



Text Prepared: 11/13
Review Dates: 10/17, 9/22
Text Revised: 10/19, 3/20

By: Tina Acosta
By: M. Kimpel

Turnstone

Policy

Turnstone coaches, at all levels, will hold themselves accountable at all times - during practices, competitions, and within the community - to provide a safe and healthy environment for athletes, their families, and other coaches. They will participate in Turnstone coaches' orientation and training, as requested, to enhance this safe environment.

Procedure

All coaches are a representative of Turnstone as a volunteer and, therefore, are expected to read, understand, and acknowledge all the listed requirements and responsibilities and act upon, if needed, in a professional manner.

Orientation:

1. Complete and abide by all required paperwork according to volunteer policies and procedures.
 - a. Volunteer application
 - b. Code of Ethical Conduct
 - c. Confidentiality per HIPAA standards
 - d. Turnstone Criminal Background checks – through Intellicorp and allow a 2-week time frame for processing
 - e. NGB and USOPC background checks
 - f. Mandatory Inservices through Relias Learning
2. Complete TB test either through the Turnstone nurse or through another medical provider before the season begins (TB tests through Turnstone are offered at no cost to the coach. However, if you decide to go through another medical provider, you must provide Turnstone with a current copy – less than 3 months old – of your TB test. Also, Turnstone does not reimburse for TB tests completed by another medical provider).

Education / Certification / Training:

Turnstone will inform coaches of training opportunities in an effort to encourage the professional growth of coaches within their sport and for their athletes, increase sport specific skills, foster a problem solving climate, improve communication methods, and develop a more effective collaborative effort between coaches and Adaptive Sports and Recreation staff. Upon completion of certifications/trainings, appropriate documentation must be submitted to Adaptive Sports and Recreation staff for verification.

1. Complete U.S. Center for SAFE Sport Training
2. Complete concussion training
3. Complete professional development training as available through online courses, webinars, curriculum, equipment, training modules, or conference attendance.
4. Complete additional certification training through NGB training programs requested and within the timeframes established by Turnstone

Conduct:

1. Accept the reality that a coach serves as a role model and representation for Turnstone at all times and one's actions and words will provide a positive environment and must live up to the highest standards to strengthen, encourage, motivate, and support the athletes to make a unified team.
2. Exemplify ethical behaviors, including honesty, integrity, trust, fair play and sportsmanship. These are life-long lessons that take precedence over any emphasis on winning and will not be misused.
3. Coaches refrain from direct physical contact with athletes (i.e. pats on the buttocks) that could be construed as sexual in nature. Work toward the best interests of the athletes by understanding

issues of confidentiality and avoiding situations that could create conflicts of interest or could exploit any athlete. *Reference SafeSport protocol*

4. Maintain a professional demeanor in all relationships with athletes, their families, officials, volunteers, and staff.
5. Any athlete, family member, official, volunteer, or staff who has been the subject of prohibited conduct by a coach is encouraged to report the conduct immediately to Turnstone Adaptive Sports and Recreation staff. Appropriate corrective action according to Turnstone's policy on misconduct and following Safe Sport protocol will be taken against any coach who violates this policy including up to suspension, departure or the involvement of proper authorities.
6. Remember that competition should be healthy and enjoyable.
7. Maintain good and timely communication with Turnstone Adaptive Sports and Recreation staff.
8. Keep staff informed of scores and stats after each game/match.

Safety:

1. Notify Adaptive Sports and Recreation staff of all injuries; medical interventions; and reports of bullying, hazing, harassment, or misconduct during practice and tournaments (both home and away). If an immediate emergency requires more than minor first aid or reporting to proper law enforcement, contact staff *immediately*.
2. Exhibit sound injury and risk management practices.
3. Provide a physically and emotionally safe environment for athletes during practice and competition. Discourage and do not tolerate any forms of bullying, hazing, harassment (including sexual harassment), or misconduct, including emotional, physical, verbal, social, cyber, or sexual.
4. One-on-one interactions between a minor/athlete and a coach:
 - a. are permitted only if they occur at an observable and interruptible distance by a Turnstone staff or another adult.
 - b. will be monitored by a Turnstone staff or another adult. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.
 - c. should take place in a publicly visible and open area, such as the corner of a field of play or preparation area.
 - d. If an individual meeting is to take place in an office, the door should remain unlocked and open, and any windows must be uncovered.
5. Discourage the use of performance-enhancing substances or dietary supplements.
6. Prohibit the use of alcohol, tobacco and any illegal or recreational drug.
7. Be knowledgeable about nutrition, hydration, safe and healthy weight loss or gain, and healthy eating and sleeping behaviors.
8. Practice safe training and conditioning techniques that are current.
9. Be knowledgeable about the disabilities, levels of function, and medical concerns for each athlete.
10. Assist with proper reporting procedures for any accidents/incidents so appropriate and required forms, follow-up, action plans, and disciplinary actions can be completed.

Athlete Care and Development:

1. Demonstrate an understanding and take responsibility for the athletes' growth, well-being, developmental stages and their disability.
2. Encourage athletes to adopt a physically healthy lifestyle.
3. Place athletes' needs and interests before their own.
4. Have the knowledge and preparation to lead athletes/teams within the parameters of the US Paralympics and National Governing Bodies.
5. Complete athlete evaluations as required.

Minor Athletes who become adult athletes/coaches:

- With the exception of athletes who are members of the same team, Minor Athletes who reach the age of majority (i.e. 18 years of age) must adhere to the provisions found in Turnstone policies when interacting with minor athletes who are 14 years of age or younger.
- Minor Athletes who reach the age of majority and then obtain a position of authority that presents a power imbalance, such as becoming a coach or official, must also comply with these prevention policies regardless of the age of the minor athletes with whom they will interact.

Coach's Name (Print): _____ Date: _____

Signature of Coach: _____

References:

[Minor Athlete Abuse Prevention Policies](#)

[Move United Sport Protection Reporting](#)

[SafeSport Code](#)



Text Prepared: 10/13

By: Andrew Achenbach/Tina Acosta

Text Revised: 11/15

By: Tina Acosta

Review Dates: 7/17, 3/20

By: MKimpel

Turnstone 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. Turnstone does not provide transportation for athletes or coaches to athletic events. Travel is the responsibility of the coach(es) and athlete and their family.

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.
- In an effort to minimize one-on-one interactions, Turnstone staff or coaches, who are not also acting as a parent or guardian, may not drive alone with an unrelated minor athlete and should only drive with at least two other minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent or guardian in advance of travel. In any case where a Turnstone staff or coach is involved in the minor athlete's local travel, a parental release is required in advance.

Carpooling:

- Turnstone staff or coaches who also are an athlete's parent or guardian may provide transportation for their own athlete without restriction, but must still comply with the requirements above with respect to all other athletes. We encourage parents and guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement.
- For an athlete who is a minor and the family is not able to provide the transportation to away tournaments, they are encouraged to communicate with other family members to see if carpooling is an option.
- When arrangements are made for a minor athlete to travel and stay with another family, written authorization **must** be completed and signed off by the parents or guardians and given to a Turnstone staff.

Mixed-gender and Mixed-age travel:

Turnstone groups are sometimes 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 be grouped by age and sex for the purposes of assigning an appropriate chaperone.

- Turnstone will make every effort to ensure these groups have at least one chaperone of the same sex.
- 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 a Turnstone group, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

Athlete/Coach Travel:

- An athlete traveling with a coach is discouraged (this does not apply to the coaches own children) unless all other resources have been exhausted and the family is not able to provide a means of transportation and supervision to an away tournament. In these instances, written permission by a parent or guardian must be provided and a copy must be provided to Turnstone.

Coach Reimbursement:

- Head coaches will be reimbursed at 100% for their hotel and gas costs. Airline and car rental costs will be determined on a per tournament basis. Assistant coaches will follow the same rules as a head coach, but at a 50% reimbursement rate. Receipts are required for reimbursement. Number of required hotel night stays will be determined by Turnstone prior to the event as well as reasonable mileage traveled for the event.



Text Prepared: 7/18 (also reference archived policies)
Review Dates:
Text Revised: 1/24/2020
Level Of Review: HR Committee

By: Laura Ramsey
By:
By: Laura Ramsey

Turnstone

POLICY STATEMENT

- Turnstone may not employ a person until the receipt of the person's consumer report.
- A credit report is required for any position that routinely processes money.
- An expanded report will be run, as required by the United States Olympic Paralympic Committee (USOPC), for any employee regarded as a "participant" by the USOPC.
- A consumer report will be run every three years of employment. This is best practice and highly recommended by our liability insurance company.

Turnstone will comply with Indiana Administrative Code 455 IAC 2-15-2 for all employees, regular volunteers, and contracted staff:

- A prohibition against employing or contracting with a person convicted of crimes including, but not limited to, the following:
 - A sex crime (IC 35-42-4)
 - Exploitation of an endangered adult (IC 35-46-1-12)
 - Abuse of neglect of a child (IC 35-42-2-1)
 - Failure to report battery, neglect, or exploitation of an endangered adult or dependent (IC 35-46-1-13)
 - Theft (IC 35-42-1-1)
 - Murder (IC 35-42-1-1)
 - Voluntary manslaughter (IC 35-42-1-3)
 - Involuntary manslaughter (IC 35-42-1-4)
 - Battery (IC 35-42-2)

Turnstone will comply with Indiana Administrative Code: 470 IAC 3-4.7-8 for the licensed child care center (Kimbrough Early Learning Center) for all employees:

- Sufficient grounds exist to revoke, or deny licensure, if the owner or director commits any crime that would require that they be listed in any state or national registry that is intended to protect children from violent and sex offenders.
- Sufficient grounds exist to deny employment or to dismiss an employee, if the employee commits any crime that would require that they be listed in any state or national registry that is intended to protect children from violent and sex offenders.

For those working within the KELC child care center:

- If a criminal history check of a director, employee, or volunteer shows that any of the following offenses has occurred, sufficient grounds exist to revoke, or deny licensure, deny employment, or dismiss an employee as applicable:
 - Adoption schemes
 - Adulterating drugs, controlled substances, or preparations
 - Aiding or abetting the filing of false claims
 - Allowing an establishment to be used for illegal purposes
 - Any crime that involves a violent act or threat of violent act
 - Armed robbery
 - Arson
 - Assault

- Attempts to commit armed robbery, burglary, or robbery
 - Attempts to commit criminal sexual conduct
 - Attempts to commit homicide
 - Attempts to commit kidnapping
 - Battery
 - Bribery
 - Burglary
 - Child abuse, neglect, or exploitation
 - Concealing stolen property
 - Criminal sexual conduct in any degree
 - Cruelty toward or torture of any animal
 - Cruelty toward or torture of any person
 - Embezzlement
 - Extortion
 - Filing false claims
 - Fraud
 - Homicide
 - Kidnapping
 - Larceny by conversation
 - Larceny by trick
 - Manslaughter
 - Mayhem
 - Murder
 - Negligent homicide
 - Obtaining property by false pretenses
 - Offenses involving narcotics, alcohol, or controlled substances that result in a felony conviction
 - Poisoning
 - Prostitution or related crimes
 - Rape
 - Receiving stolen property
 - Robbery/theft
 - Unlawful manufacture or delivery of drugs or possession with intent to manufacture or deliverer drugs.
- The center may request a waiver based on specific circumstances of the case, but a person shall not be employed by the child care center unless the waiver is granted.
 - The center shall notify the Division of Family and Children Services immediately of any felony conviction that appears on the criminal history check or is otherwise known by the center.
 - Any felony listed above is sufficient grounds to revoke or deny licensure and to dismiss any employee. Hiring an employee with felony convictions not listed above will require prior approval by the Division of Family and Children Services.

ACTION

- The Chief Financial Officer will suspend employment of all employees whose criminal records are not cleared before the first day of employment.
- All employees who have been found to have a criminal record or are convicted after employment, in regards to: rape, deviant conduct, exploitation of endangered adults or children or a record of theft, or a job related conviction shall be terminated from employment with Turnstone.
- Management will follow the *SafeSport Misconduct Response and Resolution Policy* for any employees found to be in violation of the "SafeSport Code for the Olympic and Paralympic Movement" found at uscenterforsafesport.org

PROCEDURE**HR Coordinator will:**

1. Collect a signed the authorization for Turnstone to proceed with a consumer report provided through Intellicorp after an offer of employment is made and before the expected start date.
2. KELC employees will be fingerprinted, at agency expense.
3. At the beginning of each fiscal year, a consumer report authorization will be collected from each employee that have completed (any multiple of three) years of employment at Turnstone. 3, 6, 9, 12, etc. (As required by the liability insurance company)
4. KELC employees are subject to an annual background check (sent in by Director of KELC.). The results are not timely but they do eventually get back to Turnstone. If there is a current background check in the KELC EE's file, this step may be waived for them.
5. If discrepancies are found, outside of this policy, Executive Leadership will consult and make a determination based on the safety of staff and clients.
6. Results of the Consumer Reports are filed in the employee HR record.



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Level of Review: Managerial

By: Laura Ramsey, CFO
By: Leadership, L. Ramsey
By: L. Ramsey

Turnstone

Policy Statement

Turnstone is committed to non-discrimination in its hiring practices, Board recruitment and volunteer utilization. The opportunities afforded are available equally to all, regardless of age, disability, national ancestry/origin, race, religion, gender, sexual orientation, income, disability, language or any other barrier to participation; however, the individual job positions do have specific requirements commensurate with the job responsibilities. The agency strives to create and maintain a diverse staff that includes women, minorities, and individuals with disabilities at all levels of employment that meets the skills and educational requirements of the various positions. (*Refer to Non-Discrimination and Inclusiveness Policy*)

In support of that policy the following process is to be followed for all new hires: (*Refer to individual policies in POLICY BOOK / Human Resource regarding: Job Posting, Criminal History Checks and Reference Checks.*)

STEPS FOR HIRING (*this includes all supervisory staff involved in the job selection process – regardless of title*) **Reference the New Hire Checklist for Hiring Managers found at M:FORMS**

1. Job postings
 - Some of the best candidates are recruited by word of mouth.
 - Open positions are often posted first within the agency. They are also posted on the Web site and on Facebook.
 - Typically for non-professional positions Turnstone advertises at the local universities. Typically for professional positions we do not advertise at the university level unless we are looking at an entry level graduate.
 - Professional positions can be posted through professional organizations, list serves, etc.
 - If we are unable to find candidates, we can look at other locations to advertise.
2. The resumes are sent to attention of Human Resource Coordinator.
 - Human Resource Coordinator will forward to the appropriate management person and will keep electronic copy of the resume.
3. It is the manager's responsibility to select which candidates are to be interviewed. This can include:
 - A review of the resume for relevance to the position
 - Phone interview to determine further relevance / interest
 - Scheduling interview times – can include others in the process as needed (lead staff, other manager/director for shared positions, your supervisor, etc.)
 - Identifying during the interview process – salary requirements, prospective start dates.
 - Offer a site visit / observation of the department – to acquaint candidates with the daily operations and informally meet staff and clients. Especially helpful if not experienced serving people with disabilities.

Important to remember:

- a. It is important to not discriminate. If an individual is personally known to the manager and they have a medical condition, psychiatric condition, etc. that could limit them - that is not reason to not interview. During the interview process explain the essential job duties and responsibilities and ask if they would have any difficulties meeting the expectations of the job or would need accommodations. This is a question you would ask ALL potential candidates. Document answers.
- b. Personal questions such as: "are you married", "do you have children", "what are their ages", "what is your religion", "how old are you" or "when did you graduate high school" etc. CAN NOT be asked. It is recommended to refrain from asking what their hobbies and interests are as that could lead to information that at a later date could be determined to have prejudiced the decision for employment and open Turnstone up for a law suit.
- c. When interviewing multiple candidates, have questions prepared ahead of time and ask the same questions of each candidate. (Questions should be vetted by the CFO) Write the responses on that sheet and keep them attached to the resume. There are "typical" interview questions and an objective rating scale process available in the policy book that can be modified / utilized for various job positions.
- d. All resumes whether selected or not should be returned to HR Coordinator. Indicate which were not selected for interview, which were interviewed, but were not the successful candidate. HR Coordinator will send out letters indicating that they have not been selected for the position.
- e. Good documentation is key in being able to defend a discrimination suit.

Verification of Credentials

4. Once the candidate is selected – **and before the offer is made**, it is the manager's responsibility to check at least references / and verify credentials. (*Refer to the Reference Check Policy*)
 - Document the reference responses for the candidate's future personnel file.
 - There is a form on the network (*M:drive/FORMS folder/employment reference check*) that has reference questions. Some positions are very specific and you may want / need to ask different questions than those in the form. This form can be sent by mail to be completed and returned, or completed over the phone by the manager.
5. If they have a professional license, it is manager's responsibility to check the health professions bureau and verify license and investigate possible issues (*refer to License Verification Policy*). Within the health professions bureau process, verification of education is part of the licensing process, therefore we only need to get a copy of the diploma for the personnel file.
6. Verification of education / degrees will be the responsibility of the HR Coordinator and should be made for all positions that require post-secondary degrees. Education is verified using Intellicorp. For new KELC employees transcripts / verification of classes / credits will need to be obtained and given to KELC director and a copy sent to HR Coordinator.
7. If the applicant has not completed the application form this should be completed at this time.

Job Offer Process

8. Manager will notify the CFO that a successful candidate has been selected. Manager is to complete the Employee Hire Information Form found at M:FORMS and forward it to the CFO.
9. CFO will contact the candidate and make the offer. CFO will follow up with an offer letter verifying pay, benefits, and start date. Candidate is to return a signed copy to HRC.
10. Once the candidate has verbally accepted the offer, CFO /HR Coordinator will discuss with them the post offer / pre-employment process:
 - Sign the criminal history authorization form and TB / mantoux process
 - If the candidate is a KELC staff the process for the more extensive criminal history check, fingerprinting, and physicals.
 - Remember that a job offer, it is not a guarantee of employment. If something is found in the criminal history check, drug screen, etc., the offer of employment can be withdrawn.
11. CFO will contact HR Coordinator and the manager that a new employee is being hired and HR Coordinator will begin the paperwork process and creating the personnel file.
(refer to the Employee General Orientation Policy)



Prepared By: Michelle Kimpel

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Level of Review: CPO

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Review Frequency: Annually

LOCKER ROOM AND CHANGING AREA POLICY

Purpose

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

Scope

Turnstone hosts programs, practices, camps, clinics and tournaments on site, as well as, at collaborative community venues for athletes throughout the year. These locations may have a changing area, locker room, and/or bathroom that is shared with the general public. As such, there are likely to be people who are not associated with Turnstone at these locations. Turnstone staff, coaches, athletes and any other Covered Individual are nevertheless required to abide by the code of conducts and SafeSport protocols at such locations. The facilities may differ from location to location. Turnstone will work with collaborative community venues to provide as much information about the locker room, bathroom and changing areas as early as possible, and post that information as soon as it is available.

Definitions

Define key terms used in the policy.

Policy Statement

MONITORING

Turnstone athletes do not typically use the shower areas after activities; however, when Turnstone hosts events, visiting athletes do utilize our accessible bathrooms/shower areas. While Turnstone does not generally post staff members inside or at the doors of the locker rooms and changing areas, staff members do make occasional sweeps of these 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, will check on the athlete's whereabouts. Turnstone discourages parents from entering locker rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let a Turnstone coach or staff person on site know about this in advance. If an athlete needs assistance with his or her uniform or gear or an athlete's disability warrants assistance, then Turnstone asks that parents or guardians let an on-site coach

or a Turnstone staff member know beforehand that he or she will be helping the athlete, and when. Turnstone also has multiple family bathrooms that should be used during these situations. However, parents must still abide by all Turnstone policies regarding use of locker rooms, bathrooms, and changing areas, they may not be alone with unrelated athletes in such areas, and must abide by restrictions regarding female- and male- designated areas.

MIXED-GENDER TEAMS

Turnstone teams consist of athletes of different genders. Privacy rights must be given consideration and appropriate arrangements made. Where possible, Turnstone has the male and female players dress/undress in separate locker rooms and then convene in a single meeting space before the program, practice, camp, or clinic begins. Once the event is finished, the athletes may come to one meeting 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. Multiple family bathrooms are available on-site for extra privacy.

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.** Such devices should be left outside of the locker room in a secure area, vehicle or checked with a coach or adult volunteer.

ONE-ON-ONE INTERACTIONS

Except for athletes on the same team, at no time are unrelated individuals permitted to be alone with a minor athlete in a locker room or changing area, except under emergency circumstances. Under no circumstances shall an unrelated individual intentionally expose his or her breasts, buttocks, groin, or genitals to an athlete.

VIOLATIONS

Violations of this policy must be reported to Move United pursuant to its reporting policy and reporting tool on the Move United website - [Move United Sport Protection Reporting](#) – and SafeSport. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension. Some violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

References

[Minor Athlete Abuse Prevention Policies](#)
[Move United Sport Protection Reporting](#)
[SafeSport Code](#)



Text Prepared: 1/07
Review Dates: 11/14,10/15, 12/16
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Level of Review-Managerial

By: Leadership
By: Cindy Geisman
By: C. Rolleston, L. Ramsey

Turnstone

Policy

Turnstone Staff will participate in the following mandatory in-services at orientation and on an annual basis:

- ❖ Management & Reporting of Abuse and Neglect
- ❖ Client Rights & Responsibilities
- ❖ HIPAA
- ❖ Ethics & Corporate Compliance
- ❖ Cultural Competency
- ❖ Infection control
- ❖ Safety & Risk Management
- ❖ Cyber Security

Procedure

- ❖ These in-services and competency tests are available on-line through Relias Learning. Answers are reviewed at the completion of the test. The tests require an 80% pass rate. Tests can be re-taken until passed. Leadership is available for questions and to enhance understanding. A hard copy of the tutorials and the test are available as reasonable accommodations – staff is encouraged to utilize the on line testing if possible. Answers are reviewed with each person to insure understanding.
- ❖ The tests results are available through the Relias Learning site. Managers / Directors receive late notifications and out of compliance notifications. Those taking the test on paper will have their scores entered into the Relias Learning program.
- ❖ KELC Childcare Staff shall annually receive training in each of the following categories:
 - a. Positive classroom management and discipline.
 - b. Developmentally appropriate practices and curriculum.
 - c. Child development.
 - d. Health, nutrition, sanitation, and safety.
- ❖ The KELC director shall annually receive training in each of the following categories:
 - a. Administrative issues.
 - b. Curriculum and developmentally appropriate practices.
 - c. Health, nutrition, sanitation, and safety.



Prepared By: *Michelle Kimpel*

Prepared Date: *9/9/22*

Level of Review: *CPO*

Last Review Date: *9/9/22*

Review Frequency: *Annually*

MONITORING COMPLIANCE

Purpose

By monitoring the interactions among staff, volunteers, athletes and others, Turnstone works to prevent, recognize and respond to inappropriate and harmful behaviors while reinforcing appropriate behaviors. Turnstone monitors for compliance with its policies and procedures to protect athletes and provide a safe environment.

Scope

Turnstone staff, athletes and others identified, as having regular contact will follow sport protection policies during any sport programs.

Policy Statement

MONITORING METHODS

Turnstone utilizes multiple monitoring methods to observe how individuals are interacting, including without limitation (1) formal supervision, including regular person to person communication and check-ins; (2) informal supervision, including regular and random observation (e.g., roving and checking interactions throughout practices), and (3) maintaining frequent contact with staff members, volunteer and athletes who interact off-site.

RESPONDING TO INTERACTIONS

While Turnstone has formal reporting policies and processes, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations.

Staff members and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors and report behaviors if necessary.

References



Prepared By: *Michelle Kimpel*

Prepared Date: *9/8/22*

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Review Frequency: *Annually*

PHYSICAL CONTACT WITH ATHLETES POLICY

Purpose

Appropriate physical contact between athletes and coaches is a productive and inevitable part of sport. Especially in adaptive sports, athletes may require physical assistance with equipment and movement. Guidelines for appropriate physical contact reduce the potential for misconduct in sport.

Scope

Anyone considered a Covered Individual must abide by this policy during any interaction with athletes.

Definitions

Covered Individuals include individuals who have ongoing interactions during a 12-month period wherein an adult participant is in a role of direct and active engagement with any minor athlete(s). At Turnstone, this list includes:

- Employees
- Part-time or seasonally contracted coaches/instructors, whether volunteer or paid
- Volunteers who Turnstone authorizes to have regular contact with athletes and/or minors
- Contractors who Turnstone authorizes to have regular contact with athletes and/or minors
- Any other individual authorized, approved, or appointed by Turnstone to have regular contact with athletes and/or minors

Policy Statement

APPROPRIATE PHYSICAL CONTACT

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 takes place in public
- there is no potential for, or actual, physical or sexual intimacies during the

physical contact

- athlete receives verbal notice of the contact about to take place
- 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 (with the athlete's consent)
- in emergencies, 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. Appropriate public expressions of celebration include:

- greeting gestures such as high-fives and fist bumps
- congratulatory gestures such as celebratory side 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 just lost a competition). Appropriate consolation includes publicly:

- putting an arm around an athlete while verbally engaging them in an effort to calm them down ("side hugs")

PROHIBITED PHYSICAL CONTACT

Prohibited forms of physical contact, which shall be reported immediately under our reporting policy include, without limitation:

- massages or rubdowns
- asking or having an athlete sit in the lap of a Covered Individual
- lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable 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

VIOLATIONS

Violations of this policy must be reported to Move United pursuant to its reporting policy and reporting tool on the Move United website - [Move United Sport Protection Reporting](#). Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension. Some violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

References

[Minor Athlete Abuse Prevention Policies](#)
[Move United Sport Protection Reporting](#)



Prepared By: *Cindy Young*

Prepared Date: *10/1997*

Level of Review: *What level of BOD or executive leadership needs to review the policy?*

Last Review Date: *09/2020*

Review Frequency: *How frequently does the policy need to be reviewed?*

REPORTING ABUSE AND NEGLECT (ADULT)

Purpose

To outline the Turnstone Center for Children and Adults with Disabilities policy and procedure to comply with Indiana Law for reporting neglect, abuse, or exploitation of adults.

Scope

The Adult Protective Services (APS) Program was established to investigate reports and provide intervention and protection to vulnerable adults who are victims of abuse, neglect, or exploitation. APS field investigators operate out of the offices of county prosecutors throughout the state. To be eligible for service under this program, an individual must be a resident of the state of Indiana, 18 years of age or older, physically or mentally incapacitated and reported as abused, neglected or exploited.

Definitions

Abuse/Battery: A person who knowingly or intentionally:

- Touches another person in a rude, insolent or angry manner; or
- In a rude, insolent or angry manner places any bodily fluid or waste on another person.

Neglect: The intentional withholding of adequate food, clothing, shelter, medical care, essential care or service. Abandonment of an individual is also considered neglect.

Exploitation: Exploitation of the individual's personal services or property: A person who recklessly, knowingly or intentionally exerts unauthorized use of the personal services or the property of:

- An endangered adult; or
- A dependent 18 years of age or older;
- For the person's own profit or advantage or for the profit of advantage of another person.
- Includes, but is not limited to sexual misuse as well as the use of the endangered adult's labor without pay or exerting unauthorized control over the finances or property of the endangered adult.

An endangered adult, in Indiana, is defined as an individual who is:

1. At least 18 years old
2. Incapable by reason of:
 - Mental illness
 - Developmental/intellectual disability
 - Dementia
 - Other physical or mental incapacity of managing or directing the management of the individual's property or providing or directing the provision of self-care
3. Harmed or threatened with harm as a result of:
 - Neglect
 - Battery
 - Exploitation of the individual's personal services or property

Policy Statement

What to report

1. The endangered adults name, age and address.
2. Name, age and address of family or other persons financially responsible for the endangered adult's care or anyone else who can provide relevant information.
3. Endangered adult's physical and/or mental condition.
4. Nature and extent of neglect, battery, and/or exploitation.
5. Include the name, address and telephone of the reporter and the basis of the reporter's knowledge.
6. Any other relevant information regarding the circumstances of the endangered adult.

Any person who suspects endangerment to an adult has the duty to report the facts to APS, law enforcement or the Hotline. Failure to report is a crime. Persons who in good faith make a report or testify at administrative or judicial proceedings on matters arising from the report are immune from both criminal and civil liability for doing so and an employer may not reduce benefits or otherwise retaliate against them.

A. PROCEDURE

1. Any employee who has reason to suspect that an adult is endangered should notify:
 - a. The client's social worker or case manager
 - b. The Chief Program Officer
 - c. The Program Director/Manager
 - d. The Chief Executive Officer
2. The employee and social worker or administrative staff member will immediately telephone the Adult Protective Services Department. Reports should be made to

the nearest law enforcement agency or call the APS Hotline at 1-800-992-6978 or the local office at 449-7989. For law enforcement contact the desk sergeant at the Fort Wayne Police Department. Use the non-emergency number: 427-1222. Leave your name and number and they will page the person on call.

3. The Allen County Prosecuting Attorney's office investigates reports on clients from the following counties: Allen, Adams, Dekalb, Huntington, LeGrange, Noble, Steuben, Whitley, and Wells.

Clients from other counties are to be reported directly to that county contact the APS Hotline at 1-800-992-6978.

4. All information, actions, and significant contact are to be documented in the client record.
5. According to "US Center for Safesport Minor Athlete Abuse / Prevention Policy":
The following taken from above document is being included for guidance between Adult and Minor who may be an athlete.
 - Observable and interruptible
 - One-on-one interactions between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) at a facility partially or fully under our jurisdiction are permitted if they occur at an observable and interruptible distance by another adult.
 - One-on-one interactions between minor athletes and an Applicable Adult (who is not the minor's legal guardian) at a facility partially or fully under our jurisdiction are prohibited, except in the circumstances described in subpart d of this section and under emergency circumstances
 - Meetings
 - Meetings between Applicable Adults and minor athletes at a facility partially or fully under our jurisdiction may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
 - If a one-on-one meeting takes place in an office at a facility partially or fully under our jurisdiction, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.
 - Meetings with mental health care professionals and health care providers
If a mental health care professional and/or health care provider meets with minor athletes at a facility partially or fully under our jurisdiction, a closed-door meeting may be permitted to protect patient privacy provided that: (1) the door remains unlocked; (2) another adult is present at the facility; (3) the other adult is advised that a closed-door meeting is occurring; and (4) written legal guardian consent is obtained in advance by the mental health care professional and/or health care provider, with a copy provided to our organization.

- Individual training sessions

Individual training sessions between Applicable Adults and minor athletes are permitted at a facility partially or fully under our jurisdiction if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

References

Source:

<https://www.in.gov/fssa/da/3479.htm>

<http://www.allencountyprosecutor.com/adultprotectiveservices/faq.html>

USOPC: US Center for Safesport Minor Athlete Abuse / Prevention Policy



Prepared By: *Cindy Young*

Prepared Date: *10/1997*

Level of Review: *What level of BOD or executive leadership needs to review the policy?*

Last Review Date: *09/2020*

Review Frequency: *How frequently does the policy need to be reviewed?*

REPORTING ABUSE AND NEGLECT (CHILD)

Purpose

To outline the Turnstone Center for Children and Adults with Disabilities policy and procedure to comply with Indiana Law for reporting neglect, abuse, or exploitation of Children.

Scope

Indiana's Department of Child (DCS), protects Indiana's children from further abuse or neglect and prevents, remedies, or assists in solving problems that may result in abuse, neglect, exploitation, or delinquency of children. DCS operates a **toll-free hotline (1-800-800-5556)** for people to call and report suspected cases of child abuse or neglect. Although reports can be made in person or by correspondence, the vast majority of child abuse and neglect reports are made via telephone. **DCS receives and initiates investigations of child maltreatment on a 24-hour basis.**

Investigations of abuse or neglect may be substantiated or unsubstantiated. **The child's safety is the paramount concern for child protective staff conducting investigations.** Families receive services based on the severity of the abuse or neglect, an assessment of the child's and the family's needs, and an assessment of the relative safety and risk to the child in the home.

Definitions

Indiana's Definition of Child Abuse and Neglect

Physical Abuse Citation: Ann. Code § 31-34-1-2

A child is a 'child in need of services' if, before the child becomes age 18, the child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian. Evidence that the illegal manufacture of a drug or controlled substance is occurring on property where a child resides creates a rebuttable presumption that the child's physical or mental health is seriously endangered.

Neglect Citation: Ann. Code §§ 31-34-1-1; 31-34-1-9; 31-34-1-10; 31-34-1-11

A child is a 'child in need of services' if, before the child becomes age 18:

-The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian

to supply the child with necessary food, clothing, shelter, medical care, education, or supervision.

-The child is born with fetal alcohol syndrome or any amount, including a trace amount, of a controlled substance or a legend drug in the child's body.

-The child has an injury, abnormal physical or psychological development, or is at a substantial risk of a life-threatening condition that arises or is substantially aggravated because the child's mother used alcohol, a controlled substance, or a legend drug during pregnancy.

The term 'child in need of services' includes a child with a disability who is deprived of nutrition that is necessary to sustain life, or is deprived of medical or surgical intervention that is necessary to remedy or ameliorate a life-threatening medical condition if the nutritional, medical, or surgical intervention is generally provided to similarly situated children with or without disabilities.

Sexual Abuse/Exploitation Citation: Ann. Code §§ 31-34-1-3; 31-34-1-4; 31-34-1-5

A child is a 'child in need of services' if, before the child becomes age 18, the child is the victim, lives in the same household as another child who was the victim, or lives in the same household as the adult who was convicted of a sex offense, as defined in the criminal statutes, pertaining to:

- Rape
- Criminal deviate conduct (before its repeal)
- Child molesting
- Child exploitation or possession of child pornography
- Child seduction
- Sexual misconduct with a minor
- Indecent exposure
- Prostitution
- Incest

A child is a 'child in need of services' if, before the child becomes age 18, the child's parent, guardian, or custodian allows the child:

- To participate in an obscene performance
- To commit a sex offense prohibited by criminal statute

Emotional Abuse Citation: Ann. Code § 31-34-1-2

-A child is a 'child in need of services' if the child's mental health is seriously endangered by an act or omission of the child's parent, guardian, or custodian.

Abandonment Citation: Ann. Code § 31-9-2-0.5

'Abandoned infant' means:

-A child who is younger than 12 months old and whose parent, guardian, or custodian has knowingly or intentionally left the child in an environment that endangers the child's life or health or in a hospital or medical facility and has no reasonable plan to assume the care, custody, and control of the child

-A child who is or appears to be no more than 30 days old and whose parent has knowingly and intentionally left the child with an emergency medical services provider and did not express an intent to return for the child

Standards for Reporting Citation: Ann. Code § 31-33-5-1

-A report is required when an individual has reason to believe that a child is a victim of child abuse or neglect.

Failure to report is a crime. Persons, who in good faith make a report, are also protected from retaliation and from liability for making the report, even if the report is not proven to be abuse.

Exceptions Citation: Ann. Code §§ 31-34-1-12; 31-34-1-14; 31-34-1-15

A child is not a 'child in need of services' if:

- The presence of a controlled substance was a result of a valid medical prescription.
- A parent fails to provide specific medical treatment for a child because of legitimate and genuine religious beliefs. This presumption does not do any of the following: Prevent a court from ordering medical services when the health of the child requires it
- Apply to situations in which the child's life or health is in serious danger

This chapter does not limit:

- The right of the parent to use reasonable corporal punishment to discipline the child
- The lawful practice or teaching of religious beliefs

Policy Statement

Common Signs & Symptoms of Child Abuse and Neglect

Physical Abuse

- Has unexplained bruises or injuries
- Has linear bruising, especially when seen on the buttocks, legs, arms and back
- Has injuries where children don't normally - on the face, legs, bottom or torso
- Has bruising in various stages of healing especially when on different body parts
- Has bruises in the shape of an object, a hand, shoe, iron, stick, belt, etc.
- Has fading bruises or other marks noticeable after an absence from school

Neglect

- Has not received attention for physical or medical problems
- Medical needs are only cared for when urgent, has untreated dental needs
- Has consistently bad hygiene, has unwashed, matted hair and noticeable body odor
- Clothing is too large or too small or inappropriate for the weather
- Receives little or no support from family with homework and school activities
- Reports no caretaker, or inconsistent caretakers at home
- Has attended numerous schools with delays in enrollment
- Has no pets or many pets; describes pets as hungry or dying
- Routinely loses, or does not return school papers, permission slips, etc
- Does not have money for lunch, arrives to school in time for free meals
- Is accidentally hurt or abused by someone other than parent while unsupervised

Sexual Abuse

- Reports sexual abuse by a parent or another adult caregiver
- Has difficulty walking or sitting
- Has a sudden weight change

- Has frequent somatic complaints, stomach or head ache, sore throat
- Suddenly refuses to change for gym or to participate in physical activities
- Has sudden negative change in appearance
- Has frequent urinary or yeast infections not explained by medical condition or treatment
- Becomes pregnant or contracts a venereal disease, particularly if under age fourteen
- Runs away

Emotional Abuse

- Has speech delays
- Reports a lack of attachment to the parent
- Exhibits frequent somatic complaints typical with anxiety, ulcers, frequent stomach or headaches

Procedure

According to Indiana Code 31-33-5-2, Sec. 2 (b)

- A. Any employee who has reason to suspect that a child has been abused or neglected is required to make a report immediately to:
 - a. The department (DCS)
 - b. The local law enforcement agency
- B. After making the report, the employee should notify one of the following that a report has been made:
 - a. The Social Worker
 - b. The Chief Program Officer
 - c. The Executive Director
- C. The person who “discovers” the probable abuse/neglect has to be the one who reports the situation to the Indiana Child Abuse and Neglect Hotline (1-800-800-5556) or to local law enforcement. HIPAA regulations permit full disclosure to a government agency when reporting abuse or neglect.
- D. Disposition is to be determined by Department of Child Services. They may request that the child remain at Turnstone until they can send a representative to talk with the child and / or take the child to a safe place.
- E. Communicate to the parents, guardian, or custodian that a report is being made in a manner to reassure an intention to help rather than a form of punishment. Remain non-judgemental; never accuse parents. Remain sympathetic and convey a willingness to help. Keep the parents informed about what is being done.
- F. If a verbal detention of the child is requested from a representative at Department of Child Services, the child can be detained. The attached form is to be completed at the time the order is received. This is an internal form used by Turnstone and not a legal document. This is to be filed in the child’s record at Turnstone.
- G. According to “U.S. Center for SafeSport Minor Athlete Abuse Prevention Policy”:

The following taken from above document is being included for guidance between Adult and Minor who may be an athlete.

- Reporting – In addition to the Indiana Code, reports must be made to:
 - U.S. Center for SafeSport through the online reporting form or by phone. Report a SafeSport Concern is located on the [SafeSport Code](#)
 - Move United through the online reporting form - [Move United Sport Protection Reporting](#)
- One-on-One Interactions
 - One-on-one in-program contact between a minor athlete and an Applicable Adult (who is not the minor's legal guardian) must be observable and interruptible, except in emergency circumstances.
 - Exceptions may apply to specific policies – dual relationship exists, close-in-age exception, if minor athlete needs an adult participant care assistant or other circumstance that have parent/guardian consent.
- Meetings and Training Sessions
 - Meetings between Applicable Adults and minor athletes must follow the one-on-one interact policy. Interactions must be observable and interruptible.
 - Individual Training Sessions follow the same exceptions listed above.
 - Meetings with licensed mental health care professionals and health care providers (other than athletic trainers) - Meetings with minor athletes at a sanctioned event or a facility, which is partially or fully under our jurisdiction, the meeting must be observable and interruptible except if the door remains unlocked; another adult is present at the facility and notified that a meeting is occurring and protect patient privacy and provider obtains consistent with applicable laws and ethical standards, which can be withdrawn at any time.
- Individual training sessions

Individual training sessions between Applicable Adults and minor athletes are permitted at a facility partially or fully under our jurisdiction if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

Release to Department of Child Services Custody

As recognized by the Department of Child Services, a foster parent is considered an extension of the division and may be sent to pick up a child.

In an attempt to maintain continuity of care, the child will be released in the following manner when there is a verbal request for detention:

1. Directly to a case worker from the Department of Child Services

2. In the event that a case worker is not available, the child will be discharged to a Department of Child Services representative (including a foster parent) when the following conditions are met:
 - a. Prior to verbal and or written notification (fax) from a case worker at Department of Child Services with the name of the foster parent who will be caring for the child.
 - b. At the time of release, the foster parent must present documentation of participation in the foster parent program with the Department of Child and a picture identification care (i.e. Driver's License). The foster parent will be advised of this requirement by the case worker prior to picking up the child.

References

Attached

[Minor Athlete Abuse Prevention Policies](#)

[Report a SafeSport Concern](#)

[SafeSport Code](#)

[Move United Sport Protection Reporting](#)

VERBAL DETENTION FORM

I, _____

Received a call from _____

On _____ (date), at _____ (time)

Giving verbal authorization for detention of

Until arrangements are made and implemented for release into the custody of the
Department of Child Services.

Special Conditions:

Signature: _____

Date: _____ Time: _____

Order received From: _____



Text Prepared: 9/04 By: Safety Committee
Review Dates: 1/12, 1/13, 1/16 By: Safety Committee
Revised: 8/11, 1/14, 1/15, 10/19, 9/22 By: Safety Committee

Purpose:

To effectively capture information; review, analyze and trend issues; and develop improvement plans and/or presentative measures about critical incidents.

Any critical incidents must be reported; including but not limited to all persons utilizing Turnstone's facility, grounds, and events; on-site or off.

The agency has developed a system to effectively capture information, review, analyze and trend issues, and develop improvement plans and/or preventative measures about critical incidents.

Reporting of critical incidents applies to all persons utilizing Turnstone's facility, grounds, and events, including off-site events. If a person is involved in an incident during a Turnstone event off-site, the incident must be reported to the staff of the location/facility. Any visitor involved in an incident that comes to the attention of a staff member, must have an incident report completed by that staff person, as best as can be with the information available. These incident reports are to be given to the CFO for follow-up.

Definition:

The definition of a critical incident includes, but is not limited to the following:

1. Medication errors
 2. Medication adverse reactions
 3. Incidents of seclusion or restraint
 4. Injuries to clients, staff, volunteers, or visitors resulting from equipment, vehicles, or medical conditions
 5. Property destruction or theft
 6. Communicable disease exposure
 7. Infection control exposure
 8. Violent or aggressive behavior
 9. Use or unauthorized possession of weapons
 10. Elopement and/or wandering
 11. Vehicular accidents involving Turnstone vans or personal vehicle during work time
 12. Biohazard accidents
 13. Environmental hazards
 14. Unauthorized use or possession of licit or illicit substances
 15. Near misses, injury barely avoided
 16. Cases of suspected abuse or neglect
 17. Suicide or attempted suicide
 18. Sexual assault
 19. Medical emergencies and cardiac events
 20. Breach of confidentiality
 21. Other sentinel events
- Blank Accident / Incident Reports are located on the M: FORMS
 - ❖ The Client / Visitor Accident / Incident Report - The Employee Injury and Illness Incident Report - Critical Incidents involving employee injury are documented on

the Employee Form. (*Refer to Employee on the Job Injury policy*) and routed to the CFO.

- ❖ The Vehicle Damage Incident Report - Vehicular damage, while operating a Turnstone vehicle during work time, is to be reported on the Vehicle Damage Incident Report (*refer to Vehicle Emergency Procedures Policy*) and routed to CFO.
 - ❖ In addition, a Serious Injury report needs to be completed in the case of serious injury to KELC clients by the Director of KELC. (*Refer to Reporting Requirements – KELC Policy.*)
- Staff is to follow appropriate emergency procedure policies at the time of the incident. “More than minor first aid” is defined as any medical situation which requires care outside of Turnstone (physician’s office, hospital).

Suspected Abuse / Neglect

- ❖ Suspected cases of abuse or neglect will be reported so that the staff member suspecting the abuse will be aided in making a report to the appropriate legal authorities (CPS/APS). *Refer to “Reporting Abuse & Neglect (Child)” and “Reporting Abuse & Neglect (Adult)” Policy*

Moderate / Severe Injury Requiring Outside Medical Attention

- ❖ It is imperative all incidents requiring more than minor first aid/medical attention or insurance notification must be immediately reported verbally to the CFO and the Program Director– or designated Executive Leadership. ***This must be done verbally and in person – do not leave voice mail, notes, emails, etc. There is a prompt on the front of the form to be completed.***
- ❖ To insure that there is a timely response, Medicaid waiver, CHOICE, and/or ADS client incidents / accidents are to be reported to all the Social Services by email by the end of the day following the incident. (*refer to the policy: Reporting of Unusual Incidents – Division of Aging or Reporting Requirements KELC - Childcare*). There is a prompt on the front of the form to be completed.

Procedure:

- Documentation of any of these critical incidents must be completed within 24 hours by the staff members most directly involved. *An explanation of the incident must be made in the client chart with an objective description of the incident and what was done. In addition, the Accident / Incident Report form needs to be completed and routed as indicated on the form.* The completed forms are **NOT TO BE COPIED**, and are considered internal records to the insurance company and protected from discovery as confidential communications.
- **DO NOT MENTION THE INCIDENT FORM IN THE CLIENT’S CHART DOCUMENTATION OF THE INCIDENT.**
- Employees are educated on this process at the time of orientation and annually thereafter. The policy is also available for review by the staff at any time on the M drive in the Policy Folder.

Reporting of Client/Visitor and Vehicle Accident/Incident Forms and Follow-up

The completed report is to be given to the Department Director/Manager or, if unavailable, another member of the Leadership Team within 24 hours. **It is a great responsibility and highly important that any serious incident be submitted to the CFO or Executive Leadership Team as soon as possible.**

- The Department Director will notify the CFO, CPO or CEO to discuss the seriousness of the situation.

Employee Incident Reports

- The Employee Incident requiring medical attention must be brought to the immediate attention of the Department Director / Manager AND CFO, or a member of the Executive Leadership Team (*Refer to Employee on the Job Injury Policy in the Human Resource Folder*). Any process improvement needs will be addressed.
- All Employee Incident Reports are to be completed by the employee within 24 hours of the incident and routed to the Chief Financial Officer (CFO).
- The CFO will complete the follow up portion of the report and route the form to the Safety Committee Chair rep.

Forms located in M:FORMS



SAFESPORT MISCONDUCT RESPONSE AND RESOLUTION

Text Prepared: 12/2019
Review Dates: 8/2022
Revised: 1/21/20

By: Executive Leadership
By: M.Kimpel, E.Whitney
By: Denise Hughes

Purpose:

To comply with Indiana Law, United States Olympic Paralympic Committee (USOPC) training site requirements, SafeSport and Move United Chapter requirements.

Definition of Terms:

Note: *Code:* The Code, refers to “SafeSport Code for the U.S. Olympic and Paralympic Movement”.

NGB: National Governing Body

LAO: Local Affiliated Organization

Center: U.S. Center for SafeSport

Participant: per definition in the SafeSport Code (see reference)

Claimant: The person who is alleged to have experienced conduct that constitutes a Code violation.

Respondent: A Participant who is alleged to have violated the Code.

Third Party Reporter: Reports brought by individuals other than the Claimant are referred to as “third-party reports” and those bringing them are “third-party reporters.”

Minor or Child: An individual who is/is believed by the Respondent to be, under the age of 18.

Athlete: An athlete who meets the eligibility standards established by the NGB or Paralympic sports organization for the sport in which the athlete competes.

Formal resolution: trained investigator assigned; conducts interviews and gathers relevant information and evidence

Informal resolution: Respondent takes accountability for the misconduct, and works with Center to resolve

Retaliation: any adverse action or threat to take any adverse action against any person related to allegations of prohibited conduct

Forms of Abuse:

Child Abuse, Sexual Misconduct, Emotional or Physical Misconduct, Aiding and Abetting, Misconduct related to Reporting, Misconduct related to the Center’s Process, and Other Inappropriate Conduct.

Please see the “SafeSport Code for the U.S. Olympic and Paralympic Movement”, for full descriptions and definitions of the forms of abuse listed. (Link is below)

Reporting Process

- Any allegations of abuse provided by any claimant or third-party reporter will be reported immediately to a Turnstone Manager/Director/Chief. Documentation of any of these allegations (critical incidents) will be completed within 24 hours.

SAFESPORT MISCONDUCT RESPONSE AND RESOLUTION

- Suspected cases of abuse or neglect will be reported so that the staff member suspecting the abuse will be aided in making a report to the appropriate legal authorities (DCS/APS). (Refer to “Reporting Abuse and Neglect(Child)”, “Reporting Abuse and Neglect (Adult)” Policies)
- Although it is not mandatory, leaving a name and contact information during reporting assists with any necessary follow-ups and provides documentation of due process. Anonymous reporting will be accepted; documentation will reflect the anonymous nature of individual making the report.
- The appropriate form is to be completed in its entirety, indicating at the top of form if reporting anonymously.
- The completed report is to be given to an Executive Leadership Chief immediately or no later than 24 hours. This notification needs to be done by the person completing the report.
- CFO, or other Executive Leadership, will make contact with the insurance company and the agency attorney.
- The Training Site is required to notify the Center through [U.S. Center for SafeSport's online reporting form](#)
- Within 24 hours, a notification of the allegation should be sent to the Center and NGB with any temporary measures identified and set in place documented on the appropriate form, as part of the follow up.
- Turnstone will determine in its discretion the appropriate steps to address the conduct based on several factors, including
 - the age of the Claimant,
 - the age of the Respondent, and
 - the nature, scope and extent of the allegations.
- Temporary measures may include, but not limited to:
 - **Emergency suspension** - temporarily suspend the Respondent pending final resolution of the complaint to eliminate any potential danger to an athlete, sport participant or other individual. Such temporary suspension is not subject to contest or appeal. The determination to suspend an individual shall be made by the CEO.
 - **Investigation** - As appropriate, and at its discretion, Turnstone may institute a formal investigation of the allegations.
 - **Other Disciplinary Actions** - In cases where Turnstone determines that an investigation is not necessary, or after investigation if applicable, Turnstone’s CEO shall determine the appropriate disciplinary action in each case, if any. Sanctions for violations of sport protection policies will be proportionate and reasonable under the circumstances. Turnstone may take the following disciplinary actions, without limitation:
 - Inform the Respondent’s direct-line supervisor or in the case of a minor, the minor’s parent or guardian
 - Provide the Respondent with guidance, redirection and instruction
 - Temporary suspension from competition or participation

SAFESPORT MISCONDUCT RESPONSE AND RESOLUTION

- Issue a verbal warning
 - Issue a written warning
 - Implement a limited access agreement (e.g., limiting an individual's access to certain facilities, events, etc...)
 - Engage in restorative practices (i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred)
 - Suspend or terminating employment, membership, or participation
- After the reporting and intake are completed, investigation will continue based upon a referral for formal or informal resolution.
 - At the conclusion of the investigation, an investigation report is submitted to the Center for committee review and decision-making. A final investigation report will be prepared that sets forth the investigator's findings of fact. The USOPC will be provided a summary of investigative findings and sanctioning within 5 business days of case closure. This report will be shared with the Claimant and Respondent upon issuance of the decision. The investigative report and any attachments are considered confidential.
 - Executive Leadership assures reporting timeframe compliance and follow-up. Health and Safety Committee will review all incidents and trends.
 - The Center issues a decision as to whether a violation of the Code occurred, and if so, assigns a sanction.

Protection against Retaliation

1. Retaliation or attempt to do the same by a Participant, someone acting on behalf of a Participant, an NGB, LAO, the USOPC, or any organization under the Center's jurisdiction is prohibited.
2. Adverse actions include, but are not limited to threatening, intimidating, harassing, coercing, or any other action or conduct with the potential effect of dissuading any reasonable person from reporting Prohibited Conduct or engaging in activity related to any reporting or investigative processes.
3. If retaliation occurs, disciplinary action will be enforced up to and including termination from services, employment, or removal from the premises.

References:

- Turnstone Policies (captured within policy)
 - Reporting of Critical Incidents
 - Reporting Abuse and Neglect – Adult
 - Reporting Abuse and Neglect - Child
- USOPC: Requirements for U.S. Olympic and Paralympic Training Sites June 2019\
- [SafeSport Code for the U.S. Olympic and Paralympic Movement](#)
- [Center's Response and Resolution Process flow chart](#)



Turnstone

Text Prepared: 12/2019
Review Dates: 9/2022
Revised:

By: Executive Leadership
By: M.Kimpel, E.Whitney
By:

Purpose:

To comply with the United States Olympic & Paralympic Committee (USOPC) training site and Move United Chapter requirements on SafeSport Education and Training, and any additional governing body requirements.

Definition of Terms:

Definitions per [U.S. Center for SafeSport Code](#) and [Minor Athlete Abuse Prevention Policies](#)

Participant: are those individuals who are under the control of Local Operator and are:

- In a position of authority over Athletes; and / or
- Have regular contact with Athletes; and /or
- Employees or board members of the USOPC, NGB, PSO or LAO.

Minor or Child: An individual who is, or is believed to be, under the age of 18.

Education and Training

- All participants, including anyone over the age of 18, will complete the U.S. Center for SafeSport's online SafeSport Trained Core and subsequent Refresher Courses at [SafeSport Training Courses](#)
- Participant Lists are maintained on PayCom for employees and on a spreadsheet found at P:USOPC Requirements/Participant List for non-employees. This list will be updated annually or when appropriate.
- On-line training is required annually, with refresher courses after the initial core class. The target completion date will be:
 - Before regular contact with a minor athlete begins; and
 - Within the first 45 days of either initial membership or upon beginning a new role subjecting the adult to this policy.
- All Turnstone Participants will be provided the link and access code for the on-line training and testing via the Turnstone Hub or contacting the Director of Sport and Recreation; Director of Fitness, Aquatics and High Performance Sports; or the Human Resource Manager.
 - Employees need to upload the certificate of completion into PayCom and inform the HR Manager; volunteers/students to the Volunteer Coordinator.
- Failure to complete annual training may result in disciplinary action and/or separation of relationship with Turnstone.

Resources

[SafeSport Training Courses](#)

[U.S. Center for SafeSport Code](#)

[Minor Athlete Abuse Prevention Policies](#)



Prepared By: *Who wrote the policy?*
Prepared Date: *October 2010*
Level of Review: *Senior Leadership Team*
Last Review Date: *September 2022*
Review Frequency: *Annual*

SOCIAL MEDIA & DIGITAL COMMUNICATION GUIDELINES

Purpose

Turnstone recognizes that our employees actively participate in social media and online communications. These guidelines are designed to help protect the reputation and credibility of Turnstone and our employees, as well as the privacy of our clients. It is the expectation of the agency that all employees will be circumspect when entering text communication within the various components of digital communication. They will be responsible to follow all agency established policies and federal, state and local regulations related to ethics – professional and business, corporate compliance, confidentiality, privacy, HIPAA, etc.

These guidelines appear in the Employee Handbook and are a part of the annual review related to client rights, corporate compliance, ethics and privacy. Violation of these guidelines can result in disciplinary action up to and including termination of employment.

Scope

This policy applies to all individuals involved in Turnstone programming, including staff, volunteers, coaches, athletes, clients, etc.

Definitions

Athletes – minor athletes or athletes, whether an adult or a minor, who has a legal guardian

Covered Individuals include individuals who have ongoing interactions during a 12-month period wherein an adult participant is in a role of direct and active engagement with any minor athlete(s). At Turnstone, this list includes:

- Employees
- Part-time or seasonally contracted coaches/instructors, whether volunteer or paid
- Volunteers who Turnstone authorizes to have regular contact with athletes and/or minors
- Contractors who Turnstone authorizes to have regular contact with athletes and/or minors

- Any other individual authorized, approved, or appointed by Turnstone to have regular contact with athletes and/or minors

Policy Statement

These principles apply to professional use of social media on behalf of our agency as well as personal use. These guidelines apply to social media and digital communication platforms including blogs and other media outlets

- Adhere to our Code of Ethics, HIPAA, Privacy and Confidentiality policies.
- You are accountable for your actions and what you write and post.
- Use common sense and good judgment - your statements could have an impact on our agency's reputation. Remember that what you post or publish may be public information for a long time.
- Be accurate, honest and genuine and take responsibility for your mistakes. A conversational, personal tone often works best - similar to how you'd speak. If you make a mistake, or someone questions a statement or claim you make, it's your responsibility to investigate it. If appropriate, you should quickly correct any mistakes or provide any necessary clarifications.
- While employees have a right to express their views about Turnstone and its policies and practices, care must be exercised to assure statements are factual, do not disclose confidential client information, confidential employee information obtained as part of the job duty, or information that exposes a co-worker to embarrassment. Under no circumstances may an employee make statements critical of the services Turnstone provides. Concern about services must be addressed to your supervisor or the CEO.
- Be sensible. Don't make posts or comments that may be considered defamatory, obscene, libelous, threatening, harassing or embarrassing to others.
- Turnstone uses social media to publicize its activities and services. The purpose of such postings is to raise community awareness of the outstanding services our employees perform and the benefits our clients receive in making such postings. Turnstone is careful to adhere to confidentiality requirements. Apart from those employees directed by Turnstone to make social media postings, it is not the duty or responsibility, of employees to make social media postings. If you're uncertain about whether to post or discuss something that's related to Turnstone, seek the advice of a member of the Leadership Team.
- Because of the nature of services provided by Turnstone, its clients are entitled by Federal and state law to privacy. Postings on social media concerning services and clients is prohibited. This includes not posting pictures of any Turnstone client or activity, nor posting any copyrighted material, trademarks or service marks. Refer media and press inquiries to our authorized company spokespersons. Social media networks, blogs and other types of online content sometimes generate press and media attention. If members of the media, including journalists or bloggers, contact you about a statement that you made that might be considered sensitive to

Turnstone, please refer them to the CEO unless you've been authorized to respond or speak on behalf of our company.

- Obtain permissions if needed. Get appropriate permission before you refer to or post images of current or former employees, board members, volunteers, clients or others. Additionally, get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

SPECIAL GUIDELINES: PERSONAL USE

Social media use shouldn't interfere with your responsibilities at Turnstone. Our computer systems are to be used primarily for business purposes. While incidental personal use of our systems at work may be acceptable under certain circumstances, excessive use of our computer systems for social media networks, personal blogging or creating other types of online content could result in the company limiting your ability to engage in these activities during work time and/or taking disciplinary action.

If needed, clarify in a post or comment that you're expressing your own views and opinions and not those of our company. While this type of clarification probably won't be needed for most posts and comments, sometimes it will be important or necessary to distinguish between personal views and company views, depending on the topic. Don't use the Turnstone name, trademark or logo on personal blogs, websites or other types of online content.

Employees must understand that they have no right of privacy when using Turnstone-provided computers or other electronic communication devices. Information sent, received or stored on Turnstone equipment is subject to review. Turnstone electronic devices should NEVER be used to transmit anything that may be considered offensive or harassing based on race, sexual orientation, gender, nationality, religion, disability or age.

SPECIAL GUIDELINES: LIVE STREAMING OR VIDEO RECORDING

Due to the confidentiality of health information (or HIPPA), Turnstone is not allowing live streaming, video chatting, and video recording of any therapy sessions that are intended to be used on social media channels or any website. If you would like an exception to be made for a therapy session, please contact the therapy managers or Chief Program Officer.

SPECIAL GUIDELINES: ATHLETES, COACHES, ETC.

In alignment with Move United standards and requirements. The following policies apply to all individuals in their interactions with athletes.

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA POLICY

As part of Turnstone Center's emphasis on athlete safety, all electronic communications between a Covered Individual and athlete must be professional in nature and for the

purpose of communicating information about team activities. The concept of two-deep leadership extends into cyber space. There should be no one-one-one online or digital activities between a Covered Individual and an athlete.

Electronic communication with an athlete should copy the athlete's parent or guardian. If an athlete communicates to the Covered Individual privately first, said Covered Individual should copy the athlete's parent or guardian on the response.

SOCIAL MEDIA PLATFORMS

Coaches may not "friend" or "follow" Turnstone Center athletes through the coach's personal social media page(s) or account(s). Athletes may friend the official Turnstone Center page. Covered Individuals with authority over minor athletes are not permitted to maintain private social media connections with unrelated minor athletes and such Covered Individuals are not permitted to accept new personal page requests on social media platforms from athletes who are minors, unless the Covered Individual has a fan page, or the contact is deemed as celebrity contact vs. regular contact. Existing social media connections on personal pages with minor athletes shall be discontinued.

INSTANT MESSAGING, FACEBOOK MESSAGING, DIRECT MESSAGING, AND SIMILAR MEDIA

Coaches and athletes may not "follow" each other. Coaches cannot "re-tweet" athlete message posts without permission of the athlete, or in the case of minors or wards, their parent or guardian. Coaches should use best judgment and professionalism in the content of their public media posting.

All direct posts and messaging between coach and athlete must be for the purpose of communicating information about team activities and shall copy parents/guardians as required herein.

EMAIL, TEXTING, AND SIMILAR ELECTRONIC COMMUNICATIONS

Athletes and coaches may use email or texting to communicate. All email content between coach and athlete must be professional in nature and for the purpose of communicating information about team activities. Parents or guardians must be copied on communications from a Covered Individual to an athlete. Where the Covered Individual is a staff member, emails to any athlete should come from the Turnstone Center email service (the coach's return email address will contain "@turnstone.org"). Communications to an entire team need not be copied to all parents or guardians but must at a minimum be copied to another Covered Individual.

ELECTRONIC IMAGERY

From time to time, digital photos, videos of practice or competition, and other images of athletes – individually or in groups – may be taken by individuals designated by Turnstone Center specifically for that purpose. These photos and/or videos may be submitted to local, state or national publications, used in Turnstone Center videos or publications, posted on

the Turnstone Center or Turnstone Center associated websites or offered to the Turnstone Center athlete families seasonally on disc or other electronic form. Such imagery must be appropriate and in the best interest of the athlete and Turnstone Center. Imagery must not be contrary to any rules as outlined in Turnstone Center's Sport Protection policies or other applicable Turnstone Center policies.

REQUEST TO DISCONTINUE ALL ELECTRONIC COMMUNICATIONS OR IMAGERY

The athlete, or the parents or guardians of a minor/ward athlete may request, in writing, that their child/ward not be contacted by any form of electronic communication by coaches, and/or that photography or videography of their athlete not be taken or shared. Turnstone Center will abide by all such requests, absent emergency circumstances.

MISCONDUCT

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment and hazing). Such communications by Covered Individuals or other Turnstone Center participants will not be tolerated and are considered violations of this policy.

References

<https://moveunitedsport.org/app/uploads/2021/10/Member-Template.MoveUnitedSportProtectionHandbookOct21.docx>

[Minor Athlete Abuse Prevention Policies](#)



Prepared By: *Michelle Kimpel*

Prepared Date: *9/6/22*

Level of Review: *CPO*

Last Review Date: *9/6/22*

Review Frequency: *Annually*

SPORT PROTECTION POLICY

Purpose

Turnstone 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. Turnstone 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.

Scope

This Sport Protection Policy applies to Turnstone athletes, coaches, sports and recreation staff, and any individual who is a Participant by the [SafeSport Code](#) and sets forth expectations for Participants related to emotional, physical, and sexual misconduct in sport, including bullying, hazing, and harassment.

Definitions

Child Abuse – meaning set forth in [Section 203 of the Victims of Child Abuse Act of 1990](#)

Policy Statement

The privilege of participation with Turnstone may be limited, conditioned, suspended, terminated, or denied if a Participant's conduct is or was inconsistent with this policy and/or the best interest of sport and those who participate in it.

It is a violation of this Policy for a Participant to engage in or tolerate:

- Prohibited Conduct, as outlined in this Policy;
- Any conduct that would violate any current or previous U.S. Center for SafeSport (the "Center"), Turnstone, or member organization standards analogous to Prohibited Conduct that existed at the time of the alleged conduct; or
- any conduct that would violate community standards analogous to Prohibited Conduct that existed at the time of the alleged conduct, including then applicable criminal and/or civil laws.

Prohibited Conduct also includes:

A. Child Abuse

B. Sexual Misconduct – offenses include, but are not limited to:

1. Sexual or Gender-related Harassment
2. Nonconsensual Sexual Contact (or attempts to commit the same)
3. Non-consensual Sexual Intercourse (or attempts to commit the same)
4. Sexual Exploitation
5. Bullying, Hazing, or Other inappropriate conduct of a sexual nature

C. Emotional and Physical Misconduct

1. Emotional Misconduct includes (a) Verbal Acts, (b) Physical Acts, (c) Acts that Deny Attention or Support, (d) Criminal Conduct, and/or (e) Stalking.

Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

2. Physical Misconduct is any intentional contact or noncontact behavior that causes, or reasonably threatens to cause, physical harm to another person. Examples of physical misconduct may include, without limitation: contact and non-contact violations, criminal conduct, exclusion, bullying behavior (physical, verbal, social-including cyberbullying)
3. Stalking
4. Bullying Behavior
5. Hazing
6. Harassment

D. Aiding and Abetting

E. Misconduct Related to Reporting

1. Failure to Report
2. Intentionally Filing a False Allegation

F. Retaliation

G. Other Inappropriate Conduct

1. Intimate Relationship
2. Exposing a Minor to Sexual Content / Imagery
3. Intentional Exposure of Private Areas
4. Inappropriate Physical Contact
5. Sex Offender Registry

VIOLATIONS

Violations of the Sport Protection Policy shall be reported pursuant to Turnstone's Reporting Policy and will be addressed under its Disciplinary Rules and Procedure.

References

[Minor Athlete Abuse Prevention Policies](#)

[SafeSport Code](#)

[Section 203 of the Victims of Child Abuse Act of 1990](#)



Prepared By: *Michelle Kimpel*

Prepared Date: *9/6/22*

Level of Review: *CPO*

Last Review Date: *9/6/22*

Review Frequency: *Annually*

SUPERVISION OF ATHLETES POLICY

Purpose

During practices and competition, Turnstone strives to create two-deep leadership and minimize one-on-one interactions to create a safe environment and to protect athletes and participants.

Scope

Covered Individuals are required to abide by this policy at all Turnstone -controlled activities and events, and facilities under Turnstone's jurisdiction.

Definitions

Athletes – minor athletes or athletes, whether an adult or a minor, who has a legal guardian

Center – U.S. Center for SafeSport

Two-deep leadership - a minimum of two adult Covered Individuals, or one Covered Individual and the parent/guardian of the relevant athlete, are present when working with an athlete

Covered Individuals include individuals who have ongoing interactions during a 12-month period wherein an adult participant is in a role of direct and active engagement with any minor athlete(s). At Turnstone, this list includes:

- Employees
- Part-time or seasonally contracted coaches/instructors, whether volunteer or paid
- Volunteers who Turnstone authorizes to have regular contact with athletes and/or minors
- Contractors who Turnstone authorizes to have regular contact with athletes and/or minors
- Any other individual authorized, approved, or appointed by Turnstone to have regular contact with athletes and/or minors

Jurisdiction - facilities owned and controlled by Turnstone

Monitoring - knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.

Policy Statement

APPROPRIATE ONE-ON-ONE INTERACTIONS

One-on-one interactions between an athlete and a Covered Individual (who is not the athlete's parent or guardian) are permitted *only* if they occur at an observable and interruptible distance by another adult, as described in "Individual Care or Support Session," or in emergency circumstances.

Monitoring. When one-on-one interactions between Covered Individuals and athletes occur at Turnstone events, other Covered Individuals will monitor these interactions.

Out-of-program contacts. Covered Individuals are prohibited from interacting one-on-one with unrelated athletes in settings outside of Turnstone programs that are not observable and interruptible (including, but not limited to, one's home and individual transportation), unless parent/legal guardian consent is provided for each out-of-program contact. Nonetheless, such arrangements are strongly discouraged.

Individual Meetings. An individual meeting may be necessary to address an athlete's concerns, training program or competition schedule. Under these circumstances, Covered Individuals are to observe the following guidelines.

- Any individual meeting should occur when others are present and where interactions are at an observable and interruptible distance by another adult.
- Where possible, an individual meeting should take place in a publicly visible and open area, such as the corner of a field of play or preparation area.
- If an individual meeting is to take place in an office, the door should remain unlocked and open, and any windows must be uncovered.

Individual Training Sessions. An individual training session(s) with an athlete may also be desired or necessary. Under these circumstances, written permission of an athlete's parent or guardian is required in advance of the individual training session(s), and Turnstone encourages parents and guardians to attend the training session. Individual training sessions should be observable and interruptible by another adult at all times.

Individual Care or Support Sessions. Athletes with disabilities may require additional care or support sessions that should be administered in a private setting. Written permission of the athlete, or an athlete's parent or guardian, if applicable, is required in advance of such individual care or support session(s), and sessions must be conducted in compliance with this policy and any other applicable Turnstone policies or protocols.

Individuals providing such care must have any required license(s) and must notify, if at all possible, a Covered Individual on location before any individual care or support session takes place. Such individual care or support sessions may include:

- Toileting
- Diapering
- Assistance in changing between clothing and sports equipment

PROHIBITED ONE-ON-ONE INTERACTIONS

Except as set forth above, athletes and participants will not be left unattended or unsupervised during Turnstone activities, including being left alone during practice time, and Turnstone Covered Individuals are prohibited from being alone with an individual athlete or participant in any room or building.

VIOLATIONS

Violations of this policy must be reported to Turnstone pursuant to its Reporting Policy. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension. Reporting will also be submitted to the Center and Move United. **Some violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.**

References

[Minor Athlete Abuse Prevention Policies](#)

[SafeSport Code](#)

Parent/Guardian Consent for Transportation/Carpooling

Consent form to abide by Turnstone's Athlete Travel policy and to comply with U.S. Center for SafeSport Code and the Minor Athlete Abuse Prevention Policies (MAAPP).

ATHLETE INFORMATION:

Athlete's First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____

*Emergency Contact: _____ Relationship: _____

Home: _____ Cell: _____ Work: _____

*Alternate Emergency Contact: _____ Relationship: _____

Home: _____ Cell: _____ Work: _____

I, _____, the parent/guardian of _____ (athlete name), provide my consent for my son/daughter to be transported by _____ (driver's name). The driver will be accompanied by either another adult or at least two minors.

Accompanied Adult Name: _____ OR

Accompanied Minors' Names: _____ and _____

Designated Location: _____ Dates: From _____ To _____

Parent/Guardian Signature: _____ Date: _____

If the athlete will be under the care of the Driver for the duration of the event/tournament, the parent/guardian must complete medical information so the athlete can receive the best care if an emergency should arise.

MEDICAL INFORMATION:

Any medical information about the athlete that would be important to know and share with the driving adult and/or accompanied adult for an event if athlete's parent/guardian is not in attendance is the responsibility for the parent/guardian to provide directly to the driving adult and/or accompanied adult.



Text Prepared: Oct. 1997

By: Peggy Bell

Review Dates: 6/10, 8/11, 10/12
10/13, 10/14, 10/15, 7/19
12/22

By: B. Moody

By: S. Carrasquillo

These policies will apply to all scheduled volunteers who will be in the facility on a regular basis. One time/special event volunteers may be exempt from some of these policies.

Definitions:

Regular Contact: Defined by the U.S. Center for SafeSport Minor Athlete Abuse Prevention Policies as ongoing interactions during a 12-month period wherein an Adult Participant is in a role of direct and active engagement with any Minor Athlete(s).

Policies:

1. Volunteers are essential members of the agency team. Volunteer assistance will be supplemental to staff for the department programs. A job description will be provided when available.
2. Volunteers are defined as those individuals who perform supplemental services for the agency "without monetary compensation" for those services.
3. Turnstone volunteers will be organized by the Technology Support & Volunteer Coordinator and must follow all guidelines outlined in the volunteer handbook.
4. Volunteers between the ages of 10 and 18, who are not college students, will have a parent consent form signed before placement in an assignment when required by their school or other entity.
5. Volunteers will maintain confidentiality; therefore, will not discuss any client information outside the agency and only with appropriate Turnstone staff.
6. Regularly scheduled (greater than 8 hours / month) volunteers must have a tuberculosis skin test. All TB tests will be provided free of charge by Turnstone. Volunteers for the Child Care program will also need a physical exam by a physician.
7. If volunteers with sport events/tournaments are considered a consistent volunteer that meets the SafeSport definition of being involved in regular contact with athletes, background checks and SafeSport training must be completed.
8. Volunteers may accompany clients to scheduled community activities under the supervision of Turnstone staff.
9. Regularly scheduled volunteers will be provided with infection control and safety procedure orientation within two weeks of their placement and annually thereafter.
10. Volunteers will not conduct any program or activity without the permission and or authorization of Turnstone staff.
11. Volunteers are expected to follow the same basic guidelines for appropriate attire as employees.

References

[Minor Athlete Abuse Prevention Policies](#)