



**SPORTS FOR ALL, FOREVER**

# **CLUB DIRECTOR INFORMATION**



# CLUB MEMBERSHIP INFORMATION

## Table of Contents

**Welcome Letter** ..... 3

**Benefits of Club Membership** ..... 4

**Getting Started** ..... 6

**AAU Concussion Policy**..... 7

**Use of AAU Registered Marks**..... 8

**Club Release Form**..... 9

**Facility and Event Safety Checklist** ..... 10

**AAU Insurance Program Summary** ..... 12

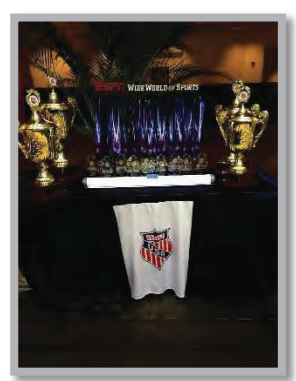
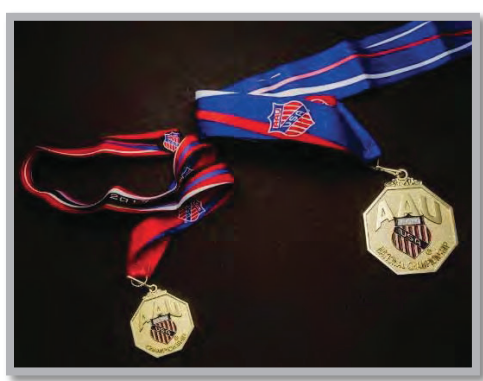
    AAU Registered Member Sports Accident Claim Procedure ..... 14

    Insurance Claim Form ..... 15

**Host an AAU Event** ..... 21

**Positive Coaching Alliance** ..... 22

**Athlete Protection Handbook** ..... 31





## AMATEUR ATHLETIC UNION OF THE UNITED STATES, INC.

P.O. Box 22409 Lake Buena Vista, FL 32830  
407.934.7200  
[www.ausports.org](http://www.ausports.org)



Home of the AAU

### AAU Club Directors:

Since 1888, the Amateur Athletic Union (AAU) has offered participation opportunities to amateur athletes across the country. **“Sports For All, Forever”** is our motto and drive – to offer **quality participation opportunities** throughout the United States via a network of qualified and experienced event operators. While we have faced many challenges throughout our 132-year history, none has impacted our business quite like the development of the Coronavirus. As the country moves forward in its recovery, so too does the AAU offer events across the U.S.

While events are the AAU’s business, its clubs are the heart and soul of the AAU. As we move into a new AAU year, we wanted to thank you for your continued participation in AAU and the lasting impact you have on your athletes.

We take great pride in **raising tomorrow’s leaders on today’s playgrounds** and look forward to seeing America’s future stars and leaders you are now developing.

Congratulations on being a part of this great tradition. **#WeAreAAU.**

Sincerely,

*Jennings “Rusty” Buchanan*

Jennings “Rusty” Buchanan  
President & CEO  
Amateur Athletic Union (AAU)

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## Interactive Health Technologies

# Empowering Students To *Be Fit For Life*

The Presidential Youth Fitness Program helps schools achieve excellence in physical education through quality fitness education and assessment practices. IHT is proud to be the official assessment software of the PYFP tests.



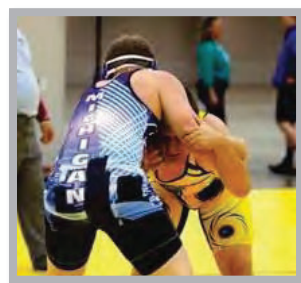
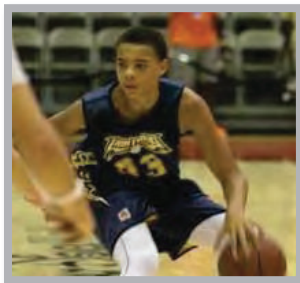
Learn more at [ihtusa.com/pyfp](http://ihtusa.com/pyfp)



## BENEFITS OF CLUB MEMBERSHIP

Take it from NBA superstar **LeBron James**, track and field legend **Carl Lewis** or decorated Olympian **Mark Spitz** – all athletes who participated in Amateur Athletic Union (AAU) during their childhood: Competing in AAU programs provides youth athletes with an incomparable opportunity to participate in outstanding sporting events affiliated with one of the most respected and oldest youth amateur organizations in the United States.

- **World-class insurance coverage.** Since 1888, the AAU has been the leader in the amateur market in setting standards of protection. Understanding the inherent risk involved in any athletic endeavor, the AAU provides a comprehensive insurance program that is second to none in the youth sports industry.
  - One of the benefits of club membership is **practice insurance**. You may print out your verification of insurance as the club's proof of insurance or you may request Third Party Certificates for your facilities for practice or when you apply for an event license. Remember EVERYONE who is participating in your club or event must also have an individual AAU Athlete or Non-Athlete membership.
- **Partnership with the Positive Coaching Alliance.** The AAU National Office provides FREE coaches' education for all AAU non-athletes through a program administered by the Positive Coaching Alliance (PCA) via their Double-Goal Coach online courses. PCA's online course is filled with powerful coaching tools that are based on the latest research in sport psychology and reflect the best practices of elite coaches, including **Phil Jackson** (basketball), **Herm Edwards** (football), **Bart Conner** (gymnastics) and **Summer Sanders** (swimming).
- **Sponsor Benefits.** Enjoy discounted rates such as 20% off \$99+ purchase and specially –priced team gear from Eastbay, obtain a special discount on insurance from Nationwide, get your players recruited with a free account from Captain U, purchase AAU-branded basketballs from Spalding or get discounts on tourney tags from Skillzys.
- **Association with AAU's illustrious alumni.** Many of the most successful athletes in the world competed in AAU events as a youth athlete. Along with James, Lewis and Spitz, other notable AAU alumni include seven-time MLB All-Star **David Wright**; 2015 World Series MVP **Madison Bumgarner**; three-time NBA Finals MVP **Shaquille O'Neal**; 2012 NFL Offensive Rookie of the Year **Robert Griffin III**; and the celebrated professional boxer **Muhammad Ali**.

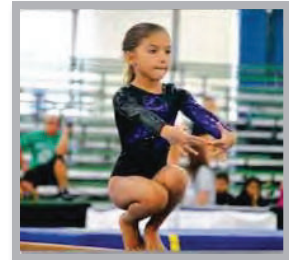
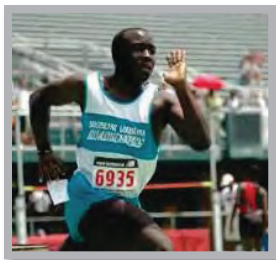


CLUB MEMBERSHIP  
INFORMATION



## BENEFITS OF CLUB MEMBERSHIP

- **Administrative Tools To Help Manage Your Club** - As an AAU member club, the contacts listed on the club membership have access to a club admin area. To access the club admin area, go to [www.aausports.org](http://www.aausports.org) and login. Then choose, 'Manage Your Club.' This area allows club contacts to view club members. PLEASE NOTE: For members to show here the club code must be inserted in the club code field on the individual membership application.
  - Also within the club admin area: renew memberships, import athlete memberships, submit an event license application, and request third party insurance certificates.
  - **Please note:** If you have purchased the Level 3 club, you will receive information regarding your 501c3 status in 2-3 weeks
- **Ability to host and manage AAU tournaments and leagues.** AAU member clubs can apply to host their own tournaments, leagues, clinics and other events. Applying for an event license gives event operators access to the resources of a multi-million dollar organization while maintaining administrative control of the event, a multi-million dollar insurance program, marketing opportunities with AAU members, access to AAU-branded awards and even promotion to the nearly 700,000 members of the AAU.
  - **Hosting AAU Tournaments and Leagues** – AAU Member Club Levels 2 or 3 can apply to host tournaments, leagues, clinics or other event-types at any time of the year. Event licenses range from \$50 per day to \$350.
- **Competition in some of the best sports facilities in the United States.** Many of the national AAU events are held at ESPN Wide World of Sports Complex located at the Walt Disney World Resort, but AAU licenses over 20,000 events (leagues, camps, clinics, tournaments, invitationals and other event-types.) throughout the country.
- **Mandatory Background Screening.** All adult applicants applying for non-athlete or adult-athlete membership are subject to a criminal background check. It is the policy of the AAU to deny membership in the AAU to any individual who has been convicted of a felony, has pending felony charges, or has a substantial criminal history. It is also the policy of the AAU to deny membership to anyone who has been convicted of a crime involving sexual misconduct.



CLUB MEMBERSHIP  
INFORMATION



## Registration Steps for Club Contacts and Club Directors

**Step 1: Register the club contacts, club directors and administrators as AAU non-athlete members** (\$16 regular membership, \$18 extended coverage membership). After the application has been approved, the member will receive an email with the AAU membership ID. Approval could take a few hours up to 10 days depending on the background screening process.

**Step 2: Register your club.** You must have non-athlete AAU membership IDs for the club contacts before registering for club membership. Once you register your club, you will instantly receive your 2020 AAU club code. Please note club codes change from year to year unless you register for a multi-year membership.

**Step 3: Attach your non-athlete membership to the club.** In your account, click on “Manage Memberships” and select Edit. You can add your new club code to the non-athlete memberships.

**Step 4: Register your athletes.** This can be done by the following ways.

- a. Instruct parents to purchase individual athlete memberships for their athletes. Give your parents your 2020 AAU club code (do not use your 2019 code unless you had a multi-year membership). The parents can add this code to their athlete’s application.
- b. Club contacts can purchase new athlete memberships individually or renew athlete memberships they purchased the previous year. Be sure to add the new club code to the memberships.
- c. Club contacts can import an athlete listing to register multiple athletes at one time. Follow the instructions online for setting up the information and the import.

**Step 5: Register all coaches and additional non-athletes.** Non-athlete memberships are no longer instant due to background checks. Be sure that all coaches are registered well in advance of starting practice, try-outs or participating in any events! Give each coach your club code and instruct them to register online.

**Step 6: Insurance.** With your club membership, you may print a free Verification of Insurance Certificate for your practice facilities. If your facilities need to be listed on the certificate as additional insured, you may apply for a Practice Insurance Certificates. This can be requested online in your account.

**Step 7: Club Listing and Proof of Membership.** Before your try-out or practice, each participant (athlete and coach) must have a current membership. For those members that used your club code on their individual membership, you will see them listed on your Club Membership Listing (click the link in your account). If participants have a membership, but are not on your club listing, they are still eligible to participate. They may show a copy of their membership card as proof of membership.



# AAU CONCUSSION POLICY

## AAU Concussion Policy

It is the purpose of the Amateur Athletic Union of the United States, Inc. ("AAU"), to promote amateur sports and we wish for our members/participants who participate to do so in a manner that provides reasonable safety for their well-being.

The events and activities that are authorized by AAU are run by local event host(s), local organizing committee(s), and/or member clubs. Athletic activities involve risks and dangers of injury and accidents may occur sometimes without fault.

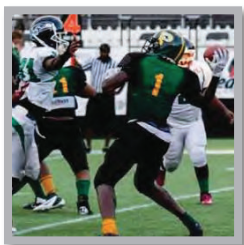
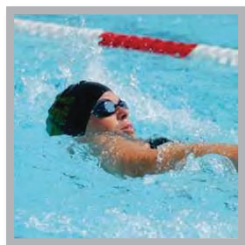
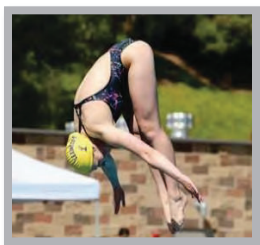
Available medical assistance may vary from venue to venue. The AAU recognizes that the potential for harm from concussions is a serious matter. While some accidents and even concussions may occur, the basis for the AAU's Concussion Policy is based upon trying to limit the potential harm, which could result from continued participation after such an injury.

We have therefore established this Concussion Policy for and on behalf of the AAU, which is as follows: Where there is reasonable cause to believe that a concussion may have occurred, such participant shall not be allowed to continue his/her participation in an AAU authorized event/activity without a medical release to resume such participation.

The AAU recommends all of its coaches, and other non-athlete members working with youth athletes avail themselves to the Center for Disease Control's (CDC) Head's Up program. Coaches and other club leaders can take a free on-line course that will provide important information in the recommendation and decision-making in handling situations that may involve concussion injuries. This course will only take approximately 30 minutes of your day. The CDC also has Hand-outs to download for athletes and their parents.

For more information, please visit:

<http://www.cdc.gov/headsup/youthsports/training/index.html>



CLUB MEMBERSHIP  
INFORMATION



# USE OF AAU REGISTERED MARKS



The AAU name, mark, seal, logo, and other insignia (all "AAU marks") are protected through trademark registration and are defined as the intellectual property of the AAU. A user of the AAU's intellectual property must have prior and continued approval of the National AAU. Only those subordinates and affiliated organizations which are expressly authorized by the National AAU may use the intellectual property of the AAU. The National AAU may withdraw its approval to use its marks, in its sole discretion. Members shall immediately comply with notice to cease and desist from the use of the AAU's intellectual property. The unauthorized use of any of the intellectual property of the AAU is a violation of this policy and may subject the member/entity to penalties set out in the AAU Code.

Only Level 2 and Level 3 clubs may apply to use AAU's intellectual property for the promotion of its organization and/or licensed AAU events only. AAU marks shall not be approved for use on business cards or club stationery.

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

Club Contact Name: \_\_\_\_\_

Membership ID: \_\_\_\_\_

Club Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Which AAU marks/logos are you requesting to use?

\_\_\_\_\_  
\_\_\_\_\_

Describe how/where the AAU marks/logo(s) will be used:

\_\_\_\_\_  
\_\_\_\_\_

If marks/logos used on website, list website address: \_\_\_\_\_

I have read and understand the paragraphs one and two and warrant that the AAU marks/logos will be used only in the manner described herein. I further acknowledge that my use of said marks expires on August 31, 2019 and the organization shall remove/cease using marks immediately after that date.

Signed: \_\_\_\_\_

Club Contact

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

Complete and return to the AAU Compliance Department, [compliance@aausports.org](mailto:compliance@aausports.org) or fax: 407-828-0166

**CLUB MEMBERSHIP  
INFORMATION**

# CLUB RELEASE FORM



*This form is a sample Club Release Form. Other versions of this form can also be used.*

A youth member becomes attached to a club member when he/she competes with that club in any AAU licensed event (practice not included). An athlete may attach to additional clubs if he/she participates in additional sports. An attached youth member may transfer to another club in the same sport if the representative of the club to which an athlete is attached signs a release form permitting an immediate transfer. (Athletes released under this provision are subject to National Championship eligibility restrictions as adopted by National Sport Committees.) If the youth member has not competed in any AAU licensed events in that Sport for a period of sixty (60) days, a release form is not needed and the athlete may transfer immediately. The AAU Compliance Department should be notified of disaffiliation from original club.

**Athlete's Name:** \_\_\_\_\_

**AAU Membership Number:** \_\_\_\_\_

I, \_\_\_\_\_, as the AAU Club Contact for  
Club Contact Name

\_\_\_\_\_  
Club Name Club Code

release \_\_\_\_\_ from participation in my club.  
Athlete Name

This release is effective immediately.

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

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

Member ID: \_\_\_\_\_ Date: \_\_\_\_\_

***For additional rules regarding Club Attachment, Transfers and Eligibility, please refer to the AAU Code Book or sport specific rulebook at [www.aausports.org](http://www.aausports.org).***

**Complete this form and return to the AAU Compliance Office: [compliance@aausports.org](mailto:compliance@aausports.org) or fax: 407-828-0166.**

**CLUB MEMBERSHIP  
INFORMATION**



# FACILITY AND EVENT SAFETY CHECKLIST

Plan accordingly and address safety hazards before you start to play. If there are any safety hazards, transfer responsibility by written notice to venue owner prior to game day. Discuss with venue owner to ensure corrective measures are taken.

Site Director:	Date:
----------------	-------

## Checklist:

- Site Director for each location (be sure your officials and volunteers know who is in charge)
- Post emergency contact name and emergency contact numbers in common locations (entrances, locker rooms, etc.)
- A plan to handle emergencies
- First aid equipment
- Ice for injuries
- Access to emergency service
- Telephones and the appropriate emergency numbers are accessible
- There is adequate passage for emergency vehicles
- Emergency evacuation and response procedures in place
- Incident and Claim Forms (know the procedure for filling an incident report and claim form)
- Water for athletes

## Athlete Areas:

- Playing surface is in proper condition
- Playing field, court, rink, etc. is free of debris, rocks, holes, water, etc.
- Proper clearance around court, field, pitch, etc
- Out-of-bounds areas are free of obstructions and protruding objects
- Playing area is clearly marked
- Lighting appears adequate
- Are perimeter fences and/or signs free of hazards (protruding wire, bolts, etc.)
- Protection equipment provided (post & wall padding)
- Locker room floors are dry and lockers are secure and free of laceration exposures
- Bathrooms appear sanitary
- Benches and tables in good condition

**CLUB MEMBERSHIP  
INFORMATION**



## FACILITY AND EVENT SAFETY CHECKLIST

### Spectator Areas:

- Adequate number of waste containers in place
- Areas are free of slip, trip and fall hazards
- Water fountain areas are free of puddles, algae build up and/or mud
- Barriers to protect spectators are adequate and in good condition
- Area clean and free of debris
- No wet slip/fall hazards
- Electrical wiring that runs across surface secured with tape
- Adequate separation between spectators and playing field
- Bleachers are secure and in good condition

### Parking Lot & Entrances:

- Lighting appears adequate
- Area is free of slip, trip and fall hazards
- Security is present
- Walking areas are free of slip, trip and fall hazards
- Will spills and tracked in water be cleaned up immediately
- Transitional areas are clearly marked
- Handrails are securely fastened
- Areas are free of trash, debris and other obstructions
- Sufficient trash containers are provided
- Entrance/exit areas are accessible

**Note: Historically, 20 percent of general liability claims and 20 percent of the incurred claims costs involved a slip/trip/fall injury to a spectator at a sports venue. Bleachers are involved 30 percent of the time with these accident types. Other contributing factors include broken chairs, ice, liquids, steps, extension cords and parking lots.**



# AAU Insurance Program Summary

AAU Insurance is a benefit of membership.

Club Membership insures practices and an event license insures competitions/clinics etc., Everyone participating must also have an individual AAU Athlete or Non Athlete Membership

**SPORTS ACCIDENT:** Coverage is provided for properly registered members that are injured during an approved event. Coverage is excess medical and becomes primary if there is no other coverage.

Excess Medical	\$100,000
Youth/Non Athlete Deductible	\$300
Adult Athlete Deductible	\$300
Accidental Death & Dismemberment	\$20,000
Dental	Included

**Who is insured? (The following categories include but are not limited to)**

Athletes and Non-Athletes

**Covered events**

**Licensed Events:** This is an event that has been applied for and received an event license from the AAU of the U.S. Inc.

**Supervised Practices** for member clubs.

**GENERAL LIABILITY COVERAGE**

**LIMITS**

Each Occurrence - <b>per event</b>	Up to \$1,000,000
Personal and Advertising Injury	Up to \$1,000,000
Excess Liability Limit	Up to \$5,000,000
Participant Legal Liability	Included
Damage to Premises Rented to you	\$1,000,000
Medical Expenses (any one person)	\$5,000
Sexual Abuse & Molestation -	Included

**Who is insured? (The following categories include but are not limited to)\***

Registered Athletes and Non-Athletes

Member clubs/teams when all participants are properly registered as athletes or non athletes

Event organizers, promoters, sponsors and managers of AAU licensed events

Volunteers while acting in their capacity at an AAU licensed event

AAU of the USA, Inc.

AAU Districts, AAU Governors and Administrators, AAU Directors & Officers

Officials while acting in their capacity at an AAU licensed event

**Covered events**

**Licensed Events:** This is an event that has been applied for and received an event license from the AAU of the U.S. Inc.

**Supervised Practices** for member clubs.

**EXTENDED COVERAGE (AB) INSURANCE PROGRAM**

The Extended Coverage (AB) program was developed to extend coverage for AAU members while participating in events hosted by organizations that are not member clubs of the AAU. Coverage in this program is provided for properly registered athletes or non-athletes.

Sports Accident	\$100,000
Liability Limit	Same as above
Excess Liability Limit	Same as above

Extended Coverage (AB) Is not available in Adult Sports of Taekwondo, Diving, Gymnastics, Box Lacrosse

Any organization that is a member of the AAU and hosts an event that is not licensed by the AAU would not have any coverage for the event, even if its members are AAU AB Registered.

**This brochure is only a brief description of the coverage available under the AAU Policies. The policies may contain reductions, limitations, exclusions and termination provisions. If there is a conflict between the contents of this document and the policy, the terms and conditions of the policy will govern in all cases.**



# AAU Insurance Program Summary

AAU Insurance is a benefit of membership.

Club Membership insures practices and an event license insures competitions/clinics etc.,  
Everyone participating must also have an individual AAU Athlete or Non Athlete Membership

## VERIFICATION OF INSURANCE AVAILABLE

ALL INSURANCE CERTIFICATES ARE AVAILABLE AT [WWW.AAUSPORTS.ORG](http://WWW.AAUSPORTS.ORG) UNDER THE INSURANCE OVERVIEW TAB

**Verification of Insurance:** This document verifies the club has insurance coverage as defined by the AAU policy and extends the club's coverage to a third party (if accepted by the third party). Your specific club name will appear on the document. **Free-Documents Available immediately.**

## THIRD PARTY/ADDITIONAL INSURED INSURANCE CERTIFICATES AVAILABLE

ALL INSURANCE CERTIFICATES ARE AVAILABLE AT [WWW.AAUSPORTS.ORG](http://WWW.AAUSPORTS.ORG) UNDER THE INSURANCE OVERVIEW TAB

**This program is designed to provide member clubs the ability to obtain certificate(s). The fee structure is based on requesting the third party/additional insured certificate(s) at least 30 days before coverage start date or incurring an expedite fee**

Fee Structure	Fee	Expedite Fee	Total
Start Date is 31 + days from today	\$35	NA	\$35
Start Date is 16-30 days from today	\$35	\$65	\$100
Start Date is 0-15 days from today	\$35	\$100	\$135

For the fees listed above, you may request up to 200 third party/additional insured certificate(s) in one transaction. If you do not list all requests on your initial submission, there will be a \$30.00 transaction fee each time you return to list additional requests. For each facility/entity over 200 there is a \$10.00 per facility/entity fee.

**PRACTICE CERTIFICATES:** Fees apply. This certificate extends coverage for members during practice and practice only. The practice must be scheduled & supervised by an AAU non-athlete member. It specifically names the third party/additional insured, confirms the club has coverage as defined by the AAU policy and extends the club's coverage to the third party/additional insured. (This certificate is applicable where needed for CG 2026 1219).

**Available 2 hours after certificate request**

**EVENT CERTIFICATES:** Fees apply. This certificate extends coverage for activities such as leagues, tournaments, clinics and other events approved by the Amateur Athletic Union of the United States, Inc. There must be a event license number relative to this event. Event licenses may take up to 16 days for approval. It specifically names the third party/additional insured, confirms the club has coverage as defined by the AAU policy and extends the club's coverage to the third party/additional insured. (This certificate is applicable where needed for CG 2026 1219).

**Available 2 hours after Approval of Event License Application**

**SPONSOR:** Fees apply. This certificate extends coverage to a benefactor or donor who supports a member club. The sponsor name will appear on the certificate(s). It confirms the club has coverage as defined by the AAU policy and extends the club's coverage to the third party/additional insured.(This certificate is applicable where needed for CG 2026 1219). This type of certificate request must be submitted to the AAU National Office for processing.

**Available 24-48 hours after request has been submitted and accepted.**

**EXTENDED COVERAGE CERTIFICATE:** Fees apply. This certificate is for AAU member clubs while participating in events hosted by organizations that are not member clubs of the AAU. This certificate must be obtained by an AAU member club. This certificate insures the named third party in regards to the AAU member club's sole negligence. The entire competing team and coach (non-athlete) must be AAU Extended Benefit members. If you are a member of the AAU in the Extended Benefit category and conduct an event that is not licensed by the AAU, you forfeit your rights of insurance coverage for said event. This type of certificate request must be submitted to the AAU National Office for processing.

**Available 24-48 hours after request has been submitted and accepted.**

**This brochure is only a brief description of the coverage available under the AAU Policies. The policies may contain reductions, limitations, exclusions and termination provisions. If there is a conflict between the contents of this document and the policy, the terms and conditions of the policy will govern in all cases.**



## AAU Registered Member Sports Accident Claim Procedure

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AAU members may be eligible for medical expense benefits for treatment of covered injuries sustained while participating in AAU Licensed activities.

If injured, complete a Claim Form and return it to NAHGA Claim Services via email, mail, or fax. Please retain a copy for your records.

The Claim Form must be signed by a non-relative coach, witness, Club Administrator or other AAU Organization Official.

### Notes:

- If the injured Member is covered by another medical insurance policy, the bills must first be submitted to that Primary Carrier prior to the AAU excess accident insurance plan. The Primary Carrier will issue an Explanation of Benefits (EOB).
- All itemized bills should be forwarded to NAHGA Claim Services with the corresponding EOB from the Primary Carrier (see above).
- Each Claim is subject to a \$300 deductible (Youth and Adult, Coaches, Volunteers & Officials)
- The Claim Form must be submitted to NAHGA Claim Services within 90 days of the accident/injury.
- The first medical treatment must be received within 90 days of the injury.
- Benefits are payable for covered expenses incurred up to 52 weeks from the date of injury.
- The maximum benefit offered by this plan is \$50,000/injury.
- Payment will be made directly to the medical provider unless the paid receipt is included with submission.

**Please submit Claim Form and related documentation  
to NAHGA Claim Services:**



**PO Box 189  
Bridgton, Maine 04009-0189  
Phone: (800) 952-4320  
Fax: (207) 647-4569  
Email: [aau@nahga.com](mailto:aau@nahga.com)**







**CRUM & FORSTER**  
A FAIRFAX COMPANY

Please complete this claim form by typing or printing clearly in ink  
and returning to:

**NAHGA Claim Services**  
PO BOX 189 , Bridgton, ME 04009  
(Phone) 800-952-4320 / (Fax) 207-647-4569  
[aau@nahga.com](mailto:aau@nahga.com) / [www.nahgaclaimservices.com](http://www.nahgaclaimservices.com)

Nature of injury \_\_\_\_\_

Print Name of Organization Official \_\_\_\_\_ Title \_\_\_\_\_

Organization Official's Signature \_\_\_\_\_ Phone No \_\_\_\_\_

PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

**NEW YORK FRAUD WARNING:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

**AUTHORIZATION:** I hereby authorize Crum & Forster, U.S. Fire Insurance Company or its representative to inspect or secure copies of medical records, laboratory reports, diagnosis, prognosis, x-rays, and any other data covering this and /or previous conditions, confinements or disabilities. I further acknowledge that this plan is not subject to the federal regulations commonly known as 'HIPAA'. A photo static copy of this authorization and acknowledgment shall be deemed as effective and valid as the original. I ALSO ACKNOWLEDGE THE ATTACHED FRAUD WARNINGS

SIGNATURE OF CLAIMANT \_\_\_\_\_ DATE \_\_\_\_\_  
Or Signature of Parent/Guardian if Claimant is 18 years or younger



PO BOX 189 , Bridgton, ME 04009  
(Phone) 800-952-4320 / (Fax) 207-647-4569  
[aau@nahga.com](mailto:aau@nahga.com) / [www.nahgaclaimservices.com](http://www.nahgaclaimservices.com)



**THE FOLLOWING MUST BE COMPLETED BY THE INJURED PERSON OR IF THE INJURED PERSON IS UNDER THE AGE OF 18 OR OTHERWISE DEPENDENT – BY HIS/HER/ PARENT OR GUARDIAN**

Member's Name \_\_\_\_\_ SS Number \_\_\_\_\_  
Last Name First Name M.I.

Current Home Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

Date of Birth \_\_\_\_\_  Male  Female Membership # \_\_\_\_\_

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

**PARENT (OR GUARDIAN) INFORMATION** (must be completed if claimant is under 18 years of age)

Name of Father or Male Guardian \_\_\_\_\_ SS Number \_\_\_\_\_

Current Home Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

Name of Mother or Female Guardian \_\_\_\_\_ SS Number \_\_\_\_\_

Current Home Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

Is the claimant covered under any other insurance policy?      No      Yes

Name of Policyholder \_\_\_\_\_ Individual      Group

Name of Carrier \_\_\_\_\_ Policy No. \_\_\_\_\_

Carrier's Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

Name of Policyholder \_\_\_\_\_ Individual      Group

Name of Carrier \_\_\_\_\_ Policy No. \_\_\_\_\_

Carrier's Address \_\_\_\_\_  
Number and Street City State Zip Code Phone No.

**If other insurance exists, all claims must be submitted to the other insurance policies first. A copy of the itemized bills along with the other carrier's corresponding Explanation of Benefits should be submitted for consideration.**



## **CLAIM FORM FRAUD STATEMENT**

### **FOR RESIDENTS OF ALL STATES OTHER THAN THOSE LISTED BELOW:**

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**ARIZONA:** For your protection Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

**ALASKA and KENTUCKY:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false, incomplete or misleading information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and may be prosecuted under state law.

**CALIFORNIA:** For your protection California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

**COLORADO:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

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**IDAHO:** Any person who knowingly, and with intent to defraud or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is guilty of a felony.

**MARYLAND:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

**NEW HAMPSHIRE:** Any person who, with a purpose to injure, defraud, or deceive any insurance company, files a statement of claim containing any false, incomplete, or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

**NEW JERSEY:** Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.



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**PENNSYLVANIA:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

**OKLAHOMA:** Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

**TENNESSEE and VIRGINIA:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

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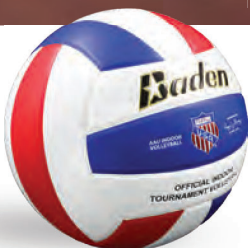


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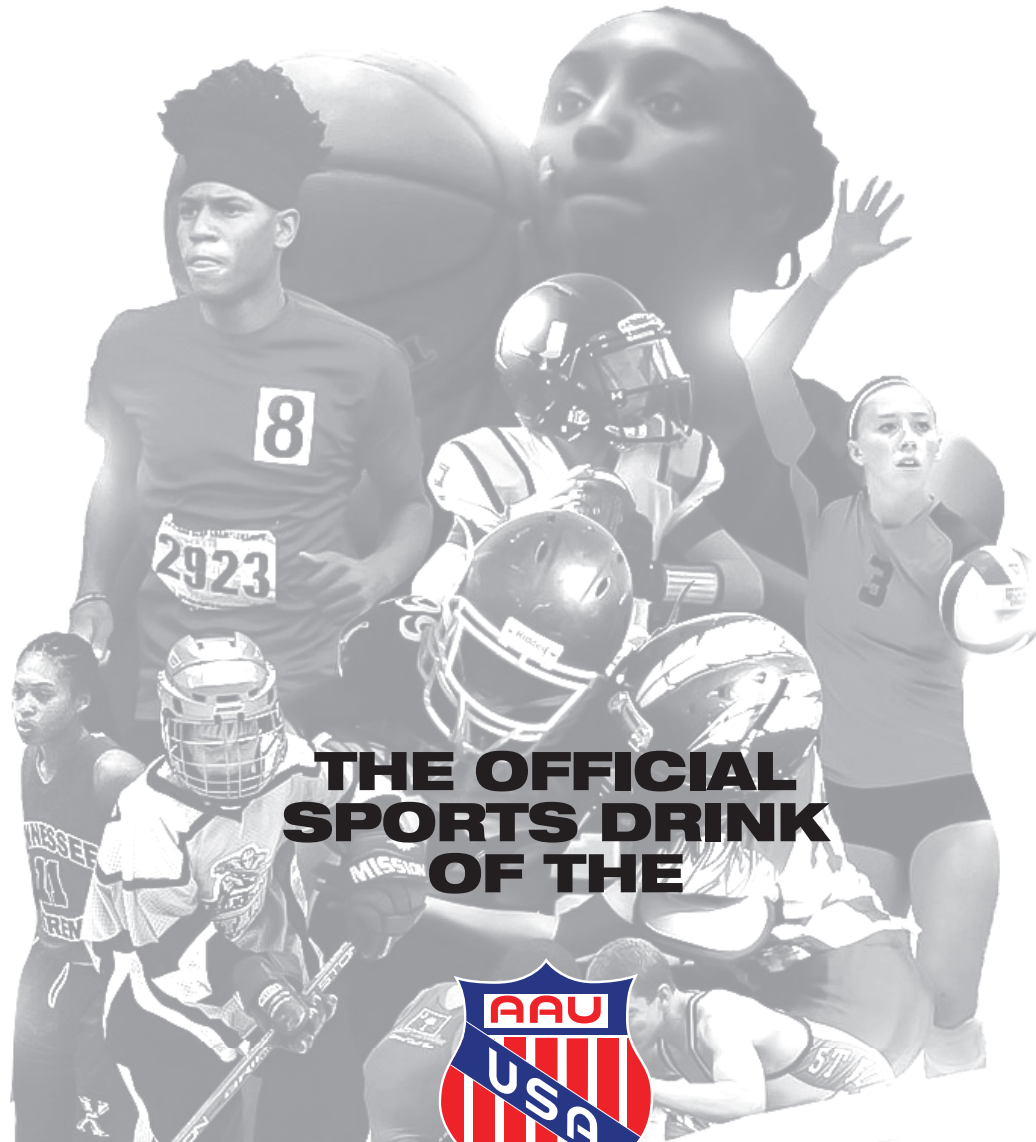
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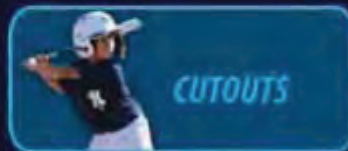
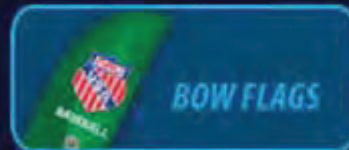
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# APPENDIX F



## **Amateur Athletic Union**

### *ATHLETE PROTECTION POLICY*



## AAU National Policy H.2. Membership Limitations

2. Sexual Misconduct. It is the policy of the AAU to deny membership in the AAU to any individual for who there is reasonable cause to believe that they have engaged in sexual misconduct. For the purposes of this policy, reasonable cause shall exist when:

- a. Criminal or civil charges have been filed against an individual alleging sexual misconduct.
- b. The individual has been convicted of a crime involving sexual misconduct.
- c. Written allegations of sexual misconduct against the individual of reasonable probative value have been submitted to the AAU; or
- d. The individual has been accused of sexual misconduct and the accusations have reasonable probative value.

# TABLE OF CONTENTS

	<u>PAGE</u>
Introduction.....	4
Chapter 1: Screening Staff Members and/or Volunteers.....	5
Applicant Screening.....	6
Criminal Background Checks.....	6
Chapter 2: Athlete Protection Guide.....	7
Commitment to Safety.....	8
Sexual Abuse.....	8
Peer-to-Peer Child Sexual Abuse.....	9
Emotional Misconduct.....	9
Physical Misconduct.....	10
Bullying.....	12
Harassment.....	13
Hazing.....	14
Reporting.....	15
Chapter 3: Managing Training and Competition.....	16
Coaches Evaluation.....	17
Supervision of Athletes.....	17
Physical Contact with Athletes.....	19
Electronic Communications and Social Media Guidelines.....	21
Locker Rooms and Changing Areas.....	23
Travel.....	24
Chapter 4: Responding to Abuse, Misconduct and Guideline Violations.....	25
Reporting Guidelines/Procedures.....	26
Appendix.....	28

## **INTRODUCTION**

The Amateur Athletic Union is committed to improving the development, safety and welfare of athletes and participants involved in sport. There are a lot of reasons to play sport – at any level. A life-long activity, people often play sport to have fun and spend time with friends. Sport also encourages a healthy lifestyle, builds self-confidence; athletes also do better off the field. They learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs and alcohol; they have higher graduation rates and are more likely to attend college.

Here, we identify six types of misconduct: emotional, physical, sexual, bullying, harassment and hazing. All forms of misconduct are intolerable and in direct conflict with the AAU Youth Protection Policy.

The Amateur Athletic Union publishes this policy as a resource to guide the development, implementation and internal review of effective athlete welfare and misconduct prevention strategies for AAU leadership and its members.



# Chapter 1:

## *Screening Staff Members and/or Volunteers*

*CREATING A SAFE AND POSITIVE ENVIRONMENT*

## **APPLICANT MEMBERSHIP SCREENING**

AAU members (coaches, event organizers, volunteers, and staff) must consent to, and pass, a formal applicant screening process before becoming a member of the AAU.

## **AFFIRMATIVE DUTY TO DISCLOSE**

If, during the course of employment or membership in the AAU, an AAU member (coach, event organizer, volunteer, and staff) is accused, arrested, indicted or convicted of a criminal offense against a child, it is the duty and responsibility of the AAU member to notify the AAU National Office.



# Chapter 2:

## *Athlete Protection Guide*

*CREATING A SAFE AND POSITIVE ENVIRONMENT*

# ATHLETE PROTECTION GUIDE

## COMMITMENT TO SAFETY

### Overview

In the event that any AAU member (coach, event organizer, volunteer, and staff) observes inappropriate behaviors, suspected physical or sexual abuse, or sexual misconduct, it is the personal responsibility of each person to immediately report (same day) his or her observations to local law enforcement and the AAU National Office.

The AAU is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensuring that it promotes an environment free of misconduct.

**AAU members (coaches, event organizers, volunteers, and staff) 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.** Instead, it is the responsibility of each person to immediately report suspicions or allegations of child physical or sexual abuse to the local law enforcement authorities and the AAU National Office.

The AAU recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

### Application

This policy applies to

- AAU members (coaches, event organizers, volunteers, and staff)
- AAU athletes and participants

Coaches, event organizers, volunteers, staff members, athletes and participants shall **refrain from child physical or sexual abuse; bullying, harassment and hazing; and emotional, physical and sexual misconduct.**

## PROHIBITED CONDUCT

### Sexual Abuse

Child sexual abuse includes sexual contact with a child that is accomplished by grooming, deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. "Grooming" describes the process whereby a person engages in a series or pattern of behaviors with a goal of engaging in sexual misconduct. Grooming is initiated when a person seeks out a vulnerable minor. Once selected, offenders will then earn the

minor's trust, and potentially the trust of the minor's family. After the offender has engaged the minor in sexually inappropriate behavior, the offender seeks to maintain control over him/her. Grooming occurs through direct, in-person and/or online contact. Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given.

Sexually abusive acts may include non-contact sexual acts such as verbal acts, sexually suggestive electronic or written communications, exposure or voyeurism.

### **Peer-to-Peer Child Sexual Abuse**

Sexual contact between minors also can be abusive. Approximately 1/3 of all child sexual abuse occurs at the hands of other children and the obligation to report extends to peer-to-peer child sexual abuse. Whether or not a 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 of power and/or intellectual capabilities.

### **MISCONDUCT**

Misconduct refers to conduct and behaviors that are considered harmful to the psychological and physical health of athletes and other participants, regardless of age. The six individual forms of misconduct described below – emotional misconduct, physical misconduct, sexual misconduct, bullying, harassment and hazing – are considered misconduct regardless of intent.

#### **Emotional Misconduct**

- (1) A pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to an athlete. Non-contact behaviors include:
  - a. verbal acts
  - b. physical intimidation
  - c. acts that deny attention or support
- (2) Any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

#### **Exception**

Emotional misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, discipline or improving athletic performance.

#### **Examples**

Examples of emotional misconduct prohibited by this Guideline include, without limitation:

- (1) **Verbal Acts.** A pattern of verbal behaviors that (a) attack an athlete personally (e.g., calling them worthless, fat or disgusting) or (b) repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive training or motivational purpose.



- (2) **Physical Intimidation.** A pattern of physically aggressive behaviors, such as (a) throwing sport equipment, water bottles or chairs at, or in the presence of, participants; or (b) punching walls, windows or other objects.
- (3) **Acts that Deny Attention and Support.** A pattern of (a) ignoring an athlete for extended periods of time or (b) routinely or arbitrarily excluding participants from practice.

### **Physical Misconduct**

- (1) Contact or non-contact behaviors that result in, have the potential to, or threaten to cause physical harm to an athlete or other sport participants; or
- (2) Any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

### **Examples**

Examples of physical misconduct prohibited by this Guideline include, without limitation:

- (1) **Contact offenses.** Behaviors that include: (a) punching, beating, biting, striking, choking or slapping an athlete; (b) intentionally hitting an athlete with objects or sporting equipment; (c) providing alcohol to an athlete under the legal drinking age (under U.S. law); (d) providing illegal drugs or non-prescribed medications to any athlete; (e) encouraging or permitting an athlete to return to play pre-maturely following a serious injury, such as a concussion, and without the clearance of a medical professional; (f) prescribed dieting or other weight-control methods (e.g., weigh-ins, caliper tests) without regard for the nutritional well-being and health of athlete.
- (2) **Non-contact offenses.** Behaviors that include: (a) isolating an athlete in a confined space (e.g., locking an athlete in a small space); (b) forcing an athlete to assume a painful stance or position for no athletic purpose (e.g. requiring an athlete to kneel on a harmful surface); (c) withholding, recommending against or denying adequate hydration, nutrition, medical attention or sleep.

### **Exceptions**

Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in swimming.

### **Sexual Misconduct**

- (1) Any touching or non-touching sexual interaction that is (a) nonconsensual or forced, (b) coerced or manipulated, or (c) perpetrated in an aggressive, harassing, exploitative or threatening manner
- (2) Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative

- (3) Grooming: Grooming is the process whereby a person engages in a series or pattern of behaviors with a goal of engaging in sexual misconduct. Grooming can occur through direct, in-person, and/or online contact.
- (4) Any act or conduct described as sexual abuse or misconduct under federal or state law (e.g. sexual abuse, sexual exploitation, rape)

**Note: An imbalance of power is always assumed between a coach and an athlete.**

Sexual misconduct includes sexual assault, sexual harassment, sexual abuse and any other sexual intimacies that exploit an athlete. **Minors cannot consent to sexual activity with an adult**, and all sexual interaction between an adult and a minor is strictly prohibited.

### **Examples**

Examples of sexual misconduct prohibited under this Guideline include, without limitation:

- (1) **Touching offenses.** Behaviors that include:
  - (a) fondling an athlete's breasts or buttocks
  - (b) exchange of reward in sport (e.g., team placement, scores, feedback) for sexual favors
  - (c) genital contact
  - (d) sexual relations or intimacies between participants in a position of trust, authority and/or evaluative and supervisory control over athletes or other sport participants
    - i. Authority and Trust.* Once the unique coach-athlete relationship is established, the authority and trust on the part of the coach over the athlete shall be assumed, regardless of age. Accordingly, sexual interaction or intimacies between a coach and an athlete or other participant are prohibited, regardless of age, both during coaching and during that period following coaching when the imbalance in power could jeopardize effective decision-making.
    - ii. Imbalance of Power.* Factors relevant to determining whether there is an imbalance of power include, but are not limited to: (a) the nature and extent of the coach's supervisory, evaluative or other authority over the athlete being coached; (b) the actual relationship between the parties; (c) the parties' respective roles; (d) the nature and duration of the sexual relations or intimacies; (e) the age of the coach; (f) the age of the athlete or participant; (g) and whether the coach has engaged in a pattern of sexual interaction with other athletes or participants.
- (e) sexually-oriented comments, jokes, or sexual innuendos made to or about an athlete, or other sexually harassing behaviors
- (f) a coach discussing his or her sex life with an athlete
- (g) a coach asking an athlete about his or her sex life
- (h) coach requesting or sending a nude or partial-dress photo to athlete
- (i) exposing athletes to pornographic material

- (j) sending athletes sexually explicit or suggestive electronic or written messages or photos (e.g. “sexting”)
- (k) deliberately exposing an athlete to sexual acts
- (l) deliberately exposing an athlete to nudity (except in situations where locker rooms and changing areas are shared)
- (m) sexual harassment; specifically, the sexual solicitation, physical advances, or verbal or nonverbal conduct that is sexual in nature, and
  - i. is unwelcome, offensive or creates a hostile environment, and the offending individual knows or is told this
  - ii. is sufficiently severe or intense to be harassing to a reasonable person in the context

### **Bullying**

- (1) An intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership
- (2) Any act or conduct described as bullying under federal or state law

### **Exceptions**

Bullying does not include group or team behaviors that (a) are meant to establish normal team behaviors, or (b) promote a team environment. Bullying also does not include verbal admonitions to encourage team members to train harder and to push through a difficult training regimen.

### **Examples**

Examples of bullying prohibited by this Guideline include, without limitation:

- (1) **Physical behaviors.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking, or slapping an athlete; (b) throwing at, or hitting an athlete with, objects such as sporting equipment.
- (2) **Non-Physical behaviors.** Behaviors that include (a) teasing, ridiculing, intimidating; (b) spreading rumors or making false statements; or (c) using electronic communications, social media, or other technology to harass, frighten, intimidate or humiliate (“cyber bullying”).

## **Harassment**

- (1) A repeated pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation or annoyance, (b) offend or degrade, (c) create a hostile environment or (d) reflect discriminatory bias in an attempt to establish dominance, superiority or power over an individual athlete or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression or mental or physical disability
- (2) Any act or conduct described as harassment under federal or state law

## **Examples**

Examples of harassment prohibited by this Guideline include, without limitation:

- (1) **Physical offenses.** Behaviors that include (a) hitting, pushing, punching, beating, biting, striking, kicking, choking or slapping an athlete or participant; (b) throwing at or hitting an athlete with objects including sporting equipment
- (2) **Non-physical offenses.** Behaviors that include (a) making negative or disparaging comments about an athlete's sexual orientation, gender expression, disability, religion, skin color, or ethnic traits; (b) displaying offensive materials, gestures, or symbols; (c) withholding or reducing playing time to an athlete based on his or her sexual orientation.

**Hazing**

- (1) Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members
- (2) Any act or conduct described as hazing under federal or state law

**Exception**

Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion. Examples include, without limitation:

- (1) allowing junior athletes to carry senior athletes' equipment into the locker room after practice
- (2) encouraging junior athletes to arrive early and set up training equipment
- (3) giving senior athletes first preference in team assignments, responsibilities, accommodations, facilities or equipment

**Examples**

Examples of hazing prohibited by this Guideline include, without limitation:

- (1) requiring, forcing or otherwise requiring the consumption of alcohol or illegal drugs
- (2) tying, taping or otherwise physically restraining an athlete
- (3) sexual simulations or sexual acts of any nature
- (4) sleep deprivation, otherwise unnecessary schedule disruption or the withholding of water and/or food
- (5) social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule
- (6) beating, paddling or other forms of physical assault
- (7) excessive training requirements focused on individuals on a team

### **WILLFULLY TOLERATING MISCONDUCT**

Failure to report forms of misconduct may result in a violation of State law.

### **REPORTING**

Although these guidelines are designed to reduce child sexual abuse and other misconduct, it can still occur. AAU members (coaches, event organizers, volunteers, and staff), and participants of the AAU shall follow the reporting procedures set forth in the AAU's Athlete Protection Policy. **The AAU does not investigate suspicions or allegations of child physical or sexual abuse, or attempt to evaluate the credibility or validity of such allegations, as a condition of reporting suspicions or allegations to the appropriate law enforcement authorities and the AAU National Office.**



# Chapter 3:

## *Managing Training and Competition*

*CREATING A SAFE AND POSITIVE ENVIRONMENT*

## **COACHES EVALUATION**

All registered non-athletes will take the AAU free offered Positive Coaching Alliance educational course as part of gaining membership into the AAU.

This Double-Goal Coach training program will give all team administrators, club directors, and coaches the tools they need to help youth athletes improve. PCA's online course is filled with powerful coaching tools that are based on the latest research in sports psychology and reflect the "best practices" of elite coaches and athletes, including such PCA National Advisory Board Members as Los Angeles Lakers Head Coach Phil Jackson, Boston Celtics Head Coach Doc Rivers, Naismith Hall of Fame basketball coaches Dean Smith and Larry Brown, former Kansas City Chiefs Head Coach Herm Edwards, Olympic Gold Medal Gymnast Bart Conner, Olympic Gold Medalist and former WNBA star Ruthie Bolton and Olympic Gold Medalist swimmer Summer Sanders, just to name a few.

Please visit [www.aausports.org](http://www.aausports.org) and click on PCA Coaches Test

## **SUPERVISION OF ATHLETES**

During training and competition, the AAU strives to create two-deep leadership and minimize one-to-one interactions to create a safe training environment and to protect athletes and participants.

### **One-to-One Interactions**

*Appropriate one-on-one interactions with athletes*

#### **Individual Meetings**

An individual meeting may be necessary to address an athlete's concerns, training program, or competition schedule. Under these circumstances, coaches, event organizers, volunteers, and staff members are to observe the following guidelines:

- 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 the corner of a gym or pool deck
- If an individual meeting is to take place in an office, the door should remain unlocked and open
- If a closed-door meeting is necessary, the coach, staff member and/or volunteer must have another person in attendance and ensure the door remains unlocked

#### **Individual Training Sessions**

An individual training session(s) with an athlete or participant may also be desired or necessary. Under these circumstances, written permission of a minor athlete's parents or guardians is



recommended in advance of the individual training session(s), and the AAU encourages parents and guardians to attend the training session.

***Prohibited one-to-one interactions with athletes***

Except as set forth above, minor athletes and participants should not be left unattended or unsupervised during AAU activities. Coaches, event organizers, volunteers, and staff members are prohibited from being alone with an individual athlete or participant in any room or building. Social activities and fundraising events shall not be conducted on a one-on-one basis. These activities should include the entire team.

## **PHYSICAL CONTACT WITH ATHLETES**

Appropriate physical contact between athletes and coaches, event organizers, volunteers, or staff members is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. However, guidelines for physical contact must be set to reduce the potential for misconduct in sport.

### **APPROPRIATE PHYSICAL CONTACT**

The AAU adheres to the following guidelines in regards to physical contact with our athletes:

#### **Common Criteria for Appropriate Physical Contact**

Physical contact with athletes – for safety, consolation and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- the physical contact must take place in public
- there is no potential for physical or sexual intimacies during the physical contact
- the physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult

#### **Safety**

The safety of our athletes is paramount and in many instances we make the athletic space safer through appropriate physical contact. Examples include:

- spotting an athlete so that they will not be injured by a fall or piece of equipment
- positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination
- making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use

#### **Celebration**

Sports are physical by definition and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. We encourage these public expressions of celebration, which include:

- greeting gestures such as high-fives, fist bumps, and brief hugs
- congratulatory gestures such as celebratory hugs, "jump arounds" and pats on the back for any form of athletic or personal accomplishment

### **Consolation**

It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who has been injured or has just lost a competition). Appropriate consolation includes:

- publicly embracing a crying athlete
- putting an arm around an athlete while verbally engaging them in an effort to calm them down (“side hugs”)
- lifting a fallen athlete off the playing surface to encourage them to continue competition

### **PROHIBITED PHYSICAL CONTACT**

Prohibited forms of physical contact:

- asking or having an athlete sit in the lap of a coach, administrator, staff member or volunteer
- lingering or repeated embraces of athletes that go beyond the criteria set forth for physical contact
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from an athlete
- “cuddling” or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
- playful, yet inappropriate contact that is not a part of regular training, (e.g., tickling or “horseplay” wrestling)
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not
- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.

## **ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA GUIDELINES**

As part of the AAU's emphasis on athlete safety, all electronic communications between a coach and athlete must be professional in nature and for the purpose of communicating information about team activities.

**As with any communication, the content of any electronic communication should be readily available to share with the athlete's family. If the athlete is under the age of 21, any email, electronic text, social media or similar communication must copy or include the athlete's parents or guardians.**

### **FACEBOOK, MYSPACE, BLOGS AND SIMILAR SITES**

Coaches may not have athletes join a personal social media page. Athlete members and parents can friend the official club/team page and coaches can communicate to athlete members through the site. All posts, messages, text, or media of any kind between coach and athlete must be professional in nature and for the purpose of communicating information about team activities or for team-oriented motivational purposes.

### **TWITTER, INSTANT MESSAGING AND SIMILAR MEDIA**

Coaches and athletes may "follow" each other. Coaches cannot "re-tweet" athlete message posts. All posts between coach and athlete must be for the purpose of communicating information about team activities.

### **EMAIL AND SIMILAR ELECTRONIC COMMUNICATIONS**

Athletes and coaches may use email to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities. Where the coach is a staff member and/or volunteer, email from a coach to any athlete should come from the club website email center (the coach's return email address will contain "@CLUB.com").

### **TEXTING AND SIMILAR ELECTRONIC COMMUNICATIONS**

Texting is allowed between coaches and athletes. All texts between coach and athlete must be professional and for the purpose of communicating information about team activities.

### **ELECTRONIC IMAGERY**

From time to time, digital photos, videos of practice or competition, and other publicly obtainable images of the athlete – individually or in groups – may be taken. These photos and/or videos may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. It is the default guideline of the AAU to allow such practices as long as the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete and the club.

**REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY**

The parents or guardians of an athlete may request in writing that their child not be contacted by any form of electronic communication by coaches (photography or videography).

**MISCONDUCT**

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by coaches, volunteers, administrators, officials, staff, parents or athletes are not acceptable and are considered violations of our Athlete Protection Policy.

## LOCKER ROOMS AND CHANGING AREAS

The Amateur Athletic Union is concerned with locker room activities between minors, minors and adults, adults being alone with individual minors in locker rooms and changing areas, with non-official or non-related adults having unsupervised access to minor participants, and with inappropriate behavior among adults in locker rooms.

As part of the AAU's commitment to safety, the AAU recommends its clubs to publish practices for locker rooms and changing areas. Clubs should include the following information in their Locker Rooms and Changing Areas Guidelines:

- **Supervision.** CLUB must have and describe its practices for supervising and monitoring locker rooms and changing areas
- **Prohibited Conduct.** CLUB's guidelines must prohibit hazing, bullying, harassment and other forms of misconduct, as set forth in the AAU's Athlete Protection Policy
- **User of Recording Devices.** CLUB's guidelines must prohibit the use of a device's recording capabilities, including voice recording, still cameras and video cameras
- **Meetings.** For individual meetings with a minor participant and a coach in a locker room, the AAU recommends that at least one additional responsible adult be with the coach.

*See Sample Guidelines in Appendix.*

## **TRAVEL**

As part of the AAU's commitment to athlete safety, the AAU recommends its clubs to have published practices for team travel. Team Travel is defined as overnight travel to a team activity that is planned and supervised by the CLUB. CLUB travel policies should be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.

Clubs should include the following in their Travel Guidelines:

- Club travel policies must be signed and agreed to by all athletes, parents, coaches and other adults traveling with the club.
- Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete(s) (unless the coach is the parent, guardian, sibling or spouse of that particular athlete).
- When only one athlete and one coach travel to a competition, the athlete must have his or her parents' (or legal guardian's) written permission in advance to travel alone with the coach.

*See Sample Guidelines in Appendix.*



# Chapter 4:

## *Responding to Abuse, Misconduct and Guideline Violations*

*CREATING A SAFE AND POSITIVE ENVIRONMENT*



## REPORTING GUIDELINES

Any report of misconduct or suspicions of child physical or sexual abuse will be taken seriously and handled appropriately. Every AAU member (coach, event organizer, volunteer, and staff) must report suspicions or allegations of child physical or sexual abuse to both (a) **the appropriate law enforcement authorities** and to (b) the AAU National Office.

**The AAU does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities.**

## REPORTING PROCEDURE

### To Whom to Report

Reports must be made to local law enforcement and the AAU National Office Compliance Department.

### How to Report

The AAU will take a report in a verbal or written form. Regardless of how you choose to report, it is helpful to the AAU for individuals to provide, at a minimum, (1) the name and contact information of the person making the report; (2) the type of misconduct alleged and the name(s) of the individual(s) alleged to have committed the misconduct; (3) date of the incident; (4) name of the alleged victim.

## CONFIDENTIALITY

To the extent permitted by law, and as appropriate, the AAU will keep confidential the complainant's name on request, not make public the names of potential victims, the accused perpetrator or the people who made a report of child physical and sexual abuse to the authorities.

## HOW REPORTS ARE HANDLED

### Suspicions or Allegations of Child Physical or Sexual Abuse

#### ***Reporting to Law Enforcement and/or Child Protective Services***

An independent investigation can harm youth and/or interfere with the legal investigative process. The AAU, its staff members and/or volunteers **do not attempt to evaluate the credibility or validity of child physical or sexual abuse as a condition for reporting to appropriate law enforcement authorities**. As necessary, however, the AAU may ask a few clarifying questions of the minor or

person making the report to adequately report the suspicion or allegation to law enforcement authorities.

***Immediate Notification***

When an allegation of child physical or sexual abuse is made against a staff member, youth and/or volunteer, the AAU may immediately notify the member that he or she is ineligible to participate in any AAU activities. As necessary, the AAU may suspend or change the assignment of a staff member and/or volunteer.

All AAU members (coaches, event organizers, volunteers, and staff) are mandatory reporters. Failure to report to local law enforcement and the AAU National Office will subject the individual(s) to disciplinary procedures under the AAU Code.

**VIOLATIONS**

Upon receiving notification of a violation of the misconduct provisions of the AAU Athlete Protection Policy, the Department of Compliance may refer the matter to the attention of the Chair of the National Board of Review. The Chair may:

- a) When there is uncontroverted evidence of a violation, or pending charges, void or block the offender's membership.
- b) Initiate a National Board of Review inquiry or complaint.



# ***APPENDIX***

## *Definitions, FAQ's, and Sample Guidelines*

# ***DEFINITIONS***

## **Child, children, minor and youth**

Anyone under the age of 21. Here, “child,” “children,” “minor” and “youth” are used interchangeably.

## **Child physical abuse**

- Non-accidental trauma or physical injury caused by contact behaviors, such as punching, beating, kicking, biting, burning or otherwise harming a child. Child physical abuse may also include non-contact physical misconduct as described in the Athlete Protection Policy.
- Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway ([www.childwelfare.gov](http://www.childwelfare.gov)).

## **Child sexual abuse**

- Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact with a minor that is accomplished by deception, manipulation, force or threat of force regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between minors can also be abusive if there is a significant imbalance of power or disparity in age, development or size, such that one child is the aggressor. The sexually abusive acts may include sexual penetration, sexual touching or non-contact sexual acts such as verbal acts, sexually suggestive written or electronic communications, exposure or voyeurism.
- Legal definitions vary by state. To find guidelines concerning your state, visit the Child Welfare Information Gateway ([www.childwelfare.gov](http://www.childwelfare.gov)).

## **Misconduct**

Conduct which results in harm, the potential for harm or the imminent threat of harm. Age is irrelevant to misconduct. There are six primary types of misconduct in sport: emotional, physical and sexual misconduct, bullying, harassment and hazing.

## **Participants**

Participants are those who participate in a sport activity through a particular club or organization. Participants may include athletes, coaches, officials or referees. Participants include (or may be) minors.

## ***FAQ's***

### **1. Do I purchase my membership first?**

Yes, you can purchase your membership first or you can purchase your membership and the club membership at the same time. NOTE: The membership and club will be pending until the membership screening process is complete.

### **2. Do I have to pay extra for the background check?**

There is no extra fee. Your background screening is included in your membership fee.

### **3. Will I be background screened yearly?**

Yes. It is part of the membership application.

### **4. I have a background check done through my Job, club, or Governing Body every year. Can you use that information?**

No. Federal Law does not allow organizations to share background screening information. We cannot use any other source or data for our background screening process. You must go through our screening process. The same process must be used for all our adult members.

### **5. I am an adult athlete and I do not participate with youth athletes, do I still have to have the background screening done?**

Yes. All adult members must be screened. No exceptions. The AAU seeks to provide a safe environment for all members.

### **6. I purchased a multi-year membership. My membership is good for two years. What happens now?**

Any Adults with multi-year memberships will be contacted by mail with instructions on how to electronically sign the Disclosure and Authorization form (a web page). You will need to do this by August 15<sup>th</sup> or your membership status will be moved to pending until this process is completed.

### **7. If my membership is not approved what happens?**

You can contact the AAU Compliance Department at 407-934-7200 for further instructions.

# ***SAMPLE GUIDELINES***

## **LOCKER ROOMS AND CHANGING AREAS**

The following guidelines are designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms and changing areas.

### **FACILITIES**

The following is a description of our practice and competition facilities to allow athletes and their families to plan their use:

We practice at: 

LOCATION ADDRESS
------------------

This location has: DESCRIPTION SELECTION

Sample locker room descriptions:

- (a) No locker room or changing facilities. Athletes will be expected to come dressed for practice and to change and shower at home.
- (b) A changing area that is shared with the general public. As such, there are likely to be people who are not associated with ORGANIZATION in the changing area around the time of practice.
- (c) A changing area and locker room dedicated to our athletes and teams.

Our home competitions will be held at: LOCATION ADDRESS(ES). The location(s) has (have): SAME DESCRIPTION SELECTION AS ABOVE.

When we travel for competition the facilities may differ from location to location. We will work with the host team to provide as much information about the locker room and changing areas as early as possible, and post that information as soon as it's available.

### **MONITORING**

CLUB has predictable and limited use of locker rooms and changing areas (e.g., immediately before and following practices and competitions). This allows for direct and regular monitoring of locker room areas. While constant monitoring inside of locker rooms and changing areas might be the most effective way to prevent problems, we understand that this would likely make athletes uncomfortable and may even place our staff at risk for unwarranted suspicion.

We conduct a sweep of the locker rooms and changing areas before athletes arrive, post staff members directly outside of the locker rooms and changing areas during periods of use, and leave the doors open only when adequate privacy is still possible. Staff members conduct regular sweeps

inside these areas as well, with women checking on female-designated areas, and men checking on male-designated areas.

-OR-

CLUB has staggered practices, with different groups arriving and departing throughout the day. It is therefore not practical to constantly monitor locker rooms and changing areas over this extended course of time. While we do not post staff members inside or at the doors of the locker rooms and changing areas, we do make occasional sweeps of these areas. Staff members conduct these sweeps, with women checking on female-designated areas, and men checking on male-designated areas.

Coaches and staff make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, we will check on the athlete's whereabouts.

Given the potential discomfort of having non-coaches and non-athletes in the locker rooms and changing areas, we discourage parents from entering those areas unless it is truly necessary. Under such circumstances, only a same-sex parent should go into a locker room and changing area.

If an athlete needs assistance with his or her uniform or gear (for example, a child under the age of eight), or an athlete's disability warrants assistance, then we ask that parents let the coach or an administrator know beforehand that he or she will be helping the athlete.

#### **MIXED-GENDER TEAMS**

If the team consists of both male and female athletes, both female and male privacy rights must be given consideration and appropriate arrangements made. Where possible, CLUB has the male and female players dress/undress in separate locker rooms and then convene in a single dressing room before the game or team meeting. Once the game is finished, the players may come to one locker room and then the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available. If separate locker rooms are not available, then the athletes will take turns using the locker room to change.

#### **USE OF CELL PHONES AND OTHER MOBILE RECORDING DEVICES**

Cell phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras increase the risk for different forms of misconduct in locker rooms and changing areas. As a result, **THERE WILL BE NO USE OF A DEVICE'S RECORDING CAPABILITIES IN THE LOCKER ROOMS OR CHANGING AREAS.**

# ***SAMPLE GUIDELINES***

## **TRAVEL**

Travel will be a standard aspect of our competitive season and CLUB has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience.

### **LOCAL AND TEAM TRAVEL**

We distinguish between travel to training, practice and local competition (“local travel”), and team travel involving a coordinated overnight stay (“team travel”).

#### **Local Travel**

Local travel occurs when CLUB does not sponsor, coordinate, or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver’s license, proper insurance, well maintained vehicle, and compliance with all state laws.

In an effort to minimize one-on-one interactions, CLUB staff members, coaches and/or volunteers, who are not also acting as a parent, should not drive alone with an unrelated athlete and should only drive with at least two other athletes or another adult at all times, unless otherwise agreed to in writing by the athlete’s parent or guardian in advance of travel. In any case where a staff member and/or volunteer is involved in the athlete’s local travel, a parental release is required in advance. Efforts must be made to ensure that staff and/or volunteers are not alone with an athlete or participant, by, e.g., picking the athletes up in groups.

Coaches, staff members and volunteers who are also an athlete’s guardian may provide shared transportation for any athlete(s). We encourage guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor athlete who is being transported as part of such a carpool arrangement.

#### **Team Travel**

Team travel is overnight travel that occurs when CLUB sponsors, coordinates or arranges for travel so that our teams can compete locally, regionally, or nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no coach, staff member, or volunteer will engage in team travel without the proper safety requirements in place, including valid drivers’ licenses, proper insurance, well-maintained vehicles and compliance with all state laws. Drivers of vehicle should be age 21 or older.



CLUB makes efforts to provide adequate supervision through coaches and other adult chaperones.

Appropriate adult-to-athlete ratios will depend on the age of your athletes and other participants. Evaluate your program to determine your supervisory needs.

For team travel, hotels and air travel will be booked in advance by CLUB. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. CLUB will also notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and we will request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for adults and athletes to socialize.

We encourage family members who wish to stay in the team hotel to do so. If family members do not stay in the team hotel, we encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

#### **INDIVIDUAL TRAVEL (For Individual Sports)**

The nature of our sport and competition structure means that individual athletes may sometimes need to travel overnight without other athletes. Under these circumstances, we encourage minimizing one-on-one time between a coach and athlete by:

1. Traveling with an additional coach or chaperone
2. Inviting parents/guardians to travel with their athlete (for athletes under age 20)

For individual travel, we attempt to provide alternative guidelines. Depending on the nature of the travel and competition, these guidelines may include:

1. Compressing the travel schedule to reduce the number of nights athletes are away from home
2. Providing regular organizational check-in phone calls to the traveling athlete and coach
3. Encouraging more frequent and unscheduled check-in phone calls initiated by parents/guardians (for minor athletes)
4. Complying with reasonable parental requests when a child is a way from home without a guardian

When only one athlete and one coach travel to a competition, *the athlete must have his or her parents' or legal guardian's written permission in advance to travel alone with the coach.*

#### **TRAVEL NOTIFICATION**

When possible, CLUB will provide reasonable advance notice before team travel. Notice will include the dates, location and duration of competition. Travel notice will also include designated team hotels for overnight stays as well as a contact person within the club/team. This individual will be the point of contact to confirm your intention to travel and to help with travel details.

CLUB will post specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary as well as contact information for team travel chaperones.

### **MIXED-GENDER AND MIXED-AGE TRAVEL**

CLUB is made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. We will make every effort to provide these groups at least one chaperone of the same sex. However, we rely on parents to serve as chaperones and may be limited in providing this match.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of CLUB, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

### **COACH AND STAFF RESPONSIBILITIES**

During team travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to these guidelines, including, without limitation, the Travel Guidelines, Locker Rooms and Changing Areas Guidelines and Reporting Guidelines.

If a coach or staff member transports an athlete or other organization member in their private car for team travel, a copy of the coach's or staff member's valid driver's license is required.

When not practicing, training, competing, or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during team travel. Coaches and staff will:

- a. prepare athletes for team travel and make athletes aware of all expectations. Supplemental information will be given to parents/guardians of athletes who are considered inexperienced travelers, new or relatively new to team travel, or who are under the age of 14
- b. familiarize themselves with all travel itineraries and schedules before the initiation of team travel
- c. conform to, and monitor for others' adherence, the Athlete Protection Policy and all guidelines during team travel
- d. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- e. help athletes be on time for all team commitments (as possible)
- f. assist with team travel logistical needs (as possible)
- g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones

- j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
- k. immediately report any concerns about physical or sexual abuse, misconduct, or guideline violations
- l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents.

### **CHAPERONE RESPONSIBILITIES**

Chaperones accompany team travel to ensure that the athletes, coaches, staff, and volunteers adhere to the CLUB's guidelines. While these include the travel guidelines, it also includes all other relevant policies contained in the AAU's Athlete Protection Policy.

If a chaperone has not undergone a criminal background check, the chaperone will not be permitted to have any one-on-one interactions with athletes or other youth participants. If a chaperone has undergone a criminal background check, he or she may have appropriate one-on-one interactions as outlined in the AAU's Athlete Protection Policy.

If a chaperone will be operating a private car for team travel, a copy of the chaperone's valid driver's license is required.

Chaperones will monitor the activities of all coaches, staff members, volunteers and athletes during team travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before team travel
- b. monitor for adherences to club guidelines during team travel
- c. encourage minor athletes to participate in regular, at least daily, scheduled communications with their parents/guardians
- d. help athletes be on time for all team commitments (as possible)
- e. assist coaches, staff and other volunteers with team travel logistical needs (as possible)
- f. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- g. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements
- h. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. immediately report any concerns about sexual and physical abuse, misconduct or guideline violations to local law enforcement.

# Double-Goal Coach® Job Description

TO: All Coaches

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: What We Expect of You

You are the most important person in our organization. You determine the kind of experience our athletes have with sports. We are committed to the principles of Positive Coaching. We expect our coaches to be “Double-Goal Coaches” who want to win and help players learn “life lessons” and positive character traits from sports. The following is what we expect from you during the coming the season.

**1. Model and teach your players to Honor the Game. Teach the elements of ROOTS – Respect for: Rules, Opponents, Officials, Teammates, and one’s Self.**

- Appoint a parent to be “Culture Keeper” for the team.
- Share with your players’ parents your desire for them to Honor the Game.
- Drill Honoring the Game in practice.
- Seize teachable moments to talk with players about Honoring the Game.

**2. Help players Redefine what it means to be a “Winner” in terms of Mastery, not just the Scoreboard:**

- Teach players the ELM Tree of Mastery (Effort, Learning, and bouncing back from Mistakes).
- Use a “Team Mistake Ritual” (like “Flushing Mistakes”) to help players quickly rebound from mistakes.
- Reward effort, not just good outcomes. Look to recognize players for unsuccessful effort.
- Encourage players to set “Effort Goals” that are tied to how hard they try.
- Use Targeted Symbolic Rewards to reinforce effort and team play.

**3. Fill your players’ Emotional Tanks.**

- Use encouragement and positive reinforcement as your primary method of motivating.
- Strive to achieve the 5:1 “Magic Ratio” of 5 positive reinforcements to each criticism/correction.
- Schedule “fun activities” for practices, so players will enjoy their sport.
- Use the “Buddy System” to teach players to fill each other’s Emotional Tanks.
- Develop “player coaches” by asking for player input and asking rather than telling them what to do.
- Learn to give “Kid-Friendly Criticism” so players will be able to hear it. Criticize in private, “Ask Permission,” use the Criticism Sandwich, avoid giving criticism in non-teachable moments.

**4. Have Conversations during Team Meetings with your players at every practice and every game.**

- Review Honoring the Game, the ELM Tree and the Emotional Tank throughout the season.
- Remind players about these three concepts before and after every game.
- Ask questions and encourage players to speak and contribute during team meetings.
- Use the Winner's Circle after a game to reinforce the positive things players did.

At the end of the season we will survey your players and their parents to give you feedback on how you did at implementing these Positive Coaching principles during the season. We will share the results with you. Thank you for all your time and effort!

I agree \_\_\_\_\_  
Coach Signature Date

For more from Positive Coaching Alliance, visit [www.positivecoach.org](http://www.positivecoach.org).



# AAU ATHLETE PROTECTION REPORTING FORM

## Reporting Abuse

AAU requires reporting of sexual misconduct by any member and strongly encourages reporting of any concerns relating to the protection of youth athletes. AAU appreciates your willingness to report inappropriate behavior. By submitting this form, you are giving permission to AAU staff to contact you.

Out of respect for the importance of this issue and to encourage honest and effective reporting, knowingly making a false or vindictive report will not be tolerated.

## Person Being Reported

Provide as much information as possible about the person you are reporting.

First Name \*

Last Name \*

Age or Approximate Age

Gender  Female  Male

Club Affiliation (or None) \*

Position(s) this individual holds or held \*  Head Coach  Assistant Coach  Athlete  Official  Other

## Alleged Offense Information

Provide as much specific information as you are able.

Type of Offense (select all that apply)\*  Bullying  Inappropriate Communication  Inappropriate Touching  Physical Abuse  Sexual Abuse  Other

Did Incident Occur at an AAU Sanctioned Event? \*  Yes  No  Not Sure

If Yes, Enter Event Name & Sanction # if known:

Location that the incident(s) took place \*  
Enter *Unknown* or City, State, Specific Location

Date(s) of Alleged Offense \*

Description of Alleged Offense (include as much detail as possible)

Knowledge of victim(s) involved in the alleged offense  I am not aware of any victim(s) involved with the alleged offense  I am aware of victim(s) involved

**Victim or Victims**

*If you are the victim and wish to remain anonymous, please enter your name as Anonymous. You may also be unaware of who the victim is. In that case, please enter Unknown.*

First Name \*

Last Name \*

Age or Approximate Age  
(None) \*

Gender  Female  Male Club Affiliation (or

Additional Information

*Fill this section out if additional victims are involved.*

First Name \*

Last Name \*

Age or Approximate Age

Gender  Female  Male

Club Affiliation (or None) \*

**Individual(s) Who May Have Additional Information**

*List anyone who may be able to provide additional information regarding the alleged offense. We will not identify you when we contact these individuals.*

First Name \*

Last Name \*

Phone #  
(if any)

Email Address

Club Affiliation

First Name \*

Last Name \*

Phone #  
(if any)

Email Address

Club Affiliation

**Report Submitted By**

*All reports are kept strictly confidential by AAU. A person reporting alleged misconduct should not fear any retribution and/or consequence when filing a report he/she believes is true.*

First Name \*

Last Name \*

Phone #

Email Address

Date \*

AAU Member\*  Yes  No  Not Sure

Club Affiliation (if any)

Relationship to victim (if any)\*  Self  Parent/Guardian  Other family member  Friend or acquaintance

Club member  Coach or volunteer  Prefer not to say

Other

**Additional Information**

*Enter any other information that you feel would be helpful to an investigation of the alleged offense you have reported:*

*This form can be submitted to the AAU National Office via:*

*Email: [compliance@aausports.org](mailto:compliance@aausports.org)*

*Fax: 407-828-0166*

*US Postal Service:*

**AAU**

**Compliance Department**

**PO Box 22409**

**Lake Buena Vista, FL 32830**