



Play Rugby USA's Child Abuse Prevention Policy & Procedures within the State of California

Child Abuse Prevention Statement:

As a youth-serving organization, *Play Rugby USA* considers the safety and wellbeing of the youth in our programs a top priority. We strive to put safety first with our programming and policies. Our organization prohibits bullying, discrimination, abuse, and other violence and we strive to proactively address reports of this type of conduct, even if it means that someone will be embarrassed or upset. We want to hear about problems or concerns and will strive to act on them in a fair, balanced way in accordance with our policies.

1. The **Mentor & Volunteer Selection Process** shall include the following:
 - a. Written Application – Every mentor and volunteer wanting to work with youth athletes in our program is required to complete a written application that will set forth appropriate background information, require disclosure of any prior claims or allegations of sexual abuse or other inappropriate conduct, and provide the names of at least two individuals (not just family or friends) as references to the good character of the mentor or volunteer. This application must be completed each year, even if the mentor/ volunteer is returning from the previous year/season.
 - b. Reference Check - A designated representative will contact the mentor/volunteer's references to help verify previous volunteer and work experience and give insight into the mentor/volunteer's character.
 - c. Personal Interview – A designated representative from Play Rugby will interview each prospective mentor/volunteer. This screening process will include specific questions regarding the existence of any prior claims of inappropriate behavior with respect to youth or youth athletes.
 - d. Background Check – All potential mentors (and volunteers who may be working directly with children) will be subject to a background check with the National Centre of Safety Initiatives and the Sex Offender Registry Information Line. The background check will include appropriate inquiries regarding any previous record of sexual abuse or other unlawful activity by the potential mentor. For current mentors/volunteers, this background check will be updated at least every five (5) years.
 - e. Final Decision- All of the organization's decisions regarding a mentor/volunteer's participation shall be made on a non-discriminatory basis and without regard to race, gender, age, disability, religion, sexual orientation and/or national origin. Play Rugby USA shall have the right to deny the participation of any individual, who refuses to fill out the volunteer application form completely, lies or knowingly misrepresents information on the application form, or violates the principles of these child protection policies. Play Rugby USA shall have the right to terminate any coach or volunteer who falsifies information or is found guilty of child abuse, neglect, or other crimes.
 - f. Training- All mentors/volunteers will be trained in child and mentor/ volunteer protection as well as Play Rugby curriculum as appropriate. Mentors/volunteers shall be subject to ongoing evaluation. Additional training may be required to maintain in good standing with Play Rugby.

2. Barriers to Abuse

Play Rugby advocates and expects exemplary behavior by all of its mentors and volunteers. Play Rugby will hold a strict line on conduct as laid out in these policies.

a. Abuse Defined

- i. **Child Abuse:** an injury, a sexual crime, or impairment of physical, mental, or emotional health inflicted or allowed to be inflicted upon a child
- ii. **Child Maltreatment:** a parent or guardian fails to exercise a minimum degree of care

b. Appropriate Behavior with Children

- i. **Uphold the Rights of all Children.** All children regardless of age, race, sexual orientation, gender, religion, and disability have equal rights to protection and safety without discrimination.
- ii. **Two Deep Leadership.** There must always be 2 adults with youth. This can be 2 Play Rugby mentors/volunteers, 1 Play Rugby mentor with 1 Play Rugby volunteer, or a Play Rugby mentor/volunteer with another adult (school administrator, school teacher, or parent). All mentor/volunteer interactions with children must be observable and interruptible by another adult.

1. If there is only 1 mentor/volunteer present, Play Rugby and the site coordinator/principal need to be notified immediately. Play Rugby and the site need to try to provide another adult immediately.

- iii. **Respect Privacy.** Mentors/volunteers must respect the privacy of youth in situations such as changing clothes, taking showers after practice, and bathrooms breaks. Intrusion is only permitted if a child's health or safety is in danger. Mentors/volunteers must protect their privacy in similar situations.

iv. **Appropriate Touching Guidelines**

These guidelines are used as a way to protect the children in our care while still promoting a positive, safe, and engaging environment for rugby. Touching should occur at a very minimal level. Since our program engages youth in kindergarten through high school, some level of touching is unavoidable. Use common sense, respect, and the awareness that child abuse is a reality in our society when mentoring and volunteering with children.

1. Touching should be in response to the need of the child, not the need of the mentor/volunteer
2. The child should initiate touching
3. Touching should be with the child's permission
4. Resistance to touching must be respected
5. Touching must never include the breast, buttocks, or groin
6. Touching should be done in the open, not private
7. Touching should have a brief, limited duration
8. Touching is age and developmentally dependent; what's appropriate changes over time

- v. **Ensure a Mentally and Physically Safe Environment.** Play Rugby mentors/volunteers must ensure the safety of all kids within Play Rugby programs and outside of program activities. The environment should be free from emotional and physical harm or threat of harm. The mentors/volunteers will encourage positive interactions and use positive

- reinforcement and praise. A mentor/volunteer will not use corporal punishment or allow abuse, maltreatment, hazing, or bullying to occur.
- vi. **Dress Appropriately.** Do not wear reveling or inappropriate attire. Wear Play Rugby USA attire to all tournaments so that all mentors/volunteers can be easily recognized.
 - vii. **Constructive Discipline.** Discipline should focus on setting limits for youth, reinforcing good behavior, and providing children with time outs or breaks from activities so that they have time to reflect on a rule they broke and how they can fix it for next time. Corporal punishment is not allowed.
- c. Discouraged Behavior with Children
- i. **One-on-One Interaction.** In situations when a personal conference is required, the meeting must be conducted in an environment that is observable and interruptible by other adults and youth.
 - ii. **Out-of-Program Contact.** Contact with youth outside of Play Rugby USA programming should rarely occur and must occur under parental or guardian permission. All emails with youth will have another adult cc'd on the email. The Digital and Social Media Privacy Policy below needs to be followed.
- d. Prohibited Behavior with Children
- i. **Verbal, Physical, or Sexual Harassment or Abuse.** Verbal communication from all mentors, volunteers, and youth will not be profane, degrading, or sexually provocative. A mentor, volunteer, and youth will have limited physical contact with all participants. There will be no patting on the buttocks, intimate, romantic, or sexual contact, corporal punishment, or contact that causes physical harm. Any behavior that involves anything of a pornographic nature is prohibited. Verbal praise, pats on the back, and high fives may be used.
 - ii. **Bullying.** Verbal, physical, and cyber bullying from all adults and youth is prohibited.
 - iii. **Hazing.** Physical hazing and initiations may not be included as part of any team induction ceremony.
- e. If a Play Rugby mentor/volunteer participates in any discouraged behavior or prohibited behavior with children or a report of suspected child abuse is filed against a Play Rugby mentor/volunteer, the situation will be immediately investigated. During the investigation, the accused individual will be suspended from all activities involving the supervision of children. The suspension will continue until the person is cleared or allegations are proven. If the allegations are proven correct, the individual will be removed from all Play Rugby activities.
3. **Report Child Abuse**
- All Play Rugby mentors and volunteers should be alert to the physical and emotion state of all program participants. Play Rugby mentors are mandated reporters and are required by law and have an ethical obligation to report any suspected cases of child abuse. Play Rugby volunteers have an ethical obligation to report cases of child abuse. Please read the possible signs of abuse below. If you witness a participant being abused or suspect a participant is being abused, please fulfill your legal or moral obligation to uphold children's safety and welfare by following the reporting process outlined below.
- a. Recognize Signs of Abuse: Any abrupt change in behavior that is maintained for a week or longer is a sign that the child is experiencing stress that could stem from a

variety of causes, including family disruption, illness, death of a pet, a move to a new neighborhood, or child abuse. Read below for signs of possible child abuse:

- i. **Physical Abuse:** Suspicious injuries that are different from those normally associated with childhood bumps and bruises such as burns, bruises in abnormal places, lacerations, abrasions, and fractures.
 - ii. **Emotional Abuse:** Emotional abuse to others, extreme sensitivity to criticism, self-destructive behavior, appears to be a danger to others, continuous unwillingness or inability to form trusting relationships, chronic rebellion against authority, constant socially disruptive behavior, lagging physical development, and in severe cases habit disorders such as thumb sucking or rocking.
 - iii. **Sexual Abuse:** Difficulty in walking; torn, stained, or bloody clothing; pain or itching in the genital area; bruises or bleeding in the body's private areas; sexually transmitted diseases; an age-inappropriate understanding of sex; reluctance to be left alone with a particular person; persistent and inappropriate sex play with peers; wearing excessive amounts of clothing; fear of touch.
 - iv. **Neglect:** Child consistently shows up inappropriately dressed, shows obvious need of medical care, lacks personal hygiene, consistently over hungry. If asked, the child will likely make excuses for his or her parent(s)/ guardians.
- b. Your Responsibility:
Follow the steps below as soon as you suspect child abuse or maltreatment.
- i. **Initial Response**
 1. Show support and concern for any youth who might be affected.
 2. Do not jump to any conclusions. Ask clarifying questions, but do not conduct your own investigation.
 3. Ask the youth in indirect ways if "everything is all right." Be available for the child, but do not force the child to confide in you. Do not ask leading or insinuating questions.
 4. Consider stating your observations to the child's parents. Do not directly or indirectly accuse a suspected adult of child abuse.
 5. Speak confidently with other adult leaders who have contact with the child. In a school setting, you can speak with the site coordinator, school social worker, and/or teacher.
 6. Handle the matter as discreetly and respectfully as possible.
 7. If child is in immediate danger or needs medical attention, call 911.
 - ii. **File a Report**

All mentors/volunteers shall report any good-faith suspicion or belief that any child is or has been physically, emotionally, or sexually abused or neglected. A report needs to be placed no matter who is involved such as a parent/guardian, school employee, Play Rugby mentor/ volunteer, or stranger. No person may abdicate this reporting responsibility to any other person. Follow the steps below and in Appendix A to report suspected child abuse or neglect.

 1. **In California, call the appropriate county Child Protection Services Hotline for immediately. (See Appendix B for a list of numbers by county)**

- a. **Play Rugby mentors (mandated reporters) call the Child Protective Services Hotline and file CA Form SS 8572 within 36 hours of reporting the incident. See Appendix C for instructions on completing CA Form SS 8572**
 - b. **Play Rugby volunteers call the Child Protective Services Hotline.**
 - c. If a child is in immediate danger, call 911.
 - d. You will need to report:
 - i. The child's name, location, approximate age and situation.
 - ii. Reason for suspicion
2. Notify Play Rugby and file a written report.
 3. Notify site program of incident and your actions.
 4. Mandated reporters must file a written and signed report (see Appendix C) to the Police or Sheriff's department within 36 hours of filing an oral report. This report must be submitted on Form SS-8572, which can be found at:
<http://www.oag.co.gov/childabuse/forms>
4. **Digital and Social Media Privacy**
- These principles apply to all mentor and volunteer's online and electronic participation and set out the standards of behavior expected as a mentor/volunteer in the Play Rugby USA program. Remember, you should participate in all Play Rugby associated media the same way as you would with other media or public forums. These principles address the growing need to protect children from abuse and mentors/volunteers from misunderstandings and false accusations. All mentors/volunteers should adhere to the following principles for social media, such as Facebook, podcasts, 'wikis' (such as Wikipedia), message boards, social bookmarking websites (such as del.icio.us), social networking websites (such as blogs, bebo, Myspace), and content sharing websites (such as Flickr and Youtube):
- a. **Transparent Communication.** All mentors/volunteers, regardless of whether they have a current volunteer application form on file, need to maintain transparency in their communications with children while protecting children's identity and privacy. It is the responsibility of adults to maintain appropriate boundaries.
 - b. **All communications must be directed to parents and guardians**, which includes phone calls, e-mails, and text messages. It is up to a child's parent(s) and/or guardian(s) to forward necessary communications about participation and the program to their children. If, for older players or youth volunteers, parents/guardians allow direct communications with a player or youth volunteer, parents must still be copied on any and all messages. Mentors/volunteers should refrain from private, personal, on-going electronic conversations with children.
 - c. **Never use a minor's real name or likeness** (picture, video or otherwise) in your conversations, updates, or blog posts without written parental consent. We don't want to put our youth in danger. This information is private. Sharing it violates youth's privacy
 - d. **Digital and social media should not interfere with or shed a negative light on your colleagues, commitments to your team(s), youth you serve, and Play Rugby.** Any reference to Play Rugby or the people involved should be in a



positive light. Play Rugby USA is best represented by the people associated with it. What you publish in media may reflect on our brand and the people associated with us.

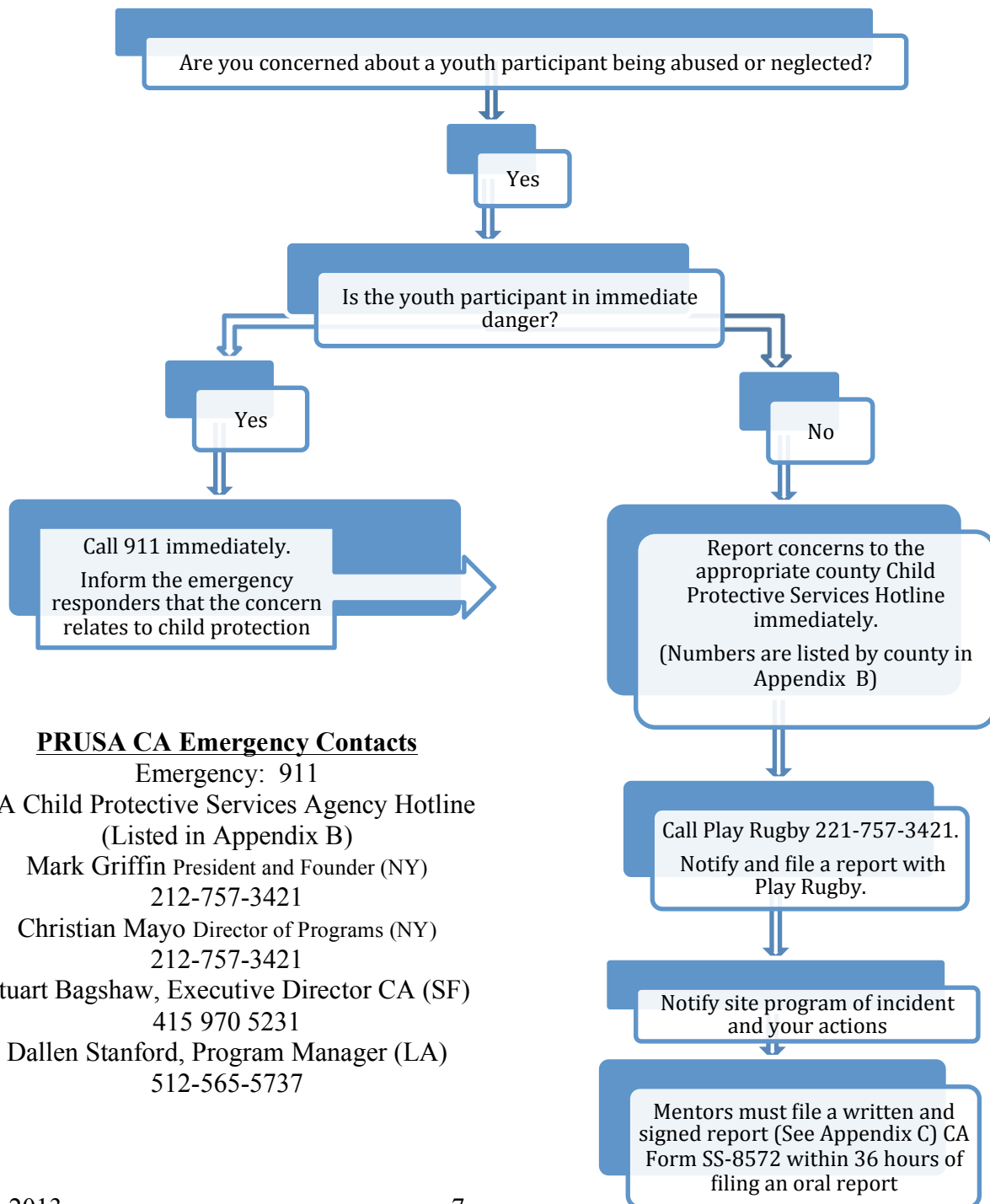
- e. **Be aware of your association with Play Rugby USA** in digital and social spaces. If you identify yourself as a Play Rugby USA mentor/volunteer, ensure your profile and related content is consistent with how you wish to present yourself, your colleagues, your team, the youth you serve and Play Rugby.
- f. **Mentors/volunteers are personally responsible** for the content they publish on blogs, wikis or any other form of user-generated media. Be mindful that what you publish will be public for a long time, so protect your privacy and respect Play Rugby as an organization.
- g. **Don't instigate quarrels through media outlets and be the first to correct your own mistakes**, and don't alter previous posts without indicating that you have done so.
- h. **Respect your audience.** Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory-such as politics and religion.
- i. **Identify yourself** when relevant to Play Rugby USA and when you discuss Play Rugby USA or Play Rugby USA related matters. Write in the first person. You must make it clear that you are speaking for yourself and not on behalf of Play Rugby USA.
- j. If you publish content to any website outside of Play Rugby USA and it has something to do with service as a mentor/volunteer or services associated with Play Rugby USA or your program site, **use a disclaimer** such as this: "The views expressed here are my own and do not necessarily represent the views of the Play Rugby USA, or my program site."
- k. **Respect copyright** for fair use and financial disclosure laws. Press associated with Play Rugby, program partner site staff, and parents will be the only people allowed to take pictures or other media at Play Rugby events. All press engaged by Play Rugby will complete a photo consent acknowledging that all pictures and media from the event are property of Play Rugby. Play Rugby USA reserves the right to waive this requirement at will.

I (print name) _____ understand the Mentor and Volunteer Selection Process, Barriers to Abuse, Mandatory Report of Abuse, and Digital and Social Media Privacy Policies outlined in the Child Prevention Policy. I will adhere to all Child Prevention Policies. I understand and agree that the safety and wellbeing of all youth are a top priority.

Signature _____ Printed Name _____ Date _____

Appendix A

Reporting Child Abuse Steps



PRUSA CA Emergency Contacts

- Emergency: 911
- CA Child Protective Services Agency Hotline
(Listed in Appendix B)
- Mark Griffin President and Founder (NY)
212-757-3421
- Christian Mayo Director of Programs (NY)
212-757-3421
- Stuart Bagshaw, Executive Director CA (SF)
415 970 5231
- Dallen Stanford, Program Manager (LA)
512-565-5737

Appendix B

CALIFORNIA COUNTY EMERGENCY RESPONSE CHILD ABUSE REPORTING TELEPHONE NUMBERS

Alameda	510-259-1800
Alpine	530-694-2235 800-694-2235
Amador	209-223-6550 — Mon-Thur. 8-5 209-223-1075 — after hours
Butte	530-538-7882 800-400-0902 — 24hours
Calaveras	209-754-6452 209-754-6500 — after hours
Colusa	530-458-0280
Contra Costa	925-646-1680 — Central 510-374-3324 — West 925-427-8311 — East 877-881-1116
Del Norte	707-464-3191
El Dorado	530-642-7100 — Placerville 530-573-3201 — S Lake Tahoe
Fresno	559-255-8320
Glenn	530-934-6520 530-934-6519
Humboldt	707-445-6180
Imperial	760-337-7750
Inyo	760-872-1727
Kern	661-631-6011 760-375-6049
Kings	559-582-2352 559-582-8776 866-582-8776
Lake	707-262-0235 800-386-4090
Lassen	530-251-8277 530-257-6121 530-310-3682 — after hours
Los Angeles	800-540-4000 — within CA 213-639-4500 — outside CA 800-272-6699 — TDD
Madera	559-675-7829 800-801-3999

Marin	415-499-7153
Mariposa	209-966-7000 800-549-6741
Mendocino	707-463-7992 — Ukiah 707-962-1100 — Fort Bragg 866-236-0368 — toll free
Merced	209-385-3104
Modoc	530-233-6602 866-233-4424 530-233-4416 — after hours
Mono	760-932-7755 760-932-7549 800-340-5411
Monterey	831-755-4661 800-606-6618
Napa	707-253-4262 707-253-4261 800-464-4216
Nevada	530-273-4291
Orange	714-940-1000 800-207-4464
Placer	916-872-6549 866-293-1940
Plumas	530-283-6300 530-283-6350 800-242-3338 — toll free
Riverside	800-442-4918 877-922-4453
Sacramento	916-875-5437
San Benito	831-636-4190 831-636-4330 — after hours
San Bernardino	909-384-9233 800-827-8724
San Diego	858-560-2191 800-344-6000
San Francisco	415-558-2650 800-856-5553
San Joaquin	209-468-1333
San Luis Obispo	805-781-5437 800-834-5437
San Mateo	650-595-7922 650-802-7922 800-632-4615

Santa Barbara	800-367-0166
Santa Clara	650-493-1186 — North 408-683-0601 — South 408-299-2071 — Central
Santa Cruz	831-454-2273 877-505-3299
Shasta	530-225-5144
Sierra	530-289-3720 530-993-6720
Siskiyou	530-841-4200 530-842-7009 — after hours
Solano	800-544-8696
Sonoma	707-565-4304
Stanislaus	209-558-3665 800-558-3665
Sutter	530-822-7227
Tehama	530-527-1911 800-323-7711
Trinity	530-623-1314
Tulare	559-730-2677 800-331-1585
Tuolumne	209-533-5717 209-533-4357 — after hours
Ventura	805-654-3200
Yolo	530-669-2345 530-669-2346 888-400-0022 — after hours
Yuba	530-749-6288

Appendix C

DEFINITIONS AND GENERAL INSTRUCTIONS FOR COMPLETION OF FORM SS 8572

All Penal Code (PC) references are located in Article 2.5 of the PC. This article is known as the Child Abuse and Neglect Reporting Act (CANRA). The provisions of CANRA may be viewed at: <http://www.leginfo.ca.gov/calaw.html> (specify "Penal Code" and search for Sections 11164-11174.3). A mandated reporter must complete and submit the form SS 8572 even if some of the requested information is not known. (PC Section 11167(a).)

I. MANDATED CHILD ABUSE REPORTERS

- Mandated child abuse reporters include all those individuals and entities listed in PC Section 11165.7.

II. TO WHOM REPORTS ARE TO BE MADE ("DESIGNATED AGENCIES")

- Reports of suspected child abuse or neglect shall be made by mandated reporters to any police department or sheriff's department (not including a school district police or security department), the county probation department (if designated by the county to receive mandated reports), or the county welfare department. (PC Section 11165.9.)

III. REPORTING RESPONSIBILITIES

- Any mandated reporter who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect shall report such suspected incident of abuse or neglect to a designated agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof *within 36 hours* of receiving the information concerning the incident. (PC Section 11166(a).)
- No mandated reporter who reports a suspected incident of child abuse or neglect shall be held civilly or criminally liable for any report required or authorized by CANRA. Any other person reporting a known or suspected incident of child abuse or neglect shall not incur civil or criminal liability as a result of any report authorized by CANRA unless it can be proven the report was false and the person knew it was false or made the report with reckless disregard of its truth or falsity. (PC Section 11172(a).)

IV. INSTRUCTIONS

- **SECTION A - REPORTING PARTY:** Enter the mandated reporter's name, title, category (from PC Section 11165.7), business/agency name and address, daytime telephone number, and today's date. Check yes-no whether the mandated reporter witnessed the incident. The signature area is for either the mandated reporter or, if the report is telephoned in by the mandated reporter, the person taking the telephoned report.



- **SECTION B - REPORT NOTIFICATION:** Complete the name and address of the designated agency notified, the date/ time of the phone call, and the name, title, and telephone number of the official contacted.
- **SECTION C - VICTIM** (One Report per Victim): Enter the victim«s name, address, telephone number, birth date or approximate age, sex, ethnicity, present location, and, where applicable, enter the school, class (indicate the teacher«s name or room number), and grade. List the primary language spoken in the victim«s home. Check the appropriate yes-no box to indicate whether the victim may have a developmental disability or physical disability and specify any other apparent disability. Check the appropriate yes-no box to indicate whether the victim is in foster care, and check the appropriate box to indicate the type of care if the victim was in out-of-home care. Check the appropriate box to indicate the type of abuse. List the victim«s relationship to the suspect. Check the appropriate yes-no box to indicate whether photos of the injuries were taken. Check the appropriate box to indicate whether the incident resulted in the victim«s death.
- **SECTION D - INVOLVED PARTIES:** Enter the requested information for: Victim«s Siblings, Victim«s Parents/ Guardians, and Suspect. Attach extra sheet(s) if needed (provide the requested information for each individual on the attached sheet(s)).
- **SECTION E - INCIDENT INFORMATION:** If multiple victims, indicate the number and submit a form for each victim. Enter date/time and place of the incident. Provide a narrative of the incident. Attach extra sheet(s) if needed.

V. DISTRIBUTION

- **Reporting Party:** After completing Form SS 8572, retain one copy for your records and submit one copy to each of the designated agencies.
- **Designated Agency:** Within 36 hours of receipt of Form SS 8572, send one copy to the police or sheriff«s department, one copy to the county welfare or probation department, and one copy to district attorney«s office.

ETHNICITY CODES

1 Alaskan Native	7 Central	13 Hispanic	19 Other Asian	26 White
2 American Indian	8 Chinese	14 Hmong	21 Other Pacific Islander	27 White-Armenian
3 Asian Indian	9 Ethiopian	15 Japanese	22 Polynesian	28 White-Central American
4 Black	10 Filipino	16 Korean	23 Samoan	29 White-European
5 Cambodian	11 Guamanian	17 Laotian	24 South American	30 White-Middle Eastern
6 Caribbean	12 Hawaiian	18 Mexican	25 Vietnamese	31 White Romanian

Note: The above Ethnicity Codes are as published on the California Department of Justice Web Site. Code number 20 is not listed.



Obtaining a Copy of Form SS 8572.

You will find the latest SS 8572 form on-line at www.oag.ca.gov. Under “Public Resources” select “Find a Form” then select “Child Protection Program” then the Suspected Child Abuse Report Form, “Form SS 8572, pdf”

The form can be filled in on-line but cannot be saved, so print 4 copies, sign and distribute the form to the designated agencies as described in Section V.