes set criteria for which a person may be disqualified and prohibited from serving as an employee or volunteer of USA Field Hockey. Under the policy, USA Field Hockey will not employ or authorize participation of any person as a Coach or Umpire unless that person consents to be screened and passes a criminal background screen conducted by USA Field Hockey. Therefore, all Coach and Umpire members, and, Lifetime members purchasing Coach or Umpire Upgrades, are required to undergo a screening and background check before they can Coach or Umpire. Through this screening and background check, USA Field Hockey will utilize reasonable efforts to ascertain any past criminal history of an applicant.

Process
USA Field Hockey has had a screening policy for Coaches and Umpires in place since 2009. All Coach and Umpire applicants must submit the Criminal Background Check Consent and Waiver Release form and the must receive clearance from USA Field Hockey before he or she may perform coaching or umpiring responsibilities.

On receipt of the Criminal Background Check Consent and Waiver Release form, USA Field Hockey will request that its vendor perform the criminal background check. As part of its criminal background check, USA Field Hockey will:
- Perform an address trace to determine residence and search protocol,
- Perform a county or state search based on address trace,
- Perform a national criminal record search, and
- Perform national search of sex offender registries.

Potentially Disqualifying Factors

Criminal History
USA Field Hockey will use a criminal background check to gather information about an applicant’s prior criminal history. Any individual who has been found guilty of, entered a guilty plea or no contest plea for, or received a deferred sentence or a deferred adjudication for any of the following criminal offenses will be disqualified:
- 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;
- Two or more misdemeanor drug or alcohol offenses in the past 7 years;
- 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 disposition).

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

Full Disclosure
Each applicant has the affirmative duty to disclose his or her criminal history and prior arrests that resulted in non-convictions. Failing to disclose or intentionally misrepresenting an arrest, plea or conviction history in an application or any other information provided by an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered.
- If an applicant (1) is arrested, (2) pleads or (3) is convicted of a crime other than a traffic offense during the screening process, the applicant is required to disclose such information immediately.
- In the event a person is serving as a staff member, contractor or volunteer and (1) is arrested, (2) pleads or (3) is convicted after the completion of the screening process, he or she has an
affirmative duty to disclose such information immediately to his or her supervisor or a USA Field Hockey Safe Sport Administrator.

- Any applicant who has been banned by another sport organization, as temporarily or permanently ineligible, must self-disclose this information. A failure to disclose is a basis for disqualification for potential applicants.

Findings
Notice of findings will be provided to the designated contact of USA Field Hockey that submitted the application.

USA Field Hockey’s criminal background check report will return a “red light” or “green light” score. A green light score means that the background check vendor located no records that would disqualify the applicant. A green light score, however, is not a certification of safety or permission to bypass/ignore other screening efforts. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.

A red light finding means the criminal background check revealed criminal records which suggest the applicant “does not meet the criteria” and is not suitable for organization employment or volunteer assignment.

No Right To Appeal
If an individual receives a red light finding, no appeals may be made. However, an applicant may dispute the findings of a report with the background screen vendor in the event the record reported did not belong to the applicant or the report is inaccurate. The applicant can apply again if the disqualifying factor is cleared from the vendor’s report.

Frequency
For all Coach and Umpire members, and, Lifetime members purchasing Coach or Umpire Upgrades, a full criminal background check (described above) and a sex offender search is conducted by USA Field Hockey’s vendor through a national database in the initial year and every other year thereafter. The sex offender searches is conducted annually on all Coach and Umpire members.

Affirmative Duty to Disclose
If, during the course of employment or participation in USA Field Hockey’s program, a Coach, Umpire member, or Lifetime member with Coach or Umpire Upgrade is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the Member to notify an immediate supervisor or a USA Field Hockey Safe Sport Administrator.

Other Potential Disqualifying Factors
- Been subject to any court order involving any sexual or physical abuse of a minor, including but not limited to domestic order or protection;
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse of minors; or
- Resigned, been terminated or been asked to resign from a position - paid or unpaid - due to complaint(s) of sexual or physical abuse of minors.

Review of Disqualifiers
USA Field Hockey will review its disqualifiers every two years or as otherwise required or modified by law.

Records
Records are secured offsite for a period indicated by applicable law or until the applicant is no longer affiliated with USA Field Hockey, whichever date is later.

Applicant Screening Policy of Clubs
As part of USA Field Hockey’s commitment to participant safety, USA Field Hockey 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 Appendix IV. The policy should include an extensive application for employment, affidavit, consent and release form, and a required list of references.
SECTION IV
REPORTING OF POTENTIAL ABUSE OR MISCONDUCT

USA Field Hockey aspires to implement an effective reporting policy that results in reports of suspected abuse and misconduct, and does not in any way deter victims or witnesses from reporting abuse and misconduct, is a key element to preventing abuse and misconduct from occurring. Potential abusers will avoid involvement in a program where there is a likelihood that suspected abuse will be reported. When USA Field Hockey stakeholders 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 Field Hockey seeks to remove barriers to disclosing misconduct, including child physical and sexual abuse.

(A) Discretionary Reporting

All USA Field Hockey members shall familiarize themselves with each form of misconduct and shall refrain from violating any of these policies. In the event that any of USA Field Hockey’s, its member clubs’ program’s employees or volunteers observe inappropriate behaviors (i.e., policy violations), suspected physical and sexual abuse, or any other type of abuse or misconduct, it is the personal responsibility of each such person to immediately report their observations to the appropriate person as described below.

(B) Mandatory Reporting

Additionally, in the event that any of USA Field Hockey’s, its member clubs’ program’s employees or volunteers know of clearly inappropriate behaviors (i.e., policy violations), suspected physical and sexual abuse, or any other type of abuse or misconduct, it is the personal responsibility of each such person to immediately report their observations to the appropriate person as described below. Failure to report such known violations may result in disciplinary action.

(C) Reporting to Outside Agencies

In addition to reporting within USA Field Hockey, such persons must also consider reporting suspected or known child physical or sexual abuse to appropriate law enforcement authorities. 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. Further information regarding the possible obligation to report to outside agencies, including law enforcement authority, is further described below.

The Safe Sport Program’s requirement of reporting potential abuses includes:

The Reporting Policy, which describes who must report violations or suspicions of potential or actual abuse or misconduct.

The Reporting Procedure, which describes:
- to whom reports are made (including the importance of certain reports being made to law enforcement authorities);
- how to make reports to USA Field Hockey;
- Confidentiality of reports;
- USA Field Hockey’s policy on anonymous reports;
- USA Field Hockey’s policy on protecting those that made reports (“whistleblower” protection); and
- USA Field Hockey’s policy prohibiting reports made in bad faith.

How Reports are handled, including:
- further reporting to law enforcement authorities when appropriate;
- circumstances in which immediate suspension or termination is appropriate; and
- circumstances where referral of the report to the applicable member club or USA Field Hockey to address, rectify and impose discipline where appropriate.

Notification to parents of other participants.

(D) Reporting Policy

It is the policy of USA Field Hockey that every employee or participant of any USA Field Hockey member or sanctioned program must report (1) actual or perceived violations of the USA Field Hockey Safe Sport Program Handbook, (2) any violations of the policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Harassment, and Hazing and (3) suspicions or allegations of child physical or sexual abuse to both (a) the appropriate USA Field Hockey representatives and to (b) the appropriate law enforcement authorities. Any report of misconduct or suspicions of child physical or
sexual abuse will be taken seriously and handled appropriately. If USA Field Hockey receives a report of physical or sexual misconduct involving a minor, a report will be made to the proper authorities. USA Field Hockey urges all individuals to do the same.

In some cases a staff member or volunteer may be hesitant about reporting suspected abuse because they are unsure about the credibility of the person making the allegation, are unsure about the credibility or 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 staff members and/or volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for or prior to reporting their concerns. An employee’s or volunteer’s failure to report in compliance with this policy is a violation of this policy and grounds for termination of an employee and/or dismissal of a volunteer.

Reporting Child Physical or Sexual Abuse

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 the Safe Sport Committee.

Peer-to-Peer Sexual Abuse

Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a sexual interaction between children constitutes child sexual abuse 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 abuse, report it to the appropriate law enforcement authorities and to the Safe Sport Committee immediately.

Reporting Other Misconduct and Policy Violations

If any parent, player, participant, staff member and/or volunteer receives an allegation or observes misconduct or other inappropriate behavior, such as grooming, that is not reportable to the appropriate law enforcement authorities, it is the responsibility of each person receiving such information to report their observations to the Safe Sport Committee immediately.

(E) Reporting Procedure

To Whom to Report

Suspicions or allegations of child physical or sexual abuse may, and in many cases must, be made to the appropriate law enforcement authorities. In order to further protect USA Field Hockey programs and participants, such reports should also be made to the Safe Sport Committee.

To read more about mandatory reporting and state reporting laws, visit:
http://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm

For state toll-free child abuse reporting numbers, visit:
http://www.childwelfare.gov/pubs/reslist/rl_dsp.cfm?rs_id=5&rate_chno=W-00082

To search the definitions of child abuse by state, visit:
http://www.childwelfare.gov/systemwide/laws_policies/state/

Reports of violations of any of USA Field Hockey’s Safe Sport policies or any violations of this Safe Sport Program Handbook shall be made to the Safe Sport Committee.

How to Report

USA Field Hockey’s Safe Sport Program webpage contains contact information for making a Report. Reports to USA Field Hockey may be made by:

- clicking on the “Report to USA Field Hockey” link on the USA Field Hockey Safe Sport Program webpage (a sample of the USA Field Hockey’s Misconduct Reporting Form is attached as Appendix I),
- e-mailing to SafeSport@usafieldhockey.com, or
calling 719-866-4567.

USA Field Hockey will take a report in the way that is most comfortable for the person initiating a report including an anonymous, in-person, verbal or written report. Regardless of how an individual chooses to report, it is helpful to USA Field Hockey for individuals to provide, at a minimum:

1. Name(s) and contact information of the complainant(s).
2. Type of misconduct alleged.
3. Name(s) of the individual(s) alleged to have committed the misconduct.

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4. Approximate dates the misconduct was committed.
5. Names of other individuals who might have information regarding the alleged misconduct.
6. A summary statement of the reasons to believe that misconduct has occurred.

Confidentiality
To the extent permitted by law, and as appropriate, USA Field Hockey will, on request, keep confidential the complainant’s name. In addition, to the extent permitted by law, and as appropriate USA Field Hockey will not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

Anonymous Reporting
Anonymous reporting will make it difficult for USA Field Hockey to investigate or properly address misconduct or abuse. However, USA Field Hockey recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing a Report Form by completing the Reporting Form without including their name. However, anonymous reporting will make it difficult for USA Field Hockey to investigate or properly address allegations and are strongly discouraged.

“Whistleblower” Protection
Regardless of outcome, it is the policy of USA Field Hockey to support the complainant(s) and his or her right to express concerns in good faith. USA Field Hockey, its member club’s programs will not allow or tolerate attempts from any individual, group or organization to retaliate, punish, allow or in any way harm any individual(s) who reports a concern in good faith. Such actions against a complainant will be considered a violation of the USA Field Hockey’s Safe Sport Program and grounds for disciplinary action.

Bad-Faith Allegations
A report of abuse, misconduct or policy violations that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of the USA Field Hockey Safe Sport Program and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

(F) How Reports Are Handled
Suspicions or Allegations of Child Physical or Sexual Abuse
Reporting to Law Enforcement and/or Child Protective Services
An independent investigation can harm youth and/or interfere with the legal investigative process. Accordingly, USA Field Hockey, its Affiliates and local programs, and its administrators and/or volunteers shall not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for or prior to reporting to appropriate law enforcement authorities. As necessary, however, a person receiving a report may ask a few clarifying questions of the minor or person making the report to adequately report the suspicion or allegation to law enforcement authorities.

Additionally, most states have mandatory reporting laws making persons holding certain positions required by law to report suspicions of sexual or physical abuse of a minor.

Immediate Suspension or Termination
When an allegation of child physical or sexual abuse is made against an employee, volunteer and/or participant, USA Field Hockey, its member club’s programs may immediately suspend the accused individual (i.e., a “summary suspension”) and/or immediately remove that individual from contact with any children in the program until the allegation has been investigated by an official agency. This shall apply whether or not the allegation involves an incident during a field hockey program or event.

The accused individual shall be offered a hearing. A pending hearing will not affect USA Field Hockey’s, the member clubs’ program’s ability to immediately suspend or terminate the accused individual from employment or performing services for organization.

Please refer to Section V of this Handbook on Responding to Abuse and Other Misconduct for more information on imposing discipline and hearing requirements.

Other Misconduct and Policy Violations
When a sexual, physical, emotional abuse, and/or, a bullying, harassment, hazing allegation is not reportable under relevant state or federal law, USA Field Hockey in coordination with its Member Club shall internally address and investigate those alleged policy violations and misconduct, and impose discipline where appropriate. Likewise, violations of USA Field Hockey’s Locker Room Policy, Electronic Communications and Social Media Policy, and Travel
Policy shall be reported to USA Field Hockey to address, rectify and impose discipline where appropriate.

(G) Notification

Following notice of a credible allegation that results in the removal of an employee, coach or other volunteer, USA Field Hockey, the member club program will determine the appropriate matter under the applicable circumstances in which it will notify parents of other participants with whom the accused individual may have had contact. As appropriate, USA Field Hockey, its member club’s programs may notify its staff members, volunteers, parents, and/or participants of any allegation of child physical or sexual abuse or other criminal behavior that (1) law enforcement authorities are actively investigating; or (2) that is being investigated internally by USA Field Hockey.
SECTION V
Responding to Sexual and Physical Abuse and Other Misconduct

Upon receipt of any credible allegation of a Policy violation or other violation of this Safe Sport Program handbook, USA Field Hockey or its designee shall conduct an investigation into the validity of such allegation(s).

Notwithstanding the foregoing, if USA Field Hockey receives a report of physical or sexual misconduct involving a minor, a report will be made to the proper authorities. Further, USA Field Hockey and its Member Clubs shall not conduct any investigation of or hearing procedure in response to allegations of child physical or sexual abuse if it in any way undermines or interferes with a pending legal investigation or criminal prosecution. As described below, it may be appropriate to issue a summary suspension of the accused individual during the pendency of a legal investigation or criminal prosecution.

(A) Adjudication Proceedings

USA Field Hockey recognizes that there are levels of misconduct. For example, physical and sexual misconduct are serious violations that may result in immediate 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. In all cases, USA Hockey’s and its Member Clubs’ disciplinary procedures and actions shall be proportionate, reasonable, and applied fairly and equally.

It is also recognized that with respect to disciplinary action involving an employee of an organization, the organization will address allegations against its employees under its employment policies and procedures, bylaws and constitution.

The adjudication path of all potential Policy violations or other violation of this Safe Sport Program handbook, can be seen on the Adjudication Process Flowchart attached as Appendix V.

(B) Importance of Confidentiality

All investigations and/or disciplinary proceedings shall be kept confidential. An investigator shall not discuss the investigation with anyone except for the purposes of conducting the investigation, except as requested by law enforcement or child protection authorities. Hearings will be closed and confidential, to the extent possible, other than for notification of the outcome. Participants in the hearing, including complainant, victim, and witnesses, shall keep the proceedings confidential, except as requested by law enforcement or child protection authorities. The Safe Sport Committee shall deliberate and vote confidentially among themselves until final resolution of the complaint, except as requested by law enforcement or child protection authorities.

(C) Immediate or “Summary” Suspension

The appropriate disciplinary response will depend on the nature and seriousness of the incident and, in extreme cases, misconduct will result in immediate suspension and/or dismissal. If the accused individual is a minor, the Member Club will contact his or her parents or guardians.

Summary suspension is intended for those situations in which an individual’s continued employment, membership or participation poses a risk of ongoing physical or emotional harm. A summary suspension is thus appropriate when there is a reasonable belief that the individual has committed emotional, physical or sexual misconduct. Evidence which may be found sufficient to support a reasonable belief that the individual has committed emotional, physical or sexual misconduct, including abuse of a child, includes, at a minimum: a Misconduct Report Form filed with specific and credible information; other legal documentation (e.g., an arrest or a criminal indictment); or an oral report that has been reasonably confirmed by additional credible sources.

A suspension from membership pending a full hearing shall prohibit the accused individual, at a minimum, from participating in all activities of USA Field Hockey or its Member Clubs in any capacity that involves any personal contact or communication with minors or players. Additional conditions regarding accused’s suspension may be mandated at the time of suspension or shortly thereafter by the Safe Sport Committee.

The suspended individual, at the time of notice of the suspension, shall be provided with notice of the right to request a hearing. The suspended individual
must request a hearing in writing to the Safe Sport Committee within seven (7) days of being notified of the suspension. However, it is recognized that during an ongoing criminal investigation or legal proceeding the suspended individual may not want to appear at an administrative proceeding to contest a suspension, and, as such, it is appropriate that when an active criminal investigation or criminal proceeding is ongoing, the seven (7) day period to request a hearing will be stayed until seven (7) days following the conclusion of the criminal investigation or criminal proceeding.

Within ten (10) days of receipt of the accused’s request for a hearing, the Safe Sport Committee shall notify the accused of the specific hearing date and time via certified mail, return receipt requested, at his or her most recent address on record with USA Field Hockey. The Safe Sport Committee will endeavor to schedule a hearing date on a day that is no less than 45 days and no more than 60 days from the date that the notice to the accused was posted. However, the scheduling of the hearing date may be effected by the complexity of the investigation and external factors such as requests from law enforcement authorities. Therefore, the scheduling of the hearing date is in the sole discretion of the Safe Sport Committee. At the request of the accused individual, and provided that it is necessary to expedite the proceeding to resolve a matter relating to scheduled training or competition, the Safe Sport Committee may provide an expedited hearing date.

(D) Hearings

It is recognized that not all discipline necessarily requires a hearing. After a complaint is received and a preliminary investigation has been conducted, including notice to the accused individual and an opportunity to submit matters in response, the Safe Sport Committee may, without a hearing, impose discipline in the form of reprimand, training, or other appropriate sanction, for violations it deems minor in nature. However, in cases where USA Field Hockey sanctioned an individual without a hearing, and in all cases seeking suspension or dismissal, such individual shall have the right to request a hearing. The hearing must be requested in writing to the Safe Sport Committee within seven (7) days of being notified of the pendency of such action or the imposition of a sanction for a minor violation.

Within ten (10) days of receipt of a request for a hearing, the Safe Sport Committee shall notify the accused individual of the specific hearing date and time via certified mail, return receipt requested, at his or her address listed on the request. The hearing date will be scheduled on a day that is no less than 45 days and no more than 60 days from the date that the notice to the accused individual was posted. At the request of the accused individual, and provided that it is necessary to expedite the proceeding to resolve a matter relating to scheduled training or competition, the Safe Sport hearing panel may render an expedited determination.

The complainant, victim and accused individual shall have the right to receive copies of the written report and/or complaint, including a statement of the allegations. Furthermore, the adjudication shall conform to the provisions and principles set forth below. However, deviations in one or more of the procedural safeguards are permitted, provided the following due process conditions are satisfied:

- The accused individual is informed of the allegations and evidence brought against him or her
- The accused individual is given a reasonable opportunity to respond to the allegations brought forward
- The accused individual may be represented by legal counsel at his or her expense
- The panel member(s) who make the determination are free of conflicts of interests and render an unbiased decision
- There is a right to appeal the panel’s decision

In connection with any hearing the accused individual will be given a reasonable opportunity to respond to the allegations brought forward. This may or may not include cross examination of the victim or complainant. In circumstances where the complainant or victim is a minor, it may be appropriate for the person that conducted the investigation to provide testimony on the victim’s behalf, or that the investigator’s or fact finder’s report can substitute for the minor’s testimony. This determination will be at the discretion of the Safe Sport hearing panel.

Hearings will be confidential and will not be open to the public. Unless the Safe Sport hearing panel requires the parties to attend the hearing in person, the parties may appear by a telephonic or video conference call. At the hearing, the accused individual will be allowed to present any reasonable and relevant evidence or argument that he or she wishes the Safe Sport hearing panel to consider. The Safe Sport hearing panel may require or permit documentary evidence. The hearing panel may proceed in the accused individual’s absence provided sufficient notice has been given to the accused. The Safe Sport hearing panel shall have the authority to determine all other rules regarding the proceeding and the
conduct of the hearing, as it deems necessary.

(E) Appeals

There is a right to appeal the panel’s decision. A notice of appeal must be delivered to USA Field Hockey’s Judiciary Committee within ten (10) days of the suspended party’s receipt of the written decision from the Safe Sport hearing panel. While the complainant and/or victim have the right to participate in the hearing process and provide evidence and argument to the Safe Sport hearing panel, a complainant or victim does not have the right to participate in an appeal of a disciplinary decision to the Judiciary Committee, unless, upon request, such participation is granted by the Judiciary Committee. On appeal, the Judicial Committee will address the merits of the Safe Sport hearing panel’s decision based on the record. A decision rendered by the Judicial Committee shall be final and binding on all parties.

(F) Findings and Sanctions

The Safe Sport Committee has the discretion to impose sanctions on the individual if it finds based on a “more likely than not” standard of the evidence that any violations of the USA Field Hockey’s Safe Sport Program Handbook or any violations of the policies prohibiting Sexual Abuse, Physical Abuse, Emotional Abuse, Bullying, Harassment, and Hazing have occurred.

The Safe Sport Committee will communicate its findings in writing to the accused individual. The hearing panel may impose sanctions on the individual in its findings. The hearing panel must have a quorum of at least three members to make a determination to impose a sanction. Voting to impose a sanction will be done on the basis of a simple majority. A verbatim record of any proceeding by a hearing panel is not required. Any sanctions imposed by the panel shall be proportionate and reasonable, relative to the findings and conclusions of the panel as to what has occurred.

The decision regarding the appropriate sanction shall be up to the Safe Sport hearing panel deciding each complaint. In imposing a sanction, the panel shall consider:

- The legitimate interest of USA Field Hockey and the applicable Member Club in providing a safe environment for its participants
- The seriousness of the offense or act
- The age of the accused individual and alleged victim when the offense or act occurred
- Any information produced by the accused individ-
USA FIELD HOCKEY’S MISCONDUCT REPORT FORM

Reporting Policy
USA Field Hockey requires reporting of sexual misconduct by any member and strongly encourages reporting of any concerns relating to safe sport. USA Field Hockey appreciates your willingness to report inappropriate behavior. By submitting this form, you are giving permission to USA Field Hockey’s Safe Sport administration staff to contact you.

USA Field Hockey recognizes it can be difficult for an athlete, teammate, friend or family member to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. You may remain anonymous if you wish. However, where appropriate, the investigative process may require further input and anonymous reporting will make it difficult for USA Field Hockey to move forward with an investigation.

Out of respect for the importance of this issue and to encourage honest and effective reporting, a report of abuse, misconduct or policy violation that is malicious, frivolous or made in bad faith is prohibited. Such reports will be considered a violation of USA Field Hockey’s Safe Sport policies and grounds for disciplinary action. Depending on the nature of the allegation, a person making a malicious, frivolous or bad-faith report may also be subject to civil or criminal proceedings.

Alleged Abuser Information:
Provide as much information as possible about the person you are reporting.

Last Name: ____________________________________________
First Name: ____________________________________________
Address: _______________________________________________
Age or Approximate Age: ______________
Gender: ___ Female       ___ Male
Club Affiliation: ________________________________________
Position(s) this individual holds or held:
  ___ Head Coach     ___ Assistant Coach     ___ Athlete
  ___ Official       Other: _______________________

Alleged Misconduct Information:
Type of Misconduct (select all that apply):
  ___ Sexual Abuse     ___ Physical Abuse     ___ Emotional Abuse
  ___ Bullying         ___ Harassment         ___ Hazing
  ___ Locker Room Violation     ___ Electronic Communication Violation
Other: ________________________________________________

Location that the misconduct took place:
_____________________________________________________________________________________

Date(s) of alleged misconduct:
_____________________________________________________________________________________


Description of alleged misconduct (include as much detail as possible):
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Knowledge of victim(s) involved in the alleged misconduct:
___ I am not aware of any victim(s) involved in the alleged misconduct
___ I am aware of a victim(s) involved

Victim or Victims:
If you are the victim and wish to remain anonymous, you may do so. In that case, please write your name as Anonymous. You may also be unaware of who the victim is. In that case, please write Unknown.

Last Name: _______________________________________________________________
First Name: _______________________________________________________________
Age or Approximate Age: ____________
Gender: ___ Female ___ Male
Additional Information:
_________________________________________________________________________
_________________________________________________________________________

Fill this out if additional victims are involved:
Last Name: _______________________________________________________________
First Name: _______________________________________________________________
Age or Approximate Age: ____________
Gender: ___ Female ___ Male
Additional Information:
_________________________________________________________________________
_________________________________________________________________________

Individual(s) Who May Have Additional Information:
List anyone who may be able to provide additional information regarding the alleged misconduct. We will not identify you when we contact these individuals.

Last Name: _______________________________________________________________
First Name: _______________________________________________________________
Address: _________________________________________________________________
Phone: _________________________________________________________________
Email: _________________________________________________________________
Club Affiliation: _______________
Report Submitted By:

You may remain anonymous. However, providing your information is vastly helpful to an efficient and effective investigation. All reports are kept strictly confidential by Safe Sport Committee, however, the Safe Sport Committee cannot guarantee the confidentiality of your identity due to investigative, adjudicative or law enforcement requirements. Retaliation against an individual who made a report in good faith is a violation of the USA Field Hockey Safe Sport Program.

Relationship to Victim:

___ Self
___ Parent/guardian
___ Club member
___ Other family member
___ Friend or acquaintance
___ Coach or volunteer
___ Prefer not to say

Other: ________________________________
APPENDIX II
MODEL CLUB LOCKER ROOMS AND CHANGING AREA POLICY
[CLUB]'s LOCKER ROOMS AND CHANGING AREAS POLICY

It is the policy of USA Field Hockey that all Member Clubs publish practices for locker rooms and changing areas. In the absence of an established Club policy, this model policy shall apply.

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 host team 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 prevent 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 therefore 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 uniform or 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 and 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 as set forth therein, including temporary suspension from the organization.
APPENDIX III
MODEL CLUB TRAVEL POLICY
It is the policy of USA Field Hockey that all Member Clubs publish practices for club travel. In the absence of an established Club policy, this model policy shall apply.

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 enjoyable 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 (“team travel”).

Local Travel
Local travel occurs when [CLUB] does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws.

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.

Team Travel
Team travel is overnight travel that occurs when [CLUB] sponsors, coordinates or arranges for travel so that our teams can 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 team travel without the proper safety requirements in place, including valid driver’s 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 overnight 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 practicing, 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:

1. Prepare athletes for team travel and make athletes aware of all expectations
2. Familiarize themselves with all travel itineraries and schedules before the initiation of team travel
3. Conform to, and monitor for others’ adherence, the USA Field Hockey Athlete Protection Policy and all policies during team travel
4. Encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
5. Help athletes be on time for all team commitments (as possible)
6. Assist with team travel logistical needs (as possible)
7. 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
8. Ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
9. 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
10. Not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
11. Immediately report any concerns about physical or sexual abuse, misconduct, or policy violations to appropriate law enforcement authorities, [CLUB] Administrator and a USA Field Hockey Safe Sport Administrator

**CHAPERONE RESPONSIBILITIES**

Chaperones 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 all other relevant policies contained in USA Field Hockey’s Safe Sport Handbook.

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. Specifically, chaperones will:

1. familiarize themselves with all travel itineraries and schedules before team travel
2. monitor for adherences to club policies during team travel
3. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
4. help athletes be on time for all team commitments (as possible)
5. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
6. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
7. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
8. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
9. 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
10. immediately report any concerns about sexual and physical abuse, misconduct or policy violations to appropriate law enforcement authorities, [CLUB] Administrator and a USA Field Hockey Safe Sport Administrator

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.
APPENDIX IV
MODEL CLUB APPLICANT SCREENING POLICY
[CLUB]'S APPLICANT SCREENING POLICY

It is strongly recommended by USA Field Hockey that all Member Clubs publish practices for a thorough applicant screening. Clubs may use the following policy as a resource.

NOTE: Work with counsel to ensure your screening policy, job application and hiring processes comply with applicable law

Staff members, contractors and/or volunteers must consent to, and pass, a formal applicant screening process before performing services for [CLUB].

Elements of our screening process include, as applicable, 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).
APPENDIX V
ADJUDICATION PROCESS FLOWCHART
USA Field Hockey Safe Sport Committee receives an allegation of misconduct (may or may not come from a formal complaint)

→ Preliminary investigation

→ Assess interim measures such as “summary” suspension

Committee determines there is no reasonable cause to believe policies have been violated

→ Investigation ends

Committee determines there is reasonable cause to believe specific policies have been violated

→ Notice of investigation

→ Investigation

→ Presentation of findings to Committee

→ No violation/

→ Violation/responsible

→ Sanction

→ Share outcome with parties

→ Hearing

→ No hearing

→ Share final outcome

→ Share findings with the applicable Member Club

→ Findings published with confidential information removed

→ Address effects on victim and community

→ Enforce sanctions and prevent reoccurrence

If justified, notify and implement a “Summary” suspension which triggers a right to request a hearing
FREQUENTLY ASKED QUESTIONS AND ANSWERS
FOR ATHLETES

If I like my a coach or an adult or feel attracted to him or her and I have a sexual interaction with them, is it still considered child sexual abuse?

Generally if you are under the age of 18, sexual interactions between an adult and a minor are prohibited. Such sexual interactions can involve a number of things from non-touching activities (talking about sex or exposing you to nudity or showing you pornography) to touching activities (such as fondling, genital contact or sexual intercourse).

My coach is dating a teammate who is over the age of 18. Is that a problem?

Sexual relationships between an athlete and an adult in a position of authority—such as a coach or club administrator—aren’t part of a healthy sport setting, so as a general rule coaches and players shouldn’t date.

Can it still be sexual misconduct if a coach or adult doesn’t actually touch me?

Any type of sexually-oriented comments or behavior, even if no touching is involved, is sexual misconduct.

What should I do if I see or hear about an adult behaving inappropriately with a teammate?

It’s important for you to tell your parents, club administrator or other adult with whom you’re comfortable sharing the information about what you’ve seen or heard.

Does bullying involve physical contact only?

No. Bullying can involve non-contact behavior such as teasing, spreading rumors or using cellphones and social media to harass or intimidate.

If a teammate yells at me during practice or competition to work harder or push longer, does that count as bullying?

Probably not. Bullying does not include encouragement from team members to train harder or to push through a difficult training regimen.

What should I do if one of my teammates is pushing another athlete around or calling them names?

If a teammate is calling someone else names, hurting them or posting mean things about them on Facebook, you can say something to them if you feel comfortable doing so. If not, tell an adult about it as soon as you can. It is never ok for someone to bully you or a teammate or to do other things to exclude someone from the team.

Does harassment just involve physical acts?

No. Harassment includes making negative or disparaging comments about an athlete based on his or her sexual orientation, gender expression, disability, religion, skin color, or ethnic traits. Displaying offensive materials, gestures or symbols is also a form of harassment.

One of my teammates is harassing another athlete because of their religion, but the coach doesn’t seem to be paying attention. What should I do?

Maybe your coach hasn’t noticed. If you feel like you can say something to your coach or if you feel like you can step in, go ahead. If not, tell your parents or a club administrator about the incident(s) and let him or her take the appropriate action.

If I see teammates taking part in hazing, what should I do?

Step in if you feel comfortable. If not, talk to your parents or a club administrator about the incident so that they can take proper action.

Our team has a tradition of making new athletes streaking through the school. Everyone does it and no one gets hurt. Is that hazing?

Even if everyone seems to be having fun, these types of activities are still considered hazing. Plus, not every-
one has the self-awareness or confidence to stand up and say something if they feel uncomfortable. In addition, hazing includes actions that are also illegal (like taking illegal drugs or under-age drinking) or are meant to ridicule an athlete (like locking them into the port-a-potty).

**Should a chaperone ever be allowed to sleep in our room?**
If you and your teammates are under 14 years of age, an administrator might assign a chaperone to stay with you in the same room. This chaperone should be the same gender as you.

**Why do coaches and chaperones conduct bed checks?**
Bed checks are a standard way to account for all of the athletes on a trip. For trips that involve athletes of both sexes, ideally the chaperones should visit the rooms in mixed-sex pairs. You should report any unusual behavior and/or issues pertaining to the bed checks immediately to your parents or a sport administrator.

**My coach has asked me to wear my team gear while travel. Why?**
Wearing team colors on out-of-town trips can help the coaches and chaperones keep track of you and your teammates, especially, for example, in a crowded lobby, restaurant or airport.

**One of the chaperones keeps inviting me to come into his or her hotel room when no one else is there. Is that okay?**
It is safer for everyone if you avoid going places alone with an adult who isn’t your parent. If for any reason you do find yourself alone in a room with an adult and you know it’s against your club policy and/or something happens that makes you uncomfortable, tell someone immediately.

**My club administrator asked me to come early to set up the event, before anyone else gets there. Is that okay?**
An adult should not ask athletes to show up early or stay late to help by themselves. If an adult does make this request, it’s better to make sure that other teammates or other adults are present.

**Why won't my club let me use my cell phone in the locker room?**
Since nearly every cell phone today has a camera and most take videos, some clubs don’t allow the use of cell phones in locker rooms. This is for everyone’s privacy and safety.

**If I need to have a private discussion with my coach, where should we do this?**
There are a lot of great public places you can have a one-on-one conversation with your coach. Examples of good places to meet include: an office with windows, a corner of the field or if you are traveling, in a hotel lobby. If you have to meet in a closed room, make sure an adult or teammate is present. For everyone’s safety you should avoid having a meeting by yourself with an adult in a private room.

**Is it wrong if an adult sends an email or text to me without copying my parents, even if there’s nothing inappropriate about the message?**
As a rule, there’s nothing an adult should say to you that a parent should not be aware of. If this happens, show the message to your parents and have them ask the adult to include them in all correspondence.

**What should I do if I see messages about sex between an adult and one of my teammates?**
Let your parents or another adult on staff know if you become aware of these communications.

**Is it okay for me to get a ride home with a coach or staff member if I am alone?**
You and you parents should agree who is giving you rides to and from practice or competition. For everyone’s safety, it’s preferable if you avoid getting a ride from an adult without other athletes or adults.