



# *Play-it-Safe*

Chantilly Youth Association  
Policy on  
Child Abuse & Volunteer Misconduct Prevention  
and Management

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## **1. Using this Manual**

**Play-it-Safe is our child and volunteer welfare and protection program. A critical piece of that program is this manual on child abuse and misconduct: prevention and response. It is intended to be used as a practical guide. It shall be made available for review by anyone serving in Chantilly Youth Association.**

**The content of this manual is comprised of detailed information on preventing adult sexual misconduct, child abuse, situational response and related topics. Also included are all forms, contact information and procedures as needed to further manage and support the concepts listed in this manual.**

**This manual is formatted and prepared in a sectioned binder-compatible format to facilitate periodic editing of this manual and information as deemed appropriate. It is intended that it shall be evaluated on an annual basis and revised as needed to best agree with the needs of Chantilly Youth Association and surrounding communities.**

**For more information on the use of this manual, the information contained within, or for general questions regarding the Chantilly Youth Association policy regarding child abuse prevention and volunteer misconduct, please contact the Chantilly Youth Association Executive Director.**

**A complete list of CYA contacts is located in Appendix G**

## 2. Introduction

Volunteering is both a privilege and a responsibility. Volunteers are critical to making the youth programs we offer the success that they are. But it is also highly susceptible to abuse, particularly in relationships of trust, such as between coaches and the children they supervise, or between other adults and children and even other adults.

Those who serve Chantilly Youth Association (CYA), whether as coaches or other general volunteers, paid or unpaid, maintain a powerful relationship of authority and trust with the persons to whom they mentor. Betrayal of that trust through violation of sexual, or other physical and other personal boundaries causes great emotional, and in some cases, physical harm. Such misconduct is a denial of our identity as a community-serving association. We must take every step to prevent it, and to respond with swift and appropriate actions when such misconduct does occur.

## 3. CYA History, Philosophy & Abuse Policy Evolution

### *History*

In the late 1960's and early 1970's, the subdivision developments of Brookfield and Greenbriar, Virginia recognized the need for a youth sports program in the Chantilly, VA area. In 1971, Battlefield Little League was originally established, with the little league baseball program being the first sport sponsored by this organization. The non-profit corporation known as Battlefield Little League, Inc. was formed on September 10, 1971. This entity immediately also became involved in other sports programs. A basketball program was started by Battlefield Little League, Inc. in October of 1972. By 1975, Battlefield Little League, Inc. was operating programs in little league baseball, house and select soccer, softball, basketball, and wrestling. The bylaws of Battlefield Little League Inc. were subsequently developed for the purpose of administering a comprehensive athletic program consisting of different leagues and teams "as shall from time to time seem appropriate". By 1976 the group began to be known as the Chantilly Youth Association (CYA), and have operated under that name since then. On November 26, 2003 we officially changed the corporate entity name from Battlefield Little League, Inc. to Chantilly Youth Association, Inc.

Chantilly Youth Association (CYA) has operated continuously since its inception. As the community grew and new needs were identified, other sports programs have been added.

Presently, CYA administers 13 different sports programs with a CYA Sport Coordinator for each program.

The United States Internal Revenue Service granted Battlefield Little League, Inc. - now Chantilly Youth Association - 501(c)(3) status. This status has been reviewed periodically by the IRS and was reaffirmed in 2004, specifically recognizing the fact that the organization is a "multi-sport" organization rather than merely one which was solely associated with the national Little League baseball program. A section 501(c)(3) designation is important to us because it allows persons, with the consent of CYA, to deduct money or services donated to us as a charitable contribution.

CYA holds an annual meeting of its members in the month of October of each year for the purpose of electing corporate officers and directors. Its members are: the parents or guardians of any youth whose registration has been accepted by the association for the year in question; any elected member of the Board of Directors; and any Sport Coordinator, Coach or other volunteer appointed by the Board of Directors.

### ***Philosophy***

***"The primary objective of our programs is to promote and teach good sportsmanship, respect for authority, loyalty to a team, and a heightened sense of self-worth. While teaching the proper fundamentals of each sport is very important, we also recognize that for most of our children, playing sports is a recreational pursuit. We strive to accommodate all children, not just children who have attained or seek to attain the highest level of skill in a sport."***

Local community volunteers are the primary reason why CYA sports programs are successful. They are our coaches, staff, board members, and general services contributors and without their sustained support we would not be able to offer our youth-serving programs.

As a responsible association, we recognize the inherent risks of placing volunteers in direct supervisory roles with at-risk individuals. In order to preserve the safety and welfare of our programs and participants a comprehensive program of vetting and training for all volunteers has been ratified by the Chantilly Youth Association Board of Directors.



### ***Evolution of Play-it-Safe and this document***

When our KidSafe policy on sexual misconduct was first created during the 1990s, it was primarily to recognize the potential for charges of sexual abuse and misconduct; Chantilly Youth Association wanted to ensure that appropriate steps were being taken to prevent such incidents. That policy also was designed to meet the coverage conditions of insurance companies, and to reduce the potential for litigation against the association. Therefore, it also included guidelines for conducting background checks for all Chantilly Youth Volunteers.

Chantilly Youth Association also believes a broader commitment to reducing the potential for sexual abuse or misconduct requires background screening, training, and an association-wide dissemination of the information contained in this manual. To that end, and at the request of the Board of Directors, in January 2012 Chantilly Youth Association adopted a resolution directing that a detailed policy outlining the preventative steps required to prevent such abuse be developed. The result is the Play-it-Safe program.

### ***Overview of Volunteer Recruitment, Acceptance & Vetting Process***

**As a comprehensive prevention-component of our policy, annual background screening and mandatory training on the prevention of child sexual abuse and adult sexual misconduct shall be required for all volunteers who regularly work directly with children in our youth sports or sports-related activities.**

Volunteering and or working within and among Chantilly Youth Association is a privilege. Every prospective CYA volunteer must therefore recognize and accept that before a person assigned a position working with children, they must:

- Successfully pass a criminal background screening (mandatory)
- Participate in Child Abuse Awareness and Prevention Training (optional)

Chantilly Youth Association further reserves the right to allow/deny any and all volunteer applicant positions regardless of background screening and or training participation results.

## 4. Policy Overview on Abuse, Misconduct, Prevention & Response

Chantilly Youth Association (CYA) will not under any circumstances tolerate sexual misconduct or other inappropriate behavior as defined in this Policy Manual involving its workers, coaches, employees or volunteers.

Every person who serves Chantilly Youth Association through recreational or other activities is expected to maintain the highest ethical standards in all manner of relationships with those to whom they mentor. That commitment extends to sexual and other expected standards of behavior.

The relationship between those who serve the community and the children to whom they oversee is particularly fragile. **Therefore, coaches and others in the employ or service of Chantilly Youth Association who have certain civil or criminal records of child sexual abuse, or who have admitted committing prior sexual abuse, or who are known to have a paraphiliac diagnosis (for example, pedophilia, exhibitionism, or voyeurism) as defined by the American Psychiatric Association, will not be permitted to interact with children or youth in our association.**

Additionally, anyone found behaving in a manner which is in violation of this policy, the laws of either Fairfax County, Virginia or applicable law of the Commonwealth of Virginia may be subject to immediate removal from the position in which they were serving and may also be subject to full prosecution in accordance with such laws.

## 5. Defining Child Sexual Abuse

Sexual abuse of a child is a criminal offense in every state in the United States. Virginia law defines an abused child, in part, as a child less than eighteen years old, whose parents or other persons responsible for his/her care:

***"Commit or allow to be committed any illegal sexual act upon [that] child, including incest, rape, indecent exposure and prostitution, or to allow [that] child to be used in any sexually explicit visual material. "***

The law also generally defines child neglect or abuse as:

- Causing, or threatening to cause, a non-accidental physical or mental injury, or creating a substantial risk of impairment of bodily or mental function;
- Neglecting or refusing to provide adequate food, clothing, shelter, emotional nurturing or health care;
- Neglecting or refusing to provide adequate supervision in relation to a child's age and level of development; and
- Abandoning the child

Sexual abuse encompasses acts of sexual assault and sexual exploitation by a parent or other caregiver. It includes a broad range of behaviors, such as fondling; oral, vaginal or anal intercourse; indecent exposure; voyeurism and sexual exploitation. It may consist of a single incident or of many incidents over a long period of time. Victims range in age from infants through teenagers.

**The appendices of this manual** contain additional information on the prevention of child abuse, which provides additional information about child sexual abuse.

## 6. Defining Misconduct

We recognize that there must be clearly defined limits and boundaries to the behavior expected by all CYA volunteers, participants and other association members. It is particularly important to use prudence and sound judgment in our relationships with those under our care or authority. This is especially so where there may be a power differential either perceived or real. Where coaches or others are in positions of authority they must accept responsibility for, and strive to maintain appropriate levels of conduct.

Misconduct often involves a person in a position of implied or actual authority such as a coach, board or other staff member. It may include generally inappropriate relationships, long-standing sexual affairs, one-time sexual contacts, abuse of children or seduction of youth, and exploitation of positions of authority. Misconduct encompasses a broad range of behaviors which are explained in the following paragraphs.

### ***Sexual Exploitation***

Exploitation involves an imbalance of power, such as coach over athlete, strong over weak, leader over assistant, and so on. It can be overt, such as where favors are given in return

for sexual favors. It also can be more subtle, such as where a sexual relationship develops between a coach and someone under him or her in a coaching, mentoring or supervisory relationship.

Feelings of attraction can develop from unequal relationships, giving rise to exploitation even where there is apparent consent from both individuals. **This is why a romantic relationship between a volunteer — whose role as a coach or mentor places him/her in a position of power — and the athlete is inappropriate, whether or not it involves sexual relations.**

### ***Sexual Abuse***

Abuse refers to any act committed with the intent to molest sexually, or to arouse or gratify, where the abuser touches or forces the abused to touch the genitalia, anus, groin, breast or buttocks, or the material touching such intimate parts. It also can include sexual contact with minors, even where that contact seems consensual.

### ***Physical Harassment***

Physical harassment involves unwanted physical touching of the hair, body or clothing, or even purposefully brushing against someone. Prolonged hugs, especially front to front, or those with pelvic contact or rubbing hands across the back, could constitute physical harassment, as could an unwanted massage of the shoulders, back or neck. Even behavior that is intended to be playful could be considered physical abuse.

### ***Verbal Harassment***

Verbal harassment takes many forms. It can include making explicit comments or innuendos about one's own sex life, or asking questions about another's sexual behavior. Verbal harassment also can include comments about a person's anatomy or clothing that may be perceived as sexual, using nicknames with sexual connotations (such as "hunk" or "babe"), or making repeated requests for social engagements. It also can take the form of sexually oriented humor or language, or sending e-mails, telephone messages or other communications that contain such humor or language.

Verbal harassment also includes making comments of a non-sexual nature and involves general name calling, bullying, and making other comments, which intended or not, results in inadequate feelings on the part of the recipient. In youth sports this requires a constant

situational awareness as coaches often have trouble discerning between a comment intended to motivate and one which results in a feeling of derision. This becomes even more complicated as over time, appropriate conversational norms develop and evolve as a result of traditional coaching activities.

When in doubt about the propriety of any comment made by any CYA associate seek counsel from one of the CYA board members as outlined elsewhere in this guide.

### ***Non-verbal Harassment***

Non-verbal harassment can include displaying sexually suggestive visual materials, from cartoons to calendars, or displaying one's own body parts through lack of clothing or positioning of the body. It also includes making sexual gestures with hands or body movements, and making facial expressions that communicate sexual or romantic interest or has implications of expected outcomes or function.

### ***Exploitation of Position of Authority***

Misconduct of this type typically involves unacceptable behavior directly resulting from a position of authority. It can involve influence or control over resources (including financial), to pressure, force or manipulate someone to do something against their will. It can also include threats implying negative repercussions such as withholding assistance, not providing support or services and threatening to make false claims about another in public, etc.

This also includes but is not limited to misappropriation or inappropriate use of financial or other CYA resources including equipment, supplies and other items generally only accessible to those persons in a position of authority.

### ***Other Types of Unacceptable Behavior***

Willing or not, our volunteers are often looked upon as role models by the children in our care. Younger children are impressionable and may attempt to mimic adult behavior, while older children may use such behavior to justify their own actions.

**All CYA associates are expected to demonstrate exemplary behavior at all times.**

The Volunteer Protection Act of 1997 does not provide protection for a volunteer committing a criminal act involving alcohol, tobacco, or illegal drugs. It is illegal for minors to use, possess or distribute alcohol, tobacco products or illegal drugs of any type.

In addition, most of the facilities at which our games and other events take place have their own strict policies governing their use. All CYA associates using them are expected to abide by and enforce any and all such policies in accordance with their use.

The consumption or use of alcohol, tobacco, illegal and prescription drugs while in the presence of children is strictly forbidden and will not be tolerated. Anyone who observes children, parents or other volunteers using such substances while at a game, meeting or other CYA sponsored event should report it immediately.

Any adult who knowingly provides such substances to a minor is subject to criminal prosecution in accordance with laws of the Commonwealth of Virginia, and or the county or municipality in which the act occurred.

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## 7. Preventing Child Sexual Abuse and Adult Misconduct

Chantilly Youth Association continually strives to utilize the most comprehensive abuse and misconduct awareness program. Our goal is to afford youth participants and their families the safest possible environment. The details of our Play-it-Safe abuse awareness & prevention program are explained in the following sections.

A robust abuse prevention program contains components, some of which are:

1. Approving volunteer applications
2. Conducting personal reference checks
3. Conducting a criminal background check
4. Requiring participation in online child abuse awareness and prevention tutorials

CYA reserves the right to require these measures as deemed a necessary for specific positions including; coach, assistant coach, or any other role involving the direct supervision of at-risk individuals.

The CYA Play-it-Safe program requires the all persons seeking a volunteer position as coach or assistant coach first successfully pass a criminal background check.

Detailed information about specific CYA programs are [on page 24](#)

## 8. Reporting Allegations of Sexual Abuse or Misconduct

Virginia law requires that those responsible for the care or treatment of children report to state authorities any instance where there is a reasonable cause to believe a child has been abused or neglected, or is in danger of abuse or neglect. That obligation extends to any person providing child care for pay, and anyone associated with or employed by a private organization responsible for the care, custody and control of children.

Within CYA, this means coaches are a primary resource likely to detect such misconduct and therefore should be prepared to file a report as outlined in the following sections.

**Report to CPS.** All initial reports of suspected abuse should be made to Child Protective Services (CPS) via a statewide, toll-free hotline at 1-800-552-7096. Further information about the procedures for reporting is in the section "[Incident Reporting Procedures](#)."

**Report to police.** When it appears a child may be in immediate danger, or when the suspected abuser is not a parent or a caretaker, the local law enforcement authorities also should be contacted.

**Report to Chantilly Youth Association.** Additionally, when the suspected abuse took place during a CYA sponsored or sanctioned event, when the suspected abuser is a coach or assistant coach, or when the suspected abuser has gained access to the child through a coach/athlete relationship, the Chantilly Youth Executive Director should be contacted.

### **Adult Sexual Misconduct**

Anyone suspecting adult sexual misconduct involving coaches/assistant coaches has a moral responsibility to notify promptly the CYA Executive Director. In the event the misconduct involves a CYA Board Member or other position not directly associated with coaching, in addition to the Executive Director, another member of the CYA Board of Directors should be notified of the misconduct. Anyone not satisfied with the response at the Board of Directors level also has the option of contacting local law enforcement and Child Protective Services.

Detailed information about this is [on page 25](#)

## **9. Policy on Photography & Electronic Image Use**

Taking photographs of players, using web sites to publicize CYA activities and the video recording of events, games, practice and coaching sessions are normal daily activities within many CYA sports. Currently, CYA does not seek in any way to eliminate or curtail these activities but proposes certain safeguards so as to ensure they minimize risk or threats that inappropriate use of photographs or the recording of images may pose.

CYA has developed a series of safeguards to help address this critical issue. These safeguards are designed to; 1.) still permit and facilitate the recording of relevant and suitable materials, 2.) allow still and motion video photography as needed to record and even promote CYA events, 3.) enable coaches to use the latest technology in the effective delivery of training skills all while doing so in a safe and non threatening manner.



Key concerns regarding the use of images and photographs of children/young people are:

- The possible identification of children when a photograph is accompanied by personal information and potential inappropriate use thereafter
- The inappropriate use, adaptation or copying of images for use in child pornography or illegal website activity
- The taking of inappropriate photographs or recorded images of children

It should be noted that CYA have little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines.

Photography and the recording of images in a public place do not generally require explicit or prior consent. However if an event e.g. a game or training session is taking place, involving under age players, in a public, private or local authority park, and if you are in charge of such an event you are entitled to request a person to refrain from taking photos if you feel that such action or photography may be inappropriate.

### ***Guidelines for Photographic/Recorded Images***

- First and foremost ensure parents/guardians and the young people themselves have granted their consent for the taking and publication of photographic images.
- All children/young people featured in recordings must be appropriately dressed
- The photograph or recording should focus on the activity rather than a particular young person
- No personal details relating to the young person should be revealed as accompanying materials to the photograph or recorded image
- Coaches and volunteers should be permitted to use video equipment as a legitimate coaching aid and as a means of recording special occasions; however, care should be taken in the dissemination, storage and use of such material
- Parents and spectators taking photographs/recordings should seek permission in advance from the team and should also be prepared to identify themselves if requested and state the purpose for their photography/filming. If coaching personnel are unhappy about any

matter relating to such photography the permission granted should be withdrawn immediately

- Group and team photographs may be taken but it is not necessary to match a player's name with the position in which they may be standing or seated in the team photograph. i.e. The photograph may appear with the player's name recorded underneath but need not be in the order in which they appear in the photograph. This is a precautionary recommendation based on previous examples of misuse of photographs by those who sought to exploit the gathering of young people
- On certain occasions individual young people may receive recognition and may be presented with an award. When this happens and specifically when it involves an underage player certain levels of sensitivity and common sense are required. Any such photography or recording of events that involve individual presentations should be discussed in advance of the event and agreement reached with all parties, including the coach, parents and the young person themselves, as to what is and what is not permitted

## 10. Web Site Use Guidance

Many if not most of our sports have well established web sites that enable them to better publicize their specific activities, improve their means of communication with members and the general public and are also used as a general publicity forum for local, national and possible international use.

Detailed information about this policy is coming shortly.

## 11. Volunteer Recruiting, Screening, and Training

The saying that a “bad volunteer is better than no volunteer” is untrue and dangerous, and should never be considered appropriate. While most CYA activities depend heavily upon volunteerism, failing to take any steps to screen volunteers places CYA, volunteers, and participants at greater risk. While no screening process can offer absolute assurance, implementing these recommended steps in Play-it-Safe program can engender public confidence and lessen the risk of exposure to liability due to a lack of knowledge regarding our volunteers’ background.

Volunteering within CYA is a privilege and one which requires the volunteer to submit to a criminal background screening and optional child abuse prevention training.

It is recommended that volunteers be considered with the same scrutiny as paid staff and be recruited, screened, trained, supervised, and evaluated with the same rigor as paid staff. The law in most cases does not differentiate between paid vs. volunteer staff.

The following steps shall be followed when screening, recruiting/hiring and training all CYA coaches, assistance coaches or any other persons expected to be working among/with children.

## 12. Background Check

The term "background check" is fairly generic and is often used to refer to a series of specific checks. The recommended guidelines (see below) call for the implementation of a comprehensive set of individual screenings for all volunteers.

Chantilly Youth Association has reviewed the resources of the National Association of Professional Background Screeners, and sought the counsel of recognized background screening experts to develop a set of recommended guidelines for volunteer background screening. The goal of these recommendations is to make our communities safe by advancing optimum volunteer management practices. Our background screening services provider is Southeastern Security Consultants, Inc. they have reviewed these recommendations for their relevance and appropriateness.

Each individual submitting an application for a CYA background check will be processed and run through the following:

Social Security Verification – Verify the name of every volunteer against the Social Security Number provided. This helps to eliminate the possibility of false names and/or information.

Social Security Number (SSN) verification is first step in the process as it helps to insure that the name and other personal data given by the applicant is accurate. The verification will generally reveal the state and year the SSN was issued, names, addresses and sometimes the date of birth that is associated with this Social Security number.

Although it is possible to run background checks without the SSN, this will reduce the effectiveness and limit the number of personal identifiers that can be found in public records. To report someone's criminal history the reporting agency must have at least 2 matching identifiers.

**Non US Citizens** – In handling background checks on individuals without Social Security numbers, it is suggested that in place of the SSN the volunteer applicant state "No SSN". Each local organization should take appropriate measures to insure that the name, date of birth and addresses are all valid for individuals without Social Security numbers.

Address Trace – Verify the current address and identify any previous address of every volunteer. This information is utilized to determine the jurisdiction in which the background screening is conducted.

State or County Criminal Record Check – A Statewide or Countywide (depending on the jurisdiction) criminal record check is performed to capture all misdemeanor and felony convictions in that jurisdiction. The search should be conducted in the jurisdiction with the longest and most current residency.

Depending upon the state, data sources can either be a statewide repository or a county court house system search. Some states have state repositories that include criminal histories from the counties or other jurisdictions in the state. If these repositories are available, reliable and timely the state check should be used in the local search. When a state repository is not available or not reliable then the county court house should be used for the local search. The goal of a local search is to uncover all misdemeanor and felony arrests and/or convictions on the applicant.

National Criminal History Data Base search – There is no one national record check whether through the government or private sector that identifies every crime ever committed. However, there are now criminal history databases available that contain millions of criminal

records and cover much of the United States. These databases can be accessed and used to supplement the local criminal history search. This is beneficial in expanding the search across the country but should not be used as a standalone source for your background screening.

Sex Offender Registry - Search of the appropriate state sex offender registries based on the address history. This is an important supplement to criminal history searches but should not be used as a standalone source for your background screening.

The background screening process can be completed in a timely manner and results should be returned within 2 to 5 business days on average to allow for proper planning and assignment of volunteers.

### ***Who Will Be Screened***

All personas actively coaching or otherwise working with young children should be screened on an annual basis. The time, energy, and financial investment of prevention strategies such as conducting a proper background screening, represents a fraction of the impact incidents such as sex abuse, violence, neglect, or other crimes and abuses can have on our participants, organization and community.

Random or select screening is dangerous, ineffective and can lead to increased liability for the association.

### ***Background Screening Frequency and Renewal***

Volunteers are screened every two (2) years. The fact that someone may have a clear background check once does not insure that they will never commit serious crimes in the future. In one year it is entirely possible for someone to be arrested and convicted through most of the court systems in the United States.

The CYA Play-it-Safe background check program requires that all individuals having previously successfully passed a background screening, be required to re-screen themselves every 2 years if still actively working with children. Failure to re-submit to a re-screening in the specified period of time may result in the immediate suspension of coaching or other responsibilities.

### ***Confidentiality***

Information received during a volunteer's screening process will not be disclosed outside Chantilly Youth Association and will be shared within the organization only on a "need to know" basis. This include keeping the consent/release form which includes personal data on

the volunteer in secure locations and only in the hands of authorized personnel. The policy which is to be made known to all prospective volunteers, should also acknowledge that the organization might, in special circumstances, have a duty to disclose to third parties, including government agencies, certain types of information when the law requires.

Proper record keeping is critical, therefore all applicants screened and corresponding results are recorded along with the date. By tracking this information we strive to insure 100% compliance to screening and have a formal record that can be used to defend against any potential litigation in the future.

### ***Recommended Criteria for Exclusion***

Typically, a volunteer would be generally be prohibited from serving if having been previously found guilty of a criminal offense. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

There are instances where offenses occurring long ago can be assumed a 1-time, or mistake-like incident and as a result do not warrant the exclusion of that volunteer.

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes:

### ***Sex Offenses***

All Sex Offenses – *Regardless of the amount of time since offense.*

*Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.*

### ***Felonies***

All Felony Violence – *Regardless of the amount of time since offense.*

*Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.*

***All Felony offenses other than violence or sex within the past 10 years***

*Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.*

***Misdemeanors***

Misdemeanors will be reviewed with the scrutiny needed to ensure fairness while seeking to prevent those with concerning behaviors from volunteering. For example, misdemeanor violence offenses within the past 7 years will not be accepted; *Examples include: simple assault, battery, domestic violence, hit & run, etc.*

Offenses involving moving violations, or other offenses of one of the lower classes of misdemeanor offense will be evaluated on an individual case basis to allow fairness and protection.

***Misdemeanor drug & alcohol offenses within the past 5 years, or multiple offenses in the past 10 years.***

*Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.*

Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

*Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.*

***Pending Cases***

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case.

The background screening process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public and non-profit areas. For additional information regarding background screening practices, visit the National Association of Professional Background Screeners at [www.napbs.com](http://www.napbs.com)

### **13. Child Abuse Awareness and Prevention Training**

Within CYA, training also is an important component to preventing child sexual abuse and adult misconduct. Those who work with children or youth must be trained to recognize the warning signs of potential abuse, as well as learn the procedures for reporting suspected abuse. They also must become familiar with safe practices designed to reduce the potential for abuse occurring, such as never leaving a child with just one adult (a person 18 years or older), and not conducting coaching sessions or meetings behind closed doors.

Training helps provide insight into the unique roles they play and thusly how to avoid sexually inappropriate behaviors. Training on child sexual abuse prevention and adult sexual misconduct is provided in two ways: by reading designated portions of this Policy Manual, and by successfully completing the We-R-Safe online Child Abuse Awareness and Prevention training program.

Contact the CYA Play-it-Safe personnel for more information.



## 14. Reporting Incidents of Child Sexual Abuse

Chantilly Youth Association has created a suggested form to be used when reporting allegations of child abuse to CPS and other authorities. [It is in Appendix A](#). Once completed, that form should be kept on file in the CYA office, and a copy should be sent to the Board of Directors.

### ***How and Where to Report Suspected Child Sexual Abuse***

The initial report for all suspected child sexual abuse should be made to Child Protective Services (“CPS”) via a statewide toll-free hotline at 800-552-7096. The local social services agency also may be contacted.

Although the name of the person reporting the suspected abuse may be requested for follow-up purposes, the person reporting abuse to CPS is NOT required to give his/ her name. If the person reporting does provide his name and requests anonymity, his name will not be given to the alleged abuser, except under court order.

### ***Information to Provide to CPS When Reporting Suspected Child Abuse***

It is helpful for the person reporting suspected abuse to provide the following:

1. The name and address of the child and the parent or person responsible for his/her care;
2. The names of other persons, especially children, living in the suspected victim’s home; 3) Directions to the child’s home;
3. The child’s age, sex, and race;
4. The name of the school the child attends;
5. A description of the alleged abuse and/or neglect, including how long it may have been happening;
6. The relationship between the person reporting the abuse and the child.

### ***CPS Procedure After Initial Report***

If the CPS worker determines that the report of abuse is a valid complaint, then the complaint must be investigated. To constitute a valid complaint, all of the following criteria must be met:

1. The child must be under the age of 18 at the time of the complaint;
2. The alleged abuser must be the child's parent or caretaker at the time of the abuse;
3. The report must be made in the city or county where (a) the child lives, (b) the abuse occurred, or (c) if neither of these is known, where the abuse is discovered; and
4. The circumstances must meet the state definition of abuse or neglect.

### ***CPS Findings***

Where CPS determines a complaint is valid, it must file a report of its finding within 45 days after the initial complaint has been received. The CPS findings will be reported in one of the following categories:

Founded: After a complete investigation, the CPS worker has clear and convincing evidence that the child has been abused or neglected.

Unfounded: After a complete investigation, the CPS worker has not found evidence of abuse.

By law, the CPS worker is not allowed to give detailed information to the person who reported the suspected abuse.

### ***When to Report to Local Police***

Whenever it appears a child is in immediate danger, the local police should be contacted, as well as CPS. Additionally, if the suspected abuser is not a parent or care-taker, the police should be contacted.

### ***When to Report to Chantilly Youth Association***

The CYA Executive Director should be contacted, in addition to CPS, if:

1. The abuse occurred during a CYA sponsored event (e.g. a soccer game);
2. The suspected abuser is a member of CYA; or
3. The suspected abuser gained access to the child through relationships facilitated by CYA.

### ***Guidelines for Reporting***

When reporting to CYA, the following guidelines should be utilized:

1. No allegations or complaints should be ignored. If there are reasonable grounds to believe that abuse has occurred, it must be reported.
2. Reporting the abuse to CYA does not eliminate the need to report to CPS and/or to the police when appropriate.
3. In all cases, the primary concern must be to protect the child and others from abuse.
4. Secondary concerns include preparing a formal response to/for the suspected abuser, the community, and assessing legal issues.

If the suspected abuser is a CYA member, call the Executive Director at the CYA office (703-376-8337) State that the matter is urgent and confidential.

When the suspected abuser is other than a member of CYA, report it directly and immediately to the Executive Director or other appropriate member of the CYA Board.

## 15. How and Where to Report Suspected Adult Misconduct

Recognizing that prompt action is needed, incident reporting and subsequent follow up require careful thought and awareness before responding. While the procedures below are intended as general guidelines it is important to keep in mind that by the very nature of this topic, all responses require the utmost thought, compassion and diligence.

### ***How and Where to Report Suspected Adult Misconduct***

Anyone who learns of sexual, or other misconduct as defined throughout this manual by a colleague is obligated to report that misconduct to the CYA Executive Director in the event the victim refuses to do so. The following sections provide guidance on how to report misconduct under varying circumstances.

### ***Notification to CYA Executive Director***

Any person suspecting adult misconduct should promptly notify the CYA Executive Director. In the event the Executive Director is involved, another CYA Board Member should be notified.

### ***When a Victim Wishes to File a Complaint***

When an alleged victim comes forward to file a complaint, assist the victim in filing a formal complaint with the Executive Director. The Executive Director then is required to forward that complaint to the Board of Directors. CYA coaches, or assistant coaches should not seek to contact the alleged offender; such contact is to be initiated by the Executive Director or the Board of Directors. If the victim's complaint is about the Executive Director, or if the victim has complained at the Board of Directors level and is not satisfied with the response, assist the victim in filing a complaint directly with local law enforcement (police) as appropriate.

### ***When a Victim Discloses Misconduct But Does Not Want to File a Complaint***

When an alleged victim discloses misconduct, but is reluctant to file a formal complaint, assist the victim in seeking support and care from local professional resources as appropriate. Note that such care could include counseling the victim to file a formal complaint. Coaches or assistant coaches should not seek to contact the alleged offender; such contact is to be initiated by the Executive Director or the Board of Directors. Even if a

victim is unwilling to initiate a formal complaint process, the Executive Director should contact the Board of Directors about the alleged misconduct.

### ***When a Third Party Reports Misconduct***

When a third party, such as a parent, other coach, parent, guardian, or relative of an alleged victim, reports misconduct, only the CYA Executive Director should contact the victim to discuss the alleged misconduct if it is deemed appropriate to do so. Based on that and possible subsequent discussions the Executive Director should respond as appropriate for the situation, by either contacting the victims, parents, Board of Directors or local authorities as needed.

### ***When an Offender Divulges Misconduct***

If the offender himself/herself divulges misconduct, urge the offender to report the misconduct, and offer to assist him/her to help file the report at the Executive Director level.

### ***Notification to Board of Directors***

The Executive Director receiving the report of suspected misconduct should promptly notify the Board of Directors.

### ***Maintaining Confidentiality***

In all situations, the identity of the reporting person should be protected, and the identity of those involved in the misconduct should be disclosed only to those professionally involved. Any documentation concerning such misconduct should be kept strictly confidential and maintained in a locked file.

### ***Compassion for Victims***

Victims who report adult misconduct must be treated with compassion and understanding. They need to be assured that their claim is being taken seriously. They should be assured that efforts will be made to prevent the abuse from happening to others.

## 16. Responding to Incidents & Reports of Child Sexual Abuse and Adult Sexual Misconduct

The following are suggested procedures for a public response to allegations of child sexual abuse or adult sexual misconduct. It is within the power of the Board of Directors to determine which, if any, of these suggested procedures are appropriate for a particular circumstance. Thus, for example, if the Board of Directors finds it appropriate, they may utilize an abbreviated response procedure rather than the full procedure set forth below.

### ***Report of Child Sexual Abuse***

Upon receiving a report of suspected child sexual abuse for which there is a reasonable suspicion, the Executive Director processing the report shall:

1. ***Suspend Respondent from Duties.*** Immediately suspend the person accused of abuse (the “respondent”) from duties related to children.
2. ***Contact CPS.*** Direct the person reporting the abuse to call Child Protective Services (“CPS”) and the police (if appropriate), if such contacts have not yet been made. If the person reporting is unwilling to call CPS, the Executive Director should consult with CPS and the Board of Directors office.
3. ***Act on Complainant’s Behalf.*** Act on behalf of the person making the complaint (the “Complainant”), if that person is a child.
4. ***Notify Parents.*** Notify the child’s parents or appropriate guardians if the respondent is not the parent or guardian, and offer CYA full support.
5. ***Document Actions.*** Document any actions taken regarding the complaint, and retain that documentation in confidential files at CYA office. A copy of the documentation shall be filed with the Board of Directors after receiving the initial call. It should be noted that the investigation of suspected child abuse is the legal responsibility of the police or CPS, and that CYA is not required to prove that such an incident took place.

### ***Report of Adult Sexual Misconduct***

1. ***Notify Executive Director.*** The person suspecting adult sexual misconduct promptly should notify Executive Director. In the event the Executive Director is involved, that notification should be made to the Board of Directors
2. ***Notify Board of Directors.*** The Executive Director receiving the report of suspected misconduct promptly should notify the Board of Directors, stating that the matter is confidential and urgent.
3. ***Protect Identity.*** Protect the identity of the reporting person. The identity of the respondents should be disclosed only to those professionally involved.
4. ***Documentation.*** Any documentation concerning the alleged misconduct should be held in confidence, with copies sent to the Board of Directors.

### ***CYA Notifications and Responses***

1. ***Report to the Board of Directors.*** All complaints of sexual abuse or misconduct immediately shall be reported to the Board of Directors for action pursuant to these procedures.
2. ***Representative of Board of Directors.*** The Board of Directors may, where they deem it appropriate, appoint a personal representative to act on their behalf.
3. ***Misconduct by Board of Directors.*** If a Complainant alleges sexual misconduct by one of Board of Directors, the Executive Director may contact any other serving Board member and request that person to address the misconduct.
4. ***Notification to Law Enforcement.*** If the complaint may involve a violation of federal or state laws regarding sexual abuse of a minor or incompetent adult, the Executive Director immediately shall notify law enforcement officials, if such notification already has not been made. Any/all CYA associates with knowledge of such alleged abuse shall cooperate fully with law enforcement authorities, insofar as their related responsibilities permit. Any further action needed by the CYA shall be guided by the progress of the law enforcement investigation.
5. ***Appointment of Response Team.*** Promptly after receiving a verbal or written complaint of sexual misconduct, unless it is considered to be unfounded or trivial,

the Board of Directors may assign the complaint to a response team for investigation. Response team members may be CYA volunteers or they may be paid third-party professional investigators and/or counselors. The Board of Directors may, if they deem it appropriate, retain a professional investigators and/or counselors.

6. **Response teams.** Teams may be called upon to investigate complaints of sexual misconduct, keep the complainant(s) or the respondent informed throughout the investigative process, and lead the process for reconciliation in the community as needed.
7. **Response team investigations.** May extend beyond allegations of sexual misconduct if, in the course of fact-finding, other deficiencies are identified which negatively impact on the performance of the respondent's duties as an ordained person.
8. **Response team members.** Shall not be assigned to investigate any complaint where their judgment or objectivity may be impaired, or appear to be impaired, by a relationship with any of the parties to a complaint.
9. **Notifications to Parties.** The Executive Director shall notify the complainant(s) and the respondent that a complaint has been filed and assigned to a response team for investigation. Simultaneously, CYA also shall make available to the Complainant and to the respondent a member of the response team to explain the response team procedures, and to serve as a liaison to the response team throughout the process outlined herein.
10. **Written Statement to Affected Parties.** The Board of Directors may, with the advice of an attorney, prepare a written statement to the affected parties stating only the relevant information.
11. **Media Inquiries.** A CYA spokesperson may be appointed by the Board of Directors to respond to media inquiries and to advise the community on media relations. No further statements about the alleged incident shall be made without the advice of the Board of Directors and/or CYA hired attorney.
12. **Meeting With Affected Parties.** On advise of legal counsel, The Executive Director may choose to meet directly with the affected parties to assist in responding to the crisis.



13. **Insurance Notification Requirements.** CYA shall meet all reporting and notification requirements as contained in the appropriate liability policies.

### ***Investigation***

**Meeting With Complainant(s).** The Executive Director and/or members of the response team shall meet with the complainant(s) in a timely manner after receiving notification of the complaint, unless good cause exists for delay. The complainant(s) shall be asked to provide and sign a written statement which includes the dates, times, location and specific details of the alleged misconduct, and the names, addresses and telephone numbers of all complainant(s) and witnesses.

Alternatively, in the event the complainant(s) does not provide a written complaint, the Executive Director shall ask the response team to obtain from the complainant(s) the information set forth below in order to draft a written complaint. Once the response team has completed that written complaint, the Executive Director shall forward a copy of it to the complainant(s) for signature.

Upon receipt of the signed complaint(s), the Executive Director shall proceed with the investigation. The Executive Director may choose not to initiate such measures as are consistent with appropriate levels of legal counsel.

**Meeting with Respondent.** The Executive Director and/or members of the response team shall, whenever possible, in a timely manner after receiving notification of the complaint, meet with the respondent. The respondent shall be asked to notify the response team and/or the Executive Director if he/she wishes to have someone accompany him/her to that meeting. The Executive Director, however, does reserve the right to have CYA legal counsel participate in this meeting as he/she deems appropriate.

**Guidelines for Privacy.** Throughout the process, the Executive Director shall provide both the complainant(s) and the respondent with appropriate guidelines for maintaining privacy.

**Communications to Complainant(s).** At all stages of the process, the complainant(s) shall be kept advised of the steps taken and any outcomes of the investigative process.

**Seeking Professional Assistance.** If the response team finds that the evidence warrants a clinical evaluation of the respondent by a person professionally qualified and experienced in the evaluation of sexual misconduct, the Executive Director may arrange for such an

evaluation, to be made at the expense of CYA. The Executive Director shall request that the results of that evaluation be released to the Board of Directors and to the response team.

**Witnesses.** Any party or witness to the alleged misconduct shall be permitted to submit a statement in writing. Such statement shall be permitted whether or not that party or witness also has been interviewed.

### ***Reports and Recommendations of Response Team***

In a timely manner, the response team shall make a preliminary report and recommendations to the Board of Directors. The response team then shall move swiftly toward completion of a final report, which shall include the original written statement(s) of the complainant(s) and all written statements submitted by other persons. The final report shall set forth sufficient findings and recommendations to allow the Board of Directors to reach a disposition of the complaint and to initiate the community reconciliation process.

### ***Disposition***

Upon receipt of the response team's final report, the Executive Director may, at his/her discretion, meet with the complainant(s) and/or the respondent, each of whom may be accompanied by an individual of his/her choice.

In all cases, there are three possible dispositions as to the allegations: 1) the allegations are found substantiated; 2) the allegations are found unsubstantiated; or 3) the findings are inconclusive or mixed. The appropriate response for each of those dispositions is set forth below.

### ***Substantiated Allegations***

If the Executive Director and or Board of Directors determines that the allegations are substantiated:

1. A written report to that effect shall be placed in the case file and a copy placed in the respondent's personnel file.
2. Meeting with complainant(s) and family. The Executive Director or Board of Directors may meet with the complainant(s), and with the complainant's family if appropriate, to express an appropriate level of regret and discuss how CYA may assist them.

3. Meeting with Respondent and Family. The Executive Director or Board of Directors shall meet with the respondent to discuss what actions CYA intends to take. The Board of Directors may, after assessment, recommend and refer the respondent for appropriate psychotherapy. The Board of Directors also may meet with the respondent's family to discuss how CYA may assist them.
4. Updates on Therapy. The Board of Directors shall ensure that all psychotherapy and related services which the Board of Directors and/or the Board of Directors representative have recommended for the respondent, are pursued by the respondent. The Board of Directors shall receive periodic reports from the clinical providers, without clinical details, concerning the respondent's general progress.
5. Future Volunteer Status. In making any decisions about the respondent's professional rehabilitation and future volunteer status, the Board of Directors shall be guided by the assessments of those experts in the treatment of sexual misconduct who have evaluated the respondent. In many cases, significant involvement in personal psychotherapy and a period of probation will be considered. The CYA Board of Directors reserves the right to allow/disallow the volunteer from ever serving within CYA in the future.
6. Information to Complainant. The Board of Directors or the Board of Directors representative shall inform the complainant(s) as to what actions are being taken, without specifically disclosing the clinical content of any findings or reports regarding the respondent.

### ***Unsubstantiated Allegations***

If the Executive Director or Board of Directors determines that the allegations are unsubstantiated:

1. Meeting with complainant(s) and respondent. The Executive Director or Board of Directors may meet with the complainant(s) and the respondent to discuss what steps may be necessary to make known the determination.
2. Exoneration of Respondent. The respondent shall be afforded an opportunity to clear his/her name and to insert into the file a statement of innocence. In such case, the Board of Directors may exonerate the respondent publicly and/or privately.

3. Community Reconciliation. Where the Board of Directors deems it appropriate, and the affected individual(s) so desires, the Board of Directors may assist in a process of individual or community reconciliation

### ***Inconclusive or Mixed Findings***

If the Executive Director or Board of Directors determines that some of the allegations are substantiated while some are unsubstantiated, or that the evidence available at the time of the report of the response team is not conclusive as to viability of the allegations.

1. The Board of Directors shall determine what actions should be taken as a result of the findings made.
2. Meet with complainant(s) or their family. The Board of Directors may meet with the complainant(s), and the complainant's family if appropriate, to discuss the findings and how CYA may assist the complainant and the complainant's family.
3. Meet with respondent and respondent's family. The Board of Directors shall meet with the respondent, and with the respondent's family if appropriate, to discuss the findings and what actions the Board of Directors intends to take, if any.
4. Community Reconciliation. Where the Board of Directors deems it appropriate, and the affected individual(s) so desires, the Board of Directors may assist in a process of individual or community reconciliation.

### ***Maintaining Privacy***

Chantilly Youth Association, the Executive Director, the Board of Directors, response team members and all other representatives of the association shall make every effort to protect the privacy of the complainant(s).

1. Records. All complaints, records of response teams' investigations and determinations by the Board of Directors shall be held in strict confidence and in a locked file in the CYA office.
2. Response Team Communications. The response team shall not disclose any part of its investigation to anyone except the Executive Director and Board, or pursuant to a court process. Response team members shall not retain personal copies of any investigatory records.

## Appendices & Reference: Additional Information on The Prevention of Child Sexual Abuse

The following reference sections are intended for informational purposes and include the following topics:

[Appendix - A Reference: Suggested Form for Reporting Suspected Child Sexual Abuse](#)

[Appendix - B Reference: Behavioral Factors of Children & Abuse](#)

[Appendix - C Reference: Factors Leading to Abuse](#)

[Appendix - D Reference: Abuse Reporting, Do's and Don'ts](#)

[Appendix - E Reference: Safe Practices](#)

[Appendix - F Reference: The Prevention of Adult Sexual Misconduct](#)

[Appendix - G Reference: Association Contacts](#)

## Appendix - A Reference: Suggested Form for Reporting Suspected Child Sexual Abuse

### *Information Regarding the Person Suspected of Child Abuse:*

Name of suspected abuser:

---

Address:

---

Telephone (home and work):

---

Relationship to Chantilly Youth Association:

---

***Information Regarding Suspected Victim(s):***

Name of suspected victim:

\_\_\_\_\_ Age: \_\_\_\_\_ Gender: M - F

Address:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Relationship to CYA:

\_\_\_\_\_

Name of any other suspected victim:

\_\_\_\_\_ Age: \_\_\_\_\_ Gender: M - F

Address:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Relationship to CYA: \_\_\_\_\_

***Confidential: Keep in locked file Information Regarding Incident(s) of Suspected Abuse:***

How did you become suspicious of possible abuse?

Describe any physical evidence of the suspected abuse:

Describe each incidence of suspected sexual abuse, including the type of abuse, date(s), time(s), and location(s) of suspected abuse:

Name any eyewitness to each suspected abuse incident (additional information regarding witnesses is sought below), and describe how that witness viewed the event:



***Confidential: Keep in locked file Information Regarding Witnesses to Suspected Child Abuse:***

Name of witness: \_\_\_\_\_

Age of witness: \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone (home and work):

\_\_\_\_\_

Relationship to CYA:

\_\_\_\_\_

Name of any additional witness:

\_\_\_\_\_

Age of witness: \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone (home and work):

\_\_\_\_\_

Relationship to CYA:

\_\_\_\_\_

***Information Regarding Person(s) to Whom Suspected Abuse was Reported:***

Name and title of CYA official to whom the abuse initially was reported:

Address:

---

Telephone (home and work):

---

Date that initial report was made:

---

Name and title of the person making the initial report to the CYA official:

---

Address:

---

Telephone (home and work):

---

Relationship to CYA: \_\_\_\_\_

***Confidential: Keep in locked file***

**Was the suspected abuse reported to Child Protective Services (“CPS”)?**

If yes, state the date report was made to CPS: \_\_\_\_\_

Name and title of person reporting to CPS:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone (home and work):

\_\_\_\_\_

Name of CPS worker contacted:

\_\_\_\_\_

CPS contact’s telephone:

\_\_\_\_\_

**Was the Suspected Abuse Reported to Police?**

If yes, the date report was made to police: \_\_\_\_\_

Name and title of person reporting to police:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone (home and work):

\_\_\_\_\_

Police department and contact person:

\_\_\_\_\_

Police contact’s telephone:

\_\_\_\_\_

**Were parents notified?**

If yes, the date parents were notified: \_\_\_\_\_

Name and title of person notifying parents:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone (home and work):

\_\_\_\_\_

Parents' names:

\_\_\_\_\_

Parents' address:

\_\_\_\_\_

Parents' telephone (home and work):

\_\_\_\_\_

**Was suspected abuse reported to CYA via telephone?**

If yes, the date report was made to CYA: \_\_\_\_\_

Name and title of person reporting the incident:

\_\_\_\_\_

Address:

\_\_\_\_\_

***Confidential: Keep in locked file***

Telephone (home and work):

\_\_\_\_\_

CYA contact person:

\_\_\_\_\_

CYA contact's telephone: \_\_\_\_\_

**Is a copy of this completed report being sent to CYA ?**

If yes, state date when report is being sent: Name and title of person sending the report to

CYA: \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone (home and work):

\_\_\_\_\_

CYA contact person to whom report is being sent:

\_\_\_\_\_

**Any Other Information Which May be Helpful to the Investigation:**

***Information Regarding Person Completing This Form:***

Name and title of person completing this form: \_\_\_\_\_

Address:

\_\_\_\_\_

Telephone (home and work):

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Appendix - B Reference: Behavioral Factors of Children & Abuse

Children respond differently to incidents of abuse. Their behavior will vary depending on many factors depending on their role in the incident and their comfort level in communicating their feelings/emotions about it. It's important to be aware of the following indicators surrounding such misconduct.

### Preschool Aged Children

- The child talks openly about the abuse.
- The child does not want to go to a certain place or to be around a particular person. This indicator may not apply if the child does not like the person for some other reason.
- The child has sexual knowledge of behavior that seems inappropriate for his or her age.
- The child displays sexual play with other children, toys, or pets such as inserting objects into genitals or rectum.
- An abused child may be overly affectionate and seem seductive with peers and adults.
- The child may withdraw from family, friends, and usual activities.
- Displaying younger, more infantile behavior (baby talk, clinging) may be an indication of child abuse.
- The child may report sexual abuse by his or her caretaker.
- An abused child may become more passive or overly pleasing.
- The child has unexplained gifts of money.
- New discipline problems (e.g., unexplained aggressiveness or rebellion) may surface in an abused child.

## **Elementary School-Age Children**

- May display the above problems as well as the following:
- Has sleep disturbances, headaches, or school problems.
- Displays unusual knowledge and interest in sex beyond expected developmental level.
- Drops academically and shows poorer ability to concentrate.

## **Adolescent Children**

- May display the above problems as well as the following:
- May run away.
- Display high anxiety and/or is chronically depressed.
- Worsens in peer relationships.
- Develop an eating disorder.
- Becomes less trusting.
- Display lowered self-esteem and perhaps self-destructive behavior, self-inflicted injuries, even suicide attempts.
- Develop drug or alcohol problems
- Becomes promiscuous
- Display a false sense of security
- Shows serious confusion over sexual identity. Shows sexual interest in younger children



## Appendix - C Reference: Factors Leading to Abuse

Different factors are typically employed perpetrators as a groundwork leading to abuse. These factors are typically used to instill a perceived level of trust and comfort on behalf of the person contemplating abuse. these may include:

Physical factors (used by perpetrators to get potential victims accustomed to lots of physical contact) may include:

- Roughhousing or wrestling
- Tickling
- Encouraging children to jump on an adult
- “Accidentally” touching inappropriately
- Putting legs around a child
- Holding or hugging when the child resists
- Too many hugs or hugs with too much bodily contact

Emotional factors (used by perpetrators to get close to a potential victim and to gain control of the victim through a perceived relationship) may include:

- Spending too much time with the child
- Calling or emailing too frequently
- Getting involved in too many of the child’s activities.
- Acting too possessive

Behavioral factors – also known as "grooming" (once the victim has been involved in activities that he or she wants to keep secret, the victim is less likely to disclose abuse) include:

- Ridiculing the beliefs of a child's parent
- Allowing a child to do things against the wishes of the child's parents
- Offering children cigarettes, alcohol, or drugs
- Allowing children to view pornography or to visit inappropriate
- Internet sites
- Giving a child gifts without parental permission
- Asking a child to keep secrets from his or her parents

## Appendix - D Reference: Abuse Reporting, Do's and Don'ts

### ***If a child reports abuse, DO:***

DO keep calm. It is important to clarify that you are not angry or upset with the child, but at what happened. Children can mistakenly interpret anger or disgust as directed toward them.

- DO respect the child's privacy by finding a private, non-threatening place to talk.
- DO believe the child. In most circumstances children do not lie about sexual abuse.
- DO give positive messages such as, "I'm proud of you for telling" or "I know it wasn't your fault."
- DO explain to the child that he or she is not to blame for what happened.
- DO listen to and answer the child's questions honestly.
- DO be careful not to discuss the abuse in front of other people who do not need to know what happened.
- DO be responsible and report the incident to Child Protective Services.

### ***If a child reports abuse, DO NOT:***

- DO NOT blame the child! Abuse is never the child's fault!
- DO NOT panic or overreact when the child talks about the experience. Children need help and support to make it through this difficult time.
- DO NOT pressure the child to talk or avoid talking about the abuse. Allow the child to talk at her or his own pace. Forcing information can be harmful. Silencing the child will not help her or him to forget. Neither forcing information nor silencing the child will facilitate the task ahead for Child Protective Services.
- DO NOT share any information with others who do not need to know. Abused children are extremely vulnerable to comments from other adults, friends, and relatives.
- DO NOT confront the offender in the child's presence. The stress may be harmful. This task is part of the work of Child Protective Services.

## Appendix - E Reference: Safe Practices

Perhaps the best way to prevent child sexual abuse in a sports setting is to make sure that there are always two or more adults with children at all times.

These safe practices are not meant to inconvenience adult employees and volunteers but to protect children. They can also help protect adults from unfounded accusations. Here are some behaviors that can lead to false allegations:

- Meeting alone in isolated places.
- Wearing provocative or revealing attire.
- Meeting in homes and in bedrooms without others present.
- Giving special or secret gifts.
- Keeping secrets about the relationship.
- Failing to adhere to uniform or accepted standards of affection.

### Team Meetings and Chaperoning

1. Concerted effort should be made to recruit sufficient volunteers to permit two coaches (or other responsible adult supervisors) for every practice, game or other team event.
2. Youth activities both on and off the CYA grounds should have two or more known adult leaders. If there are both boys and girls participating in the activity, then both male and female volunteer leaders should be present.
3. Community organizations using the CYA facilities should follow the same guidelines.

Open door policy --Parents of the children being coached, the Board of Directors, and other staff of CYA have the right to visit and observe the program at any time, unannounced.

- a. While one-on-one contact is often a fundamental part of sports and coaching, care must be taken to see that it is conducted in an environment that provides visibility by other adults.
2. Another adult should know the volunteer's or staff member's whereabouts and with whom he or she is meeting.

- a. No one should engage in secretive and private relationships with children or young people.
- b. As a general rule, there should be no more than 3 to 5 private meetings with any one person per year.

## Appendix - F Reference: The Prevention of Adult Sexual Misconduct

**Sexual abuse** or sexual molestation is an act against a minor or one who is legally incompetent intended to sexually molest, arouse or gratify the person where the abuser touches or forces the abused to touch private areas of the body or the clothing covering such areas.

**Sexual harassment** in an coaching or mentor/colleague relationship can be any physical, verbal, or non-verbal activity that is perceived in a sexual way and makes the recipient feel uncomfortable or threatened.

### **Physical harassment can include . . .**

1. Any unwanted physical touch (includes hair, clothing, body, or even brushing against someone).
2. Prolonged hugs, especially front to front, and obviously with hands moving up and down the back or pelvic contact.
3. An unwanted massage of shoulders, back, or neck.
4. Verbal harassment can include . . .
5. Talking about your sex life or asking questions about someone else's. These can be explicit or innuendos, such as "What did you do with your boyfriend last night?" It is important to note that appropriate conversational norms are uncomfortable in every setting over time.
6. Comments about a person's clothes or anatomy that may be perceived as sexual.
7. Using nicknames with sexual connotations (e.g. "hunk," "babe," "doll," etc.).
8. Sexually oriented humor or language or sending emails that contain such information.
9. Repeated requests for social engagements.
10. Non-verbal harassment can include . . .

11. Displaying sexually suggestive visual material (e.g. cartoons, calendars, posters, or one's own excessive flesh—breasts, legs, or midriff, by lack of clothing or the positioning of one's body).
12. Making sexual gestures with hands or body movements.
13. Facial expressions that communicate romantic or sexual interest (e.g. winking, throwing kisses, staring, etc.).

**Sexual exploitation can include . . .**

14. The promise of any favors in return for sexual favors.
15. The development of or attempt to develop a sexual relationship between a CYA volunteer and someone under him or her in a coaching, supervisory, or mentoring relationship, whether or not there is apparent consent from the individual.
16. Sexual exploitation occurs when there is an imbalance of power. Some of the sources of power include professional, hierarchical position; male over female; larger/stronger over smaller/weaker; age; race; or tenure.

## **Four Types of Abusive Volunteers**

There are four types of abusive volunteers with distinct characteristics: sexual addicts, predators, wanderers, and lovers.

### ***Sexual Addicts***

Sexual addicts are obsessively preoccupied with sex. It is a compulsive behavior. Sex addicts have confused sex with love, and their bodies experience a rush of adrenaline as a way to conquer fear, loneliness, and inadequacy. It is important to note that some of their behaviors are illegal.

### ***Predators***

They tend to conceal insecurities and crave attention; have a sense of entitlement, regarding wants and needs as rights; feel above the law and expect to establish their own rules; and are unable to feel empathy, resulting in an absence of conscience.

The predator is “manipulative, coercive, controlling, predatory, and sometimes violent. He/she may also be charming; a talented, gifted, visionary, bright, competent, and charismatic, making them a perceived strong leader. They are attracted to powerlessness

and vulnerability.” They are often loners and isolated from professional colleagues and any system of accountability. They may come across as arrogant, personally rigid, highly opinionated, and demeaning toward others. They often foster climates of secrets, gossip and an inner circle to protect themselves.

### ***Wanderers***

The wanderer is neither violent nor premeditative and is generally less successful personally and professionally. They tend to lack self-care, lack personal growth, and may excessively self-disclose about their failures. After sexual misconduct they feel anxiety, shame, guilt, and a sense of betrayal. Although things seem to return to normal after the affair, trust has been violated and a shadow falls over the participants’ lives and relationships (Joe Trull, *The Forbidden Zone*).

People are more likely look for inappropriate ways to meet their emotional needs when they are experiencing any number of things such as burnout (sleep disorder, general fatigue, and depression); increased family/marital conflicts; feeling overworked; insufficient vacation time; substance abuse; midlife or retirement transitional crisis; excessive debt; or dreams/fantasies about colleagues.

### ***Lovers***

This person has good boundaries and no intention of sexual infidelity, but at a time of weakness may mistakenly allow someone to meet one of his/her emotional needs. This inappropriate situation may lead directly to sexual misconduct. **The simple truth is that even the healthiest and most accountable volunteers people or staff members can fall into this pattern of behavior.**

## **Characteristics of Victims**

### ***Learned susceptibilities of female victims include . . .***

- Poor self-image
- Socialization to be polite.
- Being non-confrontational and accepting of men’s behavior.
- Training to heal man’s wounds.
- A misguided belief that being a Christian requires a woman to be submissive.



- Identity being defined as primarily sexual. (Pamela Cooper-White, *Soul Stealing*)

### **Situations that make victimization more likely include . . .**

- Divorce, marital conflict, or domestic abuse.
- An indifferent or frequently absent spouse.
- History of sexual promiscuity or victim of incest.

### **What do victims need when reporting?**

- To be taken seriously and believed.
- To be told it wasn't their fault and the leader was wrong.
- To be kept informed during the investigative process.
- To be assured that the abuse will not happen to others.
- To know that the offender will get help.
- To get help, usually counseling.
- To know CYA will implement procedures to prevent misconduct.

If victims do not get these things, they may experience **re-victimization**, and they may want revenge, suffer depression, and the experience may take over their lives.

### **Consequences to victims may include . . .**

#### ***Post-incident stress***

Recurrent and intrusive memories. Distressing dreams. Intense psychological distress when exposed to triggering events. Avoidance of activities. Difficulty concentrating.

#### ***Why do some victims not report?***

They usually feel responsible, feel flattered and validated by the abuser, their self-esteem is seriously battered down by the relationship, the relationship feels confusing because of off and on again promises about the abuser leaving a spouse and marrying the victim, and there may be a sworn secrecy within the religious community. (Pamela Cooper-White, *Soul Stealing*)

## Prevention Strategies

1. **Be aware of the power differential** that exists between CYA leaders and others who may tend to exploit their trust and dependency.
2. **Be aware of the danger signs of sexual boundary breakdown:** excessive self-disclosure by the coach; excessive availability, including giving or receiving inappropriate gifts; excessive touch; undue anticipation of future visits, including rearrangement of one's schedule; meeting at an unusual location; continual fantasy about the person; and keeping secrets that go beyond the requirements of professional confidentiality.
3. **If any of the above signs appear, you should do a self-examination** by asking himself/herself the following questions:
  - a. What can I learn about myself through the experience of my attention being drawn to this other person?
  - b. What is lacking in my marriage, my relationships, or within me that an involvement with this person would satisfy?
  - c. Why am I vulnerable at this time to falling in love outside of my commitments? Also, seek the counsel of a therapist.
4. **Be aware that sexual attraction and misconduct can cripple our association.** Develop appropriate staff relationships and office arrangements (such as windows in doors) that protect against misconduct.
5. **Be aware that there are sexually aggressive, even predatory, persons.**
6. **Seek counsel and professional guidance** from someone trained in the field of sexual misconduct *if you find yourself at risk* of acting on a romantic or sexual attraction to another CYA associate, parent or other person involved in CYA activities.
7. **The Board of Directors sets clear association policies and disciplines** that every volunteer should know. All allegations of sexual misconduct will be taken seriously. If they involve a minor, the allegations will be taken immediately to authorities.
8. **If volunteers learn of sexual misconduct by their colleagues**, even if the information is gained in counseling, the ethical responsibility is to do one or more of the following:

- a. Seek the counsel and guidance of a professional trained to handle the situation appropriately.
- b. Speak directly to the accused offender and offer to accompany him/her in the process of reporting the behavior.
- c. Report the information to the appropriate CYA authorities if the individual refuses to do so.

### **Personal Precautions**

1. Coaches should not call on the home of youth athletes at times of day that might create an *awkward appearance* or signal a degree of privacy that is inappropriate.
2. Meetings with individuals should occur during normal/traditional hours and when someone else is nearby at the meeting location.
3. Consult with another CYA leader when a meeting is needed that might appear to others as inappropriate.
4. Be cautious when traveling with only one other person when that association might have the appearance of impropriety.
5. Be careful about social occasions with only one other person that can lead to sexual misconduct, especially when using alcohol.
6. Give hugs appropriately. Sensitivity and discretion are necessary and it is proper to ask first before offering a physical embrace. It is always safer to hug side to side, instead of face to face, which avoids pelvic contact. All hugs and physical contact should be made in accordance with the wishes of the child. Please note that there are many social, religious and other socio-environmental factors which dictate all physical contact as inappropriate. Use care and respect such influences.

## Appendix - G Reference: Association Contacts

### Board of Directors

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