

# AHSTC ABUSE AND MOLESTATION PREVENTION POLICY & PROCEDURES

## Child Abuse and Molestation Prevention Statement

As a youth-serving organization, Arbor Heights Swim & Tennis Club considers the safety and wellbeing of the youth in our programs a top priority, and we strive to put safety first with our programming and policies. Our organization prohibits bullying, abuse, physical or verbal violence and we strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We must hear about any problems or concerns, and we will strive to act on them promptly and in a fair, balanced way in accordance with our policies.

## Policies and Procedures

Arbor Heights Swim & Tennis Club (“AHSTC” or “the Club”) has developed and implemented the following Policies and Procedures in an effort to provide a safe environment for our members and coaches. The Board of Directors shall annually review this policy and update it as needed, including the defining of prohibited and discouraged behaviors.

1. The Staff Recruitment process shall include the following:
  - a. Employment Application. Every staff member will complete a written application that will set forth appropriate background information, and require disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct. This application must be completed each year, even if the staff member is returning from the previous year/season.
  - b. Screening. A designated representative(s) of the Club will interview each prospective staff member. This screening process will include specific questions regarding the existence of any prior claims of inappropriate behavior with respect to youth or youth athletes.
  - c. Background Check. All potential staff members and volunteers will be subject to a criminal background check with a contracted vendor qualified to conduct such checks. For returning staff members, this background check will be updated at least every two (2) years.
2. An Abuse Prevention Orientation shall be conducted annually.
  - a. A representative of the Board of Directors will review this policy with all staff members.
  - b. In addition, there will be an informational meeting for parents at the start of the season where this policy will be reviewed, distributed, and staff will have an opportunity to address any questions or concerns.

### 3. Defining Situation for Prohibited and Discouraged Behavior.

#### a. Prohibited Behavior.

- i. Use of profane, degrading, or sexually explicit language. Staff members are also responsible for stopping disrespectful language or behavior between team members, including sexual jokes or harassment.
- ii. Threatening or intentionally inflicting physical injury upon a minor.
- iii. Committing any sexual offense against a minor, or engaging in any sexual contact with a minor.
- iv. Making any kind of sexual advance, making a request for sexual favors, or engaging in other verbal, visual, or physical conduct of a sexual nature.
- v. AHSTC prohibits electronic communication between coaches and athletes that is not directly related to team activities, per the AHSTC electronic communication policy.
- vi. Tolerating any prohibited behavior or failing to address any prohibited behavior among youth.

#### b. Discouraged Behavior.

- i. AHSTC discourages non-related one-adult/one-child interaction in the situations identified below:
  - Rides to/from practices and competitions unless there is an urgent situation such as where a parent/guardian does not show up and the child would be in danger not having a ride.
  - Locker rooms.
  - One-on-one interactions between adults and minors are to be minimized whenever possible. Requests can be made for volunteers or additional staffing can be considered where possible.
  - Employees should also monitor interactions among youth and be equipped to address any situations in which unsupervised youth can engage in sexually or physically abusive behavior directed at other youth. Contact with youth by adults outside of any AHSTC activities.

### 4. Reporting of Suspected Child Sexual Abuse.

- a. The member of the Board of Directors in charge of Human Resources (“HR Director”) and the Pool Manager shall be responsible for receiving reports of sexual abuse or other inappropriate conduct and for taking appropriate action upon receiving such a report. Employees are encouraged to report any behavior promptly. AHSTC will not tolerate retaliation for any report made in good faith.
- b. All volunteers, parents, and program participants are directed to report any incident of abuse or suspected abuse that they witness or that is reported to them to the Pool

Manager and/or the HR Director. Volunteers, parents, and program participants also may directly notify proper law enforcement agencies and are encouraged to do so where appropriate.

- c. The HR Director will promptly notify the proper law enforcement agencies that an incidence of possible abuse has been reported where appropriate.
- d. In the event that a suspected incidence of abuse is reported, the staff member in question may be temporarily suspended from duties while an investigation takes place.
- e. The Board of Directors, when appropriate, shall communicate reports of child sexual abuse to the Club membership. The confidentiality of anyone who makes such a report will be protected to the extent possible.
- f. Guardians should provide contact information to use in the event AHSTC needs to notify a parent of any activity covered by this policy.