

**Inland Empire Gymnastics Academy  
Safe Environment and Athlete Protection Handbook**



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# Inland Empire Gymnastics Academy

## Safe Environment and Athlete Protection Handbook

### Section I – Overview

Inland Empire Gymnastics Academy (IEGA) is committed to providing a safe and positive environment for its participants' physical, emotional and social development and ensuring it promotes an environment free from abuse and misconduct. As part of its program, IEGA has implemented Standards of Behavior for Athlete Safety, as well as specific policies addressing various types of abuse and misconduct, all of which are intended to reduce, monitor and govern the areas where potential abuse and misconduct might occur. IEGA has ZERO TOLERANCE for abuse and misconduct.

This handbook addresses the following types of abuse and misconduct and sets forth Standards of Behavior for Athlete Safety, which must be followed by its employees, contractors, volunteers, participants and participants' families in order to lessen the likelihood of potential misconduct:

- Bullying, Threats and Harassment
- Hazing
- Stalking
- Harassment, including Sexual Harassment
- Emotional Misconduct
- Physical Misconduct
- Sexual Misconduct

Additionally, this handbook lays out specific policies, which are implemented to reduce the risks of potential abuse:

- Social Media and Electronic Communications Policy
- Travel/Transportation Policy
- One-on-One Interactions Policy
- Photography and Videography Policy

All IEGA employees, contractors and volunteers shall familiarize themselves with each form of misconduct and shall refrain from engaging in misconduct and/or violating any of these policies. Ignorance is not an excuse, and knowingly, or unknowingly, facilitating, promoting or encouraging the commission of any of the prohibited behaviors will not be tolerated.

Any IEGA employee, contractor, volunteer, participant or participant's family member who violates any of the policies is subject to appropriate disciplinary action including, but not limited to, temporary suspension, permanent suspension and/or referral to law enforcement authorities. In the event that any IEGA employee or volunteer observes inappropriate behaviors (i.e., policy violations), suspected physical and/or sexual abuse, and/or any other types of abuse or misconduct, it is the responsibility of that person to immediately report their observations to the appropriate person as described in the section of this handbook concerning Reporting.

In addition to IEGA reporting requirements, such persons also must report suspected child physical or sexual abuse to appropriate local or state law enforcement authorities when required under this Policy and/or under applicable law. Employees and volunteers should not attempt to evaluate the credibility

or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities.

## **Section II - IEGA Policies and Standards of Behavior for Athlete Protection**

### **BULLYING, THREATS AND HARASSMENT**

It is the policy of IEGA that there shall be no bullying, threats, or harassment of any participant involved in any of its Programs by any employee, volunteer, independent contractor, other participant or other participant's family member.

**Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person.**

Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture.

Bullying behavior is prohibited in any manner at IEGA or any IEGA sanctioned activity or events. COACHES MUST NOT USE BULLYING BEHAVIOR TOWARDS THEIR ATHLETES. Examples of bullying prohibited by this policy include, but are not limited to: physical behaviors, including punching, kicking or choking an athlete; verbal and emotional behaviors, including the use of electronic communication (i.e. "cyber bullying") to harass, frighten, degrade, intimidate or humiliate.

While other team members are often the perpetrators of bullying, it is a violation of this policy if a coach or other responsible adult knows, or should know, of a bullying behavior but takes no action to intervene on the behalf of the targeted participant(s).

### **HAZING**

It is the policy of IEGA that there shall be no hazing of any participant involved in any of its Programs by any employee, volunteer, independent contractor, other participant or other participant's family member.

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

Hazing includes any conduct, which is intimidating, humiliating, offensive or physically harmful. Hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members. Examples of hazing prohibited by this policy include, but are not limited to: requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping or physically restraining a participant; sexual simulations or sexual acts of any nature; sleep deprivation or the withholding of water and/or food; social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or means to draw ridicule; beating, paddling or other forms of physical assault. Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate.

Hazing does not include club or team activities that are meant to establish normative team behaviors or promote team cohesion so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant.

While other team members are often the perpetrators of hazing towards their teammates, it is a violation of this policy if a coach or other responsible adult knows, or should know, of a hazing incident but takes no action to intervene on behalf of the targeted participant(s).

### **STALKING**

It is the policy of IEGA that there shall be no stalking of any participant involved in any of its Programs by any employee, volunteer, independent contractor, other participant or other participant's family member.

**Stalking is purposefully engaging in a course of conduct directed at a specific person, knowing that the cause of conduct would cause a reasonable person to fear for his/her safety, the safety of a third person, or to experience significant mental suffering or anguish.**

### **HARASSMENT, INCLUDING SEXUAL HARASSMENT**

It is the policy of IEGA that there shall be no form of harassment directed at any participant involved in any of its Programs by any employee, volunteer, independent contractor, other participant or other participant's family member.

**Harassment in sport includes any pattern of physical and/or nonphysical behaviors that are intended to cause fear, humiliation or annoyance; offend or degrade; create a hostile environment; or reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual expression or mental or physical disability.**

Examples of harassment prohibited by this policy include, but are not limited to: such nonphysical offenses as making negative or disparaging comments about any member's sexual orientation, gender or expression, disability, religion, skin color or ethnic traits; displaying offensive materials, gestures or symbols; and withholding or reducing playing time to a participant based on any trait or characteristic listed above.

Sexual Harassment is a form of harassment prohibited by this policy. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature may constitute sexual harassment, even if the harasser and the participant being harassed are the same sex, and whether or not the participant resists or submits to the harasser. Any conduct of a sexual nature directed by a minor toward an adult or by an adult to a minor is presumed to be unwelcomed and shall constitute sexual harassment. Acts of verbal or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature, may also constitute sexual harassment.

While other team members may be the perpetrators of harassment or sexual harassment, it is a violation of this policy if any coach or other responsible adult knows, or should know, of the

harassment or sexual harassment but takes no action to intervene on behalf of the targeted participant(s).

It shall be a violation for any employee, volunteer, contractor or other participant to harass a participant(s) through conduct or communications of a sexual nature, or to retaliate against anyone that reports sexual harassment or participates in a harassment investigation. IEGA shall investigate all indications, informal reports and formal grievances of harassment or sexual harassment by any employee, volunteer, contractor or other participant and appropriate corrective action shall be taken. Corrective action includes taking all reasonable steps to end the harassment, to prevent harassment from recurring and to prevent retaliation against anyone who reports harassment or sexual harassment or participates in a harassment investigation.

### **EMOTIONAL MISCONDUCT**

It is the policy of IEGA that there shall be no emotional misconduct (abuse) of any participant involved in any of its Programs by any employee, volunteer, independent contractor, other participant or other participant's family member.

**Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support.**

Examples of emotional misconduct prohibited by this policy include, but are not limited to: a pattern of verbal behaviors that attack a participant (e.g. calling them worthless, fat, or disgusting); repeatedly and excessively yelling at a participant or participants in a manner that serves no productive motivational purpose; physically aggressive behavior (e.g. throwing sport equipment, water bottles or chairs at participants, punching walls, windows or other objects.) 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.

### **PHYSICAL MISCONDUCT**

It is the policy of IEGA that there shall be no physical misconduct (abuse) of any participant involved in any of its Programs by any employee, volunteer, independent contractor, other participant or other participant's family member.

**Physical misconduct means physical contact with a participant that intentionally causes, or has the potential to cause, the participant to sustain bodily harm or personal injury. Physical misconduct also includes physical contact with a participant that intentionally creates a perceived or actual threat of immediate bodily harm or personal injury. Physical misconduct may also include intentionally hitting, or threatening to hit, an athlete with objects or pieces of sports equipment.**

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

Without limiting the above, any act or conduct described as physical misconduct under applicable federal or state law constitutes physical misconduct under this Policy.

Physical misconduct does not include physical contact that is designed to coach, teach, demonstrate or improve a gymnastics skill, or to prevent or lessen an injury (i.e.: spotting, or catching), nor does reasonable physical conditioning, team building and appropriate discipline. Infrequent, non-intentional physical contact, particularly that which arises out of an error on the part of the gymnast or coach, does not constitute physical abuse either. Coaches, however, should take care to prevent any compromising positions while stretching or closely interacting with gymnasts and must avoid:

- Laying or sitting on top of the gymnast
- Facing the gymnast while he/she is in a static straddle position
- Lap sitting
- Pats on the bottom

### **SEXUAL MISCONDUCT**

It is the policy of IEGA that there shall be no sexual misconduct (abuse) of any minor involved in any of its Programs by any employee, volunteer, independent contractor, other participant or other participant's family member.

**Sexual misconduct of a minor occurs when an adult employee, volunteer, independent contractor, other participant or other participant's family member touches a minor for the purpose of causing the sexual arousal or gratification of either the minor or the adult employee, volunteer, independent contractor, other participant or other participant's family member. Sexual misconduct of a minor also occurs when a minor touches an employee, volunteer, independent contractor, other participant or other participant's family member for the sexual arousal or sexual gratification of either the minor or the employee, volunteer, independent contractor, other participant or other participant's family member, if the touching occurs at the request of, or with the consent of, the employee, volunteer, independent contractor, other participant or other participant's family member.**

Sexual contact between or among children is also abusive if there is a significant disparity in age, development or size, rendering the younger child incapable of giving informed consent, if there is the existence of an aggressor or where there is an imbalance of power and/or intellectual capabilities. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.

The following are NOT defenses to a complaint of sexual misconduct: consent of the minor to the sexual contact; a mistake as to the participant's age; or the fact that the sexual contact did not take place at a gymnastics or IEGA sponsored function.

Sexual misconduct may also occur between adults or to an adult. Sexual misconduct includes sexual interactions that are nonconsensual or accomplished by force or threat of force, or coerced or manipulated, regardless of the age of the participant. Sexual misconduct may also include non-touching offenses such as sexually harassing behaviors; an adult discussing his/her sex life with a minor; an adult asking a minor about his/her sex life; an adult requesting or sending nude or partially dress photos to minor; exposing minors to pornographic material; sending minors sexually explicit electronic messages or photos (e.g. "sexting"); deliberately exposing a minor to sexual acts; or deliberately exposing a minor to inappropriate nudity.

Without limiting the above, any act or conduct described as sexual misconduct, sexual abuse or child sexual abuse under applicable federal or state law constitutes sexual misconduct under this policy.

### **STANDARDS OF BEHAVIOR FOR ATHLETE PROTECTION**

To promote a safe gymnastics environment at all IEGA activities and events, and to lessen the likelihood of potential misconduct or abuse, all IEGA employees, volunteers, independent contractors, other participants or other participant's family members, must adhere to the following Standards of Behavior:

- 1) Participants are to be supervised at all times, including:
  - a) Participants who are dropped off early; and
  - b) Participants who are not picked up immediately after class.
- 2) Participants may only be picked up from IEGA by a parent/guardian or other person designated by a parent/guardian.
- 3) Participants may not wait outside the gym by themselves or come out to the car following a phone call, text message or honk.
- 4) Parents and/or guardians will have access to practices, workouts, competitions, lessons, classes, and/or team meetings, however access may vary and will be subject to space and safety limitations (closed-circuit broadcast vs. sitting area).
- 5) No IEGA employee, volunteer or independent contractor shall be alone with a participant, either in the gym, or in any place that is inappropriate to a professional relationship (i.e., a social settings outside the training or competitive environment). This includes all travel situations, before and after classes, "private" lessons, etc.
- 6) All interactions (practices, workouts, competitions, lessons, classes, meetings, etc.) with a participant must be observable and interruptible at all times.
- 7) Those participating in private lessons or training sessions must have an annual Individual Training Session Consent Form on file.
- 8) All gymnastics activities, including private lessons, must be conducted within the view of another IEGA staff member. Private lessons or training with athletes is subject to IEGA's One-on-One Interactions Policy (see below).
- 9) In regards to stretching or other physical contact with participants, IEGA employees, volunteers or independent contractors must avoid being in compromising positions while stretching or closely interacting with participants, which includes, but is not limited to:
  - a) Laying or sitting on top of the participant;
  - b) Facing and/or being in close proximity to a participant in a static straddle or similar position;
  - c) Having the participant sit in the participant's lap
- 10) Any icing or taping of a participant by an IEGA employee, volunteer, or independent contractor must be conducted in an open/public location and must never be done with only the participant and an IEGA employee, volunteer, or independent contractor in the room. Icing or taping by an IEGA employee, volunteer, or independent contractor near intimate areas of the body is not permitted.
- 11) Massaging or rubdowns are only permitted by an IEGA employee or independent contractor who is a licensed medical professional or a board certified athletic trainer and only when an annual Athletic Training Modalities Consent Form has been signed by the parent and/or guardian and is on file with the gym. Any professionally administered massages or rubdowns may never be done with

- only the participant and the licensed professional in the room, and care should be taken to ensure that such physical contact is not invasive of sensitive areas of the body.
- 12) Out-of-program contact with participants, such as babysitting, tutoring or attendance at birthday parties or other celebratory gatherings is prohibited. Exceptions do exist in the following circumstances:
    - a) Dual Relationship: The adult participant has an approved existing relationship with the minor participant outside of the gymnastics environment (ex: family, previous relationship with the family before coaching duties began)
    - b) Close-in-Age: The adult participant has no authority over the minor participant and is not more than 4 years older than the minor participant
    - c) Personal Care Assistant: The adult participant is a Personal Care Assistant and has met all of the requirements
  - 13) Gift giving or providing special favors or privileges to individual participants is prohibited.
  - 14) Lap-sitting, tickling, back rubs, wrestling and other incidents of body contact that are inconsistent with appropriate coach-athlete relationship are prohibited.
  - 15) IEGA employees, volunteers, and independent contractors are expressly forbidden from engaging in any of the following while under the influence of drugs or alcohol, regardless of level of impairment or intoxication:
    - a) Interacting with participants;
    - b) Instructing or spotting participants;
    - c) Being present on the competition floor;
    - d) Overnight team travel in the presence of participants; or
    - e) Transporting participants
  - 16) Provision of alcohol or inappropriate drugs to participants is prohibited.
  - 17) Electronic and social media communications with participants is subject to IEGA's Social Media and Electronic Communications Policy (see below).
  - 18) Travel with, and transportation of, participants are subject to IEGA's Travel/Transportation Policy (see below).
  - 19) Photographing or videotaping of participants is subject to IEGA's Photography and Videography Policy (see below).
  - 20) Safety in the locker rooms/restrooms is subject to IEGA's Locker Room/Restrooms Policy (see below).

### **SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY**

Inland Empire Gymnastics Academy (IEGA) recognizes the prevalence of electronic communication and social media in today's world. Many of our student-athletes use these means as their primary method of communication. While IEGA acknowledges the value of these methods of communication, we also realize that there are associated risks that must be considered when adults use these methods to communicate with minors. In its commitment to creating a safe and positive environment for all athletes and reducing the risk of potential misconduct or abuse, IEGA has adopted the following policy regarding social media and electronic communication:

#### **GENERAL CONTENT**

All communications between an IEGA employee and/or volunteers and a participant must be professional in nature, transparent and for the purpose of communicating information about



gymnastics related activities or events. Any communication should not contain or relate to any of the following, including, but not limited to:

- Drugs or alcohol use;
- Sexually-oriented conversation, including but not limited to: sexually explicit language or sexual activity;
- Inappropriate or sexually explicit pictures; and
- The IEGA employee/volunteer's personal life, social activities, relationship or family issues, or personal problems;

Note: Any communication concerning a participant's personal life, social activities, relationship or family issues or personal problems must be **transparent**, **accessible** and **professional**.

**Transparent**: All electronic communication between IEGA employees/volunteers and a participant must be transparent. Your communication should not only be clear and direct, but also free of hidden meanings, innuendos and expectations.

**Accessible**: All electronic communication between IEGA employees/volunteers and a participant should be considered a matter of record at IEGA and include one of the Gym Managers, the Owner, or when appropriate, the participant's parent in the communication so there is no question regarding accessibility.

**Professional**: All electronic communication between IEGA employees/volunteers and a participant should be conducted professionally as you are representing IEGA in your communications. This includes word choice, tone, grammar, spelling and subject matter that model the standards and integrity expected of all IEGA employees/volunteers.

*The guiding principle to always use in communication with athletes is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, other coaching staff, the owner or other athletes?"*

#### **FACEBOOK, INSTAGRAM, SNAPCHAT, BLOGS AND SIMILAR SITES**

IEGA employees/volunteers may have personal Facebook, Instagram or other social media site pages (Twitter, Snapchat, etc.), however they are not permitted to have any athlete join their personal page as a "friend." IEGA employees/volunteers will not accept any "friend" request from any participant and IEGA employees/volunteers should remind participants that this is not permitted. IEGA employees/volunteers are encouraged to set their pages to "private" to prevent participants from accessing their personal information.

IEGA employees/volunteers and athletes are not permitted to "private message" or "instant message" each other through Facebook or other IM methods.

Inland Empire Gymnastics Academy has official Facebook and Instagram pages that participants and their parents can "like" or "friend" for information and updates on gym or team-related matters.

## TEXTING

Subject to the guidelines outlined above, texting is allowed between employees/volunteers and participants during the hours from 8am until 10pm. Texting shall only be used for the purpose of communicating information directly related to gym and/or team activities. **ALL TEXT MESSAGES BETWEEN AN EMPLOYEE AND A PARTICIPANT MUST ALSO BE SIMULTANEOUSLY SENT EITHER TO THE ATHLETE'S PARENT, AN IEGA MANAGER OR THE GYM OWNER.**

## EMAIL

Participants and employees/volunteers may use email to communicate. When communicating with an athlete through email, a parent, gym manager, or the owner must also be copied.

## REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS

The parents or guardians of a participant may request in writing that their child not be contacted by IEGA employees/volunteers through any form of electronic communications. Immediate compliance without repercussion must be granted.

## MISCONDUCT

Because social media and electronic communications can be used to commit misconduct (e.g. emotional, sexual, bullying, harassment and hazing), such communications by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of the IEGA Safe Environment and Athlete Protection Handbook.

## VIOLATIONS

Violations of the Social Media and Electronic Communication Policy should be reported immediately to an IEGA Program Manager or the Owner and could result in progressive discipline up to and including immediate termination.

## **TRAVEL/TRANSPORTATION POLICY**

Inland Empire Gymnastics Academy's competitive teams travel to competitions each season. IEGA has established policies to guide travel, minimize one-on-one interactions and reduce the risk of abuse or misconduct. Adherence to these travel guidelines will increase gymnast safety and improve the player's experience while keeping travel a fun and enjoyable experience.

We distinguish between travel to training, practice and local competitions, which may or may not include an overnight stay ("local travel") and team travel involving multi-night overnight stays ("team travel").

In its commitment to creating a safe and positive environment for all athletes and reducing the risk of potential misconduct or abuse, IEGA has adopted the following policy regarding travel:

### LOCAL TRAVEL

Local travel occurs when IEGA does not sponsor, coordinate or arrange for travel. Travel includes transportation and housing arrangements.

- The team and its coaches, managers or owner may not assume responsibility for arranging or coordinating local travel. Participants and/or their parents/guardians are responsible for

making all arrangements for local travel. It is the responsibility of the parents/guardians to ensure the person transporting their participant maintains the proper safety and legal requirements, including but not limited to: a valid driver's license, automobile liability insurance, a vehicle in safe working order, and compliance with applicable state laws.

- The employees, coaches and/or volunteers of IEGA, who are not also acting as a parent, should not drive alone with an unrelated minor participant.
- **IF TRANSPORTATION OF A PARTICIPANT MUST BE DONE BY AN EMPLOYEE, COACH OR VOLUNTEER OF IEGA, THEN THE FOLLOWING MUST BE ADHERED TO:**
  - **WRITTEN PERMISSION FROM THE PARTICIPANT'S PARENT ACKNOWLEDGING AND AGREEING TO TRANSPORTATION BEING PROVIDED BY AN IEGA EMPLOYEE, COACH OR VOLUNTEER.**
  - **A LIVE FACETIME CALL THROUGHOUT THE DURATION OF THE TRANSPORTATION EITHER WITH THE ATHLETE'S PARENT OR WITH AN IEGA MANAGER OR THE OWNER.**

### TEAM TRAVEL

Team travel is multi-night overnight travel that occurs when IEGA sponsors, coordinates and/or arranges for travel and accommodations for both athletes and coaches so that the team can compete regionally or nationally. While this is a very rare occurrence in the IEGA competitive program, we have established Team Travel policies to ensure athlete safety when athletes are traveling without their parent(s) and are under the direction of IEGA coaches, staff, volunteers and/or chaperones. In all cases involving Team Travel, parents have the right to transport their athlete and to have their athlete stay with them in their hotel room.

For athletes traveling without their parent:

- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangements with a participant, unless the coach is the parent, guardian or sibling of the participant.
- The coach or his/her designee will establish a curfew by when all participants must be in their hotel rooms or in a supervised location. Regular monitoring and curfew checks will be made of each room by at least two properly background screened adults. At no time should only one adult be present in a room with a participant, regardless of gender.
- Team personnel will ask hotels to block adult pay per view channels in rooms where participants are sleeping without parent supervision.
- Individual meetings between a coach and a participant may not occur in hotel sleeping rooms and must be held in public settings or with additional adults present, with at least one of those adults being the same gender as the player.
- The team will make every effort to accommodate reasonable parental requests when a child is away from home without a parent. If any special arrangements are necessary for your child, please contact team personnel who can either make or assist with making those arrangements.
- No coach or chaperone shall at any time be under the influence of drugs or alcohol while performing their coaching and/or chaperoning duties.
- Prior to any travel, coaches will endeavor to make all participants and parents aware of all expectations and rules. Coaches will also support chaperones and/or participate in the monitoring of the participants for adherence to curfew restrictions and other travel rules.
- If disciplinary action is required while any participant is traveling without his/her parents, then except where immediate action is necessary, parents will be notified before any action is taken, or immediately after.

- Participants are expected to remain with the team at all times during the trip. Participants are not to leave the competition venue, the hotel, restaurant or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
- When visiting public places such as shopping malls, movie theatres, etc., participants will stay in groups of no less than three persons. Participants 12 and under will be accompanied by a designated IEGA chaperone.

### VIOLATIONS

Violations of the Travel Policy should be reported immediately to an IEGA Program Manager or the Owner and could result in progressive discipline up to and including immediate termination.

### **PHOTOGRAPHY AND VIDEOGRAPHY POLICY**

In its commitment to creating a safe and positive environment for all participants and reducing the risk of potential misconduct or abuse, IEGA has adopted the following policy regarding photography and videography:

Without a parent or legal guardian's consent, in the case of a minor participant, or for a participant over the age of 18, self-consent, a participant may not be photographed or filmed; and no images may be posted publicly or privately. If consent is given, it may be revoked at any time.

Photographs or videos may only be taken (a) in public view; (b) if they observe generally accepted standards of decency; and (c) are both appropriate for and in the best interest of the gymnast. Examples of photos that should be edited or deleted:

- Open straddle positions;
- Any image where the genital area is prominent;
- Images with misplaced apparel or where undergarments are showing; and
- Suggestive or provocative poses

Photographs or videos taken in the gym, or at competitions, must be done using IEGA photographic or recording equipment and not on a coaches' person cell phone or tablet.

### REQUEST TO DISCONTINUE ALL PHOTOGRAPHY OR VIDEOGRAPHY

The parents or guardians of an athlete may request in writing that their child not be photographed or videoed by IEGA employees/volunteers. Immediate compliance without repercussion must be granted.

### MISCONDUCT

Because photos and videos can be used to commit misconduct (e.g. emotional, sexual, bullying, harassment, stalking and hazing), misuse of photos or video by coaches, staff, volunteers, administrators, officials, parents or athletes will not be tolerated and are considered violations of the IEGA Safe Environment and Athlete Protection Handbook.

### VIOLATIONS

Violations of the Photography and Videography Policy should be reported immediately to an IEGA Program Manager or the Owner and could result in progressive discipline up to and including immediate termination.

## **RESTROOM, CHANGING AREA, AND LOCKER ROOM POLICY**

In its commitment to creating a safe and positive environment for all participants and reducing the risk of potential misconduct or abuse, IEGA has adopted the following policy regarding restrooms, changing areas and locker rooms:

- Only participants, approved IEGA employees, approved IEGA volunteers, approved independent contractors and IEGA family members are permitted in restrooms/changing areas/locker rooms at IEGA.
- Interactions with participants in restrooms/changing areas/locker rooms should be minimized. If necessary, any interactions with a participant shall be observable and interruptible by a responsible adult of the same gender.
- Any meetings between a staff member and a participant in a restroom/changing area/locker room shall require that a second responsible adult of the same gender be present.
- Participants are encouraged to come dressed for practice or competition, changing at home, rather than at the gym or at the competition location.
- Parents are responsible for tending to the toileting needs of their children.
- The use of recording devices of any kind, including smartphones, in restrooms/changing areas/locker rooms is strictly prohibited.

Violations of the Restroom, Changing Area, Locker Room Policy should be reported immediately to an IEGA Program Manager or the Owner and could result in progressive discipline up to and including immediate termination.

### **Section III - IEGA Hiring, Background Screening and Certification for Safe Environment and Athlete Protection**

In its commitment to creating a safe and positive environment for all athletes and reducing the risk of potential misconduct or abuse, IEGA has the following membership, screening and certification requirements for all employees, approved volunteers, and independent contractors:

- USA Gymnastics Membership. Required. Annual renewal. *Professional or Instructor Membership required for all IEGA employees.*
- Criminal background screening through the National Center for Safety Initiatives (NCSI). Required. Rescreening occurs every two years. *Background screens for previous criminal behavior, which may be inappropriate for contact with children, and covers criminal background, sex offender registry and identity verification.*
- U101 – Safety and Risk Management. Required. Recertification every four years. *This online course addresses basic areas of risk in gymnastics, as well as the tools required (education, preparation, vigilance) to deal with risk and uncertainty in the sport of gymnastics.*
- U110 – SafeSport Training. Required. Recertification every two years. *Education is a key component in the prevention of abuse and misconduct and this required 90-minute online training provides our staff with information necessary to more effectively monitor and minimize the opportunities for physical and sexual abuse. Topics include:*
  - The Coach-Athlete Relationship
  - Bullying & Harassment
  - Hazing
  - Emotional Misconduct
  - Physical Misconduct
  - Sexual Misconduct
  - Sexual Abuse
  - Grooming
  - Minimizing High-Risk Opportunities
  - Travel
  - Signs & Symptoms of Abuse
  - The Barriers to Reporting Abuse
  - Reporting and Responding to Misconduct & Abuse
- U113 – SafeSport Policy. Required. *The goal of this training is to look at the updated components of the USA Gymnastics Safe Sport Policy. The course covers the jurisdiction of USA Gymnastics Safe Sport, the U.S. Center for SafeSport, membership requirements, duty to report misconduct, and the required Prevention Policies.*
- U112 – Tough Coaching or Emotional Abuse. Required. Recertification every two years. *Education is a key component in the prevention of abuse and misconduct and this required online training provides our staff with information necessary to understand emotional abuse*

and the criteria used to help coaches better understand where the line is drawn between a tough coach, an intense practice and one that is abusive.

- CPR and First Aid Certification through the American Red Cross. Required. Recertification every two years.

## **Section IV – Reporting**

IEGA is committed to creating a safe and positive environment for participants and to ensuring that it promotes an environment free of misconduct and abuse. Therefore, the following policies have been adopted with respect to reporting violations of IEGA’s Safe Environment and Athlete Protection Handbook and suspicions or allegations of abuse:

### REPORTING POLICY

It is the policy of IEGA that every employee, independent contractor or volunteer must report actual or perceived violations of the IEGA Safe Environment and Athlete Protection Handbook to either one of the Gym Managers or the Owner. Additionally, in all cases involving suspicions or allegations of child physical or sexual misconduct, every employee independent contractor or volunteer must also report to the appropriate law enforcement authorities. Any report of misconduct or suspicions of child physical and sexual misconduct will be taken seriously and handled appropriately. If IEGA receives a report of physical or sexual misconduct involving a minor, IEGA will make a report to the proper authorities.

### REPORTING CHILD PHYSICAL OR SEXUAL ABUSE

Because sexual abusers “groom” children for abuse – the process used by offenders to select a child, to win the child’s trust (and the trust of the child’s parent or guardians) to manipulate the child into sexual activity and to keep the child from disclosing abuse, it is possible that an employee, independent contractor, volunteer, parent or participant may witness behavior intended to groom a child for sexual abuse. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be immediately directed to one of the Gym Managers or the Owner. If the behavior is not just grooming but may perhaps include physical or sexual misconduct involving a minor, IEGA will make a report to the proper authorities.

### PEER-TO-PEER SEXUAL MISCONDUCT

Some child sexual misconduct occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual misconduct. Whether or not a sexual interaction between children constitutes child sexual misconduct depends on the existence of an aggressor, the age difference between the children, and/or whether there is an imbalance of power or intellectual capabilities. If you have any concerns that an interaction between children may constitute sexual misconduct, report it to the appropriate law enforcement authorities and to any one of the Gym Managers or the Owner.

### REPORTING PROCEDURE

Suspicions or allegations of child physical or sexual misconduct will be made to the appropriate law enforcement agency or child welfare authorities and must be done within 36 hours of the allegation, or the reported or witnessed incident.

A compilation of information on when a person must make a report and how to make a report to law enforcement authorities can be found on the following websites:

- [http://hs.sbcounty.gov/cfs/AboutUs/Pages/How\\_to\\_report\\_child\\_abuse.aspx](http://hs.sbcounty.gov/cfs/AboutUs/Pages/How_to_report_child_abuse.aspx)
- <https://www.childwelfare.gov/topics/systemwide/laws-policies/statutes/manda/>
- <http://www.cdss.ca.gov/reporting/report-abuse/child-protective-services/report-child-abuse>



I have thoroughly read the updated Inland Empire Gymnastics Academy Safe Environment and Athlete Protection Handbook and understand the policies included therein. I understand the IEGA is committed to providing a safe and positive environment for its participants' physical, emotional and social development and ensuring it promotes an environment free from abuse and misconduct and will abide by all of the Standards of Behavior for Athlete Safety, as well as specific policies addressing various types of abuse and misconduct.

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Employee Name (Printed)

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Employee Signature

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Date

Received: \_\_\_\_\_