

ABUSE AND SCREENING POLICIES:

GUIDELINES FOR ADMINISTRATORS



USA HOCKEY, INC.

Abuse and Screening Policies: Guidelines for Administrators

Second Edition

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INTRODUCTION

Child abuse is a significant social problem facing our nation. Recent public opinion polls rank the problem second only to drug abuse as a national concern. USA Hockey recognizes the potential for such abuse to exist within our organization. We have adopted the following policies to address this problem:

- **Sexual Abuse Policy**
- **Screening Policy**
- **Physical Abuse Policy**

Your Association's participation and support of these policies reflect its concern about our children's safety in our hockey programs as well as your willingness to take steps toward preventing child abuse and its detrimental effects.

This manual has been developed by USA Hockey to address the elements of a program on abuse and screening. USA Hockey encourages its Affiliates, Districts, and local programs to adopt a program conforming to these Guidelines. These Guidelines should be used by the Affiliates and their local programs (referred to jointly throughout as "Affiliates") in:

- The implementation of a screening program of all employees and volunteers who have routine access to minor aged children.
- The implementation of a program for responding to allegations of physical and sexual abuse.
- Providing educational resources to players, parents, and program leaders to help them become more knowledgeable about physical and sexual abuse.

USA Hockey understands that the Affiliates and Districts within USA Hockey have differing characteristics and needs. Single-state Affiliates/Districts are able to establish plans, policies, and programs more easily than multi-state Affiliates/Districts. Multi-state Districts may govern their areas directly or they may consist of well established statewide affiliates. It is recommended that each Affiliate/District establish programs that are best suited to its organizational structure, understanding that the laws regarding abuse and screening and the government agencies involved are typically at both the state and local level.

PROGRAM IMPLEMENTATION

SCREENING PROCESS

In order to commence an abuse/screening program each affiliate should complete the following outline of steps that will not only educate its members but will also form the basis for the ongoing education of the children and other concerned people in its programs.

1. Appointment of Abuse and Screening Committee

The President of the Affiliate should have the authority to appoint a small ad-hoc working committee. The committee members must be dedicated individuals because the development and implementation of this program can be very time intensive. The members should be familiar with the structure and culture of the Affiliate.

The Ad-hoc committee must have authority to structure a detailed program that will be responsive to a broad spectrum of law and local culture. It is recommended that the Ad-hoc committee include the Affiliate president or his/her designee; at least one attorney, preferably one familiar with the issues of abuse and the basic elements of the criminal law in the Affiliate's jurisdiction; a Registrar; a local program director or a league representative; a coach representative; and an Affiliate director.

The Ad-hoc committee must be aware of how the Affiliate's local programs are structured and what degree of control the Affiliate has over local programs.

2. Gathering Information on Legal Issues of Abuse and Screening

The committee must initially compile the applicable laws and information about abuse and screening legal issues including:

- a) Mandatory child abuse reporting statutes;
- b) The state or local criminal laws covering the offenses listed in USA Hockey's Screening Policy;
- c) The structure and policies of local and state agencies that have jurisdiction of child abuse victims (here it is assumed they are minors under state law);
- d) The structure of the local and state prosecutor's offices;
- e) The requirements for obtaining criminal records of individuals, the disclosure of criminal records, and the data privacy, and right of privacy issues that accompany such information;
- f) The fees for obtaining criminal records;

- g) Whether waiver or reduction of those fees can be obtained for your nonprofit organization;
- h) Laws on statute of limitations for abuse claims to help develop records retention policies; and
- i) Laws governing access to sex offender registry data in Affiliate's jurisdiction.

3. **Development of Screening Forms**

The Ad-hoc committee should develop forms for the screening process including at least the application and rejection letter. The committee must decide what information will be gathered during the screening process and what should be requested and included in the application and other screening forms, if any. The screening materials gathered should be sufficient to permit the Affiliate/District to apply USA Hockey's and the Affiliate/District's screening criteria.

- a) The application for coaches and other personnel, whether volunteers or employees, must conform to the policy statements of USA Hockey and the Affiliate as stated below:

[Affiliate/District name] will not authorize or sanction in any of its programs that it directly controls volunteer or employee who has routine access to children (**anyone under the age of majority,**) who refuses to consent to be screened by **[Affiliate/District name]**, prior to being issued acceptance/approval for routine access to the children who take part in **[Affiliate/District name]** programs."

- b) The letter of rejection should state only that the applicant does not meet the qualifications for the position, without any further detail. It should also inform the applicant of his/her right to appeal the rejection, how to start the appeal process, and who to contact to get more information about the appeal process.
- c) It is recommended that the following methods of positive identification be considered:
 - 1. Social Security Number;
 - 2. Driver's License;
 - 3. State issued photo ID

The committee may want to consider requiring that a photocopy of the applicant's photo ID be kept on file with the other screening materials.

4. **Development of Screening Review Process**

The committee must devise a process for reviewing the application and other screening materials and a protocol for keeping records of all “hits” that are discovered during the screening process. A “hit” may be a record of a crime listed in the USA Hockey or the Affiliate / District Screening Policy or other information that may disqualify a person from serving as an Affiliate or District employee or volunteer.

- a) The process should involve having the applicant’s screening information (application, criminal records, and any other information) reviewed by a “screener” who can be either an individual or a very small group of individuals.
- b) The process should include a procedure to double check or verify all “hits” identified by the original “screener” are for crimes or other criteria covered by the screening criteria. This verification should be done by another person double checking the hits found in the first “screener’s” review of the applicant’s screening materials. Evidence from Affiliates and Districts who have conducted screening programs suggests that the number of “hits” is small in relation to the number of people screened.
- c) The process should also include procedures to verify that any “hits” identified by the screeners are accurate for the applicant in question. This may involve verifying names (maiden names, other names a person has been known by, common names, middle initials or names, etc.), addresses, or birth dates. These procedures should be designed to reasonably assure the screener that the person referred to in the criminal record(s) or other screening material is for the same person as the applicant.
- d) The screeners may want to consult with legal and/or psychological experts before accepting an applicant with a “hit” so that the organization will know what risks it is undertaking if the applicant is accepted. New information is becoming available all the time about what past behaviors indicate that a person might perpetrate child sexual abuse or physical abuse in the future.
- e) If the screeners decide not to accept an applicant, a record should be made of the reasons so that if the person applies in the future, the organization will have the benefit of the assessment the screeners made and so that the screeners will be able to adequately explain their decision if the applicant files an appeal.
- f) The Ad-hoc committee should develop the protocol for notification regarding the rejection of an applicant. It is recommended that only the applicant be notified initially when his/her application is rejected. If the applicant appeals the rejection, the notification protocol should be included in the development of the appeals’ processes.

5. **Development of Records Retention Policy**

It is recommended that all screening materials including the application, criminal records, and other materials, if any, be kept for at least 15 years at some central repository for the Affiliate. Possible methods of safe keeping might include a safe deposit box or similar secure location. Local statutes of limitations on the length of time alleged victims have to bring sexual abuse or exploitation claims may warrant a longer retention period.

There are several reasons to keep records of the screening process. One is so that the organization will be able to use the information it has gathered if a rejected applicant applies in the future. Another is that records are helpful in explaining and defending your decisions to accept or not accept someone as a volunteer or employee in your program if those decisions are challenged in the future. The most helpful way to organize the records is by the name of the applicant. A file folder with each applicant's name on it can be created. The application, criminal records, screeners' notes, correspondence to and from the applicant, and all other information about the applicant can be kept in that file folder. Another option would be to create records stored on a computer disk for all applicants containing information from their application, confirming receipt of criminal records, when applicable, and recording whether any "hits" were received. Hard copies of documents related to actual "hits" should be kept in addition to the computer records.

Some state laws require that criminal records be kept confidential, even under lock and key. Generally, only the people who must be involved in the decision whether or not to accept an applicant should have access to an applicant's criminal records. The records should be kept in a secure place where only authorized persons have access to them. The content of the records should not be discussed with anyone who does not have a legitimate "need to know" the information.

6. **Development of Educational Process**

The Ad-hoc committee must develop an educational process to be used by the Affiliate local programs, parents and players regarding child abuse and physical abuse, screening, and USA Hockey's policies on abuse and screening. A major part of the initial task is to "sell" this program to the local programs, the Affiliate, the parents of youth players, and the general public. The following information should be included, at a minimum:

- a) Statistics of the incidence of sex abuse of minors;
See Appendix L for resources.
- b) What child sex abuse is;
See Appendix F for resources.

- c) Who the perpetrators of child sex abuse are;
See Appendix H for resources.
- d) Who the victims of child sex abuse are;
See Appendix G for resources.
- e) When child sex abuse is likely to occur;
See Appendix I for resources.
- f) What physical abuse of a child is;
See Appendix J for resources.

The educational information will be used to inform the local programs of not only the need for the screening process but also that participation in the screening process is mandatory. The consequence to local programs not participating in the Affiliate's screening program is that they will not be sanctioned by either the Affiliate or USA Hockey. Their players and leagues will not be able to play any other properly registered teams or leagues!

7. **Development of Appeal Process**

The Ad-hoc committee should develop an appeal process for rejected applicants.

- a) The Ad-hoc committee should carefully review applicable laws on use and disclosure of criminal records and any data privacy or other privacy rights in developing guidelines for the appeals' processes.
- b) The initial hearing committee can be either a permanent committee of the Affiliate or can be specially appointed when an appeal is filed. It is recommended that the initial hearing committee include persons from the Ad-hoc committee who are not currently involved as "screeners" reviewing applications and a person of the same class of employee / volunteer as the rejected applicant (i.e. coach if the applicant is a coach).
- c) The appeal process can be either formal or informal and should include:
 - 1) A small (i.e. three person) committee to hear the reasons why an applicant should be allowed to serve even if a "hit" about his/her criminal record or some other screening criteria is obtained.
 - 2) A method of notifying the applicant of rejection of his/her application, their right to appeal, the time within which an appeal must be filed, and who to contact to get more information about the appeal process.
 - 3) A method of keeping the appeal process confidential until notice must be given about a rejection or acceptance notwithstanding a "hit" about a criminal record or some other screening criteria.

- 4) The applicant can be represented by counsel if he/she feels it is needed. The appeal body should be prepared to provide written findings of its conclusions. The findings should include who appeared, that the applicant explained his/her reasons why the "screener's" decision to reject his/her application was incorrect or should be overturned for some other reason, that the hearing body considered the submissions and reached "the following conclusion" either that the "screener's" decision is affirmed and the applicant is rejected or the rejection is overturned and the applicant is accepted.
- 5) The applicant should have the right to appeal the hearing committee's affirmation of the rejection to the State or Affiliate Board of Directors, or its designee (either a committee or an individual). There should be no appeal thereafter.
- 6) Recommendations regarding the confidentiality of the proceedings at various stages. It is suggested that the initial appeal to the hearing committee be a closed hearing and confidential, to the extent possible, other than for notification of the outcome as suggested below. Participants in the hearing, including the hearing committee, "screeners," and witnesses, if any are permitted, should be requested and encouraged to keep the proceedings confidential. If the applicant appeals to the State or Affiliate Board of Directors or its designee, it may be inappropriate or unlikely that the matter can remain confidential or the hearing closed.
- 7) Protocols regarding notification of the appeals and decisions. It is recommended that if an applicant is rejected, only the applicant be notified of the rejection until after the period to appeal has expired. If no appeal is filed, then the Affiliate President, USA Hockey Registrar and local program president should be notified of the rejection. The Registrar should notify USA Hockey's offices in Colorado. If an appeal is filed and the rejection is affirmed, then the Affiliate President, USA Hockey Registrar (who then notifies USA Hockey in Colorado) and local program president should be notified of the affirmance. Those persons should also be notified of the outcome of any appeal to the State or Affiliate Board of Directors.
- 8) Time limits for appealing the rejection to the initial hearing committee and for appealing a hearing committee's affirmance of the rejection to the State or Affiliate Board of Directors.

COMPLAINTS OF ABUSE — THE PROCESS

The Affiliate may want to develop an “Abuse Reporting Form” to be distributed with registration materials. The form would serve the purpose of helping to educate USA Hockey volunteers, employees, players, and their parents that the Abuse Policies are taken very seriously and that complaints of alleged abuse will be handled appropriately. It will also inform Complainants of what information the Affiliate needs in order to be able to appropriately respond to a complaint.

When a complaint is received from a child, a parent, or any other person related to the hockey program that a hockey volunteer or employee has allegedly committed physical or sexual abuse, the procedures set forth below are suggested to be followed.

These procedures should be used whether or not the victim of the alleged abuse was a hockey player since sexual or physical abuse of any person would be “conduct unsuitable for the sport of ice hockey” under the bylaws in the USA Hockey Guide.

It is suggested that complaints of physical abuse, unless serious injuries are alleged, be referred to the local program for normal suspension hearings outlined in the bylaws in the USA Hockey Guide.

1. The Affiliate should designate a person or small committee (i.e. three members) to receive and investigate all reports of physical or sexual abuse allegedly committed by hockey employees/volunteers. That person or committee is referred to in these procedures as the “Investigator.”
2. When the Investigator receives an abuse report, the Investigator will consult with legal counsel or others as may be appropriate, to determine whether to report the incident to law enforcement or child protection agencies and to determine the scope of an appropriate investigation.
3. Upon receipt of a report, whether oral or written, that a hockey volunteer/employee is alleged to have committed physical or sexual abuse, whether or not the victim is a hockey player, the person receiving the report shall immediately report the incident to the Investigator.
4. It is suggested that reports of physical abuse, unless serious injuries are alleged, be referred to the local program for suspension hearings as outlined in the bylaws in the USA Hockey Guide.
5. The Investigator should request that the complaint be put in writing if it hasn’t been already, but the need to conduct an appropriate investigation exists whether or not the complaint is put in writing. The Complainant and Accused should each be provided with a copy of any written complaint and a copy of these disciplinary procedures and/or other procedures that may apply.

6. The Investigator shall take steps to conduct a prompt investigation appropriate to the circumstances. In some instances the Investigator may be assisted in carrying out the Investigation by other persons such as someone trained in interviewing victims of sexual abuse or someone trained in interviewing abused children. See Appendix K for a summary of suggestions for conducting an investigation.
7. The Investigator will try to conclude the Investigation within two weeks of receiving the complaint. The investigation may involve interviewing the Complainant, the Complainant's parent or guardian if the Complainant is a child, the alleged victim if the victim is someone other than the Complainant (depending on the age of the alleged victim), and other witnesses.
8. If the Investigator determines there is probable cause to proceed, the Investigator shall inform the Accused of the Investigator's conclusion. If the Accused does not immediately resign from all positions with USA Hockey, the Investigator shall set the matter for hearing. If the Investigator determines that the Accused poses a threat of harm to any hockey player, the Investigator shall immediately suspend the Accused from all activities in USA Hockey until a determination of whether the Accused committed abuse is made and all appeals are exhausted.
9. Probable cause is a reasonable ground for suspicion supported by circumstances sufficiently strong in themselves to warrant a cautious person's belief that sexual abuse or physical abuse has been committed by the Accused. *Shadwick v. Tampa*, 407 U.S. 345, 92 S. Ct. 2119, 32 L. Ed. 2d 783 (1972); *State v. Childs*, 269 N.W.2d 25 (Minn. 1978).
10. The Investigator's investigation is confidential and the Investigator shall not disclose his/her conclusions or the basis for the conclusions to anyone other than the Accused, the Hearing Body, the Complainant, and the proper law enforcement or child protection authorities.
11. The Affiliate or District shall appoint a Hearing Body. The Hearing Body shall be composed of either three persons or five persons.
12. The Investigator shall give notice of the hearing to the Complainant and Accused. The hearing shall be held as soon as possible. The hearing should usually occur within a week of the Investigator's determination that probable cause exists.
13. The Hearing Body shall hold a closed hearing for the purpose of determining whether the Accused committed sexual abuse or physical abuse in violation of Affiliate's Abuse Policy. The Hearing Body, an advisor(s) to the Hearing Body, the hearing reporter and the Investigator shall be present throughout the hearing. The Investigator may be assisted or represented by counsel or another representative. The Accused has the right to be present and to be represented by counsel or other representative. The Complainant and alleged victim have the right to be

present and to be accompanied by a support person such as a parent, clergy person, teacher, psychologist, attorney, advocate, etc. The Hearing Body, the Investigator, and Accused may call witnesses who have relevant information about the incident. The rules of evidence shall not apply and the Hearing Body may consider all such evidence, including hearsay, that a reasonable person would consider in conducting their business or serious personal affairs. Reasonable cross-examination shall be allowed by the Investigator, Accused, and Hearing Body. The Investigator and Accused shall be allowed time to submit his/her version of the facts of the incident.

14. Witnesses other than the Complainant and Accused shall not be permitted in the hearing except while they are testifying. They shall be excluded from the hearing at all other times. While the Complainant or alleged victim are testifying, they may be accompanied in the hearing room by a support person such as a parent, clergy person, teacher, psychologist, attorney, advocate, etc. Only under extreme circumstances may the Hearing Body accept written testimony, and then only under oath or affirmation in the form of affidavits.
15. The hearing shall be confidential and the Hearing Body shall not discuss the testimony with anyone other than themselves until final resolution of the complaint except as requested by law enforcement or child protection authorities. The Hearing Body shall admonish and encourage all of the witnesses, including the Complainant, alleged victim, and Accused to maintain the confidentiality of the testimony.
16. No evidence shall be heard as to mistake a hockey player's age, consent to the acts complained of, or that the offense did not occur at a hockey event because these are not defenses to violation of the Abuse Policy.
17. An adverse inference may be drawn against any person who refuses to be interviewed, fails to appear at the hearing without good cause, or fails to testify or answer questions at the hearing. Adverse inferences or conclusions may be drawn from the failure to produce available information, materials, or witnesses.
18. The hearing shall be recorded by a shorthand reporter, substantially equivalent to an official court reporter, as well as an electronic recording device. The transcript of the hearing shall be made available to the Investigator, Accused, or Hearing Body, upon request. The Affiliate should adopt a policy regarding whose responsibility it is to pay for copies of the hearing transcript.
19. Upon conclusion of the submission of all evidence to the Hearing Body, the Hearing Body shall excuse all present in the hearing room except its membership and its advisor(s) and shall deliberate to its conclusion. Its deliberations shall be private, unrecorded, and confidential in all respects.

20. The burden of proof shall be upon the Investigator who shall present the Complainant's case to the Hearing Body. The burden of proof shall be the greater weight or preponderance of the evidence.
21. The Hearing Body shall make written findings of fact and conclusions. The findings shall be in writing and shall be completed within three business days of the completion of the submission of evidence to the Hearing Body.
22. The findings and conclusions shall be served upon the Complainant, Accused, Investigator, and the Local President either personally or by Certified/Return Requested U.S. Mail or reliable independent mail service (i.e. Federal Express, United Parcel Service, DHL, etc.).
23. Based on its findings and conclusions, the Hearing Body shall have the authority to affirm a temporary suspension, reverse a temporary suspension, or modify such suspension as it deems appropriate based on the evidence and circumstances of the matters alleged. If the Hearing Body finds that the Accused violated the Abuse Policy or other USA Hockey or Affiliate conduct standard, it shall forever prohibit the Accused from serving in any and all activities of USA Hockey and its affiliates.
24. The Accused shall have the right to appeal the decision of the Hearing Body to the Board of Directors of the State Hockey Association or the Affiliate Hockey Association of the state or Affiliate in which the Accused is affiliated.
25. To be effective, the notice of appeal must be filed with the State or Affiliate Board of Directors within ten (10) days of service of the findings of the Hearing Body on the Accused. If service was by U.S. Mail, three days shall be added to the ten days. Within that same ten days, the Accused shall request the Hearing Body, in writing, to send a copy of the transcript of the hearing to the State or Affiliate Board of Directors, Investigator, and, if desired, the Accused.
26. The Hearing Body shall arrange for the transcript to be provided as soon as possible but no later than ten days after receipt of the request from the Accused.
27. Notice of such appeal and any subsequent appeal shall be served upon the Complainant, Investigator, the Hearing Body (through its Chair), and the State or Affiliate Board of Directors (through its Chair) either personally or by Certified/Return Receipt U.S. Mail or reliable independent mail service (i.e. Federal Express, United Parcel Service, DHL, etc.). Copies of all documents and written argument in support of the appeal by the Accused shall be served upon the State or Affiliate, Investigator, and Chair of the Hearing Body within ten days of the receipt of the transcript by the Accused, if the Accused requested a copy of the transcript. If the Accused did not request a copy of the transcript, within ten days of the service of the notice of appeal.

28. The Investigator and Accused shall have the right to submit written argument to the State or Affiliate Board of Directors. The written argument shall not exceed 15 pages of typing, double spaced, or its equivalent in legible hand writing.
29. The Investigator shall serve his/her written argument and any other supporting papers on the State or Affiliate Board of Directors and the Accused within ten (10) days of the date the appeal was served on the Investigator.
30. The State or Affiliate Board of Directors shall not take any evidence or hear any oral argument. It shall meet in private to discuss and deliberate on the submissions to it and shall affirm, reverse or modify the findings of the Hearing Body and shall do so by written direction within 20 days of the receipt of the appeal to it. The decision of the Hearing Body shall not be reversed or modified based on a technical violation of these procedures. The State or Affiliate Board of Directors may consult with an advisor of its own choosing before, during and after its deliberations. The State or Affiliate Board of Directors will determine whether the conclusions and findings of the Hearing Body are supported by the evidence presented at the hearing and whether they are clearly erroneous, arbitrary or capricious. No new issues or evidence may be presented on appeal that were not presented during the hearing. The State or Affiliate Board of Directors shall serve its written decision on the Complainant, Accused, Investigator, Chair of the Hearing Body, and the Local President.
31. The decision of the State or Affiliate Board of Directors shall be final and shall be deemed the exhaustion of all remedies within USA Hockey.

APPENDIX A

USA HOCKEY SCREENING POLICY

It is the policy of USA Hockey that it will not authorize or sanction in its programs that it directly controls any volunteer or employee who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey before he/she is allowed to have routine access to children in USA Hockey's programs. Further, it is the policy of USA Hockey that it will require the affiliates to adopt this policy as a condition of its affiliation with USA Hockey.

A person may be disqualified and prohibited from serving as an employee or volunteer of USA Hockey if the person has:

- 1) Been convicted (including crimes the record of which has been expunged and pleas of "no contest") of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
- 2) Been adjudged liable for civil penalties or damages involving sexual or physical abuse of children;
- 3) Been subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection;
- 4) Had their parental rights terminated;
- 5) A history with another organization (volunteer, employment, etc.) of complaints of sexual or physical abuse of minors;
- 6) Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors; or
- 7) Has a history of other behavior that indicates they may be a danger to children in USA Hockey.

APPENDIX B

USA HOCKEY SEXUAL ABUSE POLICY

It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey events by an employee, volunteer, or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of a violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its Affiliate Associations.

APPENDIX C

USA HOCKEY PHYSICAL ABUSE POLICY

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey events by any employee, volunteer or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

6. Resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to a complaint(s) of sexual or physical abuse of minors;
7. Has a history of other behavior that indicates they may be a danger to children in the [Affiliate/District Name] hockey program.

Do any of the above apply to you? YES or NO

If YES, please describe: _____

I certify that all information given by me in this application is true and correct to the best of my knowledge. I understand that false or misleading statements made by me or consequential omissions of any kind in the application process are significant cause for my not being accepted as a volunteer/employee or for my dismissal no matter when discovered. I authorize [Affiliate/District Name] to investigate all information contained in this application. The employers, organizations, and individuals name are authorized to give you any and all information regarding my employment, volunteering, character, fitness and qualifications (including opinions) that they have about me. In consideration of the evaluation of this application by [Affiliate/District Name].

I HEREBY WAIVE, RELEASE AND DISCHARGE [Affiliate/District Name], all employers, Organizations and individuals, and any other persons or entities from liability for all damages and losses of whatever kind or nature, except liability for willful or intentional acts or punitive damages, that may result from compliance or attempts to comply with this authorization.

Signature _____ Date _____

APPENDIX E

SAMPLE LETTER FOR DENYING REGISTRATION

Date: _____

PERSONAL AND CONFIDENTIAL

Dear _____:

Based on the information we received as a result of your application and our background screening process, your registration with the **[Affiliate/District Name]** Hockey Program has been denied. Any relations you may have with USA Hockey, it's Affiliates/Districts, Associations and Clubs are hereby terminated. If you wish to appeal this action, please send to **[insert name, address and phone number of person to whom appeal should be sent]** within 10 days of the date of this letter, your written appeal including the reasons this decision should be reconsidered.

Signed: _____

[name and position with Affiliate/District]

APPENDIX F

WHAT IS CONSIDERED SEXUAL ABUSE OF A CHILD?

Each state defines child sexual abuse differently for criminal law purposes, but generally, it means any sexual activity with a child.

Each state defines the age at which a person can legally consent to sexual activity. If the person is below that age, sexual activity with them is a criminal offense. In many states, that age is 16.

USA Hockey's Sexual Abuse Policy prohibits any sexual contact with a participant under the age of legal majority. You should check to see what the age of legal majority is in your state.

The perpetrator can be an adult, an adolescent, or even another child. Sexual abuse of a child may involve force or overt coercion or violence. Or, it may not.

The sexual abuse of a child occurs when the perpetrator touches a child for the sexual arousal or gratification of either the perpetrator or the child or when a child touches the perpetrator at the perpetrator's request or with his/her permission.

Child abuse includes:

- Touching a child's intimate body parts;
- Touching the clothing over a child's intimate body parts;
- Fondling;
- Oral, genital or anal penetration (including kissing);
- Intercourse;
- Rape;
- Having a child touch the perpetrator's intimate body parts; or
- Having a child touch the clothing over the perpetrator's intimate body parts.

APPENDIX G

WHO ARE VICTIMS OF CHILD SEXUAL ABUSE?

Both boys and girls can become the victims of child sexual abuse.

Children and youth of all races, religions, socioeconomic, family background, intelligence, attractiveness, etc., can be victims of child sexual abuse.

Physically, emotionally strong children as well as physically and emotionally weak or vulnerable children can be victims.

Family members and even non-family members of the perpetrators may also be considered victims.

APPENDIX H

WHO ARE PERPETRATORS OF CHILD SEXUAL ABUSE?

Approximately 90% of perpetrators are male, and about 10% are female.

Most perpetrators are found to be heterosexual, yet some are found to be homosexual. Most men who sexually abuse boys are heterosexual, not homosexual.

About 80% of the time, the victim knows the perpetrator.

Over half of child sexual abuse is committed by the victim's father, stepfather, or mother's boyfriend. When a perpetrator has committed abuse within his/her own family, he is likely to have victims on the outside as well.

People from all races, religions, cultures, ethnic groups, socioeconomic backgrounds, family backgrounds, educational level, intelligence and attractiveness can be perpetrators of child sexual abuse.

Many perpetrators are found to be very respected, charismatic, and ordinary appearing. Some are married with children, and even community leaders. They defy any common stereotypes and have the same characteristics as the general population.

A significant percentage (about 20%) of perpetrators begin abusing others before the age of 18, and tend to have more than one victim.

APPENDIX I

WHEN IS CHILD ABUSE LIKELY TO OCCUR?

When there is a trusting, ongoing relationship between a perpetrator and a victim.

When the perpetrator and victim spend time alone together, at either of their homes, in cars, locker rooms, outdoors, etc.

Child sexual abuse can also occur within a group; either with a group of children who are also victims, with a group of perpetrators, or even with both.

When the victim has been given alcohol or other mood-altering substances, but can also occur without.

APPENDIX J

WHAT IS PHYSICAL ABUSE?

USA Hockey has defined physical abuse as “physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury.” Physical abuse also includes “having physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.”

Generally, physical abuse tends to be any act that results in a non-accidental physical injury, or the threat of physical injury.

Examples of physical abuse include:

- Hitting;
- Swatting;
- Twisting limbs;
- Kicking;
- Striking with an object;
- Biting;
- Poking;
- Pushing and shoving; or
- Forcing the victim into a barrier.

APPENDIX K

SUGGESTIONS FOR CONDUCTING AN INVESTIGATION

Investigation Guidelines

License and Disclaimer

Carefully read this license agreement and disclaimer before using this material.

Welcome to the Investigation Guidelines. These Guidelines and any material with the Guidelines are provided without charge and without any warranty of any nature. They are provided "AS IS." You use them solely at your own risk. With that in mind these Guidelines are only the start of any guidelines for any investigation, they are general and broad by nature, not exhaustive by any means and need to be expanded or contracted as appropriate and tailored to each investigation. Obviously, not all of even these Guidelines are applicable for each investigation. **These Guidelines are not appropriate for investigations involving the investigator's interviewing children. Interviewing children requires special guidelines and professional assistance is recommended.** Tailoring and analysis, however, are necessary for any investigation.

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USA Hockey is granted (for itself, its Affiliates and organizations governing amateur hockey) ("you") a worldwide, nonexclusive and nontransferable license to:

- Use, copy and distribute the Guidelines in the exercise of their duties to train for and/or conduct an investigation involving amateur hockey but with the explicit understanding of the disclaimer.
- USA Hockey [and each user] agrees to defend, indemnify and hold harmless Rich Becker from any and all claims of any nature whatsoever arising directly or indirectly from the use of these Guidelines under this license or the distribution of these Guidelines as a result of these Guidelines being provided to USA Hockey.

SAMPLE INVESTIGATION LETTER

Mr. *(Name)*
(Organization) Hockey Association
(Street)
(City), IL 60091

(Date)

Dear Mr./Ms. *(Name)*:

This letter will confirm my telephone conversation with you. The Rules and Ethics Committee of *(Affiliate)* received a complaint involving a *Zero Tolerance* incident between Mr./Ms. *(Name)* parent of a player on the *(Organization)* Squirt A team and a referee in a game played 11/13/95 in violation of *(Affiliate's)* Zero Tolerance Policy. We have enclosed the Referee Incident Report for your information.

As President of the *(Organization)* Hockey Association, we are requesting that you and your organization investigate this incident and provide this Committee a written report of your findings. If your organization has a rules and ethics committee, we suggest that committee or a committee member conduct the investigation. If your organization does not have a rules and ethics committee, we suggest you appoint one and have that committee member conduct the investigation. This report should include (but not be limited to):

- People contacted and their comments (this should be factual)
- Facts and findings as you determined them (where necessary please indicate the support for your findings)
- Courses of action
- Taken by your organization (if you take disciplinary action, you may / probably need a hearing)
- Proposed to be taken (including your reason(s) or rationale)
- Action taken or proposed to prevent this kind of occurrence in the future (including your reason(s) or rationale) If you propose a policy, please include a draft copy.

Please have your report delivered within 14 days of the date of this letter to me at (*address, city, State, zip code*). My telephone number is (*telephone number*) and my fax is (*fax number*).

Upon receipt of your report, we will review it. Our normal procedure is to make an independent determination as to the action taken and/or proposed. It is our hope that the investigation and action taken or proposed by the (*Organization*) will be appropriate and we will have to take no further action. In the event they are not, we will take appropriate action. (*special instructions or message such as: You are reminded, however, that the Zero Tolerance Policy is very important to the administration of youth hockey and that we are losing young as well as older referees because of the abuse.*) In some instances, it will be appropriate for (*Affiliate*) to make whatever action your organization takes or proposes to be effective statewide. If you believe this is that type of situation, you should indicate that in your report.

Please keep me informed of any difficulties with the investigation and if you have any questions or we can be of any assistance, (including advice on conducting an investigation or a hearing) please feel free to contact me at any time. We do recognize that many organizations do not have experience in conducting an investigation or hearing and we are willing and recommend that you take advantage of our assistance. I am enclosing a Guideline on Investigations that we have put together. It is very broad in its perspective and covers simple to extensive investigations. Hopefully, it will be of some assistance to you.

Sincerely,

Rules and Ethics Committee

By _____

(*Name of Committee Member*)

its Committee Member Assigned to Case

tel: (*telephone number*)

fax: (*fax number*)

**INVESTIGATION
GUIDELINES**

Richard O. Becker
847-729-8366

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INVESTIGATION PROCESS

You have just been asked to conduct an investigation. What do you do? Most people are not experienced investigators nor have they ever had to conduct an investigation. The following are some ideas and guidelines to assist you. With that in mind these Guidelines are only the start of any guidelines for any investigation, they are general and broad by nature, not exhaustive by any means and need to be expanded or contracted as appropriate. They should also be tailored to each investigation. Obviously, not all of even these Guidelines are applicable for each investigation. Tailoring and analysis are necessary. If you have any questions, please call (*Committee Member Name and telephone number*). and sooner rather than later.

OVERVIEW:

An investigation is:

1. An **OBJECTIVE INQUIRY**
2. Obtaining **FACTS**
3. That will **SUPPORT A CONCLUSION AND DECISION.**

The investigation is not a defense nor a justification, it is an **objective inquiry**. It is **factual, not emotional**. **Emotionalism has no place in an investigation or the write-up.**

The investigation ordinarily involves the complaining parties (if any), participants, witnesses, documents and physical evidence.

Most of the time, there are at least two different versions of the event and therefore it also involves facts that will assist the decision maker in determining which version is more likely true.

You should also keep in mind that no two persons see the same event the same way and you will have to make a decision. So, now what do I do?

WHO CONDUCTS THE INVESTIGATION?

1. Someone not involved ... independent.
2. Someone not responsible or potentially responsible.
3. We need objectivity and the appearance of objectivity.

HOW FAST DO I HAVE TO ACT?

1. Generally, the faster the better. (Be aware that in some highly emotional situations, some interviews may be better postponed for a cooling off period. You wish to avoid confrontation, but not risk loss of an objective inquiry).

2. People are more likely to talk closer to the incident.
3. Memories fade with time.
4. Memories fade with a sense of involvement (if I am involved, my memory fades and maybe I won't be involved).
5. People may change their memory or versions to suit their own personal interests.
6. Before the person thinks about the ramifications of telling it all.
7. Before witnesses get a chance to "talk" to others and therefore have their opinions altered.
8. Before evidence may disappear.

PREPARATION

1. One of the most important steps is preparation.
2. Background
 - a. Keep a broad picture, recognize and be open to any issue or area of inquiry.
 - b. You already have some idea of the situation, so list what you already know or have been told.
 - c. List the issues (all the issues).
 - d. List the persons involved (this should include the person who brought the issues up in the first place).
 - e. List the persons you will want to talk to.
 - 1) Participants;
 - 2) Complainant; and
 - 3) Witnesses.
 - a) Look for involved as well as non-involved witnesses (such as police officers, paramedics, rink personnel, persons who are not part of the organization). Non-involved witnesses may be more objective or they may not want to get involved and therefore be evasive.

- f. List the physical evidence, documents, etc.
 - 1) Police reports, injury reports, letters, minutes, tape recordings of meetings, notes taken at meetings and business records.
- 3. Checklists
 - a. Prepare checklists.
 - b. We are all good, but no one can remember everything, especially under the pressure of an investigation, so prepare checklists.
 - c. Issues, questions that need to be asked, documents or evidence that needs to be obtained and/or asked about with each witness.
 - d. Outline areas of importance, most of the time it is not necessary to write out the actual questions. For instance, one question might be, “Who else was around?” That question will add names to your list of potential witnesses.
 - e. What do you want to learn from each person?

THE NEXT STEP

- 1. What do I do first?
 - a. It will depend.
 - b. Ordinarily, get documents/physical evidence preserved and as basis for the investigation. If you can immediately collect this data, do so. If it is likely that it could be destroyed, collect it now. These will help you prepare and give you “background” information. Do not, however, delay the investigation very long in order to accomplish this.
 - c. If there are witnesses who may “change” their minds with time or if someone “gets” to them, interview them now. An example might be a bartender who served drinks but does not know there was an issue involving alcohol. Interview them now, before they find out.
 - d. Interview participants/complainants first.
 - 1) Get their version fast, before it changes. With the complainant, you would like to know what they know, before you go very far.
 - 2) You can always go back and interview them a second time.
 - 3) Do not tell them facts as you understand them nor your strategy nor the names of witnesses (you do not wish to take the chance they will attempt to influence witnesses or facts ... or even destroy evidence).

- 4) Ask the complainant/participant what they have to support their claim.
- e. Interview witnesses in some sort of order. There is no set formula.
 - 1) Some are more important than others and some have to be done quicker than others (to preserve critical data/information). Some can supply more information and background than others. You make the choice.
2. Prepare ahead by determining what you want to learn from each interview.
 - a. Have it in your head.
 - b. DON'T bring in written questions (use notes, written questions are difficult to use effectively and it looks like an investigation).
 - c. Do have a checklist so you will not forget an issue.
 - d. Use an outline with bullet points.

INTERVIEW PROCESS

1. Atmosphere: Try to create a comfort level by establishing a casual atmosphere with small talk, a non-judgmental attitude, body language, method of note taking, and tone of questions.
 - a. Different interviews require different atmospheres. In the bartender example, you may not want the bartender to know it is an investigation so it will be very casual at the bar.
2. Goals
 - a. Get facts.
 - b. Get as much information as you can.
 - c. Form a basis for who is telling the truth and making a decision.
 - d. Preserve evidence.
3. *STYLE THE INTERVIEW* in such a manner that information is almost a continuous stream of talking, for example, don't begin with "Is it true that ..?")
 - a. *GET THE PERSON TALKING ... LISTEN*
 - 1) This may not be easy for you as an investigator (you wish to get right to the answers), but do it.

- 2) Everyone likes to tell their story and show their importance. Remember that and use it.

b. *USE OPEN ENDED QUESTIONS*

- Get the witness talking in the narrative. Let them tell their story.
- Keep them talking.
- “You were at _____ on _____, tell me what you saw and heard.”
- “Tell me what happened”
- “What happened next?”
- “Where did it happen?”
- “Who was there?”
- “What led up to the incident?”

c. *YOU CAN ALWAYS GO BACK AND CLARIFY AN ANSWER OR ASK ANOTHER QUESTION*

- 1) Make a note to come back.
- 2) If you have a decent checklist, you will review it and determine that you have a question or subject that needs to be discussed or clarified.
- 3) In fact, **you should come back** and ask questions, being specific and obtaining the facts necessary for the investigation, just because the person does not tell everything they know in the narrative is not a reason to cease the inquiry.

d. Remember:

- Who?
- What?
- Why?
- Where?
- When?
- How?

These are pretty open ended and you can use those questions with almost each question or situation that arises. This will establish a comfort level, flow of information. They are also useful to keep the witness talking, a probe to draw the witness out.

4. *DO NOT INTERRUPT*

- a. Unless absolutely necessary.
- b. You can always come back and ask a clarifying question later.

5. *LET THE PERSON RAMBLE* and, if necessary, gently bring them back to the subject matter.

- a. You can accomplish that by saying, “I’m sorry, did you say..... ?”

6. *DO NOT ASK CLOSED QUESTIONS THAT ONLY REQUIRE “YES/NO” ANSWERS.*

7. *DO NOT DIRECT THE INQUIRY ... AT FIRST.*

- a. This is not easy, especially at first.
- b. You know the issues, you know where you want to go, and you want to get there in a hurry, BUT DO NOT let the witness tell the story their way.
- c. Be prepared with specific areas and follow up questions, but let the witness tell their story, then follow up.

8. *THE INTERVIEW*

- a. Try for an informal atmosphere and at least semiprivate.
- b. Interview in person if at all possible.
- c. Do not interview a group of witnesses together, you do not get independent recollection.
- d. Two interviewers and one interviewee is preferred (that way it is not just your word about what was said versus the witnesses recollection and one investigator can observe and take notes while the other talks). Do not have it look like 2 on 1, break up the positioning of the two so it does not look like 2 on 1.
- e. Observe the witness, this is very important. See their reaction. Will they look you in the eye? Use this to make a personal evaluation of credibility.

- f. Use open ended questions. Let each person outline what of the situation they know (it may be very important, i.e., if they only saw a retaliation they will see the person as the aggressor, not the aggressee).
- g. Be Neutral. Avoid taking or showing a position even if asked (you can always say something along the line of “I’ll have to wait until the investigation is complete and all the facts are understood”). Do not show your beliefs or concepts.
- h. *BODY LANGUAGE* is important.
 - 1) *YOURS*, so the witness will be put at ease.
 - 2) *THEIRS*, so you can get the demeanor and some idea of whether or not they are being totally honest.
 - 3) *DON’T* fold arms;
 - 4) *DON’T* lean forward;
 - 5) *DON’T* use a legal pad. Legal pads indicate lawyers.
 - 6) *DON’T* take information verbatim, just write keywords and phrases, unless you can do so without distraction;
 - 7) *DON’T* tell interviewee to stop talking so you can catch up with notes;
 - 8) *POSITION YOURSELF* so you can write while looking at the person being interviewed (for example, cross legs and prop paper on your knee);
 - 9) Tape recorders often inhibit the free flow of information.
- i. *AVOID ARGUMENTS* unless it is a planned tactic.
- j. *DO NOT DISCLOSE FACTS* to the witness, let them tell you.
- k. *CREATE QUESTIONS OUT OF PRIOR ANSWERS.*
- l. Do *NOT* be *ACCUSATORY* in asking questions.
- m. Do *NOT* show a *PRECONCEIVED* idea or conclusion in asking questions.
- n. *SILENCE IS A GREAT TOOL.* Sometimes just sitting in silence will evoke a statement or response.
- o. *FOLLOW WHERE THE ANSWERS TAKE YOU.*

- 1) If an answer opens new issues, follow them up.
- p. It is very important that the interview process not be hostile, accusatory, or confrontational and that the person be put at ease; otherwise the flow of information will be inhibited.
- q. Written statements
 - 1) They are not necessary. What is necessary is a written recollection or summary of the statement.
 - 2) Do not ask the witness to prepare a written statement. It will not contain what you want to know and slows the investigation. People do not write like they talk.
 - 3) Take notes, ask them to review your notes and sign them.
 - 4) Summarize the statement (from your notes) and have them read and initial it. If they will not initial, let them tell you verbally.
 - 5) Verbally summarize the witnesses' statement so you get agreement on what they said, then put it in writing.
 - 6) If that is too difficult, just summarize the statement in writing and use.
 - 7) A technique (needs a secretary probably) to recall/summarize what was said is, after the interview and without the witness, put a tape recorder on the table and pretend to tell someone what happened during the interview, then transcribe it (generally, it is not a good idea to tape an interview).
- r. If you represent an organization, do not try to justify anything, just get the facts objectively and write it objectively.

DOCUMENTS/PHYSICAL EVIDENCE

1. Determine what documents and/or physical evidence exists.
 - a. During the interview, one question to ask is "Are there any documents, reports, etc.? Was any report made? Do you have the sales receipt?"
2. Obtain physical possession of all documents and physical evidence.
3. Sometimes copies will suffice (i.e. police reports).
4. Some physical evidence cannot be removed to your possession, so diagrams and/or photographs are used.

FACTS V. OPINION

1. Your investigation must have facts.
 - a. Example: “He grabbed him with too much force,” has both facts and opinions. Now you need to get facts. "How did he “grab” him?" “Where did he grab him?” “What do you mean by too much force?” “Show me how he grabbed him.” “Did he _____?” “What caused you to come to that opinion?”
2. Opinions may be important as well, so take them. Just recognize them as opinions, not facts. You can use them to ascertain facts.
3. Rumors? Yes, you want rumors, not for truth, but they may lead to other facts and/or witnesses.

WHO IS TELLING THE TRUTH?

1. This is not easy to determine.
2. Look at all the facts and circumstances and try to determine who is telling the truth.
3. Many factors play a role in this process (these should lead to questions in the interview process).
 - a. Relationship of the persons;
 - b. Interest in the outcome;
 - c. Position to see;
 - d. Consistency of statements;
 - e. Consistency with common sense and experiences in life;
 - f. Whose interests are furthered by the statement;
 - g. Any reason for the witness to slant their version;
 - h. The interviewer’s judgment of credibility;
 - i. Is the answer to good to be true;
 - j. What they did not tell you, what they did not see (even though the opportunity was there);
 - k. How cooperative were they? Did you have to drag it out of them?

1. Rank the information by believability. Confirmation by a disinterested person may have a higher factor as would confirmation by physical evidence.

CONCLUSIONS

1. Most investigation decisions are not easy and there are always two sides to every story.
2. Make decisions based upon who is telling the truth.
3. You must have facts that support your conclusions.
4. Your job will be to come to some conclusion and make a decision.

**INVESTIGATION
EXECUTIVE SUMMARY**

1. OVERVIEW - An investigation is:
 - a. An **OBJECTIVE INQUIRY**
 - b. Directed at obtaining **FACTS**
 - c. That will **SUPPORT A CONCLUSION AND DECISION**
 - d. **NOT EMOTIONAL**
2. WHO CONDUCTS THE INVESTIGATION? Someone objective - not involved.
3. HOW FAST? Immediately.
4. PREPARATION: One of the most important steps. Do it.
 - a. Broad view point - not a defense, but an objective inquiry of all facts and viewpoints.
 - b. Lists - what you know now, issues, persons involved and to be interviewed.
 - c. Physical evidence and documents;
 - d. Checklists.
5. WHAT TO DO FIRST - depends
6. INTERVIEW PROCESS
 - a. Friendly relaxed atmosphere;
 - b. Goals
 - 1) Get facts.
 - 2) Get as much information as you can.
 - 3) Form a basis for who is telling the truth and draw conclusions; and
 - 4) Preserve evidence.
 - c. GET THE PERSON TALKING - LISTEN.
 - d. USE OPEN ENDED QUESTIONS.
 - e. YOU CAN ALWAYS GO BACK AND CLARIFY AN ANSWER OR ASK ANOTHER QUESTION AND SHOULD DO SO.
 - f. DO NOT INTERRUPT.
 - g. LET THE PERSON RAMBLE.
 - h. DO NOT ASK CLOSED END QUESTIONS.
 - i. DO NOT DIRECT THE INQUIRY AT FIRST.
 - j. AFTER PERSON COMPLETES THEIR VERSION, GO BACK AND FOLLOW UP ON THE FACTS YOU NEED TO ESTABLISH THE INVESTIGATION.
7. INTERVIEW
 - a. In person.
 - b. Be neutral. Avoid taking or showing a position.
 - c. Do not interview witnesses as a group.
 - d. Avoid 2 on 1.
 - e. Observe the witness and form an opinion on credibility.
 - f. Body language is important, yours and theirs.
 - g. Avoid arguments.
 - h. Do not disclose facts or strategy.
 - i. Create questions out of prior answers.
 - j. Silence is a great tool.
 - k. Follow where the answer takes you.

- l. Get a written recollection or summary.
8. DOCUMENTS AND PHYSICAL EVIDENCE
 - a. Find out what exists.
 - b. Obtain it.
9. FACTS V. OPINION
 - a. Investigation must have and be supported by facts.
 - b. Opinions are helpful as long as they are recognized as such.
10. WHO IS TELLING THE TRUTH?
 - a. One of the major goals.
 - b. Look at all facts and circumstances.
11. CONCLUSIONS
 - a. Conclusions must be supported by facts.

APPENDIX L

PREVENTION RESOURCES AVAILABLE FROM YOUTH-SERVING ORGANIZATIONS

Big Brothers/Big Sisters of America

230 North 13th Street
Philadelphia, PA 19017

EMPOWER - Child Sexual Abuse Education and Prevention

Manual \$55.00

Introduction videotape for the program \$25.00

Boys Scouts of America

Attn: Marilyn Herrington
1325 West Walnut Hill Lane
Irving, TX 75015-2079

A Time to Tell - 28 minute video on sexual abuse prevention for

boys 11 to 14 years of age \$19.95

It Happened to Me - 30 minute video on sexual abuse prevention

for boys 6 to 9 years of age \$19.95

Broken Hearts Foundation for Prevention of Child Sexual Abuse

P.O. Box 2864
North Canton, OH 44720-4903

Some Touch is Good, Some Touch is Bad - a booklet for parents to

use with young children \$5.00

Committee for Children

172 20th Avenue
Seattle, WA 98122 Contact for information

Girls Incorporated

National Resource Center
441 W. Michigan Street
Indianapolis, IN 46202

Kid-Ability: Self Protection and Sexual Abuse Prevention for Children

For Kids' Sake

31678 Railroad Canyon Road
Canyon Lake, CA 92587 Contact for Catalog

Set of child abuse prevention information for parents
provided to your organization to reprint FREE

Kidsrights

10100 Park Cedar Drive

Charlotte, NC 28210

1-800-892-KIDS Contact for information

Variety of materials for children, teens and parents

Kempe National Center

1205 Oneida Street

Denver, CO 80220

Childhood Sexuality: A Booklet for Parent Contact for price

National Center for Missing and Exploited Children

2101 Wilson Blvd. Suite 550

Arlington, VA 22201

1-800-843-5678 Contact for information

National Clearinghouse on Child Abuse and Neglect Information

P.O. Box 1182

Washington, D.C. 20013-1182

1-800-227-5242 Contact for information

National Committee to Prevent Child Abuse

Fulfillment Center

200 State Road

South Deerfield, MA 01373-0200

1-800-835-2671 Contact for information

National Resource Center on Child Abuse

American Humane Society

Children's Division

63 Inverness Drive East

Englewood, CO 80112-5117

1-800-227-5242 Contact for information

National Resource Center on Child Sexual Abuse

107 Lincoln Street

Huntsville, AL 35081

1-800-543-7006 Contact for information

Confidentiality

Michigan Law and the Regulations of the Michigan State Police require information released be held in strict confidence. Only the disinterested party and some members of the abuse committee are authorized to see this information.

Questions?

If you know of, or strongly suspect, sexual or physical abuse of a minor, contact the committee chairman.

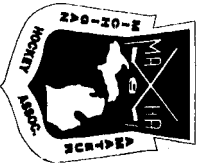
If you have any questions, you can call:

COMMITTEE CHAIRMAN

Gerald Conley 313-207-1737

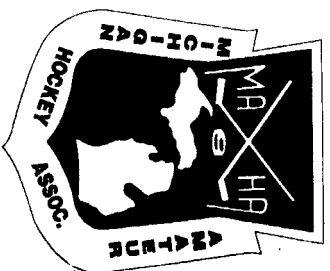
COMMITTEE MEMBERS

James Archibald 313-565-5365
James Beiswanger ... 517-734-0553
Tony Cracchio 313-513-0082
Willie Floyd 906-635-0450
Ray Kraemer 810-790-0962
Jerry Ludden..... 517-332-3203
Karen Lundgren 517-547-6565
Kathy Rocco 616-965-2825



MAHA Abuse Committee

250 Holbrook
Plymouth, MI 48170



**Michigan
Amateur
Hockey
Association**

**Physical Sexual
Abuse
Screening Program**



**Michigan
Amateur
Hockey
Association**



Physical Sexual

Abuse

Screening Program



Why?

To prevent physical and/or sexual abuse of our minor participants.

Who?

- Michigan Amateur Hockey Association (MAHA) and its affiliates personnel
- All members of organizations associated with the MAHA. They shall include but not be limited to the following: The Executive Board, Board of Directors, members of all committees and councils of the MAHA. Also included are affiliate club teams, leagues, associations and independent teams, girls/women's programs, select organizations and festivals or development camps.
- All MAHA Referees, Coaches, Assistant Coaches, Managers, Trainers and all other individuals affiliated with youth hockey programs.

What are we looking for?

- Assault and battery on a minor child
- Criminal sexual conduct in all degrees as defined by Michigan Statute
- Kidnapping of a minor
- Distributing and/or trafficking of controlled substances
- Intent to commit any of the above crimes
- Misdemeanor convictions having a sexual nature

PROCESS

For those who will be screened:

- Associate registrars will give criminal record authorization forms to all those in the WHO section of this brochure for distribution.
- Authorization forms will be filled in, signed and returned to the sexual abuse committee.
- A list of personnel will be compiled by this committee and forwarded to the Michigan State Police with a request for a conviction record.

The records will be forwarded to a disinterested party for review. A record which contains a conviction of a crime as set forth in this brochure, shall be sent to the chairman of this committee who shall notify the party of his/her disqualification. If the party wishes to appeal the decision, a panel from the Abuse Committee will then be formed.

After all pertinent information has been examined by the panel, a recommendation will be made on how to deal with each person. Any person who knowingly gives false or misleading information to the Abuse Committee during the screening process will be prosecuted to the full extent of the law.

Sexual Abuse Policy

It is the policy of USA Hockey that there shall be no sexual abuse of any minor participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey events by an employee, volunteer or independent contractor. Sexual abuse of a minor participant occurs when an employee, volunteer or independent contractor touches a minor participant for the purpose of causing the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor. Sexual abuse of a minor participant also occurs when a minor player touches an employee, volunteer or independent contractor for the sexual arousal or sexual gratification of either the minor participant or the employee, volunteer or independent contractor, if the touching occurs at the request or with the consent of the employee, volunteer or independent contractor.

Neither consent of the player to the sexual contact, mistake as to the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey sanctioned programs and/or the programs of its Affiliate Associations.

Physical Abuse Policy

It is the policy of USA Hockey that there shall be no physical abuse of any participant involved in any of its sanctioned programs, its Training Camps, Hockey Clinics, Coaches Clinics, Referee Clinics, Regional and National Tournaments or other USA Hockey events by any employee, volunteer, or independent contractor. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not necessarily limited to, shooting pucks at goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants, during the course of a game or practice, by touching them in a nonthreatening, nonsexual manner.