

Charlotte Elite Academy



Risk Management Plan

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I. Introduction

Charlotte Elite Academy (CEA), is an independent preparatory basketball program located in Charlotte, North Carolina. This preparatory basketball program provides high school students an alternative to the public/private school option for interscholastic athletic participation. Charlotte Elite Academy provides opportunities for students to engage in interscholastic sports participation when they are in able or do not desire to play sports at their traditional school. Reason for not participating at their traditional school include, but not limited to, being home-schooled, current school does not offer athletics, academically ineligible at the school they are enrolled, or was unsuccessful in making the team at the school they are enrolled.

Charlotte Elite Academy's athletic program offers High School Varsity and Junior Varsity basketball participation. Athletic operations also include year-round athletic training, in-season practices, and interscholastic competitive play. During the regular season CEA competes against other local private, public, and charter high schools. Charlotte Elite Academy does not own a facility, and leases space to operate training, practices, and games.

CEA offers academic enrichment services as well. The academic enrichment programs include tutoring, curriculum development, ACT/SAT prep classes, career development services, and the establishment of Learning centers to assist poor performing students and help them improve, maintain, and excel in the classroom. Academic services are run out of Albemarle Road Recreation Center, located in Charlotte, NC.

The sports activities that CEA offers involve performance training, practice, and competitive games, which all involve physical contact. With activities that involve physical contact there is the potential for injury. The concept of inherent risk means that there is a risk of injury that can be expected. For instance, in many sports, there is an inherent risk of physical contact from other players, a risk of falling and a risk of becoming physically fatigued. Personal injuries are an unavoidable consequence of most sports. Some statistics show that, in the U.S., more than 3 million emergency room visits each year are the result of a sports-related injury of some type. Statistics also suggest that approximately 150 student athletes nationally sustain fatal injuries during sporting activities.

Charlotte Elite academy is committed to ensuring a safe environment for participants and spectators alike. The mission of CEA is to protect critical aspects of the organization regarding safety of its players, staff, visitors, assets, operations, and continuity of those operations when disruptions occur. CEA strives to eliminate, reduce, or minimize risk exposures using risk control, claims management, compliance, and a variety of strategic programs designed to provide a safe, healthy and environmentally sound organization.

II. Safety Measures

To ensure the safety of all participants during athletic activities, proper attire is required for all participants. Coaches will hold out all participants who are not properly dressed. Staff will also inspect playing areas prior to all athletic activities. Coaches will cancel/discontinue all athletic activities if playing areas are damaged and/or unsafe.

Required Personal Apparel

-Athletic wear

-Athletic shoes

-No jewelry

Facility/equipment inspection

A check list of responsibilities for maintain a safe playing field will be filled out by Coach leading trainings, practices, and/or competition.

-Gymnasium used for practice/competition will be cleared of all objects from playing area.

-Floor will be swept and cleaned prior to practice/competition.

-Coaching staff will have first aid kit available at all training sessions, practices, and games.

III. Special Risks

The potential for concussions is high in athletic environments where collisions are common. Concussions can occur, however, in any organized or unorganized sport or recreational activity. Charlotte Elite Academy follows National Federation of State High School Associations suggested guidelines for management of concussion in sports.

When we suspect that a player has a concussion, we follow the “HeadsUp” 4 step Action Plan.

1. Remove the athlete from play.
2. Ensure the athlete is evaluated by an appropriate health-care professional. (REDFLAGS: If any red flag present, the athlete should go to the emergency department)
3. Inform the athlete’s parents/guardians about the possible concussion and give them information on concussion.
4. Keep the athlete out of play the day of the injury, and until an appropriate health-care professional says the athlete is symptom-free and gives the okay to return to activity.

IV. Incident/Accident Reporting

It is Charlotte Elite Academy's policy to report, document, and file all incidents or accidents that occur during agency activities. Prior to each season staff will be trained on specific procedures in the event of an incident or accident. Each staff member will sign acknowledgement statement after completion of training. Acknowledgement statements will be kept in season operation file.

Procedures in event of an incident or accident

1. Provide medical assistance if needed
2. Contact Parent/Guardian
- 4 Gather information about incident/accident
3. Document details of incident/accident on official incident/accident report form.
4. Placed copy of incident/accident report in file with Player Participation form, along with player waiver and release forms. Incident/accident reports will remain in season operation file if needed against future claim.

Charlotte Elite Academy

Accident Report Form

PLEASE PRINT

Player Name: _____ M/F _____ Age: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Parent/Emergency Contact: _____ Phone: _____

Coach's Name: _____ Phone: _____

Sport: _____ Team Name: _____

Location: _____ Date of Accident: _____

Give a brief description of the accident: _____

Was first aid treatment administered? _____ If yes, by whom? _____

Describe the care given: _____

Was family member or emergency contact called? _____

Reporter's Signature: _____ Date: _____

Participant's Signature: _____

To be signed by a parent/guardian if a minor.

Below needs to be returned to the coach before the next game or practice

My child _____, does/does NOT have my permission to return to play/practice.

Signed: _____ Date: _____

Parent/guardian signature

*If doctor's care was provided due to said injury, a signed medical release is required before the youth may return to play

V. Emergency Action Plan (EAP)

The purpose of this EAP is to facilitate and organize actions to ensure the safety of employees and patrons during workplace emergencies. Prior to each season staff will be trained on specific procedures in the Emergency Action Plan. Each staff member will sign acknowledgement statement after completion of training. Acknowledgement statements will be kept in season operation file.

The Head Coach or Lead Trainer will be responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services.

Elements of Emergency Action Plan

Means of reporting fires and other emergencies

Procedures for reporting a fire or other emergency. There preferred procedure for reporting emergencies is dialing 911, or an internal emergency number, or pulling a manual fire alarm.

Evacuation procedures and emergency escape route assignments

A wide variety of emergencies both man-made and natural, may require a workplace to be evacuated. These emergencies include - fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances and workplace violence.

Head Coach or Lead Trainers will be designated individuals as evacuation wardens to help move staff and participants from danger to safe areas during an emergency. Wardens may be responsible for checking offices, bathrooms, and other spaces before being the last person to exit an area.

Accounting for all Staff and Participants after an emergency evacuation has been completed

To ensure the fastest, most accurate accountability of your staff and participants in an evacuation situation, the following steps are to be taken.

- Designate assembly areas or areas, both inside and outside facility, where staff and participants should gather after evacuating. Assembly locations within the building are often referred to as "areas of refuge." Make sure your assembly area has enough space to accommodate all your staff and participants. Exterior assembly areas, used when the building must be partially or completely evacuated, are typically located in parking lots or other open areas away from busy streets. Try and designate assembly areas so that you will be up-wind of your building from the most common or prevailing wind direction.

- Take a head count after the evacuation. Identify the names and last known locations of anyone not accounted for and pass them to the official in charge. Accounting for all staff and participants following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the building, or unnecessary and dangerous search-and-rescue operations. When designating an assembly area, consider (and try to minimize) the possibility of staff and participants interfering with rescue operations.
- Establish a method for accounting for non-staff such as participants and spectators.
- Establish procedures for further evacuation in case the incident expands. This may consist of sending staff and participants home by normal means or providing them with transportation to an offsite location.

Rescue and Medical Duties for Staff

Charlotte Elite Academy will provide basic first aid until well-trained professional emergency responders and medical service personnel arrive. We will rely on local public resources such as the local fire department or hospital to provide necessary medical duties.

Names and job titles of persons who can be contacted in emergencies

The Athletic Director and Head Coach/Lead Trainers of athletic activities information will be provided for the purpose of being contacted for additional information and/or explanation of duties. Specific information to be provided are names, titles, and telephone numbers.

VI. Travel Policy

Coaches can transport participants to and from practices and games using personal vehicles with written permission from parents/guardians.

Parents must sign and submit a Waiver/Permission to Transport Student Form. Signed form will be held in season operation file.

Players who travel to games with designated coach, a parent or other responsible adult (grandparent, older sibling, etc.) who wishes to take a student-athlete home from an away event, he/she must personally arrange this with the coach. The coach should provide a sign-out form for such instances.

Driver Qualifications Standards (*Coaches are only authorized to transport participants*)

Appropriately license for vehicle

- a. Valid state of residence license in driver's possession
- b. No foreign licenses accepted
- c. No license restrictions that conflict with the use of the vehicle

No medical condition that may impair ability to drive

Minimum age

- a. 18 for vehicles other than passenger vans or truck
- b. 20 for passenger vans and trucks
- c. Rental car company minimum age requirements apply

Experienced in driving similar vehicles (more than 2,000 miles)

Acceptable driving record

- a. No convictions for driving under influence of drugs or alcohol
- b. No convictions for major moving violations (hit and run; any felony involving use of a vehicle; racing or speeds in excess of 25 mph over limits; reckless, negligent or careless driving) within the prior three years
- c. No license suspension or revocation or two accidents or speeding/moving violations within the past 12 months
- d. No pattern of bad driving as evidenced by citations for driving under the influence, major or moving violations or three or more of the following in the last 12 months or six or more in the last three years: accidents, license suspension or revocation, speeding and other moving violations

Charlotte Elite Academy
Policy for use of personal vehicles

Before being permitted to drive your personal vehicle on behalf **Charlotte Elite Academy**, you are required to read and sign the agreement on the following page. Whenever you are driving on behalf of the organization, either in your own vehicle or any vehicle the organization owns, the following rules apply:

- 1.Keep your vehicle clean inside and out. The windshield also must be kept clean. The floor of the vehicle must be clean and free of obstructions.
- 2.The driver and all passengers must wear seat belts.
- 3.Obey all traffic laws, maintain proper distance between cars, etc. Do not under any circumstances attempt to keep a specific time of arrival promise by breaking traffic laws, or by driving in an unsafe manner. If following posted limits will make you late, stop somewhere and phone the people you need to meet, or call the office and have someone there call them.
- 4.Drive defensively. There is no point in being “dead right”.
- 5.Report any deficiency noticed on an organization-furnished vehicle to your manager in writing, so corrective action can be taken. Whenever you notice an unusual noise, vibration, excessive leak, etc., stop the vehicle and call for road service/towing as authorized by your supervisor.
- 6.Do not pick up hitchhikers or allow an unauthorized person to be a passenger in or to drive either the organization’s vehicle or your own vehicle while being used on organization business.
- 7.Maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent.
- 8.Provide us with a copy of the declarations page of your automobile insurance policy each time the policy renews.

This agreement has been made this _____ day of _____, 20 ____, by and between **Charlotte Elite Academy** (hereinafter referred to as the Organization) and (volunteer or employee) (hereinafter referred to as the Volunteer/Employee). This agreement is as follows:

- 1.The Organization hereby authorizes the Volunteer/Employee to use his or her personally owned vehicle on behalf of the Organization.
- 2.The Volunteer/Employee understands that the Organization places a great emphasis on safe operation of all vehicles, including any that are owned and operated by its volunteers and employees. Given this, the Volunteer/Employee understands and agrees that he or she:
 - a. Will not allow any other person to be a passenger in the Volunteer/Employee owned vehicle while it is being used on behalf of the Organization, unless such person is another Volunteer/Employee, a Client, or other authorized person;

Waiver/Permission to Transport Student

To/From

Extra-Curricular Events and Contests:

Player: _____

Date of Birth: _____

Event/Activity (basketball): _____

Date: _____ OR Season: _____

(Person(s) Authorized to Transport my child—Driver over the age of 21)

Driver# 1: _____

Driver # 2: _____

I give permission for my child/charge ("child") to be transported in a motor vehicle driven by the individual identified to an event at the specified location on the date indicated. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or other adult volunteers. **I have read, understand, and discussed with my child that:**

- They will be traveling in a motor vehicle driven by an adult and they are to wear their safety-belt while traveling;
- They are expected to respect each other, the vehicles they ride in, and the people they travel with during the trip;
- Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and
- They are to remain in their seats and not be disruptive to the driver of the vehicle.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge Charlotte Elite Academy, its elected governing Board and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms. Policy states:

All students shall travel to extra-curricular events and return home from events with the team on which they compete by use of school approved means of transportation. A written waiver of this policy

*may be issued by an administrator upon **advance written** request of a participant's parent or guardian and provided the parent or guardian appears and accepts physical custody of the student participant or names a designee of the transportation waiver form. In no case shall a waiver be issued unless the parent/guardian (or the parent's designee over 21 years of age) provides the alternate means of transportation. Oral requests shall not be honored.*

Oral permissions shall not be valid. Any student participant found to be in violation of this policy shall be subject to discipline in accordance with the school district's discipline policies, rules and regulations as provided herein. Parents may fill out the waiver requesting permission to self-transport students. This form may be filled out for the season in advance but must be time/date stamped or received before 3.00 pm on the day of the event. The coach must verify the request approval with the administration before a student may be transported to a function, event, competition or practice aside from district transportation.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

VII. Instructions and Supervision

The following list of legal duties of a coach is adapted from the “*Coaching Youth Sports*” (Stratton, 1999) and is very representative of the codes of conduct and behaviors required for all Charlotte Elite Coaches.

1. conducting practices and games in a safe physical environment
2. use of current knowledge of proper skills and methods of instruction
3. use of safe and appropriate equipment
4. proper short- and long-term planning
5. proper matching of athletes in practices and games by size, experience and ability
6. provision of adequate supervision of athletes
7. provide warnings to parents and athletes of risks inherent in sport participation
8. sensitivity to the health and well-being of athletes under a coach’s care
9. provision of appropriate emergency care

Charlotte Elite Academy Coaches are required to go through NAYS (National Alliance for Youth Sports) Coach Training which covers topics coaches of all sports need to know, such as working with parents; motivating kids; building confidence; instilling good sportsmanship; safety; and nutrition and hydration; among many other areas. Upon completion of training, certificates of completion will be placed in employee file.

VIII. Methods to Reduce Abuse and Molestation Claims

Charlotte Elite Academy follows the “Safe Sports Act” which was enacted into Federal law by Congress in 2018., The “Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017” (“Safe Sport Act”), which specifically requires applicable amateur sports organizations which are not part of national governing bodies to:

1. Duty to Report Child Abuse by Covered Individuals – A covered individual is any adult who is authorized to interact with a minor or amateur athlete. Covered individuals must report suspicions of child abuse, including sexual abuse, within 24 hours to law enforcement. Failure to report may be a criminal violation under state and federal law.
2. Limit One-On-One Interaction with Minors – Must establish reasonable procedures to limit one-on-one interactions between an amateur athlete who is a minor and an adult (who is not the minor’s legal guardian) at a facility under the jurisdiction of the applicable amateur sports organization without being in an observable and interruptible distance from another adult, except in emergency circumstances.
3. Training for Adults and Minors – Must offer and provide consistent training to all adult members who are in regular contact with amateur athletes who are minors, and subject to

parental consent, to members who are minors, regarding prevention and reporting of child abuse to allow a complainant to report easily an incident of child abuse to appropriate persons.

4. Prohibit Retaliation – Must prohibit retaliation against any individual who makes a report required under the Safe Sport Act.

Screening Volunteers

The organization should select a criminal background check vendor that will run background checks and will assist in interpreting results and in compliance with state and federal laws.

All staff, including directors, officers, coaches, assistant coaches, managers, travel chaperones, etc., will undergo a background check for acceptability prior to initial assignment of duties. Thereafter, a subsequent background check should be run every 2 year(s).

Individual staff members found to be guilty of the following crimes should be disqualified as a staff member as outlined below.

- All sex offenses including child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- All felony violence including murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- Found guilty within the past 10 years of all felony offenses other than violence or sex including drug offenses, theft, embezzlement, fraud, child endangerment, etc.
- Found to be guilty within the past 7 years of all misdemeanor violence offenses including simple assault, battery, domestic violence, hit & run, etc.
- Found guilty within the past 5 years of misdemeanor drug and alcohol offenses (or multiple offenses in the past 10 years) including 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 the staff member, including contributing to the delinquency of a minor, providing alcohol to a minor, theft (if the volunteer is handling funds), etc.

The following misconduct are **prohibited** by the organization

1. Sexual Misconduct, including Child Sexual Abuse

Sexual misconduct is defined as:

- Any sexual interaction, whether non-touching or touching, that is forced or perpetrated in an exploitative, harassing, aggressive, or threatening manner.
- Any sexual interaction between a participant and an individual with direct, indirect, or evaluative authority. Such relationships usually involve power imbalance; disparity in age, development, size, or intellectual capabilities; the existence of an aggressor; and are likely to impair judgment or be exploitative.
- Any conduct or acts defined under state or federal law as sexual abuse or misconduct.

Sexual misconduct can be between adults, between adults and minors, or between minors. Minors don't have the legal capacity to consent to sexual activity with an adult, and as a result, any sexual interaction between a **minor and adult is strictly prohibited**.

Types of sexual misconduct include:

- Sexual assault
- Sexual harassment
- Sexual abuse
- Any other equal intimacies that exploit an athlete

Touching offenses include:

- Fondling a participant's breasts or buttocks;
- Providing a sports-related reward (ex: playing time, position, lessons, award, praise) in exchange for sexual favors;
- Sexual penetration and sexual touching;
- Genital contact whether either party is clothed
- Any intimacies or sexual relations between a staff member and participant when the staff member is in a position of authority, trust, control, or evaluative decision making over the participant.

Permissible Physical Contact

Some level of physical contact between a coach and a participant may be appropriate, such as in instruction, celebration, or consolation of a distraught participant who has been injured or after losing a competition. Appropriate physical contact in training and instruction consists of the following elements:

- The physical contact takes place in public.
- There is no potential for or actual, physical, or sexual intimacies during the physical contact.
- The physical contact is for the benefit of the participant and not to meet an emotional or other need of an adult.

Prohibited forms of physical contact include:

- Lingering or repeated embrace that goes beyond acceptable physical touch.
- Tickling, horseplay, or wrestling.
- Continued physical contact that makes a participant uncomfortable.

Non-touching offenses include:

- Making innuendos, comments, or jokes of a sexual nature about a participant or other behavior that is sexually harassing.
- A staff member referencing his or her sexual activities with a participant.
- Questioning a participant about his or her sexual activities.
- A staff member requesting or sending a revealing or nude photo to a participant.
- Exposing participants to pornographic material.

- Voyeurism
- Sending participants communications or photos, whether electronic (e.g. sexting) or otherwise, of a sexually suggestive or explicit nature.
- Intentionally exposing a participant to sexual acts.
- Intentionally exposing a participant to nudity (exception for shared changing areas or locker rooms).
- Non-verbal or verbal communication of a sexual nature; physical advances; or sexual solicitation.

The following are not defenses under any circumstances to an allegation of sexual misconduct: the consent of a minor, mistaking the age of a participant, or that the interaction did not occur during a sanctioned event of the organization.

Peer-to-Peer Child Sexual Misconduct

Approximately one-third of all cases of sexual abuse are child peer-to-peer. Whether or not sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance in power and/or intellectual capabilities. Allegations or suspicions of peer-to-peer child sexual abuse must be reported to the child abuse officer or a board member.

Grooming

Grooming is an intentional and effective strategy that sexual predators use to set up and prepare victims, parents, and staff to gain a position of trust and lower their defenses, which assists in the perpetration of misconduct.

The steps taken in the grooming or seduction process are:

- Identify a child and determine his or her vulnerable areas (ex: being misunderstood, lack of attention from parents, lack of spending money, absent parents, etc.)
- Through careful observation of the target, determine their needs to fill what is missing.
- Fill the needs to create a special bond and to gain their trust. Examples are providing gifts and spending money, helping with homework, providing transportation, special consideration on the team such as more playing time, special attention, sharing secrets, etc.
- Spend a disproportionate amount of time with the family to gain their trust.
- Isolate the victim from their peers to create situations where they are alone.
- Gradually introduce sexual interplay that may start with conversations of a sexual nature (in person, texting, and social media), providing alcohol and drugs to lower inhibitions, watching pornography, sharing nude photos, tickling, horseplay, massages, and other boundary invasions that lead to sexual touching and nudity.
- Maintaining control and silence to continue and keep the sexual abuse hidden.
- Use shame or fear as motivating factors to continue the relationship.

Staff and parents who understand the grooming process and the policies that are meant to prevent it through education should notify the MO or a board member of suspicious behavior.

One-on-One Interactions

Two-Deep Leadership: Two adults (ex: any combination of coach(es), volunteer(s), parent(s) should always be present so that a minor cannot be isolated one on one with an unrelated adult. This also helps to protect the staff member from false accusations.

Individual Meetings: An individual meeting to address a participant's concerns may be necessary on occasion. During such meetings, the following guidelines should be observed:

- Any individual meeting should occur when others are present and where interactions can be easily observed.
- Where possible, an individual meeting should take place in a publicly visible and open area, such as in the corner of a building.
- If the meeting takes place in an office or a locker room, the door should remain unlocked and open.
- If a closed-door meeting is necessary, the staff member should inform another staff member and ensure the door remains unlocked.

Individual Training Sessions: When necessary or requested, parent/guardian written consent should be obtained and a parent/guardian encouraged to attend.

Prohibited One-on-One Interactions: Except as provided above with regard to individual meetings, individual training, or emergency situations, any one-on-one interaction between an adult and a minor participant should be avoided. A possible exception may occur if the minor is stranded and the adult must be present so that the minor will not be left unattended or unsupervised. In such cases, the adult and minor should remain in the open until another adult arrives.

2. Physical Misconduct

Physical misconduct includes:

- Intentional physical contact or threat of such that causes or has the potential to cause personal injury or bodily harm to the participant.
- Any act or conduct described as physical abuse under state or federal law, such as assault, child neglect, and child abuse.

Examples of prohibited physical misconduct:

Contact offenses

- Punching, beating, biting, striking, choking, or slapping an athlete
- Intentionally hitting an athlete with objects or sporting equipment
- Providing alcohol to a participant who is under the legal drinking age
- Providing non-prescription or illegal drugs to any participant
- Encouraging or permitting an athlete to return to play after an injury (e.g. concussion) or sickness prematurely or without clearance from a medical professional

- Prescribing diet or other weight control methods for humiliation purposes and without regard for the health of the athlete (e.g. public weigh-ins or caliper tests)

Non-contact offenses

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

Physical misconduct does not include physical contact that is a professionally accepted coaching method for teaching skill enhancement, physical conditioning, team building or appropriate discipline.

3. Emotional Misconduct

Emotional misconduct involves a pattern of intentional, non-contact behavior that causes or has the potential to cause psychological or emotional harm to a participant. Physical acts, verbal acts, or acts that deny support or attention are included in these behaviors.

Examples of prohibited emotional misconduct:

- Verbal Acts: A pattern of verbal behaviors that personally attack a participant (e.g. calling them disgusting, worthless, or fat) or repeatedly screaming at participants in a way that does not serve a legitimate motivational or training purpose.
- Physical Acts: A pattern of physically aggressive behaviors, such as throwing or punching sports equipment or other objects in the presence of participants.
- Acts that Deny Support or Attention: A pattern of ignoring or excluding a participant during practice or team discussions for an extended period.

Emotional misconduct does not include generally accepted and age-appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline or improving athletic performance. Note that a single incident such as a verbal outburst may be inappropriate but does not constitute emotional misconduct, which requires a pattern of harmful behaviors over time.

4. Bullying

Bullying involves an intentional and repeated pattern of committing or intentionally allowing or not preventing behaviors that are intended to cause physical harm, fear or humiliation in an effort to socially isolate, diminish or exclude another participant physically, emotionally, or sexually.

Bullying can occur through verbal, written or electronic communications or by means of a physical gesture or act.

Examples of prohibited bullying behavior:

Physical: Hitting, pushing, punching, beating, biting, striking, kicking, choking, spitting, or slapping;

throwing objects such as sports equipment at another participant.

Verbal: Teasing, ridiculing, taunting, name-calling, or intimidating, or threatening to cause someone harm.

Social, including Cyberbullying: Using electronic communication, social media or similar to harass, frighten, intimidate, or humiliate someone; using rumors or false statements about someone to diminish that person's reputation; socially excluding someone and asking others to do the same.

Sexual: Teasing, ridiculing, or taunting based on gender or sexual orientation (real or implied), gender traits or behavior (e.g., taunting someone for being too effeminate or too masculine), or teasing someone about their looks or behavior as it relates to sexual attractiveness.

It is often not the staff, but other participants who perpetrate bullying. However, it is a violation if a staff member knows or should have known of bullying behavior but takes no action to intervene on behalf of the targeted participant(s).

A participant or parent/guardian who participates in any act of bullying is subject to appropriate disciplinary action including but not limited to suspension, permanent ban, and referral to law enforcement authorities.

5. Harassment

Harassment is a pattern of physical or nonphysical behaviors that cause annoyance, fear or humiliation; degrade or offend; reflect a discriminatory bias; or create a hostile environment for the purpose of creating superiority, dominance, or power over an individual participant or participants based on gender, gender identity, gender expression, sexual orientation, ethnicity, race, culture, national origin, race, or physical or mental disability. It also includes any conduct or acts defined as harassment under state or federal law.

Examples of prohibited harassment:

Name calling, taunts, threats, belittling, stalking, unwelcome advances and requests for sexual acts, as well as undue threats to perform or succeed.

Sexual harassment is conduct towards a participant that includes sexual advances, requests for sexual favors, or other verbal or physical behaviors of a sexual nature and is sufficiently severe, persistent or pervasive and objectively offensive that it negatively affects an individual's performance.

Any forms of harassment are not accepted and will not be tolerated within the organization.

6. Hazing

Hazing includes any behavior which is physically harmful, humiliating, intimidating, or offensive. Hazing typically is an initiation activity that is a precondition for being socially accepted or joining a team. It also includes any act that is described as hazing under federal or state law.

Examples of hazing include:

- Using force or peer pressure to require the consumption of alcoholic beverages or illegal drugs
- Restraining a person through tying or taping
- Requiring simulations of acts of a sexual nature.
- Depriving one of sleep
- Withholding water and/or food
- Requiring public actions that are illegal, embarrassing, or socially unacceptable (e.g. public nudity)
- Paddling, branding, beating or other forms of physical assault
- Requiring excessive training

Willfully Tolerating Misconduct

It is a violation when a staff member knows of prohibited misconduct but takes no action to intervene to protect participants or other staff members. It is also a violation to observe illegal and prohibited misconduct and not report it in a timely manner to the appropriate entity or law enforcement authorities.

Social Media and Electronic Communications

Electronic communications and social media interactions between staff and participants and their parents/guardians is essential with regard to activities, schedules, and administrative issues. Furthermore, social media touting the positive aspects of competition and club promotion should be encouraged. However, the potential for misconduct exists including sexual abuse, emotional abuse, bullying, harassment, and hazing.

Social Media, including, Facebook, Twitter, Instagram, Snapchat, etc.

The organization may create an official social media account which may connect with other staff, participants, and parents/guardians for the purpose of official organization communications about activities, motivation, team building, and answering posts from staff, participants, and parents/guardians.

Staff and minor participants should not connect on social media outside of the organization's official social media account.

Email, Texts, and Instant Messaging

A staff member and minor participant may communicate via email, text, or instant message if the communication is about official organization activities. A parent/guardian of minor participants or another staff member should be copied on all such communications sent by a staff member.

Digital Photos and Videos

Organizations frequently publish photos and videos of activities on their website and social media accounts and transmit via email to various media outlets. Before publishing a photo or video of any participant, the organization will obtain an image release agreement signed by the parent/guardian.

Also, all photos and videos should be taken in public view and should be appropriate and in the best interest of the participant and the organization.

Staff will immediately honor any request from parent/guardian to discontinue all digital communications or imagery with a minor participant without any repercussions.

Violations of the organization's electronic communications and social media policy will be reported to the MO or a board member for appropriate disciplinary action including but not limited to suspension, permanent suspension and/or referral to law enforcement.

Locker Rooms and Changing Areas

Participants are particularly vulnerable to misconduct including bullying, harassment, and hazing in locker rooms/changing areas due to various stages of undress and less direct supervision. The organization has implemented the following guidelines:

- Sufficient staff supervision that is not overbearing. Staff should always be located just outside of the room to be on call if a problem arises and should make periodic sweeps inside. The sweeps should be conducted by staff who are the same sex as the minor participants.
- Prohibit parents/guardians from entering unless it is truly necessary. In such cases, the parent/guardian should inform staff in advance and should be the same sex as the minor participants.
- Prohibit the use of all recording devices including smartphones.
- Comply with all misconduct rules.
- If a minor participant enters a bathroom/locker/changing during a competition, staff should be aware and check to that such minor participant returns within a reasonable time.

In the special case of co-ed locker rooms, male and female athletes should use separate changing areas. When separate areas are not available, the male and female participants should take turns using the areas.

Reporting Child Sexual and Child Physical Abuse

Any staff member who has a reasonable suspicion of child sexual abuse or child physical abuse committed by another staff member or participant, must within 24 hours:

- 1) notify law enforcement authorities as required by state and federal law; and
- 2) notify the Athletic Director or a board member.

Under the Safe Sport Act, covered individuals must report suspicions of child abuse, including sexual abuse, within 24 hours to law enforcement. Failure to report may be a criminal violation under state and federal law. A covered individual is any adult who is authorized by an applicable amateur sports organization with a minor or amateur athlete.

The Athletic Director or a board member should separately report such allegations to the appropriate law enforcement authorities as required by state and federal law. Failure to report such misconduct may be a violation under state and/or federal law.

Reporting Other Misconduct, including Emotional Abuse, Bullying, Harassment, Hazing, or Grooming Behavior

Any staff member, participant, or parent who has a reasonable suspicion of emotional abuse, bullying, harassment, hazing, or grooming behavior should report within 24 hours such misconduct to the MO or a board member.

Reports of all misconduct made to Athletic Director or to any board member may be made orally or in writing. The information required is the name of complainant(s) making the report, the type of misconduct alleged, the name(s) of the accused staff members who allegedly engaged in the misconduct, the approximate dates of misconduct, and any other relevant information.

Monitoring and Supervision Compliance

The Athletic Director of the organization will monitor and supervise the implementation and compliance of the child abuse and misconduct plan as follows:

- Require all staff to review this risk management plan and agree to abide by its guidelines and requirements.
- After reviewing risk management plan, staff will sign an acknowledgement form. Acknowledgement form will be placed in employee file.
- Require all staff having repeated access to youth to undergo and pass a criminal background check.
- Promptly address any reports of child abuse or other misconduct and take appropriate action.
- Observe and periodically spot check compliance with interactions at practice and games, locker/changing rooms, travel arrangements, and social media.
- Stay in touch with staff members, participants and parents to learn of any potential instances of misconduct.

IX. Employment Guidelines

Employment Process:

When an opening arises a search committee to fill open position will be formed. The search committee will be informed and provided copies of state or federal affirmative action or equal opportunity policies. An explanation and discussion of subtle and covert forms of discrimination will occur to ensure that all committee members are educated in this area.

In the instructions to the search committee, a checklist of tasks to be done and a timeline to be followed will include the following items:

- Search committee training session

- Job description review and update
- Advertisement in appropriate venues
- Deadlines (or will the process remain open until the position is filled?)
- Review of applications using guidelines adopted by the search committee
- Discussion of candidate's evaluations
- If a female or minority is dropped from the pool, document the reason
- Selection of top ten candidates
- Selection of top five candidates
- Background checks
- Invitations for interviews
- Arrangements for interviews
- Interviews
- Search committee review of interviews
- Written evaluations to the hiring official
- Notification of selection
- Notification to other candidates not hired
- Thank you to committee and others involved

The supervisor of the position will contact the top candidate and offer the job. Once contacted the organization and candidate will finalize negotiations. Before any official public announcements, all other interviewed candidates should be notified of the decision via phone by the search committee chair. Only after that point should the media be contacted, and news conferences conducted.

Training Programs

Athletic Director will conduct on boarding training with all new Head Coaches. Head Coaches will be responsible for training assistant coaches and volunteers.

1. Onboarding Schedule

Onboarding will introduce new hire to information about the company, industry, customers, etc. During the first few days of a new hire training program. During this process new hire will become familiar with duties and responsibilities. Necessary documentation will be reviewed and signed, (ie. Risk Management Plan, Travel Policy, etc.)

2. Important Policies and General Procedures

Policies and procedures should include information regarding Safety Measures, EAP, Travel Policy, Methods to Reduce Abuse and Molestation, etc. Also allow them to sign any necessary paperwork.

3. Company History, Goals and Mission

It's important to offer the company's background information, providing a link between the past, present, and future so that new hires can understand the direction the company is heading. We will explain who our customers and competitors are, how the company differs from other organizations, as well as its vision, values and short- and long-term goals.

4. Workplace Culture

Explaining details about our company's culture to give new hires an understanding of their work environment. The more they know about the culture, the better they are going to be able to fit in and grow with the company.

5. Laws & Compliance

Employees will be orientated to information about compliance and what is expected of new employees. Information about the organization's code of ethics and code of conduct will be discussed. Knowing which compliance laws are specific to the organization to help protect the company and the employee as well.

Upon completion of on boarding training, new hire will sign acknowledgment form. Signed acknowledgement form will be placed in employee file.

X. Participant Agreement Form and/or Parent/Guardian Waiver



PARTICIPATION AND WAIVER AGREEMENT FORM

Participant Name: _____

Grade: _____ (School year) **DOB:** _____

Parent Name _____ **Email** _____

Address _____

Telephone _____

Emergency Contact/Telephone _____

INSURANCE

Student Accident Insurance must be taken unless the insurance waiver option is checked below by the parent indicating adequate personal insurance and releasing the Charlotte Elite Academy and its employees from responsibility for any claim due to injuries received while participating in a school sponsored athletic program. This requirement also includes team tryouts and out of season workouts.

1. There are limitations in the Student Accident Insurance coverage. It will not always pay all charges for every accident. Read the description of the current Student Accident Insurance carefully. Even if you have adequate personal insurance, it is strongly recommended that you purchase the student accident insurance to supplement or increase your own personal insurance plans.
2. Charlotte Elite Academy nor any of its employees will assume responsibility for claims resulting from injury to your child while he or she is participating in this program. This means that you will have to pay for any necessary medical treatment not covered by the Student Accident Insurance or any personal insurance coverage that you might have.
3. Charlotte Elite Academy requires that all students who participate in athletics be adequately covered by medical or accident insurance.

Select one of the following options:

_____ (a) I have adequate personal insurance and release the Charlotte Elite Academy and its employees from any responsibility in this matter.

_____ (b) My Son/Daughter is already enrolled in the Student Accident Insurance Program and has coverage appropriate for his/her sports. I understand that I am responsible for payment of any charges not covered by this policy.

_____ (c) I need to purchase Student Accident Insurance. Information can be obtained online at www.studentinsurance-kk.com

MEDICAL AUTHORIZATION:

* Permission is hereby granted to the Athletic Director, Athletic Trainer, or Coaching staff at Charlotte Elite Academy to proceed with ANY needed medical treatment, ambulance notification, and/or x-ray for the above-named student. In the event of serious illness or injury, need of surgery, or accidental occurrences, I understand that an attempt will be made by the coaching or medical staff to contact me by phone. If unsuccessful, needed emergency treatment may be given as necessary for the best interest of the student and a copy of this permission will be furnished to the doctor in charge.

* I also grant permission for the treating physician to release health related information to the athletic director, athletic trainer, and coaches as needed to care for my child.

I hereby give my permission for the named individual to participate in the Charlotte Elite Academy Basketball Program. I am aware that the Charlotte Elite Academy does not provide medical insurance for the program participants. I understand that participation in program activities can be dangerous and that injuries may result from such activities as a part of this program. Understanding the risks attendant to this activity, I agree that no claim or demand will be made against Charlotte Elite Academy, the Board, their agents and/or employees in the event of an accident.

Signature _____ Date _____

Note: Parent or guardian required to sign for minor child.

Appendix

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