



Arapahoe Youth Hockey League (AYHL)

POLICIES AND PROCEDURES,

CODE OF CONDUCT &

SAFESPORT PROGRAM

2024-2025 Season

*Arapahoe Youth Hockey League (AYHL) is committed to improving the development, safety, and welfare of all players and members involved in hockey through our organization. Therefore, our organization supports the USA Hockey SafeSport Program and the CAHA SafeSport Program and requires all directors, officers, coaches, players, volunteers who have regular contact with minors and certain players to fully participate in the safety of all parties involved.*

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# Introduction

## Introduction to the CAHA SafeSport Handbook

AYHL is committed to improving the skill development, safety, and welfare of our athletes. The SafeSport Program is designed to provide clear guidelines and expectations for all players, coaches, and organization members regarding:

1. Abuse or misconduct prevention strategies
2. Appropriate behavior
3. Effective response to concerns

Unfortunately, youth sports can be a place where misconduct, including physical and sexual abuse, has the potential to occur. This AYHL approved document will provide guidelines for appropriate behavior with the goal of minimizing the risk for abuse. These measures, while aimed at protecting youth, also serve to better protect adult coaches and volunteers.

USA Hockey and the Colorado Amateur Hockey Association (CAHA) have long maintained systems to protect their participants from physical abuse, sexual abuse, and other types of abuse and misconduct that can be harmful to youth hockey players and other participants. These include, without limitation: policies regarding physical abuse, sexual abuse, screening, locker room supervision, and hazing, as well as codes of conduct applicable to administrators, coaches, officials, parents, players, and spectators. All forms of abuse and misconduct are prohibited by CAHA. This SafeSport Handbook collects USA Hockey's and CAHA's various policies to protect its participants from all types of misconduct and abuse.

CAHA requires all members to fully participate in both the USA Hockey SafeSport Handbook and the CAHA SafeSport Handbook. In 2017, the U.S. Center for SafeSport (USCSS) opened and will now have jurisdiction over sexual misconduct reports and violations. CAHA members are required to report these violations to the U.S. Center for SafeSport, USA Hockey, or your affiliate SafeSport Coordinator.

## Definitions

### **Bullying**

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, 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 behavior is prohibited in any manner in connection with any USA Hockey sanctioned activities or events.

Examples of bullying prohibited by this policy include, without limitation: physical behaviors including punching, kicking, or choking, and verbal and emotional behaviors, including the use of electronic communications and social media (i.e., cyber bullying) to harass, frighten, degrade, intimidate, or humiliate. Bullying does not include group or team behaviors that are reasonably designed to establish normative team behaviors or promote team cohesion. Bullying also does not include rough play or conduct between opponents that occurs during or in connection with a game that is covered by the USA Hockey Playing Rules. Such conduct should be addressed under the Playing Rules.

## **Threats**

A threat to harm others is defined as any written, verbal, physical, or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or to a third party. Threatening behavior is prohibited in any manner in connection with any USA Hockey sanctioned activities or events.

Any USA Hockey participant or parent of a participant who engages in any act of threatening or harassing behavior is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the threatening behavior and/or result shall be taken into consideration when disciplinary decisions are made.

## **Harassment**

Harassment includes any pattern of physical and/or non-physical behaviors that are intended to (a) 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 a participant's gender, sexual orientation, gender expression, mental or physical disability, race, religion, skin color, ethnic traits, or other legally protected grounds; (b) displaying offensive materials, gestures, or symbols; and/or (c) withholding or reducing practice or playing time to a participant based on their sexual orientation, gender expression (not to include prohibitions on participation when eligibility is based on gender), disability, religion, skin color, ethnic traits, or any legally protected grounds. Sexual harassment is a type of harassment covered under the USCSS Policies and Procedures.

## **Hazing**

Hazing includes any conduct which is intimidating, humiliating, offensive, or physically harmful. Hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members.

There shall be no hazing of any participant involved in any of USA Hockey's member programs by any employee, volunteer, independent contractor, or other participant.

Examples of hazing prohibited by this policy include, without limitation: requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping, or physically restraining a participant; 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; and verbal abuse or threats or implied threats. The activity known as "locker boxing" (fighting with helmet and gloves) is also a form of hazing that can produce head trauma in children and young adults and is prohibited in any USA Hockey member program.

## **CAHA SafeSport Program**

The CAHA SafeSport Program is a set of policies and procedures at the state level created by the Colorado Amateur Hockey Association (CAHA) aimed at the protection of its players, members, staff, and volunteers through the prevention of abuse and misconduct. All CAHA members, leagues, associations, and independent teams must adhere to the Program.

### **CAHA SafeSport Coordinator**

The CAHA SafeSport Coordinator is responsible for monitoring association and team compliance with the USA Hockey SafeSport Program and the CAHA SafeSport Program.

### **Covered Individuals**

Jurisdiction over covered individuals pursuant to the U.S. Olympic Committee (USOC) National SafeSport Policy, the jurisdiction of the USCSS, applies to (collectively “covered individuals”):

1. Any individual who currently is, or was, at the time of a possible SafeSport code violation, within the governance or disciplinary jurisdiction of the National Governing Body (NGB), and/or who is seeking to be within the governance or disciplinary jurisdiction of the NGB, for example through application for membership.
2. All individuals, both athletes and non-athletes, formally authorized, approved, or appointed by an NGB or the USOC (i) to a position of authority over athletes or (ii) to have frequent contact with athletes.
3. Additional individuals an NGB identifies as being within the Office’s jurisdiction.

USA Hockey has determined that covered individuals within USA Hockey and its programs include:

1. Those persons registered with USA Hockey as registered participant members (players and coaches), referees, and the “ice manager/volunteer” category.
2. All persons serving as a member of USA Hockey’s board of directors; on a national-level council, committee, or section; or in any other similar positions appointed by USA Hockey.
3. All coaches, officials, or staff (e.g., trainers, physicians, equipment managers) for any USA Hockey team, camp, or national-level program.
4. All USA Hockey national staff.
5. Any person who is elected or appointed by a USA Hockey affiliate or member program to a position of authority over athletes or who has frequent contact with athletes (even if not registered with USA Hockey).

### **Child Physical Abuse**

Abuse, child abuse, or neglect means an act or omission that threatens the health or welfare of a child in one of the following categories:

- Skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death, and:
  - The condition or death is not justifiably explained.
  - The history given concerning the condition is at variance with the degree or type of such condition or death.
  - The circumstances indicate that the condition may not be the result of an accidental occurrence.
- A controlled substance is manufactured in the presence of a child, on the premises where a child is found, or where a child resides.

- A child tests positive at birth for either a Schedule I or II controlled substance, unless the child tests positive for a Schedule II controlled substance as a result of the mother's lawful intake of such substance as prescribed.

### **Physical Abuse and Misconduct in Sport**

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. Physical abuse may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment. Physical abuse behaviors include but are not limited to the following: pulling, kicking, hitting, punching, slapping, pulling hair, pulling ears, grabbing, shoving, and hazing.

In addition to physical contact or the threat of physical contact of a participant, physical abuse also includes providing alcohol to a participant under the age of consent and providing illegal drugs or non-prescribed medications to any participant.

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its member programs by any employee, volunteer, independent contractor, or other participant.

### **Sexual Abuse, Child Sexual Abuse and Misconduct**

Sexual abuse involves any sexual activity with a minor where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force, or threat of force, regardless of whether there is deception or the minor understands the sexual nature of the activity. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure, or voyeurism. Many times, this behavior involves a minor and a person in a position of trust or power.

Prohibited sexual misconduct also includes romantic or sexual relationships between adults, such as coaches or others in a position of trust and authority, and minor participants.

All forms of sexual abuse and misconduct involving a covered individual will be investigated by the U.S. Center for SafeSport.

### **Emotional Abuse**

Emotional abuse means an identifiable and substantial impairment or a substantial risk of impairment of a participant's intellectual or psychological functioning or development. Examples of emotional abuse prohibited by this policy include, without limitation: a pattern of (a) verbal behaviors such as (i) attacking a participant personally (e.g., calling them worthless, fat, or disgusting) or (ii) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive motivational purpose; (b) physically aggressive behaviors such as (i) throwing sports equipment, water bottles, or chairs at or near participants or (ii) punching walls, windows, or other objects; and/or (c) acts that deny attention and support, such as ignoring a participant for extended periods of time or routinely or arbitrarily excluding participants from practice or training.

### **Misconduct**

Misconduct is conduct which results in harm, the potential for harm, or the imminent threat of harm. Age is irrelevant to misconduct. The six types of misconduct in sports are: emotional, physical, sexual, bullying, harassment, and hazing.

### **Minor**

A minor is a participant under the age of 18.

### **Peer-to-Peer Sexual Abuse and Misconduct**

Approximately one third of all sexual abuse occurs at the hands of peers, including other minors, and the obligation to report extends to peer-to-peer sexual abuse. Peer-to-peer sexual abuse covers sexual activity between minors without equality or as a result of coercion, physical force, threats, trickery, or emotional manipulation to elicit cooperation. There can be an aggressor, an age difference, or an imbalance in power or intellectual capabilities.

### **Grooming Behaviors**

Grooming is the process of desensitization that predators use on minors to prepare and trick them into accepting sexual abuse. Grooming is a way for the perpetrator to gain trust and confidence in the process of drawing the victim into a secret sexual relationship. Grooming can include, but is not limited to, targeting a victim, isolation, meeting the minor's needs, giving a child special attention, buying gifts, and having power and control over the minor.

### **Participant**

A participant is any person who is registered with USA Hockey or an affiliate or member program, and further includes, even if not so registered, any person who has regular, routine, or frequent access to or supervision over minor participants, and all persons in a supervisory position of a USA Hockey member program.

### **Responsible Adult**

Responsible adult shall mean and refer to a person within a member program who has either been assigned or has assumed certain duties within a local program or for a particular team.

### **SafeSport Program**

The SafeSport Program is the Olympic Community's initiative to recognize, reduce, and respond to misconduct in sport.

### **U.S. Center for SafeSport**

USA Hockey has delegated the jurisdiction and authority to the U.S. Center for SafeSport to (1) investigate all reports or allegations of sexual abuse or misconduct (as referenced in Section 1 under Sexual Abuse and Misconduct Policy and defined by the U.S. Center for SafeSport), (2) issue any interim suspension or measures pending conclusion of an investigation, (3) make recommendations for sanctions or disciplinary action as a result of such an investigation, and (4) adjudicate such matters.

### **USA Hockey SafeSport Program**

The USA Hockey SafeSport Program is a set of policies and procedures that assist organizations in the prevention of abuse and misconduct as well as providing required training, a screening and background check program, reporting and responding policies, and instructions on how to monitor and supervise. For more information on the USA Hockey SafeSport Program, visit <https://www.usahockey.com/safesportprogram>.

### **USOC**

USOC refers to the United States Olympic Committee.

### **USCSS**

USCSS refers to the U.S. Center for SafeSport.

### **USCSS Policies and Procedures**

USCSS Policies and Procedures are those certain procedures adopted by the USSCS for the U.S. Olympic and Paralympic Movement's sport National Governing Bodies, which may be found at <https://uscenterforsafesport.org/response-and-resolution/policies-and-procedures/>.

## Resource Page

Child Abuse Information	<a href="http://www.childwelfare.gov">www.childwelfare.gov</a>
CAHA SafeSport Co-Directors Neesha Lenzini	<a href="mailto:safesport1@coloradohockey.org">safesport1@coloradohockey.org</a> (719) 229-7939
Andrea White	<a href="mailto:safesport2@coloradohockey.org">safesport2@coloradohockey.org</a> (719) 966-9049
CAHA President - Brian Smith	<a href="mailto:cohockeypresident@gmail.com">cohockeypresident@gmail.com</a> (303) 901-6554
Arapahoe County Sheriff's Office HQ	(303) 795-4711
Arapahoe County Human Services	(303) 636-1130
AYHL SafeSport Coordinator - Courtney Striker	ayhlsafesport@gmail.com
Sex Offender Registration Website	<a href="http://apps.colorado.gov/apps/dps/sor">apps.colorado.gov/apps/dps/sor</a>
USA Hockey SafeSport Number	(800) 888-4656
USA Hockey SafeSport Email	<a href="mailto:SafeSport@usahockey.org">SafeSport@usahockey.org</a>
USA Hockey SafeSport Website	<a href="http://www.usahockey.com/safesportprogram">www.usahockey.com/safesportprogram</a>
U.S. Center for SafeSport	<a href="http://www.safesport.org">www.safesport.org</a> Phone: (720) 524-5640

For the following USA Hockey SafeSport sections, please go to [www.usahockey.com/safesport](http://www.usahockey.com/safesport) or click on the links below.

- [SafeSport Education and Awareness Training](#)
- [SafeSport Screening and Background Program](#)
- [SafeSport Responding to Abuse and Other Misconduct](#)
- [SafeSport Monitoring and Supervision of the Program](#)

## Colorado Child Abuse Reporting Laws

**What Constitutes Abuse:** Abuse is an act or omission where a child is subjected to sexual assault, molestation, exploitation, emotional abuse, or prostitution; where a child is in need of food, clothing, shelter, medical care, or supervision because a parent or guardian fails to provide; where a child exhibits evidence of skin bruising, bleeding, malnutrition, burns, fractures, etc.; or where circumstances indicate a condition that may not be the product of an accidental occurrence.

**Mandatory Reporting:** Mandatory reporting applies to physicians, child health associates, dentists, chiropractors, nurses, hospital personnel, school employees, social workers, mental health professionals, veterinarians, peace officers, pharmacists, psychologists, firefighters, victim's advocates, commercial film and photographic print processors, clergy, and paid coaches of youth sports organizations.

**Basis of Report of Abuse/Neglect:** Reporting is required when there is reasonable cause to know or suspect that a child is subject to circumstances or conditions which would reasonably result in abuse or neglect.

**To Whom Reported:** Abuse must be reported to the county or district department of social services or a local law enforcement agency.

**Penalty for Failure to Report or Making a False Report:** A willful violation constitutes a Class 3 misdemeanor plus liability for proximately caused damages.

For more information and definitions, go to [www.childwelfare.gov](http://www.childwelfare.gov).



## AYHL Club Code of Conduct

**ALL PARTICIPANTS/MEMBERS ARE BOUND BY THE RULES AND REGULATIONS OF USA HOCKEY AND ARAPAHOE YOUTH HOCKEY LEAGUE. A PARTICIPANT/MEMBER IS DEFINED AS A PLAYER, COACH, PARENT, VOLUNTEER OR SPECTATOR. THESE RULES AND REGULATIONS MAY BE AMENDED OR REPEALED AT THE DISCRETION OF ARAPAHOE HOCKEY INC AND SOUTH SUBURBAN PARK AND RECREATION DISTRICT.**

The Code of Conduct is based on the rules of the USA Hockey, SafeSport, CAHA, RMHF, CRHL and the Arapahoe Youth Hockey League. A breach of any of the following points constitutes a violation of the Code of Conduct of AYHL. This list includes, but is not limited to, the following:

- Making physical contact with any player, coach, an on or off-ice official, an association or league representative, arena personnel, spectator, or parent.
- Taunting or threatening any player, coach, official, association or league representative, arena personnel, spectator, or parent.
- Going onto the ice surface for any reason, unless directed by a coach or other official.
- Entering the bench area during a game.
- Entering the locker room of any opposing team or obstructing their access or exit from said room or arena.
- Entering the locker room of any official or obstructing their access or exit from said room or arena.
- Using profane and/or vulgar language or mannerisms that is offensive to other persons.
- Throwing of any object onto the ice surface, into the player's area, or at another individual.
- Pounding or climbing on the glass.
- Defacing or damaging property belonging to any individual, team, association, or arena.
- 24 hour rule - No member shall initiate the complaint process (see complaint reporting procedures document) to discuss a game, a game incident or a situation that occurred during the game the has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact.
- Violating SSPRD or AYHL rules or policies, including, but not limited to:

- Any of the AYHL policies
- Damage to the facility and/or vandalism of any sort
- Theft of any kind
- Violation of the floor hockey rule
- Being involved with any activity that would warrant the summoning of law enforcement officials.
- Being involved with illegal drugs or alcohol in and/or around the Family Sports Center or Sports Complex
- As a player, being involved with alcohol prior to or during a game in/or around the Family Sports Center/Sports Complex
- As a volunteer or coach, being involved with alcohol in and/or around the Family Sports Center/Sports Complex
- Inciting other persons to become involved in any of the above listed activities.
- Any other conduct deemed inappropriate by the officials, representatives, and Board members of AYHL and rink personnel.

It is the intent of AYHL to provide a fair and impartial review procedure to determine whether a participant/member has been involved in misconduct while participating in activities sponsored by AYHL, USA Hockey, CAHA, RMHF, CRHL or any other participation event. If it is found that a participant/member has violated the Code of Conduct, AYHL will discipline the individual in accordance with the procedures and penalties set forth in the AYHL policies and guidelines, including SafeSport, if applicable.

### **24 Hour Rule**

No member shall initiate the complaint process (see complaint reporting procedures document) to discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24 hours after the fact. The intent of this rule is to move an emotional and confrontational discussion away from the presence of players, and to allow the parties to “cool off,” compose themselves and put the provoking incident in perspective before meeting to discuss it. It is the intent of AYHL to provide a fair and impartial review procedure to determine whether a member has been involved in misconduct while participating in activities sponsored by AYHL, USA Hockey, CAHA or the CRHL League, or any other participating event. An individual is a member participating in any sponsored activity if he or she is a spectator, a volunteer minor game official (time-keeper, score keeper, penalty box supervisor, or other off-ice official), a player or coach on an association team or in attendance at any event sponsored by AYHL.

When it is found that a member has violated the Code of Conduct, AYHL will discipline the individual in accordance with the procedures and penalties set forth in this policy and guidelines and with SafeSport, if applicable.

## Electronic Communication Policy

Arapahoe Youth Hockey League understands that social media is a popular communication tool for players, parents, and coaches. AYHL is also aware that social media is a venue where inappropriate behavior and misconduct can occur. The risks associated with social media include inappropriate access, sharing personal information, bullying, unwanted and unsupervised contact between adults and minors, receiving unwanted material, online grooming for sexual abuse, and actual unlawful sexual exploitation and misconduct.

Failure to comply with USA Hockey and CAHA SafeSport Program guidelines can result in disciplinary action. AYHL has a **zero-tolerance** policy when it comes to player safety and preventing abuse and misconduct. Due to the severity of the physical and emotional implications of social media use, should the electronic communication policy be violated all parties shall be suspended pending investigation.

*Coaches are prohibited from having players joined to or connected through their personal Facebook page or any other similar social media application.*

### Texting, Email and Similar Electronic Communications

If it is necessary for a coach or staff member to send a direct text message or email to a player, the following guidelines must be applied:

- A parent (or guardian) **must** be copied.
- The message must be signed to clearly identify which person or what organization is sending the message. Just using the number or email address for identification is not sufficient.
- The message should be non-personal and for the purpose of communicating information about team activities.
- The message should never include or contain offensive, sexual, or inappropriate language or photos.
- The time of day and the number of messages sent should be considered.
- Records should be kept of every coach's current cell number and email accounts.

When a player feels the need to text or email a coach or staff member, the following guidelines must be applied:

- A parent (or guardian) **must** be copied.
- The message sent should only contain information regarding organization, team, or club activities.

### Social Media (Facebook, Snapchat, TikTok, and Similar Social Media Sites)

- Coaches are not to have contact with players on any social media application.
- Players are **never** to post pictures of other players, friends, family or club members that can be hurtful or embarrassing or without their permission.

- Protecting the identity and privacy of all players is required. Do not post names, photos, or identifying information at any time.
- Players and parents can “friend” the official AYHL page, and coaches can communicate to players through the page. The communication must be open, transparent, and professional in nature and for the purpose of communicating information about the team or club activities.
- Social media sites should not be used to abuse or criticize the organization, members, or players.
- Engaging in or bearing witness to any form of misconduct in a public or private social media chat or post is strictly prohibited and will qualify for immediate suspension pending investigation.
- As a member of AYHL you are expected to report any misconduct immediately to your coach, parent, guardian, team manger, etc. Failing to take proper action, you are considered a negligent bystander and subject to disciplinary action.

### **Request to Discontinue All Electronic Communication or Imagery with Athlete**

Following receipt of a written request by the parents of a minor player that their child not be contacted through any form of electronic communication (text, email) by coaches or other adults in the program, the local program, team, coaches, and administrators shall immediately comply with such request without any repercussions.

# Locker Room Policy

Arapahoe Youth Hockey League wants all players to be safe on and off the ice. AYHL is also aware that locker rooms provide a place where abuse and misconduct can occur. Players are particularly vulnerable in locker rooms due to various stages of dress and undress and because players are less supervised. Player-to-player issues such as sexual abuse, bullying, hazing, and harassment often occur when players are not supervised.

Adherence to locker room guidelines can reduce opportunities for misconduct and abuse. It will also allow for a fun and safe place for players while still holding to hockey traditions. AYHL asks that players and coaches follow USA Hockey and CAHA SafeSport Program guidelines at all times.

Arapahoe Youth Hockey League requires all players and coaches to immediately report to their Hockey Director any and all misconduct, abuse, or violations.

*All programs are responsible for working with their teams, managers and coaches to adequately ensure that locker room monitors are in place at all appropriate times. It is the policy of USA Hockey that all USA Hockey member programs must have at least one responsible screened adult (which may include coaches, managers, or other volunteers who are SafeSport certified) present and monitoring the locker room during all team events - games and practices to supervise conduct and to assure that only participants (coaches and players), approved team personnel, are permitted in the locker room.*

## AYHL's Locker Room Policy

In addition to the development of our hockey players and enjoyment of the sport of hockey, the safety and protection of our participants is central to AYHL's goals. AYHL adheres to USA Hockey's SafeSport Program as a means to help protect its participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, AYHL has adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

### Locker Room Monitoring

AYHL has predictable and limited use of locker rooms and changing areas (e.g., generally 30 - 60 minutes before and following practices and games). 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 some players uncomfortable and may even place our staff at risk for unwarranted suspicion.

A coach, team manger or locker room monitor should conduct a sweep of the locker rooms and changing areas before players arrive, and if the coaches are not inside the locker rooms, either a coach or voluntary locker room monitors (each of which has been screened) will be posted 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, so that only participants (coaches and players), approved team personnel are permitted in the locker room.

## **Parents in Locker Rooms**

Except for players at the younger age groups (8U), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room.

## **Cell Phones and Other Mobile Recording Devices**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are strictly prohibited in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room. It may be permissible to have team manager or coach to collect phones during games and practices.

## **Prohibited Conduct and Reporting**

AYHL prohibits all types of physical abuse, sexual abuse, emotional abuse, bullying, threats, harassment, misconduct and hazing, all as described in the USA Hockey SafeSport Handbook. Participants, employees or volunteers in AYHL may be subject to disciplinary action for violation of these locker room policies or for engaging in any misconduct or abuse or that violates the AYHL Code of Conduct or USA Hockey SafeSport Policies.

## **Player Behavior**

- Locker rooms and showers should be used only by same-aged peers when possible, with no mixed gender allowed.
- Opposite-sex players should be provided separate changing and showering facilities.
- The showers are for showering only. No horseplay, urinating on others, physical contact, sexual activity, or any other form of misconduct is allowed.
- No bullying, hazing, harassment, discrimination, fighting, misconduct or locker boxing is allowed.
- Players are not permitted to touch another player's genital area or their own in a way that will make others uncomfortable. Additionally there should never be any sexual gestures used or imitated either on yourself or others.
- The use of a mobile device (cell phone or otherwise) in the locker rooms is prohibited at any USA Hockey sanctioned event (games and practices), although it may be acceptable to take photographs or recordings in a locker room in such unique circumstances as a victory celebration, team party, etc., where all persons in the locker room are appropriately dressed and have been advised that photographs or recordings are being taken.
- No pornographic materials are permitted in the locker room.

- Nudity is to be kept to a minimum. After showering, players are asked to use a towel to cover up and dress quickly.
- No drugs, alcohol, or other illegal substances are allowed.
- No guns or knives of any size or description are allowed in the locker room at any time.
- No physical contact of a sexual nature is allowed between players.
- The locker room is not a place to criticize or humiliate teammates.
- Showering and changing at the club/organization is optional.

## **Co-Ed Locker Rooms**

As hockey is a team sport in which youth teams can often include both male and female players, special circumstances may exist that can increase the chance of abuse or misconduct. If the team consists of both male and female players, both male and female privacy rights must be given consideration, and appropriate arrangements must be made. It is not acceptable under USA Hockey's sexual abuse policy for persons to be observing the opposite gender while they dress or undress. There are a variety of ways to comply with the above tenets, and what works may depend on the locker rooms that are available at a particular facility. Where possible, male and female players should undress/dress in separate locker rooms and then convene in a single locker room prior to the game or team meeting. Once the game is finished, the players may come to one locker room before male and female players proceed to their separate locker rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the genders may take turns using the locker room to change and then leave while the other gender changes. When separate locker rooms are used, both locker rooms must be properly monitored. Where possible, when both male and female players are together in the locker room, there should be at least two adults in the locker room who have been properly screened in compliance with the USA Hockey screening Policy.

## **Coach Behavior**

- Any responsible adult who monitors and supervises a locker room shall have completed SafeSport training and a background check through the association.
- Acceptable locker room monitoring could include having locker room monitors inside the locker room while participants are in the locker room, or it could include having a locker room monitor in the immediate vicinity outside the locker room (near the door within arm's length, so that the monitor can sufficiently hear inside the locker room) who also regularly and frequently enters the locker room to monitor activity inside.
- If the monitors are inside, then it is strongly recommended that there be two monitors, both of whom have been screened.
- If a coach needs to speak to an individual player in the locker room, the door must remain open or another coach or parent must be present.
- Coaches should have a separate place to change and shower.
- Coaches are never to be nude among players.

- Locker room monitors are to report any SafeSport violations, misconduct, or abuse immediately and following the reporting guidelines.

## Hazing, Bullying, and Sexual Harassment Policy

Arapahoe Youth Hockey League feels strongly that hazing, bullying, sexual harassment, initiation rituals, and physical punishments are not permitted within the organization. **Any form of conduct by the team, coach, or an individual in an attempt to bond with or take action against another individual or group of individuals which results in abuse, harassment, intimidation, or any form of degradation is prohibited. This applies to conduct by any player, coach, volunteer, or member of AYHL.**

Players and coaches are also **required** to follow the USA Hockey and CAHA SafeSport Hazing and Bullying Guidelines.

Arapahoe Youth Hockey League is committed to offering an environment that is free of intimidation and abuse, and the organization has **zero tolerance** for misconduct. AYHL requires all members to report any of the following behaviors.

### Hazing

**Hazing** can be defined as any action, whether physical, sexual, verbal, mental, emotional, or psychological, which subjects another person or group, voluntarily or involuntarily, to a result that has the intended or unintended effect of abusing, mistreating, degrading, humiliating, harassing, or intimidating the person who may be younger, weaker, or have less power. These behaviors are prohibited by players, coaches, parents, or any member or associate of Arapahoe Youth Hockey League.

Hazing misconduct that is prohibited by AYHL includes, but is not limited to, the following examples.

#### Hazing Behaviors

- Forced consumption of alcohol, drugs, or other substances
- Shaving of body parts
- Any activity that is illegal, perverse, or publicly indecent
- Vandalism of any property, or forced participation in pranks
- Dietary restrictions, sleep deprivation, disturbing individuals during normal sleep hours, or creation of excess fatigue or other unhealthy behaviors
- Calisthenics intended as a physically abusive exercise
- Physical abuse of any kind (paddling, whipping, or beating)
- Mentally abusive or demeaning behavior
- Forced tattooing, branding, or public stunts
- Road trips, kidnapping, drop offs, or any other such activity
- Subjecting a member to cruel and unusual psychological conditions
- Morally degrading or humiliating games or activities
- Verbal or cruel harassment including yelling and screaming

- Participation in sexual rituals or assaults and/or required nudity or contact
- Deception or threat contrived to convince the new member that they will not be permitted to join
- Required songs, chants, yelling, or screaming
- Activities that promote or encourage the violation of state laws and club policy

Hazing does not include challenging team workouts or assigning team duties to specific players.

## **Bullying**

**Bullying** can occur when there is an imbalance of power and the person who is older, larger, stronger, or more aggressive uses their power to control or harm someone in a weaker position. The person conducting the bullying has the intent or goal to cause harm (i.e., the act is not accidental), and the action is usually repetitious.

Bullying misconduct that is prohibited by Arapahoe Youth Hockey League includes, but is not limited to, the following examples.

### **Bullying Behaviors**

- Physical pushing, kicking, hitting, pinching, slapping, punching, etc.
- Name calling, sarcasm, spreading rumors, persistent teasing, and emotional torment through ridicule, humiliation, and/or the continual ignoring of individuals
- Racial taunts, graffiti, and gestures
- Sexual comments and/or suggestions
- Unwanted physical contact
- Socially spreading rumors
- Leaving players out of group activities or telling them they are unwanted
- Cyberbullying, which includes using social media sites and chats, internet, email, texting, mobile phones, or other digital technologies to do harm to others

## **Sexual Harassment**

**Sexual harassment** is unwanted, often persistent, sexual attention and any other behavior with sexual overtones that creates a hostile work or learning environment.

Sexual harassment misconduct that is prohibited by Arapahoe Youth Hockey League includes, but is not limited to, the following examples.

### **Sexual Harassment Behaviors**

- Written or verbal abuse threats, physical contact, sexually graphic literature, sexual advances, or demands for sexual favors
- Sexually oriented comments or jokes, lewd comments or sexual innuendoes, or taunts about a player's (or player's family member) body or dress

- Intimidating sexual remarks
- Physical contact, fondling, pinching, or kissing
- Offensive phone calls, texts, social media chat or posts or photos and/or bullying on the basis of sex
- Sexual violence such as sexual assault, rape, and sexual coercion

# Physical Contact Policy

It is sometimes appropriate and necessary to have direct physical contact with players in order to develop their skills. These guidelines have been created to provide practical guidance for Arapahoe Youth Hockey League coaches and those working directly with players to keep players safe and to promote a safe environment for staff and other members. Rules for physical contact must be set to reduce the potential for misconduct. Players, coaches, volunteers, and organization members are required to follow these guidelines and to immediately report those who violate them.

## Appropriate Physical Contact

- Physical contact that takes place in public or in the presence of others
- Physical contact for the purpose of developing skills or techniques
- Physical contact with no potential for physical or sexual intimacies during the contact
- Contact that is for the benefit of the player and not to meet an emotional or other need of an adult
- Celebratory gestures such as high fives, fist bumps, or pats on the back, shoulder, and head
- Consolation gestures such as publicly embracing a crying athlete
- Physical contact to assist an injured player off the ice, prevent an injury, or treat an injury
- Touching in a non-threatening, non-sexual manner

## Prohibited Physical Contact

- Lap sitting
- Lingering or maintaining prolonged or repeated embraces that go beyond what is appropriate
- Slapping, hitting, punching, kicking, or any other physical contact meant to discipline, punish, or achieve compliance from an athlete
- Playful, yet inappropriate contact that is not a part of regular training (e.g., tickling, horseplay, wrestling)
- Continued physical contact that makes an athlete visibly uncomfortable
- Contact involving touching of the genital area, buttocks, or breasts
- Physical contact that intentionally causes or has the potential to cause the player to sustain bodily harm or injury
- Physical or sexual abuse, harassment, or misconduct
- Kissing, back rubs, or massages

## Coach Behavior Policy

If Arapahoe Youth Hockey League coaches choose to offer private lessons, they will be required to follow organizational guidelines.

AYHL expects all coaches to abide by appropriate player/coach conduct. Arapahoe Youth Hockey League mandates that coaches put player safety first and that they are always aware of their own actions and behaviors and the possible consequences. All staff members and volunteers should be encouraged to demonstrate exemplary behavior in order to promote the player's welfare and reduce the likelihood of abuse. Coaches should always:

- Follow USA Hockey and CAHA SafeSport Taking and Use of Photographs and Recorded Images of Players Guidelines.
- Follow USA Hockey and CAHA SafeSport Physical Contact Guidelines.
- Work in open environments visible to others.
- Try to provide lessons with other coaches at the same time.
- Maintain a safe and appropriate distance when working with kids to avoid any confusion.
- Avoid being alone with a player. Instead, have another coach or parent present.
- Have conversations on the ice or in public, and never behind closed doors.
- Move meetings that may start in private into public areas.
- Avoid changing or dressing with a minor when providing private lessons.
- During lessons, adhere to the purpose of the lesson and avoid horseplay or rough, physical, or sexual play or games.
- Have another coach or parent join any discussion over sensitive issues related to the sport that might have the potential to upset a player.
- Hold private lessons at appropriate locations and times. No lessons may be held at places or times that could cause confusion about the purpose of the lesson or the nature of the relationship.
- Avoid exchanging gifts unless they are part of a team activity with full participation.
- Avoid socializing with players outside of hockey. Do not participate in dinners, movies, or activities alone with an athlete and unrelated to hockey.

Employees, coaches, and volunteers who are also a player's parent or guardian may provide shared transportation for any player(s) if they pick up their player first and drop off their player last.

If any of the following occur, they must be reported to your SafeSport Coordinator immediately.

- If a player seems unreasonably upset
- If a player is sexually inappropriate with you or another player
- If a player questions any of your actions or behaviors

- If a player misunderstands or misinterprets any actions or behaviors on your part
- If a player discloses abuse, misconduct, or questionable behavior by another player, coach, or other person
- If you become aware of any general overall concern for a player during your time together

# Travel Policy

Arapahoe Youth Hockey League recognizes the importance of travel for competitive hockey teams and expects respectable and mature behavior for all participants both at home and away. AYHL also understands the additional risk of misconduct during overnight travel. Staff members are encouraged to have parents arrange all local travel requirements.

The following guidelines are a requirement for players who wish to travel with their team. Any violation of these guidelines will result in disciplinary actions. Coaches and players are to report any violations to the Hockey Director or SafeSport Coordinator immediately.

## Player Behavior

- Travel guidelines must be agreed upon and signed by players before travel is permitted.
- Players are not permitted in a coach's room alone. Players may enter a coach's room only as a team.
- Players should always travel in pairs when leaving the premises.
- Drugs, alcohol, and other illegal substances are prohibited in players' rooms.
- Pornographic material is prohibited among players and in rooms during travel.
- Roommates will shower alone and allow for privacy of others when changing.
- No guests other than teammates are allowed in players' rooms.
- Players are required to follow all travel rules and codes of conduct.
- Players will have access to their parents without permission of the coach but must be within the parameters of curfew times. Visits with parents outside of curfew times need to be discussed with coaches prior to the curfew breach.
- Players involved in a romantic relationship shall not share a hotel room or sleeping arrangements with each other.

## Coach Behavior

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with a minor player unless the coach is the parent, guardian, or sibling of the player or unless the parent or guardian of the minor player is also sharing the same hotel room (e.g., two adults, one or both of whom is a coach, and their children, share a hotel room).
- It is strongly recommended that organizations and teams incorporate parent consent for any minor player who will travel without their parents.
- Coaches, parents, and other adults are not allowed in a player's room except for emergencies.
- Coaches are only allowed in a player's room if accompanied by another adult or coach.
- Sleeping arrangements will be decided by the coach, based on age, gender, and personality prior to departure.

- Coaches should pre-determine what locations players are free to visit, their curfew time(s), and when and where team meetings will be held.
- Coaches and team chaperones should have rooms near the players' rooms.
- If a meeting inadvertently begins in private, the meeting should be moved to an open and observable location.
- Coaches and other assigned adults should conduct room checks together at curfew time(s).
- Players will have access to their parents without permission of the coach.
- Coaches are not permitted to drive or transport players alone unless an emergency medical need exists. If the coach is a parent, they can drive other athletes as long as their child is in the car at all times.
- When a player is traveling without parents, coaches are required to notify the player's parents before taking disciplinary action other than playing time during a game.
- Besides coaches, another adult should be present and should assist with child-safety issues and the welfare of the children during travel.

# Reporting Abuse and Responding to Concerns

Arapahoe Youth Hockey League believes it is the responsibility of all members, participants, staff, volunteers, parents, and players to report concerns about abuse or misconduct.

It is NOT the organization's responsibility to decide the credibility or validity of a report of concern. The organization only has the responsibility to report it.

The organization should not attempt to evaluate or investigate the report or be concerned with false reporting, but instead should respond appropriately and swiftly to avoid further distress to the victim. Everyone at AYHL is required to immediately report any and all concerns regarding sexual abuse, physical abuse, emotional abuse, bullying, hazing, coach misconduct, player misconduct, and any other forms of inappropriate behavior to the appropriate investigative agency, such as:

- Your organization's SafeSport Coordinator.
- USA Hockey SafeSport.
- The CAHA SafeSport Coordinator.
- The U.S. SafeSport Center (for all reports of *covered individuals* involving a sexual component).
- Law enforcement or social services.

## Reporting Policy

It is the policy of USA Hockey and CAHA SafeSport Programs that every employee or volunteer of any USA Hockey sanctioned program must report:

1. **Suspicious or allegations of child physical or sexual abuse.** These are to be reported to the appropriate law enforcement authorities or social services agency.
2. **Actual or perceived violations of the USA Hockey and CAHA SafeSport Programs.** These are to be reported to USA Hockey, CAHA, and local SafeSport Coordinators.
3. **Any violations of CAHA policies prohibiting emotional abuse, sexual harassment, bullying, threats, and hazing.** These are to be reported to the appropriate member and CAHA SafeSport Coordinators.

A report must be made when the reporter suspects or has reason to believe that a child has been abused or neglected, or when the reporter has knowledge of, or observes a child being subjected to, conditions that would reasonably result in harm to the child.

Further, in addition to any legal obligation to report sexual abuse or misconduct to law enforcement authorities, all covered individuals are required to and shall promptly report any alleged violations of the Sexual Abuse and Misconduct Policy to either the USCSS or to USA Hockey as set forth below and in Section 4 of the USCSS Policies & Procedures. A covered individual's failure to report may subject such person to disciplinary action by the USCSS.

Concerns, suspicions, or suspected grooming behaviors are to be reported immediately to the SafeSport Coordinator.

## Responding to Concerns

There are a number of reasons for which a person might need to report a concern, such as in response to:

- Something a young person has said to them (i.e., a disclosure).
- Signs or suspicions of abuse.
- Allegations made against an organization member, staff member, or volunteer.
- Allegations made about a parent or someone not working within the organization.
- Bullying or hazing.
- Violation of USA Hockey and CAHA SafeSport Procedures.
- Observation of inappropriate behavior.
- Anything that makes the reporter uncomfortable based on inappropriate behavior by an adult or player.

**It should be clear that even if the incident occurred outside of Arapahoe Youth Hockey League, it should still be reported to authorities.** Know that authorities have professional experience in interviewing child victims about abuse, and it is not AYHL's job, so do not attempt to interview any child about a disclosure.

### Always:

- Stay calm.
- Reassure the person reporting concerns that they have done the right thing.
- Avoid judgement.
- Listen carefully and take it seriously.
- Write down exactly what the person reporting concerns says using their own words.
- Ask open-ended questions only to clarify who, what, where, and when.
- Let the person reporting concerns know that you have to tell someone.
- Report the incident to appropriate authorities.
- Let the person reporting concerns know what your next steps are and with whom you will be sharing the information.
- Fill out the appropriate forms.

### Never:

- Panic.
- Show disbelief.
- Project your own reactions onto the child.

- Make promises you cannot keep or assure confidentiality.
- Make the person reporting concerns repeat the information unnecessarily.
- Delay reporting to your supervisor and local authorities.
- Make assumptions.
- Approach the alleged abuser.
- Take sole responsibility for the information you have.
- Try to investigate the allegations.
- Make negative comments about the alleged perpetrator.
- Share personal information about you or your child.
- Probe for more information.

**Record:**

- The reporting person’s full name, age, date of birth, home address, and telephone number.
- Any time, date, or relevant information.
- Whom the concern is regarding.
- An account of what happened, using the reporter’s words.
- Documentation of any visible injuries.
- Documentation of your next steps.
- Documentation of the date and time of informing the Hockey Director.
- Documentation of the date, time, and person you spoke to at the law enforcement or social service agency.

**Confidentiality**

To the extent permitted by law, and as appropriate, Arapahoe Youth Hockey League will keep confidential the complainant’s name upon request and avoid making public the names of potential victims, the accused perpetrator, or people who made a report of physical and sexual abuse to the authorities.

**Immediate Suspension or Termination**

When an allegation of abuse or misconduct is made against a staff member, player(s), or coach(s), the individual(s) will be removed from interaction with the team and players immediately and the organization will cooperate with the investigation and conduct its own internal investigation, if necessary. No one is assumed guilty based upon a reported concern, but player safety is paramount, and therefore suspensions are appropriate until the investigation is complete. After a SafeSport report has been filed, AYHL may no longer be involved if SafeSport has taken jurisdiction.

# **AHI Discipline Process and Committee Procedures**

## **Discipline Committee Objective**

A Discipline Committee has been established as part of the Arapahoe Youth Hockey Association (AHI/AYHL) to help enforce USA Hockey's Zero Tolerance Policy, the CAHA, USA Hockey and the AYHL Code of Conduct. It is the intent of the Discipline Committee that any individual participating in the activities in the Association, including but not limited to, players, coaches, officials, fans and parents, exhibit qualities of good sportsmanship and civil behavior and abide by the Code of Conduct established by the association.

## **Committee Makeup**

The Discipline Committee is made up of six full time or part time SSPRD employees who are members of the Ice Hockey Office. Committee members are expected to be reasonably available for all discipline hearings, be active participants in the process and maintain an un-biased, reasonable point of view congruent with imposing fair discipline rulings. A minimum of three committee members must be present for each hearing.

## **Necessary Discipline Actions**

All coaches, players, board members and parents will adhere to the Code of Conduct found in the AYHL guidelines on the AYHL website. Any deviation from the code, or any action deemed detrimental, unsportsmanlike, or damaging to the Association may be subject to disciplinary action.

## **Discipline Guidelines for Parents/Coaches/Staff Members**

In addition to adherence to the AYHL Code of Conduct, the following actions may be subject to disciplinary action:

\*If you are asked to leave an AYHL arena or any hosting facility by a referee, parent representative, board member or coach because of your actions.

\*If your actions against any other persons, including but not limited to, players, fans, parents, officials, board members and rink managers, causes a disruption on or off the ice or represents the AYHL in a derogatory manner.

\*If you enter the locker room, bench area or ice, without permission from the coaching staff, in frustration or anger.

\*If you approach a coach or other representative of AYHL in anger or frustration either in person, by phone or by email prior to following appropriate reporting procedures after the designated 24-hour rule.

## **Notice of Disciplinary Action**

The purpose of the discipline procedure is to provide all parties with a fair hearing prior to being subject to disciplinary action and to allow for an opportunity for parties to prepare and present their case and argument in accordance with these rules. All persons requested to attend a discipline hearing will be given 48-hours advance notice of a scheduled hearing.

Notice of this request will be arranged by the AYHL Discipline Committee and may be communicated by telephone, email or in person. Confirmation of contact by recipient will be requested. Failure to respond to the request and failure to appear at the scheduled meeting will warrant further disciplinary action, including not allowing the subject's skater(s) on the ice. Minutes will be taken during all disciplinary hearings and retained for the remainder of the family's membership within the AYHL. Results of the Discipline Committee decision will be forwarded in writing to all parties within 48-hours of review.

## **24 Hour Rule**

No member shall initiate the complaint process (see complaint reporting procedures document) to discuss a game, a game incident or a situation that occurred during the game that has provoked an adverse emotional response or a hostile situation until at least 24-hours after the fact. The intent of this rule is to move an emotional and confrontational discussion away from the presence of players, and to allow the parties to "cool off," compose themselves and put the provoking incident in perspective before meeting to discuss it.

## **Chain of Complaint**

If at any time a coach, team member, parent or spectator suspects a SafeSport violation or misconduct you are required under mandatory reporting laws to report directly to SafeSport.

Recreation SafeSport Coordinator: Courtney Striker AYHLSafeSport@gmail.com

AHI/AYHL has established clear steps for resolving non SafeSport conflicts in effort to ensure that issues are handled at the appropriate levels. Below is the AHI Chain of Complaint:

1. Complaint must wait 24 hours before taking any action to allow time for emotions to settle and for a calmer approach.
2. The parent should first attempt to resolve the issue directly via email (followed by in person) with the other party involved, such as the coach, staff member, or other team member without any formal intervention.
3. If the issue remains unresolved, parties will involve a third party as a mediator within the team. This could be a neutral team member, or someone appointed to handle such matters.
4. Only if there is still no satisfactory resolution should the issue be escalated to the disciplinary committee.
5. This chain of complaints allows for an initial attempt at informal resolution and only escalates to higher levels, when necessary, which can save time and effort for all parties involved. It also encourages communication and cooperation among team members to address issues effectively.

## **Appealing a Discipline Committee Decision**

All members have the right to appeal the decision of the Discipline Committee. The first step in this process is to submit a formal written appeal to the General Manager of the Sports Complex/FSC. This written appeal must be submitted within 2 business days of the receipt of the Discipline Committee hearing results. The GM will schedule a hearing within 30 days of receipt of the written appeal. Notice of an appeal hearing will be given at least 7 days PRIOR to the hearing date. All appeals will follow guidelines set forth in USA Hockey By-law 10. If a member is unsatisfied with the results of the appeal

hearing by the GM, he/she may appeal to the Colorado Amateur Hockey Association according to their procedures.

## **Reporting Infractions**

All members of the AYHL are encouraged to report any behavior infractions as outlined above to the AYHL Discipline Committee. In most cases, infractions are of public knowledge and will automatically be investigated by Discipline Committee members to determine the necessary steps in the disciplinary process. However, infractions may be reported by individuals who feel discipline action is necessary for the benefit of the AYHL, or when Zero Tolerance and Code of Conduct rules have been broken. These infractions should be reported directly to the Disciplinary Committee (ScottG@ssprd.org) either in writing, by phone or in person.

## **Good Intentions**

The intent of the Discipline Committee and the discipline guidelines is to help prevent unnecessary behavioral incidents and to foster more sportsmanlike behavior within the Association, both in the stands and on the ice. The hope is that coaches, parents and players will “think twice” before engaging in inappropriate behavior and that the actions of the Discipline Committee will not be necessary. Thank you for helping the AYHL model positive attitudes and behaviors to our skaters.

## **Disciplinary Guidelines**

While the Discipline Committee reserves the right to review each hearing on a case-by-case basis, the following guidelines are taken into consideration during the process. The Committee reserves the right to escalate beyond and or deviate from these guidelines should the situation call for it.

- First Offense: Written warning and/or possible short-term suspension of offending party from all AYHL activities.
- Second Offense: Possible long-term suspension of offending party from all AYHL activities.
- Third Offense: Season long suspension or expulsion from AYHL of offending party and all AYHL activities
- Any offense that occurs at a AYHL function, to include a crime alleging violence, illegal activity, sexual misconduct, intentional property damage or other criminal activities is subject to third offense penalties, regardless if a first or second offense have been committed.
- Failure to adhere to Discipline Committee decisions will result in suspension of the involved party’s player(s).

**NOTE: After a SafeSport report has been filed, AYHL may no longer be involved if SafeSport has taken jurisdiction.**

# Hiring Guidelines

When Arapahoe Youth Hockey League hires a new staff member or volunteer, child sexual abuse prevention screening will be included in the general screening process. This process is for all adults and youth who are looking for employment or volunteer positions within the organization. AYHL will not make exceptions for applicants familiar with the organization or who are past employees.

While no screening can identify every potential child abuser, an organization can reduce the risk by learning as much as possible about an applicant and, most importantly, their interest in working with youth. AYHL believes that the SafeSport Program will deter coaches who may be at risk for abusing players from applying with the organization.

Arapahoe Youth Hockey League will follow the USA Hockey and CAHA SafeSport Screening Programs.

## Educate Applicants

- Share your USA Hockey and CAHA SafeSport Policies with all applicants. This will make applicants aware of the organization's dedication to abuse and misconduct prevention and might deter some applicants.
- Share all codes of conduct with applicants.
- Inform applicants that signature and full participation in the SafeSport Program is required.
- Ask if the applicant has any problems with the SafeSport Programs or Codes of Conduct.
- Ask what type of supervision the applicant prefers to work under.
- Question the applicant with specific scenarios regarding child safety. Look for appropriate responses that fit your policies and procedures.
- Document an applicant's commitment to the SafeSport Program.

## Questions for Applicants

- Could you describe what appropriate behavior around youth is, how physical contact should happen, and what are considered appropriate adult/youth boundaries?
- Could you tell me about your relationship with children? Adults?
  - *Here, you are looking for healthy child and adult relationships.*
  - *Who does the applicant prefer to spend time with?*
- What do you enjoy doing with children?
  - *Does the applicant describe doing normal activities with youth? Or does it appear excessive?*
- How do you see your role in the lives of children in our program?
- Have you ever been disciplined for your behavior toward children?
- Has anyone ever misunderstood or questioned your relationship/behavior with children?
- Is there anyone who might suggest that you should not work with youth? Why?
- Is there an age or gender you prefer to work with?
  - *Having a specific age or gender can be a red flag. Ask follow-up questions for clarification.*

- What other hobbies and activities do you enjoy?
  - *Does this include children, or does the applicant enjoy normal adult activities?*
  - *Does the applicant have adult relationships as well and enjoy adult activities?*

## **Taking and Use of Photographs and Recorded Images of Players**

Arapahoe Youth Hockey League wants to promote fun hockey activities and information about the organization and/or our players through photographs, recorded images, and videos, whether on our website or through print. To do this in a way that ensures the safety of players and members, AYHL has safeguards to protect against inappropriate use of photographs and recorded images. (Note: This includes the use of a camera, digital camera, video recorder, mobile phone, personal digital assistant device, or any other recording device.)

There are risks posed directly and indirectly through the use of photographs and recorded images. These images can be used as a means of identifying players, thus leaving them vulnerable to people who wish to “groom” them for child abuse or possibly to provide information to estranged parents. Also, the images themselves can be used, modified, and shared among the offender population. To avoid misuse, Arapahoe Youth Hockey League requires adherence to the following guidelines:

- Always ask for parental permission prior to using a player’s image. Be clear with parents as to how the image will be used and stored (see Photographs and Recorded Images Consent Form).
- Never publish personal data (email, phone, home address, or other information) of a player without a signed consent form.
- Only use images of players who are suitably dressed to reduce the risk of inappropriate use.
- When recording a player for teaching purposes or recruiting needs, care should be taken in storing such recordings and deciding with whom they are shared.
- Members should be vigilant and report any unknown individuals who are recording or photographing organization members.
- Members also need to report any concerns regarding inappropriate taking or publishing of photographs or recorded images.
- Report any violations.

### **When Hiring a Professional Photographer**

- Have the photographer sign the Volunteer Code of Conduct and read this guideline.
- At large events, all parties interested in taking photos should register their personal details with AYHL
- Provide clear guidelines about expected behavior and photography content.
- Require the photographer to wear identification provided by AYHL at all times.
- Do not allow the photographer to have unsupervised access to players or one-on-one photo sessions without parent permission.
- Do not approve photo sessions outside of events or at a participant’s home.
- Ensure that the images taken reflect the positive aspects of hockey and the organization.



## **AYHL Photographs and Recorded Images Consent Form**

Arapahoe Youth Hockey League recognizes the need to ensure the welfare and safety of all young people in sports.

In accordance with our SafeSport Program, we will not permit photographs, video, or identifying information of players to be taken or shared without the consent of the parents and players.

Arapahoe Youth Hockey League will follow the guidance for the use of photographs and recorded images as described in the SafeSport Program.

Arapahoe Youth Hockey League will take all steps to ensure that these images are used solely for the purpose intended. If you become aware of images being used inappropriately, you should inform Arapahoe Youth Hockey League immediately.

I, \_\_\_\_\_ (parent), consent to Arapahoe Youth Hockey League photographing or videoing and providing personal information about my child, \_\_\_\_\_ (player), for the purposes of training, recruiting, marketing, and promoting for further hockey development.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AYHL Club Code of Conduct Contract

Arapahoe Youth Hockey League is fully committed to safeguarding the welfare of all players and members of our organization. AYHL recognizes the organizational responsibility to promote safe practices to protect players from abuse and misconduct. AYHL has adopted clear guidelines and protocols to minimize the opportunity for abuse and misconduct and to help staff, volunteers, and parents to recognize inappropriate or undesirable behavior. AYHL is committed to embracing differences and diversity and to respecting the rights of all players and members.

I, \_\_\_\_\_ will follow these guiding principles:

- The welfare of each player is the primary concern.
- The rights, dignity, and worth of all players should always be respected.
- All players, whatever their age, culture, race, ethnicity, mental or physical disability, ability, gender, language, racial origin, socio-economic status, sexual orientation, gender expression, genetics, religious belief, sexual identity, or skill level, have the right to protection from all forms of abuse or misconduct.
- Will agree to work with AYHL in partnership with parents, players, staff, and volunteers to promote the welfare, health, and development of all players.

I, \_\_\_\_\_ will:

- Promote and implement the USA Hockey and CAHA SafeSport Programs to safeguard the wellbeing of all players and to prevent the occurrence of abuse and misconduct
- Adhere to all USA Hockey, SafeSport, CAHA, CRHL and AYHL policies
- Abide by SSPRD rules and policies
- Require staff, members, and volunteers to adopt and abide by the USA Hockey and CAHA SafeSport Programs.
- Report any allegations, disclosures, or concerns of misconduct or abuse of a player as stated in the USA Hockey, CAHA SafeSport Programs and AYHL Code of Conduct Agreement and/or Player Expectations
- Regularly monitor and evaluate the implementation of the SafeSport Program and make any necessary changes.
- Have open and regular communication with a player's parent(s) or guardian(s) regarding any concerns or issues.



**AYHL**  
**Coach, Team Manager and Volunteer Code of Conduct Agreement**

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

Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, I attest that:

- I am SafeSport certified.
  - ◆ Required: present current SafeSport certification and background check with this agreement
- I agree to maintain current with SafeSport training and background screenings
- I have asked for and received clarification about any policies I did not understand.
- I understand that failure to comply with any of these policies may result in suspension or termination of employment or volunteer duties as a coach, employee, or volunteer.
- I understand that these policies cannot address every possible situation that presents itself, nor do they eliminate the expectation of good judgment and professional behavior at all times.
- I understand that I am required to report any violations of these policies to the Hockey Director immediately.
- I have read, understand, and agree to the comply with the *“POLICIES AND PROCEDURES, CODE OF CONDUCT & SAFESPORT PROGRAM”*

\_\_\_\_\_  
Signature of Coach, Team Manager, or Volunteer

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



## **ARAPAHOE WARRIORS PLAYER EXPECTATIONS**

1. **Play for Fun:** The primary purpose is to have fun and enjoy the sport of hockey. Players should always prioritize enjoyment and maintain a positive attitude during practices and games.
2. **Work Hard to Improve Your Skills:** Players expected to dedicate themselves to continuous improvement, working hard to develop and refine their hockey skills both on and off the ice.
3. **Respect:** Players must show respect to all coaches, teammates, opponents, referees, and spectators. No abuse, taunting, or bullying will be tolerated.
4. **Sportsmanship:** Players should always display good sportsmanship, win or lose. They should shake hands with opponents after each game and refrain from unsportsmanlike behavior.
5. **Fair Play:** Players are expected to follow the rules of the game and compete fairly. Cheating, diving, or trying to injure opponents is unacceptable.
6. **Teamwork:** Players should work together as a team, supporting and encouraging each other. Selfish play and putting personal interests above the team's goals are not allowed.
7. **Commitment:** Players are expected to attend practices, games, and team events regularly and be punctual. If unable to attend, they should inform their coaches in advance.
8. **Dedication:** Players should demonstrate a strong work ethic and a desire to improve their skills and knowledge of the game.
9. **Equipment:** Players must wear all the required safety equipment during practices and games. Taking care of their gear is essential to ensure their safety and longevity.
10. **Control:** Players should control their emotions and reactions, avoiding outbursts or dangerous actions that could harm themselves or others.
11. **Responsible Behavior:** Players must refrain from using drugs, alcohol, or tobacco products.
12. **No Use of Phones in Locker Rooms:** Players are not allowed to use phones or electronic devices in the locker rooms.
13. **Social Media Use:** Players should be mindful of their social media presence and avoid posting content that could negatively reflect on themselves, their team, or the sport.
14. **Respect Facilities:** Players should treat all facilities, including rinks, dressing rooms, hotels, and any public facility, with respect, keeping them clean and free from damage.

15. Respect of Teammates' Personal Space and Belongings: Players must respect their teammates' personal space and belongings, ensuring privacy and trust among the team.

16. Listening and Learning: Players should listen to their coaches, learn from their feedback, and strive to improve their skills and understanding of the game.

17. Injury Reporting: Players must promptly report any injuries to their coaches or team officials.

18. Communication: Players should maintain open and respectful communication with coaches, teammates, and parents to address any concerns or issues.

19. Positive Role Models: Players are representatives of the Arapahoe Warriors and should act as positive role models both on and off the ice.

### **Consequence for Violations**

Any violations of the above-listed behavior expectations, including abuse, taunting, or bullying or misconduct, will be immediately directed to the Arapahoe Youth Development Committee (YDC), and further action may be taken if deemed necessary. This ensures that all players understand the seriousness of adhering to the code of conduct and promotes a safe, respectful, and positive hockey environment for everyone involved. Failure to comply with player expectations may result in disciplinary action.

I \_\_\_\_\_, have read, understand and agree to  
(your name)

comply with the AYHL Player Expectations.

\_\_\_\_\_  
(parent signature)

Date \_\_\_\_\_