

PROFESSIONAL RESPONSIBILITY CODE
VERSION 11.0

EFFECTIVE FOR 2021-2022 MEMBERSHIP
JULY 1, 2021 - MAY 31, 2022



INTRODUCTION AND OVERVIEW

ALL STAR CODE OF BUSINESS ETHICS

GENERAL PRINCIPAL GUIDELINES

ALL STAR CODE OF BUSINESS ETHICS PLEDGE

MEMBERSHIP CATEGORIES

GENERAL DISCLOSURES AND NOTIFICATION TO MEMBER

SECTION I: MINOR ATHLETE ABUSE PREVENTION

SECTION II: SOCIAL MEDIA

SECTION III: GENERAL RULES MEMBERSHIP AND COMPLIANCE

SECTION IV: ALL STAR PROGRAM ADMINISTRATION

SECTION V: SANCTIONED EVENTS

SECTION VI: SPORTSMANSHIP CODE OF CONDUCT

NON-COMPLIANCE PROCESS FOR FILING A CASE FOR REVIEW

APPENDIX A - ONE-ON-ONE INTERACTIONS POLICY

APPENDIX B - U.S. ALL STAR FEDERATION SAFE SPORT CODE

APPENDIX C - SEXUAL ABUSE & PREVENTION POLICY

APPENDIX D - ELECTRONIC COMMUNICATION POLICY

APPENDIX E - ADDRESSING BULLYING POLICY

APPENDIX F - TRAVEL POLICY

APPENDIX G - BILLETING I HOUSING POLICY

APPENDIX H - LOCKER ROOMS, RESTROOMS & CHANGING AREA POLICY

APPENDIX I - ATHLETIC PERFORMANCE STANDARDS⁴⁵

APPENDIX J - RECOMMENDATION FOR "QUALIFIED" DIRECTOR/COACH

APPENDIX K - EVENT COMPLIANCE STATEMENT AND ACKNOWLEDGEMENT

INTRODUCTION AND OVERVIEW

The Professional Responsibility Code (PRC) establishes written principles that guide the conduct of all USASF members. This PRC is offered to affirm to all members of the USASF the intent and the will of the USASF leadership to safeguard the best interests of All Star Cheer and Dance by having its members act professionally and responsibly at all times. These acts of Professional Responsibility are guidelines established to maximize not only the integrity and legitimacy of the All Star Industry, but to safeguard the athletes who participate. Additionally, USASF members are expected to respect and protect human and civil rights and not knowingly participate in or condone unfair discriminatory practices.

HISTORY

The PRC was established and implemented in 2009 by the members of the National Advisory Board (NAB) as a necessary first step in establishing a Code of Conduct for members.

REVISIONS AND ADDITIONS

Annually, the PRC is updated and revised to reflect any current changes dictated by the organizational structure or USASF committee recommendations. These recommendations are presented to the NAB and, if approved, must have Board of Director approval.

GOVERNANCE

The National Advisory Board (NAB) is democratically elected to support athletes and members by addressing emerging issues of broad potential impact and developing policies for the organization when needed.

IMPLEMENTATION

Prior to paying membership fees, new and renewing members accept the Terms and Conditions of USASF Membership. This includes agreeing to abide by the PRC. The version of the PRC that governs the current membership term is available to all members and can be accessed through their membership profile. A printed copy is delivered annually to all members in their membership box.

COMPLIANCE

All Members are held accountable through the process facilitated by the USASF and outlined in the PRC.

Event Producer and Affiliate Members also sign an annual membership agreement. Reports of non-compliance are directed to the Compliance Committee.

COLLABORATION

The USASF committees work collaboratively to define the standards of conduct for members. The current version of the PRC and Disciplinary Process has been reviewed and approved by USASF Legal Counsel. The PRC revisions and non-compliance process is a collaborative effort with recommendations by the USASF Board of Directors, the USASF Disciplinary Committee, The USASF National Advisory Board, The Connection Executive Board, the USASF Vice President of Membership, the USASF Executive Committee and the USASF Compliance Committee.

BUSINESS ETHICS

The NACCC (National Association of Cheerleading Coaches Congress), serving as a representative for Program Owners and coaches, previously recommended General Principle Guidelines that are listed only as recommendations to members. These recommendations are not under the scope and jurisdiction of the *Professional Responsibility Code*, but serve as guidelines for promoting a membership with standards of integrity and loyalty to other members. The AllStar Business Code of Ethics are not eligible for disciplinary or non compliance review or sanctions.

GENERAL PRINCIPLE GUIDELINES

All Star Cheer and Dance can be many things to many people. By legal definition All Star Cheer and Dance is not considered an official sport. Therefore, those affiliated with All Star Cheer and Dance operate businesses that offer as their product “competitive cheer and dance” to their clients. For the athlete it is a sport, for the Program Owners and Event Producers it is a business. For some people it is a way to get physical exercise, to participate in a unique hobby, and a recreational activity with all the social aspects to it; seeing friends each week and making new ones. To many it is an avenue for personal development teaching team dynamics and lifelong lessons through the highs and lows of competition.

Any time you create an environment with winners, losers, titles and prize money, you can expect that environment to become vigorously competitive. When the participants are contending to achieve the highest recognition on the National or Worlds level, everything becomes much more intense. This intensity extends far beyond the brief time the athlete is competing. It extends to include all the activities of All Star Cheer and Dance: training, coaching, parents, teams, Program Owners, and all the expenses required to compete at a higher level.

All Star Cheer and Dance can become very serious business when it reaches this level. It requires not only a time and training commitment but a financial commitment as well. Athletes (and parents) must invest money into the required facilities, entry fees for competitions, travel expenses for out of town events, competition dues and fees for more frequent and advanced training by the coach. Coaches and owners also invest a lot of time and energy into training these more advanced athletes as well as continually developing other athletes to enhance and improve the entire program.

As an All Star Program grows and becomes more competitive, by necessity, they rise to the level of a business operation. How that business is conducted becomes very important. Many questions must be asked of oneself:

- *Is it business first, or does the sport come first?*
- *Is the bottom line of winning and success, more important than how that is achieved?*
- *Do personal relationships and loyalties between coaches, athletes and their families take second place to achieving success?*

This is where personal ethics come into play. The distinction between *legal* and *ethical* behavior is huge. *Legal* behavior is a matter of law. *Ethical* behavior is a code of conduct based on personal values and beliefs.

Therefore, someone may do something which is *legal* yet *unethical*.

Not surprisingly, these opposing values often cause a measure of conflict.

The USASF is the governing authority for All Star Cheer and Dance which has clearly defined the rules and regulations for competition. The USASF Disciplinary Committee oversees any violation of the PRC and The Connection provides the members who serve on the Disciplinary Committee to preserve and protect the integrity of the rules. However, there has not been a clear definition of the ethical standards applicable to the business side of All Star Cheer and Dance.

Instances may occur when people, including our members, will attempt to justify what could be considered questionable business practices as being proper since they are doing nothing *illegal*. However, if accepted ethical standards are being violated, it creates discord in the All Star community. Such practices lead down a slippery slope to soiled reputations, disunity, distrust, broken relationships, not to mention emotionally and financially injured people. In order to encourage ethical business practices, the All Star community must define what we collectively believe to be ethical standards.

ALL STAR CODE OF BUSINESS ETHICS PLEDGE

These recommendations are not under the scope and jurisdiction of the *Professional Responsibility Code*, but serve as guidelines for promoting a membership with standards of integrity and loyalty to other members

The All Star Business Code of Ethics are not eligible for disciplinary or non-compliance review or sanctions.

PROCESS

The coach and Program Owner representatives of the NACCC (now The Connection) developed our standard code. These are the values we collectively put forth for all members. We expect all members to adhere to the rules implemented by the USASF. We expect the USASF and its members to enforce the rules. Additionally, we expect all members of the USASF to establish business practices that are in alignment with the core ethical values The Connection has established.

Below are ethical standards many coaches, Program Owners and athletes strive to adhere to in All Star Cheer and Dance. They are not intended to be an all-encompassing solution for every situation, however when the legal system fails us, ethics stand in the gap. These are not regulations or rules. They are the ethical standards which the All Star community strives to attain.

- *I pledge, as a member of the USASF, I will not initiate contact with another program's athletes and families in an effort to solicit or otherwise entice them to leave the program they belong to and participate in my program. This practice is unethical.*
- *I pledge, as a member of the USASF, I will not encourage any of my athletes or family members to contact another program's athletes and families during the competitive season in an effort to solicit or otherwise entice them to leave the program they belong to and participate in my program. This practice is unethical.*
- *I pledge, as a member of the USASF, I will honor and encourage everyone to respect all mutual agreements and/or contracts made between parties, whether formal or informal, by programs, coaches and athletes.*
- *I pledge, as a member of the USASF, I will promote honest and respectful communications between athletes, families, coaches and Program Owners.*
- *I pledge, as a member of the USASF, to promote honesty, loyalty, trust, respect and personal responsibility and to always preserve and protect the integrity of the sport of All Star Cheer and Dance.*

MEMBERSHIP CATEGORIES

The USASF grants the privilege of membership to individuals (Program Owners, coaches, athletes, auxiliary, and associated individuals of Event Producer and Affiliate Members) and organizations (programs, Event Producers, and affiliates as organizations) committed to the mission of the U.S. All Star Federation:

To support and enrich the lives of our All Star athletes and members. We provide consistent rules, strive for a safe environment for our athletes, drive competitive excellence, and promote a positive image for the sport.

This privilege of membership may be suspended, denied or revoked by the USASF if it is found that a member's conduct is not consistent with the mission of the organization or the best interest of All Star Cheer and Dance or those who participate.

The *Professional Responsibility Code* (PRC) outlines the standards of professionalism and ethics for all membership classifications. Any organization or person who joins the USASF agrees to the terms and conditions of the *Professional Responsibility Code*.

The USASF membership categories are:

- **All Star Program** - Cheer and dance club owners.
- **Coaches** - Cheer and dance coaches, program owners and employees that are registered members of the USASF in the coach category.
- **Athletes** - Minor and adult athletes.
- **Event Producers** - Owners, administrators and their employees, includes all membership tiers.
- **Affiliates** - Vendors, sponsors, their owners and employees.
- **Auxiliary** - Non-coaching personnel who are 18 years of age or older within a Member Program that has been assigned to or assumes certain duties particular to the program or a specific team.
- **Associate** - An individual, organization or company that does not fit into any of the other membership categories.

DUALITY OF ROLES

Duality refers to one person holding two or more roles or positions in the All Star community. Any person who has a current, active membership in the USASF is expected to act in accordance with their role as a member as their primary role in the All Star community. Behavior or actions that are inconsistent with the *Professional Responsibility Code* are unwelcome. Members are expected to fulfill their membership requirements and duties, regardless of the role the member may be assuming at the time of the behavior or action.

PRC VIOLATIONS

When a member is found to be in violation of items outlined in the PRC they may be subject to disciplinary review. There are two Sub-Review Committees that facilitate cases that originate out of PRC Violations:

Disciplinary Committee: Reviews and rules on disciplinary cases brought forth against Program Owners, Coach Members, Auxiliary (Personnel) Members, Associate Members, and Athlete Members.

Compliance Committee: Reviews and rules on disciplinary cases brought forth against Event Producer and Affiliate Members.

MISCONDUCT RELATED TO MINOR ATHLETE ABUSE PREVENTION AND USASF SAFE SPORT CODE

The USASF has contracted an independent, third-party firm to receive and review reports that fall within all areas of Minor Athlete Abuse Prevention, including all pro-active minor abuse prevention policies and the USASF Safe Sport Code. All complaints will be investigated by the third-party firm or their designee(s). The process for Response and Resolution of reports of misconduct is outlined in the USASF Safe Sport Code.

ITEM 1: Jurisdiction

All USASF members are subject to all USASF rules, policies, codes and guidelines. For Event Producers, Affiliate and Program Members (Clubs), it may also cover their owners, employees and volunteers.

ITEM 2: All Star Activities and Events Defined

Any event, activity or gathering that is hosted, sponsored or organized by a USASF Member where attendance may be optional or required.

ITEM 3: Right to Deny, Suspend or Revoke Membership

The USASF has the right to deny, suspend or revoke membership for:

- Any person under criminal investigation.
- Any person charged with a crime that is not consistent with the rules, policies or standards of the USASF.
- Any conduct inconsistent with the USASF's PRC, rules, policies or standards.
- Behavior that is determined to not serve the best interest of All Star and/or the USASF.

ITEM 4: Right to Publish

The USASF reserves the right to publish a list of individuals whose membership has been suspended or revoked.

SECTION I: MIONR ATHLETE ABUSE PREVENTION POLICY IMPLEMENTATION

NOTIFICATION TO ALL MEMBERS

ITEM 1: The U.S. All Star Federation's designee(s) will investigate all reported alleged violations of the Minor Abuse Prevention Policies, the USASF Safe Sport Code or any policies referenced in the PRC or USASF Safe Sport Code. Anonymous reports are permitted. All reports will remain confidential to the extent permitted under applicable laws (local, state and federal) and USASF policy.

ITEM 2: U.S. All Star Federation employees will follow all applicable mandated reporting laws.

ITEM 3: Adult Athletes are considered "covered individuals" or "applicable adults" in all Minor Athlete Abuse Prevention Policies and the USASF SafeSport Code and must interact with minor teammates in a manner that is consistent with the established athlete protection measures and policies.

NOTIFICATION TO OWNERS

ITEM 1: Adults who interact with minor athletes are expected to be members of the USASF and meet all USASF eligibility requirements for members in their role. Program owners are required to disclose to the parent(s) and legal guardian(s) of athletes those persons that do not meet the eligibility requirements of the USASF.

NOTIFICATION TO COACH MEMBERS

ITEM 1: Regardless of your direct coaching relationship or absence of coaching relationship with a minor in the program, it is your membership obligation to not engage in relationships or interactions that are inconsistent with the established athlete protection measures and policies.

ITEM 2: Member Coaches who are also teammates interacting with minor athletes on the same team are expected to follow the established athlete protection measures and policies as if their only role was that of a coach.

INTRODUCTION

It is understood that the U.S. All Star Federation does not directly train athletes. The USASF, however, has Member Programs that train coaches, athletes and other members who have direct contact with athlete members. Similarly, the USASF sanctions competitions where athlete members come in contact with employees, contractors and/or volunteers that are associated with Event Producers or Affiliate Members. Therefore, the USASF requires all members to have policies in place to protect athletes. It is incumbent upon Event Producer Members, Affiliate Members and Program Owner Members to foster a safe environment by implementing policies and education to their employees and volunteers specific to Minor Athlete Abuse Prevention. Minor Athlete Abuse Prevention encompasses all areas of exposure and risk of misconduct and abuse.

ALL MEMBERS

1. Become familiar with and follow the USASF Safe Sport Code.
2. Implement the USASF required Minor Athlete Abuse Prevention Policies and the USASF Safe Sport Code. Failure to implement these policies may result in disciplinary review and possible disciplinary action. These policies include, but are not limited to:
 - a. One-on-One Interactions
 - b. Sexual Abuse & Prevention
 - c. Electronic Communication
 - d. Addressing Bullying
 - e. Travel

- f. Billet | Housing
 - g. Locker Rooms, Restrooms & Changing Rooms
 - h. Athletic Performance Standards
3. Comply with all applicable local, state and federal requirements, laws and/or codes as it pertains to working with and protecting youth.
 4. All members who create or foster a relationship between adults and minors have an obligation to minimize any risk of sexual exploitation. Therefore, all members must adhere to guidelines established through the Athletic Performance Standards including age appropriateness.
 5. Ensure that All Star Cheer and Dance events, as well as team or program activities, are conducted in an environment free of drug or alcohol use including the use of tobacco or e-cigarettes by adult or minor athletes while representing All Star or their program.
 - a. Any member perceived to be under the influence of drugs or alcohol at a USASF Sanctioned Event will be issued immediate suspension from the event and a USASF Official disciplinary case will be filed by the USASF.
 - b. It is inconsistent with this obligation for any member to:
 - i. Use or provide to a third party any prescribed drug by applicable federal, state or municipal law.
 - ii. Assist or condone any competing athlete's use of a drug banned by the International Olympic Committee, United States Olympic Committee, or National Collegiate Athletic Association, or, in the case of athlete members, to use such drugs or refuse to submit to properly conducted drug tests administered by one of those organizations.
 - iii. Provide alcohol or illegal drugs to minors.
 - iv. Condone the use of alcohol or illegal drugs by minors.
 - v. Consume alcoholic beverages or use illegal drugs while a minor.

PROGRAM OWNERS

6. Program Owners must have a process by which they screen adults prior to providing access to Athlete Members:
 - a. Any employee or volunteer associated to a Member Program that has potential interaction with All Star Athletes, regardless of their role or membership status with the USASF, must have completed and cleared a screening process that is consistent with what is outlined in the USASF Sexual Abuse and Prevention Policy. This is in addition to any USASF mandated screenings for membership eligibility.
 - b. Any USASF Program that invites an adult to interact with their minor age athletes, including but not limited to athletes over the age of 18, choreographers, skill technicians and/or other guest coaches or instructors, is obligated to ensure that the adult meets all of the USASF Membership Eligibility Requirements.
 - c. Program Owners have a responsibility to insure that any and all adults who come in contact with minor participants in their program are notified of and adhere to the USASF Safe Sport Code and all Minor Abuse Prevention Policies, regardless of the adult's membership status with the USASF.
7. Program Owners are **REQUIRED** to report to the USASF when any person within their program violates the USASF Safe Sport Code and/or any USASF proactive Minor Athlete Abuse Prevention Policies referenced in the Safe Sport Code.
8. If the member club offers one or more open teams, the Program Owner will:
 - a. Create a policy for open team members that is consistent with the established athlete protection measures and policies and applicable state laws.
 - b. Not condone a relationship that is inconsistent with the established USASF athlete protection measures and policies and applicable state laws.

EVENT PRODUCERS

9. Event Producers are required to implement and adhere to the Minor Athlete Abuse Prevention Policies referenced in the Sanctioning Guidelines.

10. Event Producers must have a process by which they screen adult employees or volunteers that will interact with minor athletes. The screening process must be consistent with what is outlined in the USASF Sexual Abuse and Prevention Policy.
11. Event Producers have a responsibility to insure that any and all adults who will come in contact with minor athletes are notified of and adhere to the established athlete protection measures and policies regardless of the adults membership status with the USASF.
12. Event Producers are **REQUIRED** to report to the USASF when any person under their purview violates the USASF SafeSport Code and/or any USASF Minor Athlete Abuse Prevention Policies referenced in the USASF SafeSport Code.

AFFILIATE MEMBERS

13. Affiliate member companies must screen adult employees or volunteers prior to allowing them to interact with minor athletes on behalf of their company. The screening process must be consistent with what is outlined in the USASF Sexual Abuse and Prevention Policy.
14. Affiliate member companies have a responsibility to insure that any and all adults who come in contact with minor athletes are notified of and adhere to the established athlete protection measures and policies regardless of the adults membership status with the USASF.
15. Affiliate member companies are **REQUIRED** to report to the USASF when any person under their purview violates the USASF SafeSport Code and/or any USASF Minor Athlete Abuse Prevention Policies referenced in the USASF SafeSport Code.

SECTION II: SOCIAL MEDIA

Eligible for non-compliance disciplinary review by the appropriate committee.

NOTIFICATION TO ALL MEMBERS

ITEM 1: Social Media Comment Disclaimer

The views, opinions, images, external links and the like that are posted as comments by members or non-members on official USASF social media channels are those of the commenter and do not necessarily reflect the official policy or position of the U.S. All Star Federation or constitute official endorsement on behalf of the U.S. All Star Federation.

The USASF appreciates interaction with our social media channels and provides the content in order to encourage participation from individuals and organizations relating to All Star Cheer and Dance with various online platforms and reserves the right to delete any content deemed inappropriate. The USASF encourages the respectful sharing of thoughts and opinions within all of our social media channels. While we recognize that social media is a 24/7 medium, our moderation capabilities are not. We may not see every inappropriate comment immediately, and we trust in the maturity of our online communities to ignore personal attacks and negative speech and either respond politely or report such cases to us directly. Our social media channels are moderated; however, the USASF does not necessarily agree with or endorse every comment posted to our social media channels and may choose to leave such comment visible. Our goal is to share ideas and information with as many individuals as possible and we plan to accept the majority of comments made to our profile.

ITEM 2: Right to Remove Comments or Posts and Block Users

All links and comments on USASF posts or pages will be reviewed and may be deleted. Repeated violations of this policy may be cause for blocking the author from USASF social media channels. We reserve the right to delete submissions related to copyright or trademark infringements or any submissions containing:

- Profanity, obscenity or vulgarity.
- Hate speech or defamation to a person or group of people.
- Nudity in profile pictures or any posted pictures.
- Name calling and/or personal attacks.
- Spam comments, such as the same comment posted repeatedly on a profile.
- Comments which are not USASF-related
- Other comments that the USASF social media team deems unwelcome.

ITEM 3: Non-USASF Hosted Sites and Channels USASF Members are expected to oversee personal and team social media sites as if you were posting on the official USASF sites.

ALL MEMBERS

1. May not utilize false or anonymous social media accounts for the purposes of cyberbullying against USASF Members (program, program owners, coaches, affiliates, athletes, teams) judges or event(s), Event Producers, officials, USASF employees, contractors and volunteers.
2. Will refrain from and prohibit the use or participation in pornographic material in conjunction with anything related to All Star Cheer or Dance, including all social media platforms.
3. May not use social media to publicly criticize, with the perceived purpose to harm, other USASF members including Event Producers, judges, owners, coaches, staff members, volunteers, athletes or teams.
4. Are expected to have a social media presence that positively reflects All Star. Any reports of images posted that show the member violating (a) federal or state laws; or (b) that are deemed sexually exploitive are subject to disciplinary review.
5. Are expected to follow all Copyright laws and regulations for any and all USASF documents that bear the USASF Copyright. This includes posting the actual document and/or screenshots or images of the document.
6. Are expected to follow the instructions included in official member communications regarding confidentiality and not posting or sharing information before the USASF shares the information publicly.

SECTION III: GENERAL RULES AND MEMBERSHIP COMPLIANCE

Eligible for non-compliance disciplinary review by the appropriate committee. Applicable at all times for all members.

ALL MEMBERS OF THE USASF HAVE A PROFESSIONAL RESPONSIBILITY TO:

1. Protect and preserve All Star Cheer and Dance and the rules and regulations of which it governs.
2. Must adhere to all USASF Required Policies. All policies can be found in the Appendices.
3. Follow and uphold the USASF Sportsmanship Code of Conduct.
4. Voice concerns, disagreements and differences of USASF policy or rulings within the structure of the USASF.
5. Not misrepresent the policies or actions of the USASF or its authorized representatives.
6. Not knowingly make false claims pertaining to membership and/or credentialing on applications, advertising, or marketing.
7. Report, challenge or file a non-compliance statement upon the first instance of violation of established procedures.
8. Not misrepresent or falsify USASF membership profiles, competitive achievements, professional qualifications, education, experience, eligibility, criminal record or affiliations of themselves, their program, or anyone associated with their program (such as co-workers, employees, volunteers, members/clients) or other USASF members.
9. Avoid both actual and perceived conflicts of interest in the conduct of business on behalf of the organization. It is inconsistent with this obligation for any member to use, or be perceived as using, USASF properties, services, opportunities, authority or influence to gain private benefit in any capacity.
10. Not misrepresent the nature or extent of any injury in order to participate (cause an athlete to participate in a competition, camp or other activity) when such participation is inconsistent with the appropriate medical response to the injury.
11. Maintain a complete membership profile that has accurate and current information in all required fields. Members may not provide false or fraudulent information.
12. Athletes must practice or perform on an appropriate surface. Technical skills (stunts, pyramids, tosses or tumbling) may not be performed on concrete, asphalt, wet or uneven surfaces or surfaces with obstructions. **NOTE:** An overlay of carpet on concrete is not an appropriate surface.
13. All members of the USASF have a responsibility to not discriminate against anyone because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability or genetic information.

SECTION IV: ALL STAR PROGRAM ADMINISTRATION

Applicable to all Program Owners. Eligible for non-compliance disciplinary review by the appropriate committee.

ALL MEMBERS OF THE USASF HAVE A PROFESSIONAL RESPONSIBILITY TO:

1. Implement and enforce all policies required of USASF Member Policies:
 - a. One-on-One Interactions
 - b. Sexual Abuse & Prevention
 - c. Electronic Communication
 - d. Addressing Bullying
 - e. Travel
 - f. Billet | Housing
 - g. Locker Rooms, Restrooms & Changing Rooms
 - h. Athletic Performance Standards
2. Develop and implement a policy that educates and holds accountable, the athletes representing the Member Program that are registered members of the USASF.
3. Develop and implement a policy that educates and holds accountable, the coaches representing the Member Program that are registered members of the USASF.
4. Educate and hold accountable all persons representing their program as it relates to upholding of the USASF Sportsmanship Code of Conduct.
5. Maintain (and provide proof of) current commercial general liability insurance that includes, at a minimum, participant legal liability and participant excess accident medical insurance. This may be a single policy or individual policies. All locations must be covered.
6. Ensure that the information provided in member profiles associated to the program is true and accurate:
 - a. Verify that the athlete's date of birth is correct and the documentation provided to support the entered date is authentic.
 - b. Verify the coaches' information in the profile, used to complete the required Coach Membership eligibility screening. Specifically verifying the legal name and date of birth of all coaches against government issued identification documentation.
 - c. Require athletes, coaches and auxiliary members associated to the program profile to have a current headshot uploaded to the member profile.
7. Maintain and keep current all appropriate state and local business licensing requirements.
8. Not make false statements on rosters, registrations, advertising or marketing materials with regards to USASF membership, credentialing, or certifications.
9. All Program Owner Members must comply with the USASF Program Release Policy that states: "Any athlete that has exhibited or competed on the floor with a team in any level from a (Primary program), during the Worlds competition season (November 1– May 1) will have to have a USASF Program Release Waiver signed by the owner of that program (Primary program) before that athlete is eligible to compete with another program (Secondary program) at the current season Cheerleading and Dance Worlds".
10. To not knowingly disseminate false or misleading information about another member.
11. Have in place policies, plans and/or best practices that are consistent with accepted and known standards of care for youth sports that address:
 - a. Emergency response for accidents, injuries, natural disasters or other unexpected situations that may put an athlete in your care at risk.
 - b. Health and safety considerations that may arise as a result of participation in All Star Cheer or Dance while the athlete(s) are in your care, including but not limited to concussion protocols and return-to-play policies.
 - c. The responsibility of any and all coaches, athletes and parents of athletes (when an athlete is a minor) to adhere to all policies/best practices established by the program.
12. Ensure that all athletes are supervised during all official functions by a qualified director/coach (see appendix J for recommendations for director/coach qualifications).

SECTION V: SANCTIONED EVENTS

Eligible for non-compliance disciplinary review by the appropriate committee.

NOTIFICATION TO ALL MEMBERS

This section refers specifically to Professional Responsibility at USASF Sanctioned Events. It is important to note that items in other sections may also apply to actions at USASF Sanctioned Events.

ITEM 1: Roster Omissions

Omission of an athlete on the roster, intentional or accidental, constitutes non-compliance and will result in disqualification at a Sanctioned Event.

ITEM 2: Roster Changes during the Sanctioned Event

It is the responsibility of the All Star Program, via owner, coach or other personnel, to inform the Event Producer of any roster change(s) made after the event locks or after the team has checked-in AND prior to the team taking the floor. If an athlete that is not listed on the roster takes the floor, the team is considered to have competed out-of-compliance and will result in disqualification at a Sanctioned Event.

ITEM 3: Right to initiate Disciplinary Review for Event Disqualifications

Any member receiving more than one disqualification at a Sanctioned Event per season, is subject to a disciplinary review hearing. In the case of a third disqualification within the current season, the member will be placed on membership restriction until a formal review by the disciplinary committee takes place. If the restriction is a result of repeated age violations the entire program will be suspended until the disciplinary committee reports their findings. In the event the suspension is levied on an individual member the suspension would only apply to the member. Once a suspension is issued by the USASF the disciplinary hearing has 60 days to issue a final decision.

SPECIFIC TO THE EVENT PRODUCER

1. To adhere to the agreed upon Sanctioning Guidelines referenced in the USASF Company Member Agreement.
2. Investigate, address and resolve to their best efforts any reports of infractions/violations.
3. Report any compliance infractions that resulted in a warning and/or disqualification within 72 hours after the conclusion of the event.
4. Expect programs to adhere to the Athletic Performance Standards and report violations of policy to USASF.
5. Enforce coaches and Program Owner sportsmanship conduct outlined in this document, including but not limited to when contesting a rule or judging decision.
6. It is the obligation of the Event Producer to notify the USASF if the actions that resulted in the disqualification are so egregious that further disciplinary review is necessary.

SPECIFIC TO PROGRAM OWNERS, COACHES, PERSONNEL AND ATHLETES

1. All competitions sponsored, hosted, administered or conducted by any Event Producer, Affiliate, Program, Program Owner or Coach Member that include "All Star" cheer and/or dance divisions/categories shall be sanctioned by USASF and meet USASF Sanctioning Standards. USASF reserves the right to review all such competitions for compliance with these standards. In order to be sanctioned, members must enter into a separate Company Member Agreement with USASF.
2. Any attendee of a USASF Sanctioned Event, including but not limited to registered participant, spectator, program, coach, or hosting event staff, who physically or verbally assaults or threatens bodily harm to an official, coach, participant, spectator, volunteer, or staff member will be subject to immediate disciplinary action.
3. Keep Sanctioned events a **NO RECRUITING ZONE**. Members may not participate or allow soliciting/recruiting of athletes to other Member Programs while attending a USASF Sanctioned Event. Soliciting/recruiting would include:

- a. Physically approaching athletes with the intent to solicit the athlete to a different program.
 - b. Distributing any type of advertisement, including, but not limited to business cards, brochures, flyers on cars, T-shirts, or banners.
 - c. Advertising a specific event that would attract athletes from other programs. Anything that includes the phone numbers, websites, social media channels, event dates and/or location of a specific event is applicable.
 - d. Any display item, including but not limited to t-shirts, banners, pop-up displays, or tents, that are general brand promoting items that includes information on how to contact the program (such as phone number, website or social media handles).
 - e. Utilizing any electronic communication channel (including text and/or direct messaging via social media) while at a USASF Sanctioned Event to communicate with an athlete and/or their parent with the intent to solicit them to a different program. **NOTE:** Direct communication with a minor utilizing a direct, private, electronic communication channel is always prohibited and a violation of the Electronic Communication Policy.
4. Meet the current season eligibility requirements for their membership category to be placed on a roster and enter the warm-up room at a sanctioned event.
 5. Must be free from the influence of alcohol, narcotics, performance enhancing substances or over-the-counter medications that would hinder the ability to supervise or execute a routine safely, while participating in a practice or performance.

SPECIFIC TO PROGRAM OWNER MEMBERS

1. Associate the Official USASF Roster(s), through the Program's USASF Member management profile, for all teams attending the event prior to the event start date.
2. Ensure that the information included on each roster is accurate.
 - a. All athletes must be listed on the roster for each team, and the information for each athlete must be true and correct. This includes, but is not limited to, the name, date of birth and age for all athletes.
 - b. All coaches must be listed on the roster for each team, and the information for each coach must be true and correct.
3. Ensure each athlete in their program has proof of age on file with the USASF and/or provides documentation upon request that rostered athletes meet the age parameters for division listed on the roster.
4. Monitor and enforce the USASF Sanctioned Event warm-up room requirements within their program for owners, coaches, personnel and athletes.

SPECIFIC TO COACH MEMBERS

Ensure that the information included on each roster that they are associated to is accurate.

- a. All athletes must be listed on the roster for each team.
- b. The information for each athlete must be true and correct. This includes, but is not limited to, the name, date of birth and age for all athletes.

SECTION VI: SPORTSMANSHIP CODE OF CONDUCT

Eligible for non-compliance review by the appropriate committee.

Reports of social media policy violations will be reviewed by the Disciplinary Committee if (1) the accused member is participating in or attending an All Star Activity or Event at the time of the violation, and (2) it is identifiable that the accused is affiliated with a member All Star program. Reports that are deemed to fall outside of this scope will be referred to the program owner to address, if applicable, under their programs policies and/or expectations.

NOTIFICATION TO ALL MEMBERS

Disciplinary implications for Program Members for athlete sportsmanship violations. Unsportsmanlike conduct violations by an athlete or athletes may have disciplinary consequences for both the athlete and the Member Program.

SPORTSMANSHIP CODE FOR PROGRAM OWNERS, COACHES, AUXILIARY MEMBERS, EVENT PRODUCER AND AFFILIATE MEMBERS

Play by the rules.

I will lead by example, demonstrating fair play and faith in event officials. When contesting or challenging a team score at an event, I will demonstrate respect for the official and the decision and understand that any form of disrespect or intimidation to the judge's, official or Event Producer may result in penalties or forfeiture to my team or program.

Respect athletes, other teams and event officials.

I will put the emotional and physical well-being of my athletes above all else, including any internal desire or external pressure to win. I understand that their safety is my primary concern.

See the big picture and exercise self-control in adverse circumstances.

I understand that I am responsible for my behavior, and I will not allow profanity, anger or disrespect to be a part of any of my interactions including social media and in person.

Exemplify sportsmanlike conduct.

I understand I am expected to be a positive example in my private and public settings. When attending a USASF Sanctioned Event, my behavior from the time I arrive at the event until the time I depart the event is a reflection of my program, my team, All Star and the USASF both in person and online. Any reports of unsportsmanlike conduct may be reported for disciplinary review.

SPORTSMANSHIP CODE FOR ATHLETES

Play by the rules.

I will learn and obey the rules of my sport and train to perform routines within those guidelines.

Respect myself, my coach, other teams and event officials.

I will treat all other teams and team members with the utmost respect in every possible circumstance. I will respect myself enough to agree to train and compete with my safety and the safety of my teammates as first priority.

Strive to see the big picture and exercise self-control in adverse circumstances.

I understand that I am responsible for my behavior, and I will not allow the prospect of defeat to be an excuse for unethical or unsportsmanlike behavior.

Exemplify sportsmanlike conduct.

I understand I am expected to be a positive example in my private and public settings. When attending a

USASF Sanctioned Event, my behavior from the time I arrive at the event until the time I depart the event is a reflection of my program, my team, All Star and the USASF both in person and online. Any reports of unsportsmanlike conduct may be reported for disciplinary review.

NON-COMPLIANCE PROCESS FOR FILING A CASE FOR REVIEW

SCOPE/JURISDICTION

The USASF offers six classifications of membership. All parties joining the USASF agree to the terms and conditions of the *Professional Responsibility Code*.

REVIEW COMMITTEES

Committees review cases of non-compliance and misconduct:

Disciplinary Committee

Reviews and rules on non-compliance or PRC violations involving member Program Owners, coaches, personnel and athletes. This includes all persons covered as Career/Professional Members and Auxiliary Members.

A sub-review committee is convened for every case. The members on each sub-review committee are selected from Connection Leaders who have participated in Disciplinary Committee Training.

Compliance Committee

Reviews and rules on non-compliance or PRC violations involving Event Producer Members, Affiliate Members. This includes owners or employees of organizations in this membership category. The Compliance Review Committee is comprised of Event Producer Member representatives as well as USASF staff.

WHO CAN FILE A COMPLAINT

Reports of abuse and misconduct relating to USASF Safe Sport Code

Any person may file a report involving abuse and or misconduct as defined in the USASF Safe Sport Code. Reporting, response and resolution processes and procedures are outlined in the USASF Safe Sport Code.

Reports of Non-Compliance with PRC, Sanctioning Requirements and Eligibility

Member Program Owners, Coach members, Event Producers, Affiliate members, Associate members and USASF Officials may make an official report of non-compliance for:

1. Violations of the *Professional Responsibility Code*,
2. USASF age grid or roster violations,
3. Sanctioned event requirement violations by programs, owners, coaches, athletes or personnel,
4. Violations or misconduct related to USASF required policies and guidelines, including but not limited to those outlined in the *Professional Responsibility Code*, and/or
5. Sanctioning standard violations for events hosted by Event Producer members.

VIOLATIONS THAT OCCUR AT SANCTIONED EVENTS

All members attending USASF Sanctioned Events must adhere to the rules, guidelines and policies of the USASF. Event Producer members must uphold, monitor and enforce the rules, guidelines and policies at their event. It is the obligation of all USASF Program Owner members to report infractions/violations to the Event Producer. It is the obligation of the Event Producer to investigate and resolve to their best efforts any reports of infractions/violations.

Failure to address reported infractions at the event could result in non-compliance for the Event Producer. It is also within the scope and jurisdiction for the Event Producer to enforce coaches and program owner sportsmanship conduct expectations when contesting a rule or judging decision.

Non-compliance of rules/skills is under the jurisdiction of the judging panel at all USASF Sanctioned Events. It is the responsibility of the USASF Event Producer member to uphold the rules of cheer and dance. In the event of an alleged infraction or non-compliance regarding rules, all reports must be made to the Event Producer. If the USASF Event Producer disregards the rules, a non-compliance report may be submitted to the Non-Compliance Committee for review against the Event Producer.

CONFIDENTIALITY AGREEMENT

All committee members sign and agree to adhere to the USASF Committee Member Code of Conduct & Confidentiality Agreement. All members of the Review Committees and the USASF Board of Directors adhere to strict confidentiality guidelines. All Review Committee members are subject to sanctions for violations of the code including, but not limited to, removal from committee, restrictions, fines, revocation of membership, and penalties as recommended by the Disciplinary/Compliance Committee and approved by the USASF Board of Directors.

OFFICIAL WARNINGS

Upon notification of a suspected violation, USASF Officials may investigate. The accused will be notified by the USASF and an official warning will be issued and remain on record for a specified period of time based on when the infraction occurred, when the evidence is undisputed. If disputed by the accused, a disciplinary case will be filed by the USASF official and the protocol outlined herein will be implemented.

USASF Officials that are on site for the purposes of membership verifications at the request of the Event Producer are authorized to suspend membership for any member who has violated Sanctioned Event warm-up room protocol.

In the event that an official warning is already on file and a secondary offense occurs, an immediate case filing for a disciplinary review is implemented or standard disciplinary actions are taken. USASF members may notify officials (USASF Regional Directors) of suspected violations in regards to roster violations, age eligibility violations, falsification of documents and actions with immediate safety concerns without the member filing a case. The USASF Official will investigate and implement the official warning procedure or file a disciplinary case for review. In the event that the USASF official decision warrants a suspension of membership, the accused may opt to implement the hearing process outlined herein.

Once a case has been through the referenced process with the appropriate Review Committee, there are no appeals. All decisions by the Review Committee are final.

NOTIFICATION AND RESPONSE PROCESS

The USASF notifies the accused in writing when a complaint has been filed by another member or the USASF is issuing an official warning. The notification will include the citing violation or area of misconduct and any supporting information to substantiate the claim. The notification is sent via email to the address found in the accused party's member profile.

Submitting Party

1. USASF members interested in filing a complaint must first contact their USASF Regional Director (RD) within 90 days of the alleged violation.
 - a. The RD will review the complaint and provide a copy of the *Professional Responsibility Code* and the actual forms for filing.
 - b. The USASF will not accept any anonymous reports in regards to Sections II, III, IV, V or VI.
2. Reports of non-compliance are to be submitted via the USASF Non-Compliance Agreement document.
 - c. The reporting document will indicate the specific Section of the PRC that has been allegedly breached.
 - d. The report must include all supporting documents or proof, as well as the specific details such as time, date, and location of the alleged violation.
 - e. It is the responsibility of the party submitting the complaint to provide sufficient documentation of alleged infraction or misconduct.
3. Any violation of the confidentiality agreement may face sanctioning by the appropriate Review Committee.

Accused Party

1. The party responding to the complaint is further instructed to provide a formal written response within ten

(10) days of receipt to the USASF Disciplinary/ Compliance Committee.

2. It is the responsibility of the party responding to the complaint to provide sufficient documentation to dispute the alleged infraction or misconduct.
3. Failure to respond or complete the form by the accused does not impede the process.
4. Any violation of the Confidentiality Agreement may face sanctioning by the appropriate Review Committee.

It is not the role of the sergeant-at-arms or chairman to request or seek out additional supporting documentation. The committee can request, after reviewing the response from the party named in the non-compliance form, that the sergeant-at-arms formally request more information from the party, and then report the new information to the committee.

REVIEW PROCESS

1. Based on the classification of membership of the accused, a non-biased Review Committee will be assembled for each complaint utilizing the following criteria:
 - a. Region the complaint originates and potentially impacts.
 - b. Removal of any potential conflicts of interest or bias.
2. The sergeant-at-arms provides copies of both Non- Compliance Agreement Form filed by the accuser and the response of the accused to the Review Committee immediately following formal written response from the accused.
3. The sergeant-at-arms will schedule a conference call with the Review Committee to review all submitted documentation. The Review Committee will:
 - a. Review all documentation provided by every party involved.
 - b. Either rule on the case with the information provided or make a recommendation for additional inquiry prior to ruling
 - c. Recommend specific sanctions directly to the USASF Board of Directors for cases where the accused is found in violation of any USASF policy, code, requirement or standard.
4. The results of the Review Committee's findings, as well as the recommended sanctions (when applicable) are presented by the sergeant-at-arms to the USASF Board of Directors to confirm and levy penalties.

CONFLICT OF INTEREST

Each instance for review will be evaluated to determine and identify any potential conflict of interest. Conflict of interest arises when a Board member or committee person's duty of loyalty to the organization comes into conflict with a competing financial and/or personal interest that he or she may have regarding the specific case being reviewed. Full disclosure of all potential or perceived conflicts must be identified by the Disciplinary/Compliance chairman and those members must recuse themselves or may be disqualified by the chairman or the Director, from any involvement in the case. The Disciplinary chairman will verify that all inferences of conflict have been removed prior to proceeding with the review. USASF Review Committee members must identify and distinguish between situations that give the appearance of a conflict and those that involve a material conflict where a board and or/committee member has a direct or indirect financial interest in transactions with the party filing the non-compliance case or the party responding.

The Disciplinary Committee chairman may, based on the recommendations of the committee, request recusal of a Board and/or Committee member if the Board and/or Committee member is directly involved in the specific case and/or provided documentation to the committee for evidence. The chairman and the sergeant-at-arms have the ultimate responsibility to eliminate any potential conflict of interest. This includes recusing any member of the Board of Directors from the penalty phase if there is evidence or cause to believe there may be an inference of impropriety or conflict of interest.

PENALTY

The USASF Board of Directors will provide clear direction regarding the levying of penalties for noncompliance or misconduct including, but not limited to, the use of fines and or restriction of privileges for various periods of time on cases that do not have previous precedent set. The USASF Review Committee will present the information and recommend appropriate action. The Review Committee is only given the authority to recommend penalty/sanction.

The USASF Board of Directors may confirm the Review Committee's recommended penalty/sanction or modify the penalty/sanction. The USASF Board of Directors is responsible for levying all penalties and/or sanctions. They cannot, within their authority, overturn the finding of the committee.

GUIDELINES FOR PENALTY RECOMMENDATIONS

MEMBERSHIP CATEGORY	ALL SECTIONS ALL MEMBERS	SPECIFIC TO PROGRAM OWNERS	FINE STANDARDS FIRST OFFENSE	REPEAT OFFENSE
Program Owner	<ul style="list-style-type: none"> Warning Fines Restriction of Membership Ineligibility 	<ul style="list-style-type: none"> Warning Fines Restriction of Membership 	<ul style="list-style-type: none"> \$1000 per Violation 	<ul style="list-style-type: none"> Double Fines Restriction of Membership
Coach Members Auxilliary Members Affiliate Members Associate Members EP Employees	<ul style="list-style-type: none"> Warning Restriction of Membership Ineligibility 		<ul style="list-style-type: none"> Remainder of current season or one year 	<ul style="list-style-type: none"> Double Fines Revocation of Membership
Athlete Member	<ul style="list-style-type: none"> Warning Ineligibility 		<ul style="list-style-type: none"> Warning Restriction of Membership 	<ul style="list-style-type: none"> Ineligible for Lifetime
Event Producer Member	<ul style="list-style-type: none"> Warning Fines Restriction of Membership 		<ul style="list-style-type: none"> Subject to Membership Agreement 	<ul style="list-style-type: none"> Double Fines Revocation of Membership

These penalties follow both the individual and the program/company at the discretion of the committee.

Fine Standards

- \$1000 first offense.
- Double for repeat offense and revocation of membership.
- Payable within 90 days from official notification.
- Revocation of membership for non-compliance of non-payment until fine is paid.
- All fines collected are applied to the USASF Scholarship or Enrichment Fund.
- Loss of committee and board memberships for the cited individual and all other individuals employed by the program/company at the time of the infraction for a period of two years.

The general policy on repeat offenders stipulates:

1. Financial penalties will be doubled for a second offense.
2. A second failure to comply with a penalty will result in a suspension of membership privileges in USASF for the period of one year (June 1 - May 31) and forfeiture of membership date. New membership date will be established as the date second suspension is lifted.

DEFINITIONS

ACTIONS AND/OR SANCTIONS

Actions and/or sanctions are the steps taken in response to a violation. Actions and/or sanctions may include one or more of the following:

Warning: The member has no eligibility restrictions, but has received a warning concerning his or her conduct.

Fines: The member is required to pay a monetary penalty. Educational program: The member is required to complete an educational component.

Behavioral requirements: The member is required to complete a behavioral component.

Loss of privileges: Certain privileges of the member have been restricted permanently or temporarily (see following definitions).

DEFINITIONS

LOSS OF PRIVILEGES RESTRICTION OF MEMBERSHIP

Probation: Members of any classification, have been found guilty and penalties have been assessed. The committee determines there is sufficient cause for them to remain under review for a defined period of time. Any violations while under probation are subject to a Disciplinary Committee hearing and fall under the 2nd offense category.

Interim Measure I Suspension: The eligibility to participate has been restricted pending final resolution of the matter or the member has been found guilty of non-compliance and their membership status is temporarily on hold as defined by the Disciplinary Committee. May attend events but may not receive the benefits of eligible members.

Ineligible: The member has been found guilty and their membership is void for the time-period determined by the committee. Specifically, the ineligible member may not be recognized or perceived as an owner or coach in any capacity while attending a USASF Sanctioned Event. The ineligible member may not interact with the athletes in a manner consistent with coaching. Ineligible members may not receive the benefits of membership or engage in activities at the event specifically for owners, or coaches, ie, VIP, Coach Hospitality Suites, Etc.

Permanently Ineligible: A person is permanently prohibited from participating in any capacity in any activity or competition authorized by, organized by, or under the auspices of the U.S. All Star Federation. If the person is or has been a member of the USASF, the organization will revoke their membership and prohibit future membership enrollment.

Revocation of Membership (Program): This occurs when the Disciplinary Committee deems it necessary to remove a single owner or a group of owners from membership for a specified time-period. And although the program still has eligible members in other membership classifications, this would prohibit participation in USASF Sanctioned events. The program itself, including its name and branding, would not be eligible to participate. This prohibits the program's teams, athletes, personnel and coaches from representing the brand during the revocation period of the owner or owners.

Restriction of Membership Privileges

1. Onsite suspension by USASF Official for warm-up room violations. If the infraction occurs August 1st - December 31st, then the suspension is immediate and for the remainder of the current season.
2. Onsite suspension by USASF Official for warm up room violations. If the violation occurs January 1-July 31st, suspension is for the remainder of the season through December 31st of the following season.
3. Athlete age grid ineligibility will be for the remainder of the current season and the following season, for the first offense.
4. Two years suspension of membership for age falsification with the possibility of setting a greater or lesser penalty based on the circumstances of each case.

Ruling Notification

The USASF will make available to its members, and when deemed appropriate to the public, the rulings and sanctions for PRC violations and misconduct.

The disciplinary actions will be posted in the USASF member profile. The actions will include an assigned case number, date of violation, code violated and penalty.

In most instances the program, coach, company and employee names will not be listed.

The following penalties will be made public to the EventProducers:

1. Permanentlyineligible member
2. Ineligible members
3. Suspended members
4. Programs on probation
5. Programs whose membership was revoked

The following member names will be made public:

- Banned members for violations under Section I Athlete Protection or the USASF SafeSport Code
- Permanently ineligible members
- Programs whose membership was revoked

The USASF reserves the right to make available to USASFmembers:

1. Ineligible members
2. Suspended members

APPENDIX A - ONE-ON-ONE INTERACTIONS

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

The following is the model one-on-one policy provided to assist member clubs in developing their own policies. Any policy developed by a member club must include the mandatory components. If a member club does not create a policy for one-on-one interactions, the mandatory components will become the default policy for appropriate one-on-one interactions for that organization.

APPLICABLE ADULTS

This policy shall apply to:

1. Adult members at a facility that is either partially or fully under the jurisdiction of the U.S. All Star Federation;
2. Adult members of the U.S. All Star Federation who have regular contact with minor athletes, including adult athletes on Open Teams;
3. Any adult authorized by a member club to have regular contact with or authority over a minor athlete; and
4. Adult staff, volunteers and board members of a member club.

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 are permitted if they occur at an observable and interruptible distance by another adult.

1. Meetings with member club adults.
2. 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.
3. 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.
4. 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.
5. Massage or rubdown/athletic training modality: Any massage or rubdown/athletic training modality performed at a facility or a training or competition venue must be conducted in an open and interruptible location. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and the person performing the massage or rubdown/athletic training modality in the room.
6. 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.

MONITORING

When one-on-one interactions between Applicable Adults and minor athletes occur at a member club facility, Applicable Adults will monitor these interactions. Monitoring includes:

- a. knowing that the one-on-one interaction is occurring;
- b. the approximate planned duration of the interaction; and
- c. randomly dropping in on the one-on-one.

OUT-OF-PROGRAM CONTACTS

Applicable Adults are prohibited from interacting one-on-one with unrelated minor athletes in settings outside of the program 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.

Appendix C - Sexual Abuse and Prevention Policy

The safety and welfare of the All Star athlete must be at the forefront of all programming considerations. USASF member All Star programs must have clear, written guidelines that prohibit adults who have contact with minors from engaging in conduct that is either inappropriate and/or illegal. The USASF Sexual Abuse Prevention Policy is consistent with the federal requirements included in the Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017 and the Empowering Olympic, Paralympic, and Amateur Athletes Act of 2020.

A. Effective Hiring and Screening of Eligible Adults

The Program will create effective hiring and screening forms and assessments to select the best possible people for staff and volunteer positions. Screening must take place PRIOR TO any adult interacting with minor athletes. The hiring and screening process includes the following:

1. Written application to assess the background, qualifications, and interest level of the applicant.
2. Personal interview to determine good program fit with additional screening for abuse risk factors.
3. Reference checks to verify work ethic, character, past performance, and work or volunteer history.
4. Criminal and sex offender background screening to determine any known history of criminal behavior regarding the abuse, neglect, or maltreatment of minors.
5. Assessing all answers using advanced screening protocols to detect yellow or red flag indicators require follow-up efforts and resolution.

B. Sexual Abuse and Awareness Training (SAAT)

The Program will provide annual Sexual Abuse and Awareness Training (SAAT) on prevention and reporting of child abuse to all adult members who are in regular contact with minors/amateur athletes. Effective prevention training allows adults to recognize, resist and report problematic behaviors before a minor is abused, and to respond immediately should a suspicion of abuse be reported.

C. Mandatory Incident Reporting and Reporter Laws

The Program will provide a tool for Mandatory Reporters to immediately report suspicions of abuse. The list of "Mandatory Reporters" now includes any adult authorized to interact with a minor athlete at a sports organization, facility, event, or treatment. A *Mandated Reporter* is someone required by law to report if they suspect or know that child abuse is occurring. Each state has its own legal requirements and agencies for reporting. It is the responsibility of the Program Administrator and/or owner to:

1. Know the laws that are specific for their state.
2. Post the legal requirements and specific reporting procedures for their state for all coaches and adult staff to reference.
3. Conduct an annual staff meeting that includes training on the legal requirements and reporting procedures for their state.

D. Confidential Notifications

The Program will provide a "mechanism for communication" for all participants and volunteers where they can confidentially report incidents of abuse, or suspicion of abuse.

E. Audit Trail and Reporting

The Program will establish "oversight procedures" to create records for each incident, including the responses taken to follow acceptable procedures, and can be proven during "random audits" of the organization.

F. Policy & Procedures Posting and Orientation

The Program will:

1. Post a summary of their Sexual Abuse and Prevention Policy & Procedures in a conspicuous place for participants, their guardians, and coaches to see.
2. Conduct an annual sexual abuse prevention orientation meeting with all coaches, parents, and volunteers.

G. Provide Education and Resources for Parents

The Program will share and make available resources for parents to educate themselves and their minor athletes on preventative measures and steps to take if they believe misconduct has occurred.

APPENDIX D - ELECTRONIC COMMUNICATION POLICY

The U.S. All Star Federation requires that all member organizations adopt a clear and concise policy regarding electronic communication. It is evident that electronic communication has significant positive benefits, but we must address the availability it yields for an adult with inappropriate intentions to breach an athlete's rights of privacy and their physical and emotional safety. In order to fully protect the athlete members we serve, a clear policy and written expectations about using electronic communications should be available and implemented by every U.S. All Star Federation member organization.

Member organizations may either use the model policy below or create their own policy. If they do neither, the model policy created by the U.S. All Star Federation will become the default Electronic Communication Policy for the member organization. Athletes, parents, coaches and adults associated with the member organization must read and accept the Electronic Policy, whether it be the organization's policy or the default policy.

Every member organization has the responsibility for the implementation of an Electronic Communication Policy. The Electronic Communication Policy is available for our members to utilize in order to establish clear boundaries.

ELECTRONIC COMMUNICATION POLICY

As part of the U.S. All Star Federation's emphasis on safety and athlete protection, communications involving any participant, and especially our minor athletes, should be appropriate, productive, and transparent. Effective communication concerning travel, practice or competition schedules, and administrative issues among coaches, administrators, participants and their families is critical. However, the use of mobile devices, web-based applications, social media, and other forms of electronic communications increases the possibility for improprieties and misunderstandings and also provides potential offenders with unsupervised and potentially inappropriate access to participants. The improper use of social media, mobile and electronic communications can result in misconduct. Adherence to the Electronic Communications Policy helps reduce these risks.

This policy is designed specifically for U.S. All Star Federation members for the protection of minor athletes.

All electronic communication between coach and participant must be for the purpose of communicating information about team activities. Coaches, participants and all team personnel must follow common sense guidelines regarding the volume and time of day of any allowed electronic communication. All content between adults coaches and participants should be readily available to share with the public or families of the participant or coach. If the participant is under the age of 18, any email, text, social media, or similar communication must also copy or include the participant's parents.

The following is considered an adult:

1. Any person, 18 years of age or older affiliated with the program, that has a role within the program that does or could have interaction with minor athletes. This includes, but is not limited to, program owners, coaches, choreographers, photographers, team parents, adult-age participants, and employees of the member organization.
2. Any adult athlete (as defined in the PRC) that is a member of the program that may train within the program or be a member of a team.

(continued on next page)

SOCIAL MEDIA

Social media makes it easy to share ideas and experiences. The U.S. All Star Federation recognizes, however, that social media, mobile and other electronic communications can be especially concerning where minor participants are involved. It is strongly recommended that owners, coaches and other adult members of the All Star community are not joined to or connected through their personal Facebook page or any other similar social media application. To facilitate communication, an official organization or team page may be set up and participants and parents may join (i.e., "friend", "follow" or "like") the official organization or team page and coaches can communicate to participants through that site. All electronic communication of any kind between coach and participant, including use of social media, must be non-personal in nature and be for

the purpose of communicating information about team activities or for team oriented motivational purposes.

Personal Social Media Sites

An adult affiliated with a program may have a personal social media page or site, with the following restrictions regarding athletes:

1. May not invite or allow an athlete to “friend” or join a personal social media site or similar online community that is not observable or open to the minor’s parent as well.
2. May not “private” or “instant” message athletes.
3. Must inform parents and athletes that the above is not permitted.
4. It is recommended that adults make their pages “private” to restrict athlete access.
5. Social media accounts that allow an athlete to “friend” or “follow” or have no privacy restrictions may only have posts that are appropriate for minors to view.

EMAIL, TEXT MESSAGING AND SIMILAR ELECTRONIC COMMUNICATIONS

Owners, coaches, team parents and participants may use email and text messaging to communicate. All email and text message content between coaches/team parents and participants must be non-personal in nature and be for the purpose of communicating information about team activities. Emails and text messages from a coach to any minor participant that are not related team activities must include a copy to the participant’s parents. Where possible, a coach should be provided and use the organization website email center (the coach’s return email address will contain “@organization.com”) for all communications with the team, participants, and participants’ parents, where applicable.

Request to Discontinue all Electronic Communications or Imagery with Athlete Following receipt of a written request by the parents of a minor participant that their child not be contacted through any form of electronic communication by coaches or other adults in the program, the program, team, coaches and administrators shall immediately comply with such request without any repercussions for such request.

Any adult member may not directly message a minor athlete participant unless the minor athlete is a member of their program. All contact must be initiated to the parent, adult owner or adult coach.

Abuse and Misconduct

Social media and other means of electronic communication can be used to commit abuse and misconduct (e.g., emotional, sexual, bullying, harassment, and hazing). Such communications by any employee, volunteer, independent contractor or other participant of a U.S. All Star Federation member program will not be tolerated and are considered violations of U.S. All Star Federation’s SafeSport Program.

Reporting infractions of U.S. All Star Federation’s Electronic Communications Policy should be reported to the appropriate person as described in the *Professional Responsibility Code V8.0*.

A U.S. All Star Federation participant or parent of a participant who violates this Electronic Communications Policy is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension and/ or referral to law enforcement authorities.

All content must adhere to the U. S. All Star Federation Code of Conduct and the *Professional Responsibility Code V8.0* regarding the protection of athletes. Non-Compliance with the *Professional Responsibility Code* is subject to disciplinary hearing and potential penalties.

The following four points are defined as definitively inappropriate conduct. Any communication with an athlete, either verbal or electronic may not involve or relate to any of the following:

1. Inappropriate or sexually explicit photos.
2. Sexual innuendos, sexual conversation, explicit language or sexual activity.
3. Drug or alcohol use.

4. The adult should not relay information about their personal life or social life outside of the professional environment or discuss relationships or personal problems.

Regardless of the adult's role in relationship to the athlete, it is the responsibility for the adult to maintain these guiding principles when communicating electronically.

1. Does the conversation pertain to the team and team activities?
2. Is the content of the electronic conversation something that any parent, boss or other adult would agree is professional in nature?
3. Is the electronic communication accessible to anyone at anytime?
4. Can the information conveyed to the athlete be used as a permanent part of the athlete's record?

SUMMARY

An adult must ask him/herself whether the electronic communication with the athlete is available for all to read, understand and determine as professional in nature.

LATITUDE CLAUSE

It is understood that there may be times when a minor athlete is in distress or seeking counsel from an adult. In the case where:

1. A minor athlete reaches out to an adult
2. The adult responds to a minor athlete
3. The adult takes proactive measures to reach the minor

The adult must be vigilant in evaluating their communication and interaction. The safety of the athlete and addressing the situation that initiated the contact must be the focus of the communication. Adults who are not trained or equipped to mitigate the situation at hand are advised to seek professional assistance and involve the minor's guardian in resolution.

APPENDIX E - ADDRESSING BULLYING POLICY

The following is a model policy for owners to implement within their program. U.S. All Star Federation programs are required to have an action plan to address bullying and the plan must be reviewed with and agreed to by all athletes, parents, coaches and other adults at the program. If a program chooses not to, or is unable to, create a written action plan, the following plan will become the default plan for that program, and the program will be expected to implement these procedures when reports of bullying are made. Once a customized plan is developed and approved by your program, the default plan will no longer apply. Each member program has the responsibility to approve and implement its action plan.

ACTION PLAN OF *(insert name of program)* TO ADDRESS BULLYING

PURPOSE

Bullying of any kind is unacceptable at [insert the name of the program] (the “Program”) and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim. The Program is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell a coach, program owner or athlete/mentor.

Objectives of the Program’s Bullying Policy and Action Plan:

1. To make it clear that the Program will not tolerate bullying in any form.
2. To define bullying and give all program owners, coaches, parents and athletes a good understanding of what bullying is.
3. To make it known to all parents, athletes and coaching staff that there is a policy and protocol should any bullying issues arise.
4. To make the process of how to report bullying clear and understandable.
5. To spread the word that (Name of Program) takes bullying seriously and that all athletes and parents can be assured that they will be supported when bullying is reported.

WHAT IS BULLYING?

The U.S. All Star Federation *Professional Responsibility Code* prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. Bullying is the severe or repeated use by one or more U.S. All Star Federation members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. Causing physical or emotional harm to the other member or damage to the other member’s property;
2. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property;
3. Creating a hostile environment for the other member at any U.S. All Star Federation activity;
4. Infringing on the rights of the other member at any U.S. All Star Federation activity; or
5. Materially and substantially disrupting the training process or the orderly operation of any U.S. All Star Federation activity, which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member program or Event Producer.

REPORTING PROCEDURE

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

1. Talk to your parents;
2. Talk to a Team Coach, Program Owner, or other designated individual; and/or
3. Write a letter or email to the Team Coach, Program Owner, or other designated individual.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate program leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

HOW WE HANDLE BULLYING

If bullying is occurring during team-related activities, we **STOP BULLYING ON THE SPOT** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the kids involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the kids involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our program or is reported to be occurring at our program, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE KIDS INVOLVED** using the following approach:

1. First, get the facts.

- a. Keep all the involved children separate.
- b. Get the story from several sources, both adults and kids.
- c. Listen without blaming.
- d. Don't call the act "bullying" while you are trying to understand what happened.
- e. It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyberbullying. Collect all available information.

2. Then, determine if it's bullying.

There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else.

- a. Review the U.S. All Star Federation definition of bullying;
- b. To determine if the behavior is bullying or something else, consider the following questions:
 - What is the history between the kids involved?
 - Have there been past conflicts?
 - Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is.
 - Has this happened before? Is the child worried it will happen again?
- c. Remember that it may not matter "who started it." Some kids who are bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.
- d. Once you have determined if the situation is bullying, support all of the kids involved.

3. Support the kids who are being bullied.

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - i. Ask the child what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging formations for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
 - ii. Develop a game plan. Maintain open communication between the Program and parents. Discuss the steps that will be taken and how bullying will be addressed going forward.
- c. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

4. Address bullying behavior

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.

- b. Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
 - c. Work with the child to understand some of the reasons he or she was bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone who is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because of something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These kids may be in need of additional support.
 - d. Involve the kid who was bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the child can:
 - i. Write a letter apologizing to the athlete who was bullied.
 - ii. Do a good deed for the person who was bullied, for the Program, or for others in your community.
 - iii. Clean up, repair, or pay for any property they damaged.
 - e. Avoid strategies that don't work or have negative consequences:
 - i. Zero tolerance or "three strikes, you're out" strategies don't work. Suspending or removing from the team athletes who bully does not reduce bullying behavior. Athletes may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - ii. Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
 - f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who was bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
5. **Support bystanders who witness bullying.** Every day, kids witness bullying. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening.
- a. Be a friend to the person being bullied.
 - b. Tell a trusted adult – your parent, coach, or Program Owner.
 - c. Help the kid being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation: *Let's go, practice is about to start.*
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

ADDITIONAL RESOURCES FOR COACHES AND OWNERS

We recommend that Owners and Coaches download and become familiar with:
 Safesport Handbook: Preventing Bullying: What Great Coaches Need to Know
This document is located in the USASF Member Resources.

APPENDIX F - TRAVEL POLICY

A portion of a minor participant's involvement in All Star may involve overnight travel to camps, competitions or other events. Minor participants are most vulnerable to abuse or misconduct during travel, particularly overnight stays. This also includes a greater risk of participant to participant misconduct.

During travel, participants may be away from their families and support networks, and the setting (unfamiliar facilities, automobiles, and hotel rooms) is less structured and less familiar.

A travel policy provides guidelines so that care is taken to minimize one-on-one interactions between minors and adults while traveling. Further, the policy directs how minor participants will be supervised between and during travel to and from practice and competitions. Adherence to travel policies helps to reduce the opportunities for misconduct.

Each U.S. All Star Federation program shall have a travel policy that is published and provided to all participants, parents, coaches and other adults that are traveling with the program. It is strongly recommended that a signature by each adult acknowledging receipt of and agreeing to the travel policy be obtained by the program. Some travel involves only local travel to and from local practices, games and events, while other travel involves overnight stays. Different policies should apply to these two types of travel.

REQUIRED ELEMENTS OF ALL TRAVEL POLICIES

LOCAL TRAVEL

1. The program and their administrators should avoid sponsoring, coordinating, or arranging for local travel, and the parents of a minor participant should be responsible for making all local travel arrangements.
2. The employees, coaches and/or volunteers of a local program who are not also acting as a parent should not drive alone with an unrelated minor and should drive with at least two other participants or another adult at all times unless otherwise agreed to in writing by the minor's parent.
3. Where an employee, coach and/or volunteer is involved in an unrelated minor participant's local travel, efforts should be made to ensure that the adult personnel are not alone with the unrelated participant. For example, picking up or dropping off the participants in groups instead of individually.
4. Employees, coaches and volunteers who are also a participant's parent or guardian may provide shared transportation for any participant(s) if they pick up their participant first and drop off their participant last.
5. It is recognized that in some limited instances it will be unavoidable for an employee, coach or volunteer to drive alone with an unrelated minor participant. However, efforts should be made to minimize these occurrences and to mitigate any circumstances that could lead to allegations of abuse or misconduct.

PROGRAM TRAVEL

1. A coach shall not share a hotel room or other sleeping arrangement with a minor participant unless the coach is the parent, guardian or sibling of the participant or unless the parent or guardian of the minor participant is also sharing the same hotel room (e.g., two adults, one or both of whom is a coach, and their children, share a hotel room).
2. It is strongly recommended that programs incorporate a parent consent for any minor participant that will travel without his or her parents.
3. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the participants. No employee, coach or volunteer will engage in program travel without the proper safety requirements in place and on record, including valid drivers' licenses, automobile liability insurance as required by applicable state law, vehicle in safe working order and compliance with all state laws. All chaperones and drivers shall have been screened in compliance with the *U.S. All Star Federation Recommended Screening Policy* [See the USASF Sexual Abuse and Prevention Policy] and drivers shall have an additional screen that includes a check of appropriate Department of Motor Vehicle records.
4. The program shall provide adequate supervision through coaches and other adult chaperones. For

example, a recommended number would include at least one coach or adult chaperone for every five to eight participants for athletes: (a) not traveling with a parent, guardian or family member; or (b) not traveling with another party that was arranged by their parent and/or guardian.

5. Regular monitoring and curfew checks should be made of each room by at least two properly screened adults. All coaches, staff, volunteers and chaperones traveling with a program shall be familiar with the U.S. All Star Federation SafeSport Policies to monitor compliance.
6. The program administrators shall ask hotels to block adult pay-per-view channels.
7. Individual meetings between a participant and coach may not occur in hotel sleeping rooms.
8. All participants shall be permitted to make regular check-in phone calls to parents. The program shall allow for any unscheduled check-in phone calls initiated by either the participant or parents.
9. Family members who wish to stay in the program hotel shall be permitted and encouraged to do so.
10. The program shall make every effort to accommodate reasonable parental requests when a child is away from home without a parent.
11. Specific travel itineraries will be distributed to parents when they are available and will include a detailed itinerary as well as contact information for all chaperones.
12. If disciplinary action against a participant is required while the participant is traveling without his/her parents, reasonable attempts to notify the participant's parents will be made before any action is taken.
13. No chaperone shall at any time be under the influence of alcohol or drugs while performing their chaperoning duties.
14. In all cases involving travel, parents have the right to transport their minor participant and have the minor participant stay in their hotel room.

Upon proof of a violation of U.S. All Star Federation's policies regarding travel, the offender will be subject to appropriate disciplinary action.

APPENDIX G - BILLETING I HOUSING POLICY

It is recognized that some U.S. All Star Federation minor participants do leave home to participate in a program away from their parents. In those circumstances the program typically arranges for the minor participant to live with a host or billet family. ***Having minor participants live outside their homes increases risk for abuse and misconduct to occur.***

All programs that either arrange fully or have any level of involvement in arranging for participants to live with billet families, including references or recommendations that are specific to a prospective host family, shall have written policies and procedures in place to govern the arrangement.

REQUIREMENTS FOR ALL BILLETING POLICIES AND PROCEDURES

It is recommended that no more than two billet participants should be housed with any one billet family.

1. All adults living in the household of the billet family shall be screened in accordance with the *U.S. All Star Federation Recommended Screening Policy* prior to the participant moving in with the family. [See the USASF Sexual Abuse and Prevention Policy].
2. It is strongly recommended that all billet families be two-parent homes. Single parent billet families may be acceptable, however. In these cases the program shall take additional reasonable steps to regularly monitor the billeting arrangement and its compliance with the U.S. All Star Federation SafeSport Policies.
3. All adults living in the household of the billet family shall have completed Darkness to Light Stewards of Children® training prior to the participant moving in with the family.
4. Billet families, the participant and the participant's parent(s) or guardian(s) shall all sign an agreement with the program that they will comply with the rules and regulations for the billeting arrangement and the U.S. All Star Federation SafeSport Policies.
5. Each program shall have a billet coordinator who shall be responsible for overseeing compliance with the Billeting Policy and all other U.S. All Star Federation SafeSport Policies.
6. Participants shall agree to comply with the house rules of the billet families. Complaints about unusual rules shall be addressed with the program's billet coordinator.
7. Participants shall not stay overnight at any other home except with the permission of the participant's parents and advance notification to the billet family and program's billet coordinator.
8. Participants are not to drive billet family vehicles without automobile liability insurance as required by applicable state law and documentation of approval of the billet family.
9. The program's billeting policy shall include requirements that both the billet participant and billet family carry and maintain appropriate insurance.
10. Participants staying with a billet family shall be permitted to make regular check-in phone calls to parents. Program personnel and billets shall allow for any unscheduled check-in phone calls initiated by either the participant or parents.

APPENDIX H - LOCKER ROOMS, RESTROOMS & CHANGING AREA POLICY

The following is a model locker room and changing area policy provided to assist Covered Organizations in developing their own policies. Any policy developed by a Covered Organization must include the Mandatory Components. If a Covered Organization does not create a locker rooms and changing areas policy, the Mandatory Components will become the default policy for that organization

APPLICABLE ADULT

This policy shall apply to:

1. Adult members at a facility that is either partially or fully under the jurisdiction of a U.S. All Star Federation.
2. Adult members who have regular contact with minor athletes.
3. Any adult authorized by a member club to have regular contact with or authority over a minor athlete.
4. Adult staff, volunteers and board members of a member club organization.

NON-EXCLUSIVE FACILITY

If our club uses a facility that is used by multiple constituents, Applicable Adults in categories 1 through 4 are nonetheless required to adhere to the rules set forth herein.

USE OF RECORDING DEVICES

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and videocameras in locker rooms, changing areas, or similar spaces at a facility under our organization's jurisdiction is prohibited.

Exceptions may be made for media and championship celebrations, provided that such exceptions are approved by the member organization and two or more Applicable Adults are present.

UNDRESS

Under no circumstances shall an unrelated Applicable Adult at a facility under our organization's jurisdiction intentionally expose his or her breasts, buttocks, groin, or genitals to a minor athlete

- One-on-one interactions.
- Except for athletes on the same team, at no time are unrelated Applicable Adults permitted to be alone with a minor athlete in a locker room or changing area when at a facility under our partial or full jurisdiction, except under emergency circumstances.
- If our organization is using a facility that only has a single locker room or changing area, we will designate separate times for use by Applicable Adults, if any.

MONITORING

Our organization regularly and randomly monitors the use of locker rooms and changing areas at facilities under our jurisdiction to ensure compliance with these policies.

ADDITIONAL PROVISIONS

1. Under no circumstances shall an unrelated Applicable Adult at a facility under our organization's jurisdiction expose his or her breasts, buttocks, groin, or genitals to a minor athlete.
2. To minimize the risk of bullying and hazing, our organization uses monitors to ensure that minor athletes are not left unsupervised in locker rooms, restrooms and changing areas.
3. Applicable Adults make every effort to recognize when a minor athlete goes to the locker room, rest room or changing area during practice and competition and, if they do not return in a timely fashion, will check on the minor athlete's whereabouts.
4. We discourage parents from entering locker rooms, rest rooms and changing areas unless it is truly necessary. In those instances, it should only be a same-sex parent when other minor athletes are changing in the same locker room or changing area. If this is necessary, parents should let a coach or administrator know about this in advance.

APPENDIX I - ATHLETIC PERFORMANCE STANDARDS

Coaches must be discretionary with minor athletes to meet age appropriateness.

CHEER TEAMS

Judges reserve the right to assess warnings and/or deductions when a team's overall presentation does not meet the standards of *appropriate* as described in this policy. Overall presentation includes, but is not limited to choreography, uniform, make up, hair, and bows.

COVER-UP GUIDELINES

Athletes with non-full top uniforms must wear a t-shirt or other suitable cover-up over their uniforms unless they are: in the warm-up area; traveling as a group directly to and from the warm-up area; or on the performance stage when performing or during award ceremonies.

APPROPRIATE CHOREOGRAPHY

All facets of a performance/routine, including both choreography and music selection, should be appropriate and suitable for family viewing and listening.

Examples of inappropriate choreography may include, but are not limited to, movements such as hip thrusting and inappropriate touching, gestures, hand/arm movements and signals, slapping, positioning of body parts and positioning to one another. Music or words unsuitable for family listening, which includes, but is not limited to swear words and connotations of any type of sexual act or behavior, drugs, explicit mention of specific parts of the body torso, and/or violent acts or behavior are other examples of inappropriate choreography. Removing improper language or words from a song and replacing with sound effects or other words may still constitute *inappropriate*.

Music or movement in which the appropriateness is questionable or with which uncertainty exists should be assumed by the coach to be inappropriate and removed as to not put their team in an unfortunate situation.

MAKEUP

If worn, makeup should be uniform and appropriate for both the performance and the age of the athletes utilizing neutral colors for eyes and skin. Face/eyelid rhinestones are not allowed. False eyelashes are allowed but may not be decorated in rhinestones or additional jewelry.

HAIR

Hair must be secured off of the face with a simple and unexaggerated style that is adaptable to all diversities.

BOWS

Bows should not be excessive in size and shouldn't be a distraction to the performance. Bows should be worn in a manner to minimize risk for the participants, should be adequately secured and should not fall over the forehead into the participants' eyes or block the view of the participant while performing.

APPROPRIATE UNIFORM: GENERAL UNIFORM GUIDELINES

No risqué, sexually provocative or lingerie looking inspired uniform or garments allowed. All uniform pieces should adequately cover athlete and must be secured to eliminate any possible wardrobe malfunction. Appropriate undergarments must be worn.

In addition to the below specific guidelines, coaches must also consider that a combination of uniform pieces may also deem a uniform appropriate or inappropriate. All garments must properly cover the athlete and the athlete's undergarments during the routine.

UNIFORM SKIRT/SHORTS GUIDELINES

When a skirt is worn as part of the uniform, briefs under the skirt are required. The skirt must fully cover the

hips. The skirt must completely cover the briefs and must fall at least 1 inch below briefs (regular and boy cut briefs). Whenshorts are worn as part of the uniform, there must be a minimum of a 2-inch inseam.

UNIFORM TOP GUIDELINES

Uniform tops may not include an exposed midriff (including crop tops) except when worn by athletes competing in Senior Club Elite Tier and International Senior/Open Tier divisions. Uniform tops must be secured by straps or material over at least one shoulder or around the neck (tube tops are not permitted).

NOTE: Competitions that follow IASF guidelines may have additional uniform restrictions for the International Divisions. Please check with the Event Producer directly for further information.

APPENDIX J - RECOMMENDATION FOR “QUALIFIED” DIRECTOR/COACH

The purpose of this appendix is to provide guidance for USASF member program owners in establishing standards for their All Star training facility to ensure all athletes are supervised during official functions by a qualified director/coach.

Each member program owner is responsible for determining who they put in roles of responsibility over athletes in their care, and ultimately, who is acting on their behalf in delivering the care that is expected in youth sports.

Before someone is employed or appointed as a coach they should be properly vetted and screened. Item one on the Youth Sexual Abuse and Prevention Policy and Procedures poster outlines steps that our member program owners must follow. Additionally, programs are responsible for conducting a pre-employment or pre-appointment screening PRIOR TO allowing an adult in their program to interact with minors. This is in addition to the member eligibility screening process required by the U.S. All Star Federation. For more information on employment screening and membership eligibility screening visit USASF.net.

It is understood that a “qualified” coach should have the training and/or knowledge that would provide both a safe and positive experience for the athletes in their care. Listed are recommended areas of knowledge, education, training and/or certification that is common in youth sports. Standard of care and definition of “qualified” may vary from state to state.

We recommend that you consult legal counsel to determine if the education, training and/or certifications you require and/or provide for coaches in your program are sufficient.

HOW TO COACH AND/OR WORK WITH YOUTH

Coaches have a responsibility beyond creating a winning team. While we recognize the importance of honoring the competitive nature of our sport, and although the ultimate goal for many athletes, coaches and teams is to “win”, the reality is that not every team will win every competition. Therefore, the influence a coach has on the social, emotional and physical well being of the athletes in their care must be as important, if not more important, than their pursuit of victory. It is important for coaches to operate in a fashion that does not diminish the athlete while trying to elevate the team. The USASF recommends that every coach complete the **Positive Coaching Alliance Course: Double-Goal Coach[®] : Coaching for Winning and Life Lessons**. This course is offered through the USASF coach member credentialing portal. It may also be offered at USASF meetings.

KNOWLEDGE OF THE SPORT

A “qualified” coach must have an in-depth knowledge of the rules, skills and safety considerations of the sport from the most fundamental level through the skill level(s) they are currently coaching. The U.S. All Star Federation offers a credentialing program for cheer coaches affirming that the coach demonstrates sufficient knowledge of the rules and skill levels associated with All Star cheer and is able to articulate the safety considerations associated with the skills allowed at each level.

ABILITY TO TEACH SKILLS SAFELY

Once a coach demonstrates knowledge of the sport, it is the responsibility of the program owner to ensure that the coach is able to teach the skills safely to the athletes in their care. Educational opportunities are offered online or in-person from multiple sources. The U.S. All Star Federation does not provide education related to teaching skills.

TRAINING IN SPORT RELATED HEALTH AND MEDICAL AREAS

Coaches should be trained and/or certified in areas relevant to the health and medical safety of the athletes in their care. It is the responsibility of the coach to receive the appropriate training and certification from third-party

sources in order to be able to administer, assess and/or carry out any related measures or actions while coaching.

The training should, at a minimum, include:

1. First Aid
2. CPR (cardiopulmonary resuscitation)
3. Sudden Cardiac Arrest
4. Concussion
5. Exertional Heat Illness

TRAINING IN PREVENTION AND RESPONSE RELATED TO MISCONDUCT AND ABUSE

Coaches should have consistent and on-going training to heighten their awareness of areas where misconduct and abuse may occur as well as what constitutes misconduct and abuse. Additionally, coaches must be trained in how to recognize the red flags of emotional, physical and sexual misconduct, and then what to do if abuse does occur.

Required training related to the legal obligations of coaches as mandated reporters is the responsibility of the program owner.

DIVERSITY AND INCLUSION

Through intentional, deliberate and meaningful actions and investment, the U.S. All Star Federation seeks to lead efforts to ensure All Star is a more inclusive, accessible and tolerant sport, where anyone can participate, and everyone feels welcome and respected.

The U.S. All Star Federation seeks to foster an All Star Community that encourages understanding, appreciate and acceptance of all within its membership, volunteer base, and staff. Further the USASF believes that broad representation and participation add significant value to the All Star experience for each of us, and that these valued experiences are enhanced by embracing underrepresented and underserved communities.

The intent is for members who participate in the organization to intentionally create a culture whereby diversity and inclusion are a fundamental part of the values taught through sport. Bringing together varied life experiences and perspective adds significant value to your community and reinforces the concept of inclusivity. The USASF recommends that all members adopt a policy for Diversity and Inclusion.

APPENDIX K - EVENT COMPLIANCE STATEMENT AND ACKNOWLEDGEMENT

By associating one or more team rosters to a USASF sanctioned event and by attending said event, you accept the terms and conditions of event compliance. You agree to abide by and uphold the standards of compliance.

Furthermore, you understand that failure to do so may result in disqualification at the event and further disciplinary action by the USASF.

The rosters you provide to the Event Producer, electronically and in print, become the official record for your program at this event. It is your obligation to ensure that the information included on each roster is accurate. This includes, but is not limited to, the name, date of birth and age for all athletes.

Providing a USASF Official roster that contains inaccurate, false or fraudulent information is a violation of the *Professional Responsibility Code*. All members are subject to disciplinary action for not adhering to the age grid and/or not providing an accurate USASF Official Roster. Omission of athlete information, intentional or accidental, constitutes non-compliance.

Compliance statements of understanding:

I understand that:

1. Providing a USASF Official roster that contains inaccurate, false or fraudulent information is a violation of the *Professional Responsibility Code* and subject to disciplinary action.
2. All Program Owners and all members listed on any USASF Compliance Cover Sheet and Official Roster(s) are subject to disciplinary action for not adhering to the age grid and/or not providing an accurate USASF Official Roster.
3. Any athlete that performs or competes at a USASF Sanctioned event that is not listed on the roster or is not a member of the USASF may also face future ineligibility status.
4. Athletes who perform at USASF Sanctioned events but are not listed on the roster are considered ineligible athletes. Teams that perform with ineligible athletes are subject to disqualification in addition to disciplinary sanctions.
5. It is my responsibility to monitor and enforce the USASF Sanctioned Event warm-up room requirements within our program for owners, coaches, personnel and athletes. Failure to do so will result in disciplinary sanctions.
6. Accuracy of the age displayed in the member profile is ultimately the responsibility of the program. Regardless of who enters the athlete information or uploads proof of age documentation, the program representative must verify the information provided is true and correct. Investigation of age eligibility will be handled on site at the event. Failure to upload documentation prior to the event may result in disqualification and further disciplinary sanctions.
7. It is my responsibility to report any change to an Official USASF Roster after the event begins to the Event Producer prior to the team taking the floor. This typically applies to replacements or substitutions because of injury or a no-show. Regardless of the reason for the change to the roster, it must be reported and documented.
8. Teams from our program must compete in the correct Division (DI or DII) when a split occurs. Furthermore, if any one of our teams compete in a DI event or split when we qualify for DII, regardless of our official "opt-in" status in our USASF member profile, our program will no longer be eligible for DII status for the remainder of the season. (Exceptions apply to World Bid events that are associated to a DII only event.)
9. The program I represent and its affiliated members, including owners, coaches, athletes and personnel must adhere to the:
 - a. *Professional Responsibility Code*
 - b. Athletic Performance Standards
 - c. Sportsmanship Code of Conduct
10. Disciplinary penalties may include fines, suspension and/or revocation of membership.

I certify that the information listed on any and all rosters associated to this USASF Sanctioned Event is in full compliance. It reflects the proper division and all athlete profiles indicate their correct date of birth, correct gender and meet the requirements for the current season USASF age grid.