

**ABUSE PREVENTION  
POLICIES & PROCEDURES  
FOR UNITED STATES  
TRAMPOLINE AND TUMBLING  
ASSOCIATION**



Developed by:

**PRAESIDIUM**

Our Passion. Your Protection.

## Indemnity Statement

**Praesidium provides these Abuse Prevention Policies & Procedures to assist in the prevention of organizational abuse. However, it must be noted that no system can guarantee prevention of abuse.** This information is not legal advice, either expressed or implied. Consultation with qualified legal counsel is recommended.

When all recommendations are implemented and maintained, a risk for abuse continues to exist, as the problem of abuse is pervasive and no system to date can assure complete safety.

Accordingly, **PRAESIDIUM MAKES NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY, REGARDING THE SUCCESS OR FAILURE OF THE PRAESIDIUM RISK ASSESSMENT™ IN PREVENTING OR REDUCING THE INCIDENCE OF ABUSE.**

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## **Introduction**

The United States Trampoline and Tumbling Association (hereinafter “U.S.T.A.”) is proud to present our abuse prevention policies and procedures manual developed with Praesidium. Our decision to exceed national standards of care comes from our strong commitment to protect our coaches, volunteers, and members. Safety is always our primary concern for all trampoline and tumbling programs, so the policies and procedures outlined in this manual are designed to facilitate effective monitoring and supervision in order to protect members from abuse and coaches and volunteers from false allegations of abuse.

## **Safe Sport Act**

The Safe Sport Act was enacted in 2018 as a result of numerous cases of child abuse found in various youth sports organizations. This act creates a new standard of care which will affect youth serving organizations around the county. The purpose of the law is to expand existing mandated reporting laws to all youth sport organizations that participate in international or interstate sporting events. This resource is designed to help U.S.T.A. ensure its youth serving programs are in compliance with the law.

Under the Safe Sport Act organizations working with minors are now required to:

- A. Report incidents of abuse within twenty-four hours to appropriate enforcement agencies;
- B. Complete consistent training on the prevention and reporting of child abuse; and
- C. Establish reasonable procedures to limit one-on-one interactions.

## General Definitions

### A. Types of abuse

The definition of child abuse and neglect includes the following:

- (a) Neglect includes failure, refusal or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, water, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the members.
- (b) Physical Abuse includes physical injury inflicted on a member by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, hitting, spanking, shaking, slapping, unnecessary restraints, severe or frequent bruising or great bodily harm.
- (c) Verbal Abuse includes language that is degrading or threatening and includes verbal interactions such as swearing or yelling obscenities.
- (d) Sexual Abuse includes a wide spectrum of interactions including rape, physical assault, sexual battery, unwanted physical sexual contact, unwelcome sexually explicit or offensive verbal communication, verbal sexual harassment, voyeurism, sexually oriented conversations, sexual intercourse or sexual touching of a member, sexual exploitation, exposing of genitalia, forced viewing of sexual activity, or permitting, allowing or encouraging a member to engage in prostitution.
- (e) Emotional Abuse includes harm to a member's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal or aggression. Emotional damage may be demonstrated by substantial and observable changes in behavior, emotional response or learning which are incompatible with the member's age or stage of development. Emotional damage occurs when a member's parent, guardian or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms. Emotional Abuse also includes the following conduct: shaming, humiliation, and cruelty

*Consider integrating any applicable state definitions.*

**U.S.T.A has zero tolerance for child abuse.** Child abuse exists when there is endangerment of a member's physical or mental health due to injury by act or omission, including acts of sexual abuse. For more detailed information about reporting child abuse, see the Reporting section of this policy on page 19. For state specific Child Abuse and Neglect resources, please see [Child Welfare Gateway](#) . Please refer to all applicable codes and statutes for current definitions addressing abuse, neglect, exploitation, and abandonment, along with the associated state-mandated reporting requirements.

## **I. Conduct with Members**

The following policies are intended to assist coaches and volunteers in making decisions about interactions with members. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

U.S.T.A. provides our members with the highest quality services available. We are committed to creating an environment for members that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from U.S.T.A. U.S.T.A. will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Code of Conduct outlines specific expectations of the U.S.T.A. coaches and volunteers as we strive to accomplish our mission together.

1. Members will be treated with respect at all times.
2. Members will be treated fairly regardless of race, sex, age, or religion.
3. Coaches and volunteers will maintain appropriate boundaries with members when in positions of power over members.
4. Coaches and volunteers will adhere to uniform standards of displaying affection as outlined in this manual.
5. Coaches and volunteers will avoid affection with members that cannot be observed by others.
6. Coaches and volunteers will not use profanity or tell off-color jokes.
7. Coaches and volunteers will not discuss their sexual encounters with or around members or in any way involve members in their personal problems or issues.
8. Coaches and volunteers will not date or become romantically involved with members.
9. Coaches and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of members.
10. Coaches and volunteers will not have sexually oriented materials, including printed or online pornography, on U.S.T.A. property.
11. Coaches and volunteers will not have secrets with members.

12. Coaches and volunteers will not give money or gifts to members, except for within the context of a group gift given to all members in celebration of special events or recognition.
13. Coaches and volunteers will not stare at or comment on members' bodies unless medically necessary and conducted by a licensed medical staff.
14. Coaches and volunteers will never be nude or inappropriately dressed in the presence of members. Coaches and volunteers must be appropriately dressed at all times.
15. Coaches and volunteers will comply with the U.S.T.A.'s policies regarding interactions with members outside of U.S.T.A.
16. Coaches and volunteers will not engage in inappropriate electronic communication with members.
17. Coaches and volunteers are prohibited from working one-on-one with members in a private setting. For all activities, coaches must meet with members in an open and observable environment. Coaches and volunteers will use common areas when working with individual members.
18. Coaches and volunteers will not abuse members in anyway including (but not limited to) the conduct defined in I(A) on page 3.
19. Coaches and volunteers must ensure members do not engage in the following:
  - Hazing*
  - Bullying*
  - Derogatory name-calling*
  - Games of Truth or Dare*
  - Ridicule or humiliation*
  - Sexual activity*
20. Coaches and volunteers will report concerns or complaints about other coaches and volunteers, other adults, or members to a supervisor who can be reached at (309) 854-2896 or the Praesidium Helpline at **(866) 607-7233**.
21. Coaches and volunteers will report allegations or incidents of abuse to the proper state authority. Please refer to the specific guidelines of your state regarding mandated reporting.
22. Coaches and volunteers may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

*\*See Appendix 2 for a printable copy of the Code of Conduct with Members.*

### **A. Physical Contact**

U.S.T.A. has implemented a physical-contact policy that will promote a positive, nurturing environment while protecting members, coaches, and volunteers from misunderstandings. The following guidelines are to be carefully followed by all coaches and volunteers working with members:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> <li>• Side hugs</li> <li>• Shoulder-to-shoulder or “temple” hugs</li> <li>• Pats on the shoulder or back</li> <li>• Handshakes</li> <li>• High-fives and hand slapping</li> <li>• Verbal praise</li> <li>• Pats on the head when culturally appropriate</li> <li>• Touching hands, shoulders, and arms</li> <li>• Arms around shoulders</li> </ul>	<ul style="list-style-type: none"> <li>• Full-frontal hugs</li> <li>• Kisses</li> <li>• Showing affection in isolated areas or while one on one.</li> <li>• Coaches and volunteers sleeping in a bed with a member</li> <li>• Allowing members, older than kindergarten, to sit on Coaches and volunteer’s knees</li> <li>• Wrestling</li> <li>• Piggyback rides</li> <li>• Tickling</li> <li>• Allowing a member to cling to a Coaches and volunteer’s leg</li> <li>• Any type of massage given by or to a member</li> <li>• Any form of affection or contact that is unwanted by the members or the Coaches and volunteers</li> <li>• Compliments relating to physique or body development</li> <li>• Touching bottom, chest, or genital areas</li> </ul>

### **B. Verbal Interactions**

Coaches and volunteers are prohibited from speaking to members in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Coaches and volunteers must not initiate sexually oriented conversations with members. Coaches and volunteers are not permitted to discuss their own sexual activities with members.

The U.S.T.A.'s policies for appropriate and inappropriate verbal interactions are:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> <li>• Correction</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving members in the personal problems or issues of Coaches and volunteers</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten or humiliate members</li> <li>• Derogatory remarks about the members or his/her family</li> </ul>

### C. Discipline of Members

Coaches and volunteers are prohibited from using physical punishment for the behavior management of members. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by members. Coaches and volunteers will have age-appropriate expectations and guidelines that minimize the need for discipline.

Coaches and volunteers are *prohibited* from using the following techniques for discipline under any circumstances:

<i>Inappropriate Discipline Practices</i>	
<ul style="list-style-type: none"> <li>• Hitting</li> <li>• Spanking</li> <li>• Shaking</li> <li>• Slapping</li> <li>• Using extreme or unreasonable (in length or type) physical exercise as a consequence</li> <li>• Withholding food, light, or medical care</li> <li>• Name-calling</li> <li>• Shoving</li> </ul>	<ul style="list-style-type: none"> <li>• Pulling hair or ears</li> <li>• Biting</li> <li>• Pinching</li> <li>• Shaming</li> <li>• Derogatory remarks</li> <li>• Ostracizing</li> <li>• Mechanical tape or rope restraints</li> <li>• Punishment for toileting accidents</li> <li>• Angry yelling</li> </ul>

## D. One-on-One Interactions

Most abuse occurs when an adult is alone with a member. U.S.T.A. aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the U.S.T.A. administration.

In those situations where one-on-one interactions are approved, coaches and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

<i>Additional Guidelines for One-on-One Interactions</i>
<ul style="list-style-type: none"><li>• When meeting one-on-one with a member, always do so in a public place where you are in full view of others. One-on-one interactions may only occur if they occur at an observable and interruptible distance by another adult.</li><li>• Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.</li><li>• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.</li><li>• Inform other Coaches and volunteers (i.e., administrators, other employees) that you are alone with a member and ask them to randomly drop in.</li><li>• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.</li></ul>

## E. Outside Contact

Many cases of organizational abuse occur off site and after the end of the season. This contact outside of regularly scheduled activities may put coaches, volunteers, members, and U.S.T.A. at increased risk. U.S.T.A. has determined that the following forms of outside contact are appropriate and inappropriate:

<i>Appropriate Outside Contact</i>	<i>Inappropriate Outside Contact</i>
<ul style="list-style-type: none"><li>• Taking groups of members on an outing</li><li>• Attending sporting activities with a group of members</li><li>• Attending functions at a member's home, with parents present</li><li>• Home visits, with parents present</li></ul>	<ul style="list-style-type: none"><li>• Taking one member on an outing without the parents' written permission</li><li>• Visiting one member in the member's home, without a parent present</li><li>• Entertaining one member in the home of a program Coaches and volunteers</li><li>• A lone member spending the night with a program Coaches and volunteers</li></ul>

When outside contact is unavoidable, ensure that the following steps are followed:

1. Supervisors should identify for coaches and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that the coach or volunteer has the parents' permission to engage in outside contact with the members. Consider requiring the parents to sign a release-of-liability statement.
3. If possible, redirect members to another adult that is in an observable and interruptible distance.

Immediately document and report outside contact in accordance with IV(A) of this policy on pages 19-21.

## F. Electronic Communication

Electronic communication provides a venue for private communication between coaches and members. Therefore, with electronic communication policies, U.S.T.A. stresses transparency in all interactions.

### 1. Option One – Electronic Communication Prohibited

<i>Appropriate Communication</i>	<i>Electronic</i>	<i>Inappropriate Electronic Communication</i>
<ul style="list-style-type: none"> <li>• None</li> </ul>		<ul style="list-style-type: none"> <li>• Sending and replying to text messages from members</li> <li>• Communication through social networking sites (like Facebook, Twitter, etc.)</li> <li>• Sending and replying to emails from members</li> <li>• Sending and replying to instant messages</li> </ul>

### 2. Option Two – Electronic Communication Guidelines

Coaches and members must sign a Social Networking Code of Conduct. Parents and members should also be provided with information about how to respond to inappropriate communication from coaches.

<i>Appropriate Electronic Communication</i>	<i>Inappropriate Electronic Communication</i>
<ul style="list-style-type: none"> <li>• Sending and replying to emails and text messages from members ONLY when copying in a supervisor or the member's parent</li> <li>• Communicating through "organization group pages" on Facebook or other approved public forums</li> <li>• "Private" profiles for Coaches and volunteers which members cannot access</li> </ul>	<ul style="list-style-type: none"> <li>• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments</li> <li>• Sexually oriented conversations</li> <li>• Private messages between Coaches and volunteers or volunteers with members</li> <li>• Posting pictures of organization participants on social media sites</li> <li>• Posting inappropriate comments on pictures</li> <li>• "Friending" participants on social networking sites</li> </ul>

In addition, provide this information to your participant's parents so that they know what is appropriate and inappropriate from your coaches and volunteers.

### **G. Gift Giving**

Molesters routinely groom members by giving gifts, thereby endearing themselves to the members. They might instruct the members to keep the gifts a secret, which then starts teaching the members to keep secrets from parents. For this reason, coaches and volunteers should only give gifts to groups of members, and only under the following circumstances:

1. Administration must be made aware of and approve the gift.
2. Parents must be notified.

## II. Supervision of U.S.T.A. Programs

U.S.T.A. recognizes that monitoring and supervision are critical functions of abuse prevention and provide protection to members, coaches, volunteers, and the U.S.T.A. itself. When interactions are monitored, allegations of abuse or wrongful acts are more easily and accurately investigated and resolved. U.S.T.A. has established the following policies to ensure that all coaches and volunteers understand their role in this process.

### A. General Supervision

1. **Administrative and Supervisory Visits to U.S.T.A. Programs** – U.S.T.A. directors and U.S.T.A. leadership will regularly visit all U.S.T.A. programs to ensure that all activities are well-managed and that U.S.T.A. policies are observed by all in attendance (See **Appendix 3** and **Appendix 4**).
2. **Ratios** – Each program will follow the ratio requirements that are directly related to the goals of the program and the design of the program area. The coach or volunteer-to-members ratio should be adjusted for programs that serve members with special needs.
3. **Mixed Age Groups** – In most incidents involving one member abusing another members, the members are from different age groups. Each program is responsible for establishing specific guidelines for additional monitoring and supervision of activities that involve members from different age groups. Coaches and volunteers must be aware that close line-of-sight supervision is required when monitoring programs that mix age groups.

### B. Facility Monitoring

Building and pool architecture can increase or mitigate the risk of an incident or accident. Because most incidents of sexual behavior occur in private, the extent to which privacy is managed, risk is managed. In order to ensure that all of the U.S.T.A.’s buildings and pools are properly and consistently monitored, designate a U.S.T.A. coach or coaches who will complete the site-inspection checklist at various times throughout the day. See **Appendix 6** for a *Sample Monitoring Checklist*.

### C. Monitoring Higher Risk Activities

#### 1. Bathroom Activities

Most incidents of peer-to-peer abuse occur in the bathrooms. Therefore, the following supervision guidelines are recommended:

##### a. **Option 1: Group Bathroom Breaks**

Whenever possible, coaches and volunteers should take groups of two or more members to the bathrooms for “group bathroom breaks.” One adult should not escort one member;

always use the “rule of three” or more. Junior coaches or coaches in training should not escort members to the bathrooms.

If the bathroom has only one stall, only one member should enter the restroom at a time while the other members wait outside with coaches and volunteers. If there are multiple stalls, coaches and volunteers should only send in as many members as there are stalls.

Coaches and/or volunteers should then stand outside of the bathroom with the door ajar in order to hear what is going on inside the bathroom.

b. **Option 2: Monitoring U.S.T.A. Bathrooms**

In some settings, group bathroom breaks are not always feasible. In these circumstances, members should ask permission before using the bathrooms, so that coaches and volunteers know who is going to the restroom and when.

U.S.T.A. coaches and volunteers should randomly and periodically monitor bathrooms to ensure that members are not lingering there. It is important that coaches and volunteers periodically check restrooms so that members know that an adult could walk in at any time.

**2. Shower/Locker Room Activities**

Coaches and members must shower at different times. Create shower schedules that will permit supervision of the members while U.S.T.A. coaches shower.

While members shower, at least one coach should stand in the bathroom doorway and within earshot of the members. Ensure that only one member is in each shower (Consider installing shower curtains that do not go all the way to the floor, so that coaches can easily see how many members are in each shower stall from the doorway).

Use of audio or visual recording devices, including a cell phone camera, is not allowed in changing areas, rest rooms or locker rooms.

**3. Transition Times and Free Times**

Transition times and free-choice times (or free times) pose a higher risk for incidents because during these times, coaches and volunteers may not be assigned a particular group of members to supervise. To decrease the risk of incidents, implement the following supervision guidelines:

- a. Designate certain areas at the facility as off-limits during these times by setting specific and narrow geographic boundaries in the program areas.
- b. Ensure that all U.S.T.A. coaches are assigned specific areas to supervise during transition times and free times. This “zone monitoring” ensures that all accessible areas are monitored. Assign more coaches to high-risk areas and activities (i.e., parking lots, playgrounds, isolated areas, etc.).

- c. Create specific bathroom procedures during transition times and free times and, if feasible, lock unused rooms during these times. Then, designate which bathrooms will be available to members. A coach should be posted at (or responsible for spot-checking) each available bathroom to actively monitor the members.
- d. Require supervisors to conduct periodic sweeps of the entire activity area. If members are lingering outside of the planned activity area, the supervisor should encourage these members to join an activity.
- e. Require the presence of an upper-level U.S.T.A. director during free times (including before and after the program).
- f. For extended periods of free time, conduct at least one scheduled roll call.

#### **4. Evening Activities During Travel:**

Evening activities are often high risk because members of mixed ages interact in a less structured environment. The following guidelines can help to decrease those risks:

- a. Apply the same procedures used to monitor transition time and free times, as listed above.
- b. Ensure that coaches are assigned to supervise specific areas during evening activities and transition times before and after the events.
- c. Conduct head counts at random intervals throughout the activity. At some point during the evening, coaches should formally ascertain that all their members are present. During some activities, consider stopping the activity to make sure that all members are present. Create roll sheets that coaches must turn in at the end of the night.
- d. Require the presence of the U.S.T.A. director or assistant director during evening activities.

#### **5. Transporting Members**

Transporting members may increase the risk of abuse or false allegations of abuse because coaches and volunteers may be alone with a member or may make unauthorized stops with members. In addition, transportation activities may provide a time for unsupervised members to engage in peer-to-peer sexual activity.

When it is necessary to transport members, coaches and volunteers must adhere to the steps described below:

In situations where coaches and volunteers must transport members in non-U.S.T.A. vehicles:

- a. Administrators must be notified of all transportation activities.

- b. Use the “rule of three” when transporting members: At least two adults must transport a single member, or at least two members must be present if transported by a single adult.
- c. Members must never be transported without written permission from a parent.
- d. Members must be transported directly to their destination. No unauthorized stops may be made.
- e. A coach or volunteer must document beginning and ending times and mileage, the names of members, and other coaches and volunteers who are involved in transportation, purpose of the transportation, and destination.
- f. Coaches and volunteers must avoid unnecessary physical contact with members while in vehicles.
- g. When possible, coaches and volunteers should avoid engaging in sensitive conversations with members.

When transporting members by bus or van:

- a. Determine the number of coaches and volunteers necessary to adequately supervise the members. For purposes of this policy U.S.T.A. requires a ratio of one adult to five athletes.
- b. The driver should not be assigned as a supervisor for the members.
- c. Coaches and volunteers should be randomly seated throughout the bus for easier supervision of members, with at least one coach or volunteer in the middle of the bus and one in the far rear (members should not be seated behind coaches). Coaches and volunteers should sit in an outside seat so they can supervise members on the bus.
- d. Members should be seated by grade, gender, and behaviors. If possible, high-risk members should be seated by themselves or next to a coach.
- e. Coaches and volunteers should not share blankets with members or sleep in the same seat with a member.
- f. Administrators must be notified of all transportation activities.
- g. Members must never be transported without written permission from a parent. Coaches and volunteers must take these permission forms and medical releases with them on the trip.
- h. Take a head count or roll call before loading and after unloading vehicles.

When public transportation is used:

- a. Determine the number of coaches or volunteers necessary to adequately supervise members (e.g., one coach to five athletes).
- b. In addition to the transportation procedures listed above, members should remain in one area of the vehicle, if possible.
- c. Coaches and volunteers that are assigned to a group should remain with that group on the vehicle.
- d. Take a head count or call roll immediately after entering and leaving the vehicle.

## 6. Travel

Travel presents unique risks for the safety of members. Large groups are difficult to monitor, members may be more likely to act out in a less structured environment, and U.S.T.A. cannot screen all other adults who will have access to our members. It is important that everyone is aware of these risks and takes measures to minimize them.

All outings must comply with U.S.T.A.'s abuse prevention policies. Additionally, all such activities must adhere to the steps described in **Appendix 7** of this manual.

- a. All off-site activities must be documented on the "Off-Site Activity Sheet" below and approved in writing by the U.S.T.A. Executive Director.
- b. Determine the appropriate coach-to-members or volunteer-to-members ratios before the event and schedule coaches and volunteers accordingly. U.S.T.A. requires a ratio of one coach to five athletes.
- c. Require that members are monitored at all times.
- d. Directors and/or U.S.T.A. leadership must observe off-site activities at scheduled times and random intervals.
- e. Parents must be provided with written information about off-site activities. All parents must sign a permission slip for their members to attend the outing or activity. Coaches and volunteers must keep these permission slips on hand during the off-site activity.
- f. When transporting members, the transportation procedures described above must be followed.

- g. Assign each coach or volunteer to a specific group of members to supervise. Each coach or volunteer must then maintain a roll sheet listing all the members in his or her group. Head counts and roll checks should be conducted routinely.
- h. When using public bathrooms, coaches and volunteers should escort all members to the bathroom as a group. Coaches and volunteers should first check the bathroom (prior to the members going in) to ensure other adults are not using the bathroom. If possible, coaches and volunteers should wait until other adults are no longer in the bathroom and then begin to send members in small groups. If it is not possible to wait for other adults to leave the bathroom, coaches and volunteers should stand at the doorway and verbally check-in with the members to ensure that they are not lingering and to inform other adults that the members are being supervised.
- i. While supervising or assisting private activities, such as dressing or showering members, coaches and volunteers are never alone with a single member.

## **7. Specific Recommendations for Parks, Amusement Parks, Sporting Events, etc.**

If the trip is to a location where members will be interacting in a large space and it is not possible to assign specific coaches and volunteers to specific groups of members, then:

- a. Set boundaries at the location. Tell the members where they may and may not go. Then post coaches and volunteers around the boundaries and at the entrance and exit points.
- b. Assign remaining coaches and volunteers to monitor specific areas. Post at least one coach or volunteer near the bathrooms. Coaches should also be assigned to actively supervise the members.
- c. Coaches and volunteers must escort all members to the bathroom as a group. Coaches and volunteers should check the bathroom prior to the members going in, to ensure other adults are not inside. If possible, the coach or volunteer should wait until other adults are no longer in the bathroom, and then send in small groups of members. The coach or volunteer should then stand at the doorway and verbally check in with the members to ensure that they are not lingering, and to inform other adults that the members are being supervised.
- d. Members should check in at meeting points at least once every hour.

## **8. Overnight Trips and Events**

Overnight U.S.T.A. outings present unique risks to members and coaches and volunteers. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for coaches and volunteers.

- j. Supervision Guidelines

1. Determine the appropriate coach-to-members or volunteer-to-members ratios before the event and schedule coaches and volunteers accordingly one coach to five athletes.
2. All overnight activities should be documented and approved in writing by the U.S.T.A. Executive Director.
3. U.S.T.A. directors and/or U.S.T.A. leadership should observe activities at scheduled times and at random intervals.
4. The director should appoint a coach or volunteer as supervisor for the overnight.
5. Members are to be supervised and accompanied by coaches and volunteers when they are not in their rooms. However, coaches may designate limited times and areas in which members may walk around unaccompanied by an adult. In all such instances, the coaches and volunteers must ensure the following:
  - Physical boundaries are clearly defined;
  - Members check in at meeting points at a minimum of one hour intervals with no one dismissed until all have checked in safely;
  - Members must stay within areas accessible to the general public;
  - Members who are non-compliant lose privileges; and
  - Members have a coach's contact number for emergencies and a coach has the member's cell phone numbers.

k. Sleeping Arrangements

1. Overnight stays at private homes are prohibited.
2. Coaches/volunteers are not allowed to room with members.
3. For overnight stays in cabins or group rooms, adhere to the following procedures:
  - Supervising adults should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of members sneaking out (such as by the door).
  - Prohibit coaches or volunteers from changing in front of members.
  - Prohibit coaches or volunteers from showering with/at the same time as members.

- All coaches and volunteers are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.
4. For overnight stays in hotel rooms, adhere to the following procedures:
- Assign members to rooms based on sex and age.
  - Coaches and volunteers should have their own rooms. If coaches and volunteers must share rooms with members, coaches and volunteers must have their own beds and never change in front of members.
  - Require all members to change clothes in bathroom.
  - All coaches and volunteers are to be on duty in hotel until an hour after lights out and all rooms are quiet.

### **III. Reporting Concerns**

U.S.T.A. is dedicated to maintaining zero tolerance for abuse. It is imperative that every coach and volunteer at U.S.T.A. actively participates in the protection of members. Remember, at U.S.T.A., the policies apply to everyone.

In the event that coaches and/or volunteers observe any suspicious or inappropriate behaviors on the part of other coaches or volunteers, it is their personal responsibility to immediately report their observations. Additionally, all individuals authorized to interact with members are also required by law to externally report suspected child abuse and neglect within 24 hours to all appropriate state agencies. Further, those individuals authorized to interact with members affiliated with National Governing Bodies must also report to the U.S. Center for Safe Sport (<https://safesport.org/report-a-concern>). For purposes of this policy, the terms child abuse and neglect include, but are not limited to, the following: physical abuse, verbal abuse, sexual abuse, emotional abuse, neglect, and economic exploitation. Refer to [Child Welfare Gateway](#) for state statutory definitions, a list of mandated reporters, and mandated reporting requirements.

The reporting requirements listed above are for purposes of this policy and do not absolve any individuals from any reporting obligations they may have under state or federal law. Failure of an employee to make an internal or external report under this policy may result in disciplinary actions up to and including termination.

## A. Reporting Inappropriate Behaviors between coaches and Volunteers and Members

### *Examples of Suspicious or Inappropriate Behaviors Between Coaches and Volunteers and Members*

- Violation of the abuse prevention policies
- Seeking private time or one-on-one time with youths
- Buying gifts for individual youths
- Making suggestive comments to youths
- Picking favorites

All reports of suspicious or inappropriate behavior with members will be taken seriously. U.S.T.A.'s procedures will be carefully followed to ensure that the rights of all those involved are protected.

1. **Coach and Volunteer Response** – In the event that a coach or volunteer witnesses suspicious or inappropriate behaviors or policy violations from another coach or volunteer, the coach or volunteer is instructed to do the following:

### *Guidelines for Coaches and Volunteer Response to Suspicious or Inappropriate Behavior*

- Interrupt the behavior.
- Report the behavior to the director or U.S.T.A. leadership and/or make an anonymous report. If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

2. **Supervisor Response** – In the event that a director or U.S.T.A. leadership receives a report of suspicious or inappropriate behaviors or policy violations from a coach or volunteer, the director is instructed to do the following:

### *Guidelines for Director and U.S.T.A. Leadership Response to Suspicious or Inappropriate Behavior*

- Report to the next level of administration and determine the appropriate administrator to respond to the concern.
- Determine the appropriate response based on the report.
- Speak with the coach or volunteer who has been reported.
- Review the file of the coach or volunteer to determine if similar complaints were reported.
- Document the report on the appropriate form.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

#### **Based on the information gathered, the following may be required:**

- a. Increase monitoring or supervision of the coach, volunteer, or program.
  - b. If policy violations with members are confirmed, the coach or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined in this manual.
  - c. If more information is needed, interview and/or survey other coaches and volunteers or members.
- 3. Organizational Response** – After the internal review of the suspicious or inappropriate behaviors or policy violations, determine if system changes are necessary, such as:

### *Guidelines for Organizational Response*

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

## **B. Reporting Suspected Abuse by an Adult**

### **1. The Safe Sport Act**

The Safe Sport Act was enacted in 2018 as a result of numerous cases of child abuse found in various members sports organizations. This act creates a new standard of care which will affect members serving organizations around the county including amateur youth programs. The purpose of the law is to expand existing mandated reporting laws to all members sport organizations that participate in international or interstate sporting events. Under the Safe Sport Act, all adults authorized to interact with members and participants must report to the U.S. Center for SafeSport conduct of which they become aware that could constitute (a) sexual misconduct, (b) misconduct that is reasonably related to the underlying allegation of sexual misconduct, and (c) retaliation related to an allegation of sexual misconduct. This report must be made within 24 hours of learning about the alleged misconduct using the following link: <https://safesport.org/report-a-concern>.

### **2. Coach or Volunteer Response to Abuse**

As required by mandated reporting laws, coaches and volunteers must report any suspected abuse or neglect of a member—whether on or off U.S.T.A. property or whether perpetrated by coaches, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

*\*Refer to your state’s specific mandated reporting requirements for more information.*

In addition to reporting to state authorities, coaches and volunteers are required to report any suspected or known abuse of members perpetrated by coaches or volunteers directly to the U.S.T.A. leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- a. Immediate Supervisor
- b. Directors
- c. Administrators

### *Additional Guidelines for Coaches or Volunteer Response to Incidents or Allegations of Abuse*

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Be sure to document the incident, disclosure, or circumstances causing your suspicion of abuse.
- It is not your job to investigate the incident but it IS your job to report the incident to your supervisor in a timely manner.

### **3. Director and U.S.T.A. Leadership Response to Abuse**

In addition to the above response procedures, supervisors and administrators should ensure the following:

#### *Guidelines for Supervisor and Director Response to Incidents or Allegations of Abuse*

- Determine the immediate needs of the victim.
- Ensure that the incident has been reported to the proper state and/or child protection authorities.
- Coordinate with the appropriate administrator to:
  - Suspend the accused and remove from access to members.
  - Review the file of the accused.
  - Gather and document information surrounding the incident.
  - Communicate with the authorities as to who will perform the internal investigation. When administrators contact the authorities, the authorities may advise the U.S.T.A. to perform an internal investigation, or authorities may perform their own investigation. The U.S.T.A. will decide how the internal investigation should be completed. If authorities request that the U.S.T.A. takes no action, document the request and proceed in accordance with it. If authorities do not request that the U.S.T.A. takes no action, proceed with an internal investigation or call Praesidium to assist with the investigation.
  - If abuse is confirmed, terminate the coach or volunteer.
  - Prepare a media response.
  - Notify parents if appropriate.

## C. Reporting Peer-to-Peer Sexual Abuse and Sexualized Behaviors

The thought that one member may sexually abuse another member does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Peer-to-peer sexual activity and sexualized behaviors often remain unreported in organizations because coaches and volunteers are not comfortable documenting these situations, or may not know how.

### Peer-to-Peer Interactions

Most serious incidents of peer-to-peer abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the trampoline and tumbling team environment safe. U.S.T.A. recognizes that the following interactions are high risk and should be prohibited:

#### *Prohibited Peer-to-peer Interactions*

- Hazing
- Bullying
- Derogatory name-calling
- Games of Truth or Dare
- Singling out one child for different treatment
- Ridicule or humiliation

In order to adequately respond to and track incidents within the U.S.T.A., all sexual activity between members and sexualized behaviors of members must be consistently documented.

### 1. Coach and Volunteer Response

In the event that a coach or volunteer sees a member exhibit sexualized behaviors or suspects peer-to-peer sexual activity, the coach or volunteer is instructed to do the following:

#### *Guidelines for Coaches and Volunteer Response to Peer-to-Peer Sexual Activity*

- Interrupt the behavior and separate the members. Do not investigate.
- Report the behavior to a supervisor or director and follow all mandated reporting obligations (if applicable) and document accordingly.
- Document your report with factual information only. Opinions should not be included on the incident report.

## 2. Director or U.S.T.A. Leadership Response

In the event that a director or U.S.T.A. leader receives a report of a member's sexualized behavior or peer-to-peer sexual activity, the director should do the following:

### *Guidelines for Director and U.S.T.A. Leadership Response to Peer-to-Peer Sexual Activity*

- Follow all mandated reporting policies and procedures (if applicable).
- Determine the appropriate administrator to conduct an internal review of the incident.
- Notify the parents of all members involved.
- Notify the authorities if required by state reporting mandates.
- Document the incident and the U.S.T.A.'s response.
- Develop a written corrective action or follow-up plan in response to the incident.

## 3. Organizational Response

After the internal review of the sexualized behavior or peer-to-peer sexual activity, the U.S.T.A. will determine what can be done to prevent a reoccurrence, such as:

### *Guidelines for Organizational Response*

- Review the need for additional supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.
- Alert others in the organization (to the extent permitted).

## **IV. Progressive Discipline**

### **A. Procedures**

1. It is the policy of U.S.T.A. to maintain the highest quality coaches and volunteers who exhibit exemplary conduct and superior performance. To this end, administrators must inform all coaches and volunteers of expectations regarding the performance of their roles, how to conform to the U.S.T.A.'s policies, and how well their performance meets expectations.
2. When performance or conduct by a coach or volunteer does not meet the expectations of the U.S.T.A., it is the responsibility of supervisors and administrators to address the problem(s) in a timely and equitable manner. The procedure would normally include four steps: 1) Counseling, 2) Formal Warning, 3) Probation, and 4) Termination.
3. All documents regarding the Progressive Discipline Procedure should be retained in the file of the coach or volunteer.

### **B. Steps in Progressive Discipline**

1. **Counseling** – A large portion of performance and conduct deficiencies are identifiable and in many cases, can be addressed and resolved through informal counseling between the supervisor and the coach or volunteer. Effective counseling includes the following:
  - a. Clear identification of the problem with specific examples.
  - b. A mutually agreed upon action plan to resolve the problem.
  - c. Documentation of the counseling and communication, which then should be kept in the file of the counseled individual.
2. **Formal Warning** – Formal warnings should be initiated when 1) counseling fails to resolve the problem, or 2) the problem is of such a serious nature that immediate and formal resolution is required.
  - a. Formal warnings should be documented using the following format:
    - A specific description of the problem.
    - Reference to any counseling that was attempted.
    - A statement of the policy that was violated.
    - A summary of corrective actions to be taken.
    - A statement of the consequences of failure to resolve the problem(s).
    - A reasonable time frame for resolution (often 15 to 30 days).

- b. Formal Warnings should be presented at a meeting with the supervisor or administrator.
- c. Coaches and volunteers should be required to sign the Formal Warning Document.
- d. Formal Warning Documents and all accompanying materials should be stored in the file of the individual who receives the warning.
- e. If formal warnings relate to organizational policies for the protection of members, Formal Warning Documents should be sent to the U.S.T.A. director.

**3. Probation** – Probation is the third step in the progressive discipline procedure prior to dismissal.

- a. Probation should be initiated when the warning process has not succeeded, or when the misconduct is such that a second infraction would clearly warrant termination.
- b. The probation process consists of the same elements as the formal warning process with emphasis on the fact that failure to meet the conditions of the probation will result in termination. Significant improvement must be consistently demonstrated during the probation period (typically 30 days).
- c. A second Formal Warning Document should be completed when the coach or volunteer is placed on probation.
- d. At the successful conclusion of probation, the coach or volunteer should be notified in writing that he or she is no longer under probation.

**4. Termination** – Termination should be administered under one of two conditions:

- a. Failure to improve conduct during the steps of progressive discipline.
- b. Serious and major offenses, including but not limited to violations of the organizational policies for the protection of members.

## **V. Information for Parents and Members**

### **A. Parent Information**

U.S.T.A. should provide parents with a written document explaining U.S.T.A.'s policies and procedures related to child abuse prevention. This document should, at a minimum, include the following:

1. U.S.T.A.'s code of conduct.
2. U.S.T.A.'s policies regarding appropriate and inappropriate displays of affection.
3. U.S.T.A.'s policies regarding outside contact.

### **B. Personal Safety Message for Members**

U.S.T.A. directors should conduct periodic orientations with new members to provide information about how to protect them from abuse. The director should encourage the members to use the following reminder if anyone makes them feel uncomfortable while they are at U.S.T.A.:

*If someone makes me feel uncomfortable, scared, or hurt, I will yell "STOP" and GO TELL an adult who listens. I have a right to be safe. I deserve respect.*

Some members will still be afraid to report other members or adults who make them feel uncomfortable, so it is important that U.S.T.A. provides members with an anonymous way to make reports. U.S.T.A. can do this by creating a Suggestion Box or a Talk Box. The new-members orientation should include discussion about the Suggestion Box. The director should let members know that they can use this anonymous method to suggest or report anything, such as:

1. New activities that they would like at U.S.T.A.
2. Serious incidences such as bullying or sexual abuse by another members
3. Coaches and volunteers who make them feel uncomfortable

The director should let members know that only designated U.S.T.A. leadership will read the reports. U.S.T.A. leadership must decide how each report will be handled, including documentation, response to members, parent involvement, etc.

## **C. Feedback from Parents and Members**

### **1. Formal Feedback**

U.S.T.A. should survey members and their parents at the end of the season. In addition to the questions on your current U.S.T.A. surveys, consider adding additional items related to abuse risk management.

For members surveys consider the following questions:

- a. What was your favorite part of U.S.T.A.? What was your least favorite part?
- b. Did you like your coach? Why or why not?
- c. Did you like the other members at U.S.T.A.? Why or why not?
- d. Do you want to come back next year? Why or why not?

For parents consider the following questions:

- a. How satisfied are you with the U.S.T.A. in general?
- b. How satisfied are you with the way your child was treated by the coaches?
- c. Would you recommend the program to your friends? Why or why not?

**Appendix 1 Acknowledgement of Abuse Prevention Manual**

## **Acknowledgment of Abuse Prevention Manual**

I have received a copy, read, and voluntarily agree to comply with the U.S.T.A.'s abuse prevention policies. I understand that failure to comply with this policy may result in removal from my Program.

*Please Print*

Name \_\_\_\_\_

Position \_\_\_\_\_

Program \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Appendix 2    Conduct with Members**

## **Conduct with Members**

The following policies are intended to assist coaches and volunteers in making decisions about interactions with members. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

U.S.T.A. provides our members with the highest quality services available. We are committed to creating an environment for members that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from U.S.T.A. U.S.T.A. will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Code of Conduct outlines specific expectations of the U.S.T.A. coaches and volunteers as we strive to accomplish our mission together.

1. Members will be treated with respect at all times.
2. Members will be treated fairly regardless of race, sex, age, or religion.
3. Coaches and volunteers will adhere to uniform standards of displaying affection as outlined in this manual.
4. Coaches and volunteers will avoid affection with members that cannot be observed by others.
5. Coaches and volunteers will not use profanity or tell off-color jokes.
6. Coaches and volunteers will not discuss their sexual encounters with or around members or in any way involve members in their personal problems or issues.
7. Coaches and volunteers will not date or become romantically involved with members.
8. Coaches and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of members.
9. Coaches and volunteers will not have sexually oriented materials, including printed or online pornography, on U.S.T.A. property.
10. Coaches and volunteers will not have secrets with members.
11. Coaches and volunteers will not stare at or comment on members' bodies.
12. Coaches and volunteers will comply with the U.S.T.A.'s policies regarding interactions with members outside of U.S.T.A.

13. Coaches and volunteers will not engage in inappropriate electronic communication with members.
14. Coaches and volunteers are prohibited from working one-on-one with members in a private setting. Coaches and volunteers will use common areas when working with individual members.
15. Coaches and volunteers will not abuse members in anyway including (but not limited to) the following:
  - Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints
  - Verbal abuse:* degrading, threatening, cursing
  - Sexual abuse:* inappropriate touch, exposing oneself, sexually oriented conversations
  - Mental abuse:* shaming, humiliation, cruelty
  - Neglect:* withholding food, water, shelter
16. Members are prohibited from engaging in the following:
  - Hazing*
  - Bullying*
  - Derogatory name-calling*
  - Games of Truth or Dare*
  - Ridicule or humiliation*
  - Sexual activity*
17. Coaches and volunteers will report concerns or complaints about other coaches and volunteers, other adults, or members to a supervisor who can be reached at (309) 854-2896 or the Praesidium Helpline at **(866) 607-7233**.
18. Coaches and volunteers will report allegations or incidents of abuse to the proper state authority. Please refer to the specific guidelines of your state regarding mandated reporting.
19. Coaches and volunteers may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

**Appendix 3 Sample Monitoring Checklist for U.S.T.A.**

## Sample Monitoring Checklist for U.S.T.A.

1. **Vary your observation times.** Don't develop a predictable pattern of observation. Drop in at different activities at different times each day. Occasionally leave and come back immediately.
2. **Survey the physical area.** Look for items that may present a health or safety hazard (e.g. broken glass in or around the pool and surrounding area, rusty corners on chairs, etc.).
3. **Watch activities.** Are they planned and organized? Are the coaches and volunteers actively involved? Are they within ratio?
4. **Observe bathroom activities.** Ask coaches and volunteers how they handle bathroom emergencies.
5. **Observe interactions between coaches and volunteers and members.**
  - Do coaches and volunteers use the proper tone of voice with members?
  - Do coaches and volunteers praise members?
  - Do coaches and volunteers follow the physical affection guidelines?
    - Appropriate = High-fives, side hugs, verbal praise, etc.
    - Inappropriate = Frontal hugs, piggyback rides, carrying members, etc.
  - Do coaches and volunteers listen to the members when they make reports?
  - Are coaches and volunteers enthusiastic and engaged?
  - Do coaches and volunteers set limits and boundaries?
  - Do coaches and volunteers interact with all the members?
  - Does a coach or volunteer pay undue attention to any one member?
6. **Observe interactions between coaches and volunteers.**
  - Do coaches and volunteers pay more attention to the members than to each other?
  - Are coaches and volunteers spread out and monitoring the entire facility?
  - Are coaches and volunteers following the appropriate bathroom procedures?
  - Do coaches and volunteers know who is supervising which members?
  - Do coaches and volunteers communicate to each other when one must leave the area?
  - Do coaches and volunteers use polite tones of voice with one another?
  - Do coaches and volunteers share responsibilities around the U.S.T.A.?
7. **Observe interactions between coaches and volunteers and parent.**
  - Do coaches and volunteers greet parents on opening and closing day?

- Do coaches and volunteers provide adequate information to parents?
  - Do coaches and volunteers ask parents if they have any questions?
8. **Take members aside (but stay within view) and ask them such questions as:**
- Do you enjoy being here?
  - What kinds of things do you do when you are here?
  - Is the (title of coaches or volunteer) nice to you?
  - Have you ever gotten hurt here?
  - Has anyone ever been mean to you here?
9. **Ask parents (or survey parents with) the following questions:**
- Are you satisfied with the care your member is receiving here?
  - What can we do to make it better?
  - Does your member ever say anything about his or her (title of coaches or volunteer)?
  - What does your members say about the time he/she spends at U.S.T.A.?
10. **Ask coaches and volunteers how they would respond to “what if” situations that you describe, such as:**
- They are left alone with a single member.
  - A member falls, hits her head, and is unconscious.
  - Another coaches or volunteer shakes a member for hitting another member.
  - A member confides in you that she thinks another coach or volunteer is a child molester.
  - Walking into the bathroom and finding two members, not in bathroom stalls, with their pants down.
11. **Keep a record** of your visits, including your arrival and departure times, which members and parents were present, and a summary of the information you collected. Provide coaches and volunteers with feedback about your visits.

**Appendix 4 Sample Coach Performance Review Checklist**

## Sample Coach Performance Review Checklist

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

	Not satisfactory		Satisfactory		Exceeds satisfactory
Tone of voice	1	2	3	4	5
Use of appropriate affection	1	2	3	4	5
Use of appropriate verbal interactions	1	2	3	4	5
Overall supervision of members	1	2	3	4	5
Adherence to safety standards	1	2	3	4	5
Adherence to bathroom procedures	1	2	3	4	5
Adherence to transition-time and free-time procedures	1	2	3	4	5
Adherence to playground procedures	1	2	3	4	5
Adherence to transportation procedures	1	2	3	4	5
Adherence to off-site and field trip procedures	1	2	3	4	5
Engages in activities with members	1	2	3	4	5
Maintains clean environments	1	2	3	4	5
Punctuality	1	2	3	4	5
Attends coaches meetings	1	2	3	4	5
Documentation	1	2	3	4	5
Coaches and volunteers in proper attire	1	2	3	4	5
Overall job performance	1	2	3	4	5

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

**Appendix 5    Sample New Program Approval Checklist**

## Items to Include in New Program Approval Checklist

### 1. General Program Information

Brief description of the program

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---

Ages of members

---

---

Estimated number of members to be served

---

---

Estimated number of coaches needed (ratio description)

---

---

Will volunteers be needed?

---

---

Purpose/goals of program

---

---

Duration of program

---

---

Do similar programs exist?

---

---

2. Appropriateness

Does the program fit within the goals of the U.S.T.A.?

---

---

Has background research on the program been completed?

---

---

3. Program Procedures

Will transportation be provided? If so, what are the transportation guidelines?

---

---

What are the bathroom procedures for off-site programs?

---

---

Does the program involve overnight stays?

---

---

What are the procedures for monitoring locker rooms and changing clothes?

---

---

What are the procedures for managing additional high-risk activities during the program?

---

---

4. Authorization

Include the name and signature of the coach submitting the proposal.

---

---

Include the name and signature of the administrator who approves the proposal.

---

---

Include the name and signature of the director who approves the proposal.

---

---

## **Appendix 6 Sample Facility Monitoring Checklist**

## Facility Monitoring Checklist

At the beginning of each week, create a facility monitoring schedule for each site. Make sure coaches completes this checklist daily at different times during activities (so for example, during summer programs, if the facility monitoring checklist is completed at 10 a.m. on Monday, schedule Tuesday's check for 11 a.m., etc.). For summer activities, the following checklist should be completed multiple times throughout the day.

- All coaches are identifiable and dressed in the appropriate uniforms.

---

---

- All program activities are within the designated ratios (one coach to five athletes).

---

---

- Coaches are spread out in the activity area and effectively supervising the members.

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---

- Bathrooms

- The bathrooms are clean.

---

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- Neither members nor adults are just "hanging out" in the bathrooms.

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- There is only one member per stall.

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- All members remain in areas that are easily viewed by coaches (i.e., members are not wandering off without adult supervision).

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**Site-Specific Considerations**

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**Appendix 7 Sample Field Trip Activity Sheet**

## Field Trip Activity Sheet

1.  Specific location of the off-site activity. (Example: The Children's Museum)  
\_\_\_\_\_
2.  Name of the primary contact at the off-site location. (Example: Mary Smith, Director of Group Sales at the Children's Museum)  
\_\_\_\_\_
3.  Address and telephone number for the location  
\_\_\_\_\_
4.  Parent permission sheet attached to this document for review  
\_\_\_\_\_
5.  Name and cell phone number of the on-site supervisor for the off-site activity  
\_\_\_\_\_
6.  Coach-to-members ratio for the trip and names of all who will be attending  
\_\_\_\_\_
7.  Required attire for coaches and members during the off-site activity  
\_\_\_\_\_
8.  Amount of time required for the off-site activity  
\_\_\_\_\_
9.  Estimated departure time and estimated return time  
\_\_\_\_\_
10.  Method of transportation  
\_\_\_\_\_
11.  Completed seating chart attached  
\_\_\_\_\_

12.  Overall supervision guidelines for location (coaches will be assigned groups of members to monitor throughout the trip; coaches will monitor members in “zones,” etc.)

---

13.  Location of restrooms/locker rooms at off-site location

---

14.  Cost of the activity

---

**Last Minute Checklist:**

1.  **Roll sheets printed and distributed to all coaches for all members attending the off-site activity.**
2.  **All required coaches and volunteers are present.**
3.  **All coaches and members are in approved attire.**