

# Protection Policies and Procedures for AGA Tennis

The mission of AGA Tennis is *To Promote and Develop the Growth of Tennis in the Triangle*. It promotes social skills and important values by fostering a spirit of cooperation and unity, as well as individual self-growth. Our goal is to create a fun environment for kids and adults in which they learn that succeeding is about how they play the game – win or lose. It is important that we provide a safe and positive experience for participants so that they may enjoy the benefits of a sport they can play for a lifetime.

## I. UNDERSTANDING AND PREVENTING MALTREATMENT

### A. Maltreatment is Strictly Prohibited

A risk facing every organization that serves children is the potential of harm resulting from inappropriate conduct. The policies and procedures presented below are intended to reduce the risk of such conduct while promoting a safe and positive environment and fostering the growth of tennis.

Maltreatment of any kind is strictly prohibited within our organization. This means that AGA Tennis does not tolerate physical, sexual, emotional, or verbal maltreatment or misconduct from our participants, coaches, managers, volunteers, parents, spectators, or any person associated with AGA Tennis.

A brief description of four types of maltreatment -- all of which are strictly prohibited are provided below.

1. Physical Maltreatment - Any non-accidental contact which results in harm.
2. Sexual Maltreatment - Any form of sexual activity with a child or teen, which can include inappropriate touching, use of sexual or sexually explicit language, sexual references, or intentional exposure to sexually explicit media.
3. Emotional Maltreatment - Any intentional conduct which harms a child or teen's spirit and/or self-worth through rejection, threats, harassment, terrorizing, isolating, or belittling.
4. Neglect - Conduct that endangers a child or teen's health, safety, or welfare. Neglect may include withholding food, medical care, and rest.

### B. Appropriate Contact is a Cornerstone to Safety

Understanding what constitutes "appropriate contact" is the first step to protect against inappropriate conduct or false allegations of misconduct.

1. Rule of Three - Coaches, managers, and volunteers should be aware that interaction with participants needs to be in an open and observable environment. Coaches, managers, and volunteers should strive to avoid being alone with a minor where he or she cannot be observed by others. The "rule of three" offers a reminder that a minimum of three persons (two adults and one child, or one adult and two children) should be present at all times

during any activities associated with AGA Tennis classes.

2. Physical Contact – Physical contact must always be respectful and appropriate in response to the needs of the participant.

### **C. Supervision**

1. Restrooms and Locker Rooms - Vulnerable individuals, such as younger children, should not be permitted to enter a rest room or locker room alone. Adhering to the “rule of three” should be followed.

2. Overnight Trips - Sharing of rooms between a participant and a non-family adult is strongly discouraged. Participants should only stay with their parent (“parent” hereinafter includes legal guardians) on overnight trips unless written approval from parents for alternate arrangements has been provided.

3. “Open Door” Policy - Parents of AGA Tennis class participants should be permitted and encouraged to visit and observe all tennis activities at any time. No class activities will be conducted in an area unobservable by parents.

4. Supervision - Providing a safe and positive environment requires supervision and taking prompt action when conduct does not conform to minimum requirements and expectations. Program providers and local/area coordinators are encouraged to get to know the coaches, managers, and volunteers in their program and observe practices and matches on a periodic basis to the extent it is practical to do so.

### **D. Reporting Obligations**

1. Internal Reporting Obligations - USTA has a system and procedure in place for handling reporting of maltreatment that is brought to its attention in connection with USTA Jr. Team Tennis activities.

Any employee or volunteer who receives a report or complaint (whether written or oral) of maltreatment of a USTA Jr. Team Tennis participant or related retaliation, or suspects or has reason to believe that a participant has been maltreated shall immediately report it to the appropriate USTA Jr. Team Tennis administrator (i.e., local/area, or sectional coordinator). Parents and participants are encouraged to report incidents of maltreatment if they suspect or have reason to believe that a participant has been a victim of maltreatment.

All action should be taken in a professional manner and confidentiality should be maintained to the extent practicable under the circumstances.

2. Legal Reporting Obligations - Without respect to internal reporting obligations set out above, anyone who has reason to believe maltreatment has occurred shall immediately report the suspected maltreatment to the proper law enforcement authority as required or permitted by applicable law.

All observed or reported maltreatment should be documented.

3. How to Report - Anyone reporting maltreatment is encouraged to send an email to AGA Tennis Owner Angela Allen ([Angela@agatennis.com](mailto:Angela@agatennis.com)). The information in the email should include the following:

- a. the name(s) of the complainant(s);
- b. the type of maltreatment alleged;
- c. the name(s) of the individual(s) alleged to have committed the maltreatment, the approximate dates the maltreatment was committed; and
- d. a summary statement of the evidence or reasons to believe that maltreatment has occurred.

## **II. CRIMINAL BACKGROUND SCREENING**

AGA Tennis requires criminal background screening for all instructors and assistant instructors.

This screening is required in order to:

- Promote a safe and positive environment for participants to compete and continue to develop and enhance their skills;
- Provide parents with assurance that those who work with their children do not pose an unknown risk, to the extent possible; and
- Deter individuals with ill-intentions.

## **A. Frequency**

The screening is done every 3 years.

## **B. Disqualification Criteria**

Reportable convictions for, disclosures of convictions for, and pending dispositions for any of the following criminal offenses, or registrations will prompt a determination that an applicant does not meet the criteria for participation:

1. Any felony including an element of violence regardless of the amount of time since the offense, and any non-violent felony within the past fifteen (15) years (felony defined as any crime punishable by confinement greater than one year).
  - a. Defined on the basis of exposure for the offense for which the defendant was convicted, pled guilty, pled nolo contendere or which is pending a disposition. If pled down, then the crime for which the defendant ultimately was convicted.
  - b. Defined as all crimes punishable by greater than one year in jail or prison, regardless of how characterized by jurisdiction. If range, alternate sentencing, or indeterminate sentencing, outer range greater than one year.
2. Any lesser crime involving force or threat of force against a person regardless of the amount of time since the offense.
3. Any lesser crime, regardless of the amount of time since the offense, of a sexual nature or classified as a sex offense including but not limited to "victimless" crimes of a sexual nature such as prostitution, pornography, indecent exposure, and crimes in which sexual relations is an element.
4. Any lesser crime within the past ten (10) years involving controlled substances (not paraphernalia or alcohol).
5. Any lesser crime within the past fifteen (15) years involving cruelty to animals.
6. Any sex offender registrant.
7. Any lesser crime within the past ten (10) years involving harm to a minor not included in numbers 1 – 6 above.

Criminal offenses include "Attempted Crimes" in the above classification.

## **E. Appeal Process**

If an applicant is deemed disqualified based upon the results of the background screening report, the applicant shall be given the opportunity to dispute the accuracy of the background screening report. An appeal due to a dispute of the accuracy or completeness of information provided by the background screening provider should be made directly to the background screening provider.

## **F. Responsibility for Implementation**

Implementation, enforcement and funding of the requirements of these policies and procedures, including decisions related to the cost of background screening, shall be the responsibility of AGA Tennis

***These Youth Protection Policies and Procedures Should Not Be Construed as Legal Advice***

These guidelines are based on the USTA Policies and Procedures that can be found here:  
[http://assets.usta.com/assets/1/15/Youth\\_Protection\\_Policies\\_and\\_Procedures\\_for\\_USTA\\_Jr\\_-\\_2-22-13\\_Clean\\_\(W-O\\_Footer\).pdf](http://assets.usta.com/assets/1/15/Youth_Protection_Policies_and_Procedures_for_USTA_Jr_-_2-22-13_Clean_(W-O_Footer).pdf)