

U.S. ALL STAR FEDERATION



CLUB CHEER & DANCE TEAMS

PROFESSIONAL RESPONSIBILITY CODE
Version 9.0

*Effective for the 2019-2020 membership
June 1, 2019 through May 31, 2020*

INTRODUCTION & 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 & Additions

Annually, the PRC is updated and revised to reflect any current changes dictated by the organizational structure or USASF committee recommendations. The 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

Program owner, coach, auxiliary, associate and athlete members are held accountable through the Disciplinary process facilitated by the USASF and selected members of The Connection. Event Producer and Affiliate Members sign a membership agreement annually and non-compliance grievances are facilitated by 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 All Star Business Code of Ethics are not eligible for disciplinary or non-compliance review or sanctions.*

ALL STAR CODE OF BUSINESS ETHICS

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. There is a huge distinction between “legal” and “ethical”. “Legal” is a matter of law. “Ethics” are 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 have caused, and will always 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.

There are instances 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 is a list of some 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 in compliance with the mission of the organization or the best interest of All Star Cheer and Dance or those who participate.

MEMBERSHIP CATEGORIES

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 membership categories are:

- 1. All Star Program**
Includes owners
- 2. Coach**
Includes Coaches (cheer or dance) and Program Owners as well as employees that are registered members of the USASF in the coach category
- 3. Athletes**
- 4. Event Producers**
Owners, administrators and their employees, includes all membership tiers
- 5. Affiliates**
Includes vendors and sponsors, their owners and employees
- 6. Auxiliary**
Non-coaching Personnel who are 18 years of age or older
Auxiliary Non-Coaching Personnel refers to a person within a Member Program that has been assigned to or has assumed certain duties particular to the program or a specific team.
- 7. Associate**
For any individual, organization or company that does not fit into any of the other membership categories. An associate member must be a legal entity such as a company, corporation, sole proprietor, or independent contractor.

REVIEW COMMITTEES SPECIFIC TO MEMBERSHIP CATEGORIES

When a member is found to be in violation of items outlined in the PRC they may be subject to disciplinary review. There are three Sub-Review Committees that facilitate cases of non-compliance with the PRC:

- 1. Disciplinary Committee**
Reviews and rules on disciplinary cases brought forth against Program Owners, Coaches, Auxiliary (Personnel) Members, Associate Members and Athletes.
- 2. Compliance Committee**
Reviews and rules on disciplinary cases brought forth against Event Producer and Affiliate Members.
- 3. Athlete Protection Committee**
Reviews all complaints in the area of athlete protection. The Athlete Protection Committee will include USASF Staff and third party experts. The committee and its agents will investigate and provide findings as they relate to the complaint. The initial complaint and the findings will determine the action taken.

GENERAL DISCLOSURES AND NOTIFICATION TO MEMBERS

ITEM 1: Scope of Coverage - Membership Categories

All USASF members are subject to all USASF rules, policies, codes and guidelines. This includes all seven (7) membership categories. And, in the case of event producers, Affiliate and Program Members, it may also cover their owners, employees and volunteers.

ITEM 2: Scope of Coverage - All Star Activities and Events

In order to uphold the mission of the USASF and ensure that all participants have the benefit of a safe environment, all attendees of an event, activity or gathering that is hosted, sponsored or organized by a USASF Member must behave in a manner that is consistent with the PRC. When attending a sanctioned event this applies to the competition venue, host hotel and other areas associated to the sanctioned event.

ITEM 3: Right to Deny, Suspend or Revoke Membership

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

- 1. Any person under criminal investigation.*
- 2. Any person charged with a crime that is not consistent with the rules, policies or standards of the USASF.*
- 3. Any conduct inconsistent with USASF, PRC, rules, policies or standards.*
- 4. When actions of misconduct are reviewed by the Disciplinary Committee and determined to not serve the best interest of All Star 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: Athlete Protection

*Eligible for Non-Compliance Disciplinary Review by the Athlete Protection Committee.
Policy Violations may also be referred to the Disciplinary or Non-Compliance Committee.*

NOTIFICATION TO ALL MEMBERS:

ITEM 1: *The U.S. All Star Federation will investigate all reported violations of the USASF SafeSport Code or any policies referenced in the the USASF SafeSport Code. Anonymous reports are permitted. All reports will remain confidential to the extent permitted under applicable local, state and federal law. The USASF Athlete Protection Committee will investigate and may involve third party entities in the investigation at any time and without notification.*

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

Introduction

It is understood that the U.S. All Star Federation as a governing authority does not directly train athletes. The USASF, however, has Member Programs that train athletes and other members who have direct contact with athlete members. Similarly, the USASF Sanctioned Events 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 Athlete Protection. Athlete Protection encompasses all areas of exposure and risk of misconduct and abuse.

ALL MEMBERS:

1. Become familiar with and follow all policies referenced in the USASF SafeSport Code.
2. Implement the USASF required proactive policies as outlined in the USASF SafeSport Code. Failure to implement these policies may result in disciplinary review and possible disciplinary action:
 - a. Sexual Abuse and Prevention Policy
 - b. Electronic Communication Policy
 - c. Addressing Bullying Policy
 - d. Travel Policy
 - e. Billeting | Housing Policy
3. Comply with all applicable local, state and federal requirements, laws and/or codes as it pertains to working with and protecting youth.
4. Understand and implement the USASF Imagery Guidelines: Photos and/or videos of athletes may be submitted to local, state or national publications, used in club videos, posted on club or club associated websites, or offered to the club families seasonally on disc or other electronic form. To ensure that athletes do not become victims of online predators and in order to maximize their safety it is imperative that all images posted convey the athlete or athletes are in public view and such imagery is both appropriate and in the best interest of the athlete.
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.
 - 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 to minors.
 - iv. Condone the use of alcohol by minors.

- v. Consume alcoholic beverages while a minor.

PROGRAM OWNERS:

1. 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, must have completed and cleared a Member Program approved screening process. 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 has been screened appropriately. This is in addition to any USASF mandated screenings for membership eligibility.
2. 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 SafeSport Code regardless of the adults membership status with the USASF.
3. Program Owners are ***REQUIRED*** to report to the USASF when any person within their program violates the USASF SafeSport Code and/or any USASF proactive policies referenced in the SafeSport Code:
 - a. Sexual Abuse and Prevention Policy
 - b. Electronic Communication Policy
 - c. Addressing Bullying Policy
 - d. Travel Policy
 - e. Billeting | Housing Policy

EVENT PRODUCERS:

1. Event Producers are required to implement and adhere to the Athlete Protection Policies referenced in the Sanctioning Guidelines.

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 of the USASF 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:

- A. Profanity, obscenity or vulgarity*
- B. Hate speech or defamation to a person or group of people*
- C. Nudity in profile pictures or any posted pictures*
- D. Name calling and/or personal attacks*
- E. Spam comments, such as the same comment posted repeatedly on a profile*
- F. Comments which are not USASF related*
- G. 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 utilize social media outlets as a forum to harness support with the perceived purpose to undermine the USASF.
4. 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.

SECTION III: General Rules & 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 which govern it.
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, 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.
NOTICE: An overlay of carpet on concrete is not an appropriate surface.

SECTION IV: All Star Program Administration

Applicable to all Program Owners. Eligible for Non-Compliance Disciplinary Review

All Program Owner Members of the USASF have a Professional Responsibility to:

1. Implement and enforce all policies required of USASF Member Policies:
 - a. Sexual Abuse and Prevention
 - b. Electronic Communication
 - c. Addressing Bullying
 - d. Travel
 - e. Billett | Housing
 - f. Athletic Performance Standards
2. Develop and implement a policy that educates and holds accountable that the athletes representing the Member Program are registered members of the USASF.
3. Develop and implement a policy that educates and holds accountable that the coaches representing the Member Program are registered members of the USASF.
4. Educate and hold accountable all persons representing their program as it relates to upholding 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 an emergency response plan in place and ready to implement in the event of an injury.
12. Ensure that all athletes are supervised during all official functions by a qualified director/coach.

SECTION V: Sanctioned Events

Eligible for Non-Compliance Disciplinary Review by the appropriate committee.

NOTIFICATION TO ALL MEMBERS:

ITEM 1: *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 2: 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 3: 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 4: 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.
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:

1. 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, 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.

SECTION VI: Sportsmanship Code of Conduct

Eligible for Non-Compliance Review

NOTIFICATION TO MEMBERS

ITEM 1: 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, and Auxiliary Members, Event Producer & 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. I also understand that the Event Producer has the obligation to uphold the Sportsmanship Code at all USASF Events. I understand it is the spirit of the rules that protect the integrity of the sport and I will uphold that integrity with honor.

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. I will treat all other teams and team members with the utmost respect in every possible circumstance. I will behave within the event's Code of Conduct, recognizing the authority of the event officials and workers in every possible circumstance.

Organize sportsmanship conduct for parents and participants. I will make a stance for sportsmanship, setting expectations of participating with respect, competing with integrity, winning with character and losing with dignity. I will organize a parent's packet that clearly outlines the sportsmanship promise.

Make pursuit of victory more important than winning. I will teach that striving to win, rather than winning itself is what is important in life. I understand that the integrity in which we perform and accept an award is a true gage of success. That is a privilege to be recognized as the best, in a division or event.

Integrate positive life lessons on and off the competition floor. I will devote my energy to teaching life skills and cheer and dance skills. I understand that the life lessons I give to my athletes will stay with them much longer than any medal or trophy.

See the big picture and exercise self-control in adverse circumstances. I will increase focus and intensity rather than retaliation or blaming. 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 will be a positive example and portray the character qualities I expect from my athletes. I understand that I am a leader and that every choice I make affects those who follow me. I will uphold the promise to the best of my abilities and always work to improve myself, my team and my sport. I understand I am expected to be a positive example in my private and public settings.

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. I will behave within every event's Code of Conduct, recognizing the authority of event officials and workers in every possible circumstance. I will appreciate honest efforts that are made fairly in the quest of victory.

Optimize my experience by meeting athletes from other programs. I understand that All Star Cheer and Dance offers great opportunities to travel and meet athletes from other programs and learn to respect my competitors.

Make pursuit of victory more important than winning. I understand that winning isn't everything, but rather my will to train to win matters most. While victory shall be my expected goal, defeat is not a disgrace.

Interact, in person and on the internet, with integrity. I will not comment negatively about my opponents on any form of social media: Facebook, YouTube, message boards, etc. I understand that doing so reflects poorly upon the image of my sport, my program and myself.

Strive to see the big picture and exercise self-control in adverse circumstances. I will increase focus and intensity at practice rather than retaliate or blame others. 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 will be a positive role model on my team and within my community. I understand that I am leader and that every choice I make affects those who follow me. I will uphold the promise to the best of my abilities and always work to improve myself, my team and my sport. I understand I am expected to be a positive example in my private and public settings.

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

There are three Committees that 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.

Athlete Protection Committee:

Acts upon reports of abuse and misconduct in all areas of athlete protection and the USASF SafeSport Code. The Athlete Protection Committee to include USASF Staff and third party experts.

Who can File a Complaint

Reports of abuse and misconduct relating to USASF SafeSport Code

Any person, regardless of their membership status or affiliation with the USASF, may file a complaint with the U.S. All Star Federation for any suspected, alleged or known violation of the USASF SafeSport Code or policies that are intended to protect another member from misconduct and abuse. All reports will be treated as confidential. The USASF will accept anonymous reports and investigate every report of abuse or misconduct.

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 and 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.
 - a. The reporting document will indicate the specific Section of the PRC that has been allegedly breached,
 - b. 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.
 - c. 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 provide 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 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 Classification	All Sections All Members	Specific to Program Owners	Fine Standards First Offense	Repeat Offense
<i>Program Owner</i>	- Warning - Fines - Restriction of Membership - Ineligibility	- Warning - Fines - Restriction of Membership	- \$1000 Per Violation	- Double Fines - Restriction of Membership
<i>Career, Auxiliary or Professional Member</i>	- Warning - Restriction of Membership - Ineligibility		Remainder of current season or one year*	- Double Fines - Revocation of Membership
<i>Athlete Member</i>	- Warning - Ineligibility		- Warning - Restriction of Membership	- Ineligible for Lifetime
<i>Event Producer Member</i>	- Warning - Fines - Restriction of Membership		- Subject to Membership Agreement	- Double Fines - Revocation of Membership
<i>Event Producer Member</i>	- Warning - Fines - Restriction 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.

Repeat Offenses

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 (August 1st-July 31st) and forfeiture of membership date.
 - a. 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 definitions below).

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 | 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

- 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.

- 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.
- Athlete Age Grid ineligibility will be for the remainder of the current season and the following season, for the first offense.
- 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 Event Producers:

- Permanently Ineligible Members
- Ineligible Members
- Suspended Members
- Programs on Probation
- Programs whose membership was revoked

The following member names will be made public:

- Banned Members for Violations under the 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 USASF members:

- Ineligible Coaches
- Suspended members

APPENDIX A - U.S. ALL STAR FEDERATION SAFESPORT CODE

The U.S. All Star Federation is committed to creating a safe and positive environment for its participants' physical, emotional, and social development and ensuring it promotes an environment free from abuse and misconduct. As part of this program, the U.S. All Star Federation has implemented policies addressing certain types of abuse and misconduct, as well as certain policies intended to reduce, monitor and govern the areas where potential abuse and misconduct might occur.

The policies herein set forth some of the boundaries for appropriate and inappropriate conduct.

Included in this document are policies that address types of abuse and misconduct:

- Sexual Abuse and Misconduct
- Physical Abuse and Misconduct
- Emotional Abuse and Misconduct
- Bullying, Threats and Harassment
- Hazing

Also included in this document are the following proactive policies to reduce the risks of potential abuse:

- Sexual Abuse & Prevention Policy
- Electronic Communications Policy
- Addressing Bullying Policy

All U.S. All Star Federation Members shall familiarize themselves with each form of misconduct and shall refrain from engaging in misconduct and/or violating any of these policies.

In the event that any of the U.S. All Star Federation's or any of its Member Programs' employees or volunteers observe inappropriate behaviors (i.e., policy violations), suspected physical or sexual abuse, or any other type of abuse or misconduct, it is the personal responsibility of each such person to immediately report their observations. The U.S. All Star Federation, all Member Programs, and all "Covered Individuals" (as defined in the Sexual Abuse and Misconduct Policy) are required to promptly report any alleged violations of the Sexual Abuse and Misconduct Policy.

In addition to reporting within the U.S. All Star Federation, such persons must also report suspected child physical or sexual abuse to appropriate law enforcement authorities WITHIN A 24-HOUR PERIOD when required under this Policy and/ or under applicable law. Employees and volunteers should not attempt to evaluate the credibility or validity of child physical or sexual abuse allegations as a condition for reporting to appropriate law enforcement authorities.

U.S. All Star Federation has ZERO TOLERANCE for abuse and misconduct.

SEXUAL ABUSE AND MISCONDUCT POLICY

The U.S. All Star Federation has determined that the U.S. All Star Federation's policies prohibiting sexual abuse and misconduct shall be the same as the applicable policies of the U.S. Center for SafeSport (USCSS).

Furthermore, all persons within the jurisdiction of the U.S. All Star Federation shall comply with the sexual abuse and misconduct policies of the USCSS. All terms not defined herein shall have the meaning set forth in the USCSS Policies & Procedures.

Any violation of the sexual abuse and misconduct policies by a Covered Individual (outlined below) shall subject such person to appropriate disciplinary action, including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

Jurisdiction Over Covered Individuals Pursuant to the SafeSport Policy

The jurisdiction of the USCSS applies to (collectively, “Covered Individuals”):

1. Any individual who currently is, or was at the time of a possible SafeSport Code Violation, within the governance or disciplinary jurisdiction of the U.S. All Star Federation, and/or who is seeking to be within the governance or disciplinary jurisdiction of the U.S. All Star Federation, for example through application for membership;
2. All individuals, both athletes and non-athletes, the U.S. All Star Federation formally authorizes, approves or appoints (i) to a position of authority over athletes or (ii) to have frequent contact with athletes; and
3. Additional individuals the U.S. All Star Federation identifies as being within the code’s jurisdiction.

The U.S. All Star Federation has determined that Covered Individuals within the U.S. All Star Federation and its programs includes:

1. Those persons registered with the U.S. All Star Federation as Registered Members:
 - a. All Star Program participants, owners, coaches, and personnel
 - b. Event Producer and Affiliate Member owners and employees
2. All persons serving as a member of the U.S. All Star Federation’s Board of Directors, on a national or regional level committee or board, or in any other similar positions appointed by the U.S. All Star Federation.
3. All staff or officials at The Cheerleading Worlds[®] or The Dance Worlds[®].
4. All U.S. All Star Federation national staff.
5. Any person that is hired, elected or appointed by a U.S. All Star Federation Event Producer Member, Affiliate Member or Member Program to a position of authority over athletes or that have any contact with minors (even if not registered with U.S. All Star Federation).

Reporting Obligations

In addition to any legal obligation of an entity or person to report sexual abuse or misconduct to law enforcement authorities, all Covered Individuals are required to promptly report any alleged violations of the Sexual Abuse and Misconduct Policy to the U.S. All Star Federation. A Covered Individual’s failure to report may subject such person to disciplinary action.

The duty to report to the U.S. All Star Federation and the U.S. All Star Federation’s jurisdiction to investigate shall not supersede any local, state, or federal reporting requirements or jurisdiction, and shall not affect or impair the ability of any party that reports to the USASF from also reporting to the appropriate local, state or federal authorities.

Prohibited Conduct and Jurisdiction

The U.S. All Star Federation or their designee shall have authority and jurisdiction over the investigation and resolution of any allegations of violations by any Covered Individual of those policies set forth in the USCSS Policies & Procedures, which prohibit sexual behavior involving minors by an adult Covered Individual and in some cases between minors, sexual exploitation, non-consensual sexual conduct, or non-consensual sexual acts, sexual or romantic relationship involving an imbalance of power, sexual harassment and related criminal dispositions.

The behaviors or conduct prohibited by the USCSS Policies & Procedures may be found at [USCSS Policies](#). Coaches should refrain from touching body parts that could be perceived as invasive or inappropriate, even for corrective measures.

Appropriate spotting does not constitute sexual misconduct. It is understood that spotting is a necessary physical interaction between coaches and athletes. Infrequent, accidental touching of an athlete during spotting that could be perceived as invasive or inappropriate should not be misconstrued as sexual misconduct. To avoid that perception, coaches need to stay highly trained on proper spotting techniques and should acknowledge the

occurrence if an accidental touch does occur. Program Owners are encouraged to put in place a process of documentation of such accidental touches. Diligent oversight on the part of Program Owners will allow for the tracking a pattern of misconduct, should one exist.

The U.S. All Star Federation or their designee shall also have authority and jurisdiction over the investigation and resolution of reports or allegations of the U.S. All Star Federation SafeSport policies described herein and prohibiting physical misconduct, emotional misconduct, bullying, threats, hazing, and harassment where such conduct is reasonably related to and accompanies a report or allegations involving sexual misconduct.

The U.S. All Star Federation or their designee shall also have authority and jurisdiction over the investigation and resolution of reports or allegations of:

1. A Covered Individual's failure to report a violation required to be reported under the Policies & Procedures,
2. Bad faith reporting of an allegation within the jurisdiction of the U.S. All Star Federation,
3. Retaliation against any participant in the proceedings under the jurisdiction of the U.S. All Star Federation, and
4. Abuse of process in the proceedings under the jurisdiction of the U.S. All Star Federation, all as further defined in the Policies & Procedures.

PHYSICAL ABUSE AND MISCONDUCT POLICY

It is the policy of the U.S. All Star Federation that there shall be no physical abuse of any participant involved in any of its Member Programs by any employee, volunteer, independent contractor (including choreographers and guest coaches or clinicians) or other participant.

Physical abuse means physical contact with a participant that intentionally causes or has the potential to cause the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury. Physical abuse may also include intentionally hitting or threatening to hit an athlete with objects or sports equipment.

In addition to physical contact or the threat of physical contact of a participant, physical abuse also includes the providing of alcohol to a participant under the age of consent and the providing of illegal drugs or non-prescribed medications to any participant.

Without limiting the above, any act or conduct described as physical abuse or misconduct under applicable federal or state law constitutes physical abuse under this Policy.

Physical abuse does not include physical contact that is reasonably designed to coach, teach, demonstrate or improve a skill associated to All Star Cheer or Dance, including physical conditioning, team building and appropriate discipline. Permitted physical conduct may include, but is not necessarily limited to, physical touch that is non-threatening, non-sexual in manner with the purpose of training and direction.

Any U.S. All Star Federation member who engages in any act of physical abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

EMOTIONAL ABUSE AND MISCONDUCT POLICY

It is the policy of the U.S. All Star Federation that there shall be no emotional abuse of any participant involved in any of its Member Programs by an employee, volunteer, independent contractor or other participant. Emotional abuse involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a participant. These behaviors may include verbal acts, physical acts or acts that deny attention or support.

Examples of emotional abuse prohibited by this Policy include, without limitation: a pattern of

1. Verbal behaviors that:
 - a. attack a participant personally (e.g., calling them worthless, fat, or disgusting); or
 - b. repeatedly and excessively yelling at a particular participant or participants in a manner that serves no productive motivational purpose;
2. Physically aggressive behaviors, such as
 - a. throwing sport equipment, water bottles, or chairs at or near participants; or
 - b. punching walls, windows, or other objects; and
3. Acts that deny attention and support, such as ignoring a participant for extended periods of time, or routinely or arbitrarily excluding participants from practice or training.

While a single incident of any of the above behaviors may be inappropriate and justify a review and/or disciplinary or other action by the U.S. All Star Federation or any of its Member Programs, such behaviors would typically not constitute emotional abuse unless a pattern of such conduct had occurred.

Constructive criticism about an athlete's performance is not emotional abuse or misconduct. Further, emotional abuse does not include generally-accepted and age appropriate coaching methods of skill enhancement, physical conditioning, motivation, team building, appropriate discipline, or improving athletic performance.

A U.S. All Star Federation member who engages in any act of emotional abuse is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities.

Note: Bullying, threats, harassment, and hazing, defined in the next section, often involve some form of emotional misconduct.

BULLYING, THREATS & HARASSMENT POLICY

The U.S. All Star Federation supports an environment that is free from threats, harassment, and any type of bullying behavior. The purpose of this Policy is to promote consistency of approach and to help create a climate in which all types of bullying, harassing or threatening behavior are regarded as unacceptable.

Bullying

Bullying is the use of coercion to obtain control over another person or to be habitually cruel to another person. Bullying involves an intentional, persistent or repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish, or isolate another person.

Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying behavior is prohibited in any manner in connection with any U.S. All Star Federation sanctioned activities or events.

Examples of bullying prohibited by this Policy include, without limitation, physical behaviors, including punching, kicking or choking; and verbal and emotional behaviors, including, the use of electronic communications (i.e., "cyber bullying"), to harass, frighten, degrade, intimidate or humiliate. Bullying does not include group or team behaviors that are reasonably designed to establish normative team behaviors or promote team cohesion.

Threats

A threat to harm others is defined as any written, verbal, physical or electronically transmitted expression of intent to physically injure or harm someone else. A threat may be communicated directly to the intended victim or communicated to a third party. Threatening behavior is prohibited in any manner in connection with any U.S. All Star Federation sanctioned activities or events.

Any U.S. All Star Federation participant or parent of a participant who engages in any act of threatening or harassing behavior is subject to appropriate disciplinary action including but not limited to suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the threatening behavior and/or result shall be taken into consideration when disciplinary decisions are made.

Harassment

Harassment includes any pattern of physical and/or non-physical behaviors that (a) are intended to cause fear, humiliation, or annoyance, (b) offend or degrade, (c) create a hostile environment, or (d) reflect discriminatory bias in an attempt to establish dominance, superiority, or power over an individual participant or group based on gender, race, ethnicity, culture, religion, sexual orientation, gender expression, or mental or physical disability.

Examples of harassment prohibited by this Policy include, without limitation such non-physical offenses as (a) making negative or disparaging comments about a participant's gender, sexual orientation, gender expression, mental or physical disability, race, religion, skin color, ethnic traits or other legally protected grounds; (b) displaying offensive materials, gestures, or symbols; and (c) withholding or reducing practice or playing time to a participant based on his/her sexual orientation, gender expression (not to include prohibitions on participation when eligibility is based on gender), disability, religion, skin color, ethnic traits or any legally protected grounds

Sexual harassment is a type of harassment covered under the USCSS Policies and Procedures

While other team members are often the perpetrators of harassment, it is a violation of this Policy if a coach or other responsible adult knows or should know of the harassment but takes no action to intervene on behalf of the targeted participant(s).

A U.S. All Star Federation participant or parent of a participant who engages in any act of harassing behavior is subject to appropriate disciplinary action, including but not limited to, suspension, permanent suspension, and/or referral to law enforcement authorities. The severity and pattern, if any, of the harassing behavior and/or result shall be taken into consideration when disciplinary decisions are made.

Hazing

There shall be no hazing of any participant involved in any of the U.S. All Star Federation's Member Programs by any employee, volunteer, independent contractor or other participant

Hazing includes any conduct which is intimidating, humiliating, offensive, or physically harmful. The hazing conduct is typically an activity that serves as a condition for joining a group or being socially accepted by a group's members.

Examples of hazing prohibited by this Policy include, without limitation, requiring or forcing (including through peer pressure) the consumption of alcohol or illegal drugs; tying, taping, or physically restraining a participant; sexual simulations or sexual acts of any nature; sleep deprivation, or the withholding of water and/or food; social actions (e.g. grossly inappropriate or provocative clothing) or public displays (e.g. public nudity) that are illegal or meant to draw ridicule; beating, paddling, or other forms of physical assault, and verbal abuse or threats or implied threats.

Hazing includes any act or conduct described as hazing under federal or state law. Activities that fit the definition of hazing are considered to be hazing regardless of a person's willingness to cooperate or participate.

Hazing does not include group or team activities that are meant to establish normative team behaviors, or promote team cohesion, so long as such activities do not have reasonable potential to cause emotional or physical distress to any participant.

While other team members are often the perpetrators of hazing toward their teammates, it is a violation of this Policy if a coach or other responsible adult knows or should know of the hazing but takes no action to intervene on behalf of the targeted participant(s).

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

APPENDIX B - SEXUAL ABUSE & PREVENTION POLICY

The safety and welfare of the All Star athlete must be at the forefront of all programming considerations. 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 default USASF Sexual Abuse Prevention Policy includes:

A.) The placement by all Member Programs the measures to comply with the federal requirements for Sports Organizations in order to take measures to prevent child abuse.

The “Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act” was signed into law February 12, 2018 by President Trump. Additional details on this Act can be found by following either link:

Rueters Article:

<https://www.reuters.com/article/usa-congress-harassment/u-s-house-passes-bill-to-protect-young-athletes-from-abuse-idUSKBN1FJ032>

Legislation Text:

<https://www.congress.gov/bill/115th-congress/senate-bill/534/text?format=txt>

The Act makes it a criminal offense NOT to take the following measures – there is NO grace period, it is effective immediately:

1. **Mandatory Incident Reporting**

The Act requires Organizations to 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.

2. **Consistent Abuse Prevention Training**

The Act requires Youth Sports Organizations to provide consistent training 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 see and recognize problematic behaviors before a minor is abused.

3. **Confidential Notifications**

The Act requires Organizations to provide a “mechanism for communication” for all participants and volunteers where they can confidentially report incidents of abuse, or suspicion of abuse.

4. **Audit Trail & Reporting**

The Act requires Organizations to 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.

B.) The provision of education and resources for parents.

Programs will share and make available resources for parents to educate themselves. At minimum, programs will educate parents on the availability of:

1. Safesport Tool Kit for parents:

<https://resources.safesport.org/toolkits/Parent-Toolkit-Complete/index.html>,

2. FREE online parent training is available at www.athletesafey.org.

3. Darkness to Light Website <https://www.d2l.org/>,

4. Stewards of Children Prevention Toolkit App available on mobile devices, and

5. USASF SafeSport code & the USSCS Policies document that is available to all USASF members

C.) The posting of the Policy & Procedures for all participants and their legal guardians to see, as well as ensuring

that you are meeting the standards set forth in the posted policy.

The program will:

1. Post the Policy & Procedures for participants, their guardians, and coaches to see.
2. Follow the policy as outlined, including hosting an annual sexual abuse orientation meeting with all coaches, parents and volunteers. Links for the items needed to conduct the annual orientation meeting are listed below:
 - a. Handout
 - b. PCA produced video:
[Protecting Youth Athletes From Sexual Abuse: Parents And Coaches](#)

D.) The following of the Mandated Reporter Laws of your state:

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.

APPENDIX C - 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.

This document contains the recommended policy created by the U.S. All Star Federation as the default Electronic Communication Policy for Member Organizations. Programs may choose to accept the recommended policy or create their own policy. If a program creates their own policy, it must be more restrictive than the USASF default Electronic Communication Policy outlined herein. Athletes, parents, coaches and adults associated with the Member Organization must read and accept the 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 participants, should be appropriate, productive, transparent and observable.. 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 athletes. The objective is for all members who provide a platform for adults and minors to interact must minimize any opportunity for one on one private communication and all communications must be observable.

The following are considered adults:

- 1. Any person, 18 years of age or older affiliated with the program, that has a role within the program (other than being an athlete on a Senior team) that does or could have interaction with participants.*
- 2. Any adult athletes, 18 or older and on an Open team, that is a member of the program that may train within the program or be a member of a team.*

This includes, but is not limited to, program owners, coaches, choreographers, photographers, team parents, adult age participant and employees of the member organization.

Dual Roles:

- 1. Adults that are affiliated with the program that are also the parent or relative of the minor participant serve dual roles and the parent/family role supersedes the role as owner or coach.*
- 2. Adult Athletes that are 18 as of August 31st, and on a Senior team with minor athletes may communicate digitally with minors as long as it is observable by others.*
- 3. Age parameters are still in effect for adult and minor athletes that compete on an open team.*

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 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.

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”, “instant” or “direct” 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, and/or
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 D - ADDRESSING BULLYING POLICY

The following is a model procedure 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 model 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 the 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:

- Talk to your parents;
- Talk to a Team Coach, Program Owner, or other designated individual; and/or
- 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:

FINDING OUT WHAT HAPPENED

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.

SUPPORTING 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 bullied. For example:
 - i. Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - ii. Other times kids act out because 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 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 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 & 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 E - EVENT COMPLIANCE STATEMENT & 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 any and all rosters associated to this USASF Sanctioned 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.

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.

Elements of all travel policies must include:

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 | 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.

All billeting policies and procedures shall meet the following requirements:

1. It is recommended that no more than two billet participants should be housed with any one billet family.
2. 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]
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. The program's billeting policy shall include requirements that both the billet participant and billet family carry and maintain appropriate insurance.
11. 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 - 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 or from the warm up area, or on the performance stage.

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 (acceptable bows are generally no more than 3" in width) 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, athletes 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). When shorts are worn as part of the uniform, there must be a minimum of a 2" inseam.

UNIFORM TOP GUIDELINES

Uniform tops may not include an exposed midriff (including crop tops) except when worn by athletes competing in Senior/Senior Open Elite /International 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.