

IGNITE ADAPTIVE SPORTS

VOLUNTEER, STAFF & SPORT PROTECTION HANDBOOK

2026-2027 Season

Sole Official Organizational Handbook and Sport Protection Policy

A Member of Move United

Revised August 2026

How to Use This Handbook

This combined handbook is Ignite Adaptive Sports' sole official organizational handbook and Sport Protection Policy for the 2026-2027 season. It applies to staff, volunteers, board and committee members, contractors, athletes, and other Participants or Covered Individuals as defined in the Sport Protection Policy.

Part I contains Ignite-specific operations, volunteer expectations, and mountain procedures.

Part II contains Ignite's complete Sport Protection Policy, based on the June 2025 Move United policy and previously adopted by Ignite. When two provisions address the same subject, the provision providing greater protection controls. No Ignite practice, custom, or separate communication may reduce a requirement in Part II.

Season-specific dates, transportation pickup points, and similar logistics may be communicated separately. Those communications supplement this handbook but do not replace or weaken it.

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PART I. IGNITE VOLUNTEER AND STAFF OPERATIONS

Your Guide to Enjoyment and Success

Welcome to Ignite Adaptive Sports (Ignite) at Eldora Mountain Resort (Eldora). We are delighted to have you join our team of dedicated volunteers. This handbook aims to provide a comprehensive guide to our program, policies, and procedures, ensuring you have all the information needed for a successful and enjoyable experience with Ignite. The terms "volunteer" and "staff" are used interchangeably throughout this document. Should you have any questions after reviewing this handbook, please contact our Program Director, Kevin Wilson.

Overview

Ignite offers winter recreation opportunities for people with physical or cognitive challenges. As an independent non-profit 501(c)(3) organization operating at Eldora, our mission is to ignite personal growth, independence, and confidence in people with disabilities by providing enjoyable winter snowsport opportunities with an emphasis on safety.

We are proud members of Move United and the Professional Ski Instructors of America/American Association of Snowboard Instructors (PSIA/AASI), and we comply with the Safe Sport Act. Our programs include Alpine and Nordic skiing, Snowboarding, Snowshoeing, Ski-Biking, Mono-Skiing, and Bi-Skiing.

Since our inception in 1975, Ignite has grown from 10 volunteers and 10 athletes to over 500 athletes and 250 staff members. Unique among adaptive programs, all our instructors are volunteers. Some of our instructors have disabilities or have children with disabilities. Our instructors volunteer to help others enjoy snow sports.

We train our instructors in teaching methods, covering various types of disabilities and the use of adaptive equipment. Our Client Services Staff are trained in tasks such as tracking lessons, checking in, greeting athletes, and ensuring the smooth operation of our facility. Equipment technicians receive training in the maintenance and adjustment of ski/snowboard equipment and various other adaptive snowsports tools.

Our goal is to provide winter snowsports in a fun environment focused on safety. Our athletes experience the thrill of winter sports, feel pride and satisfaction in their accomplishments, and form lasting friendships with fellow athletes and staff. We serve athletes of all ages and abilities, turning no one away due to disability or financial hardship.

Athlete fees cover only a small portion of our operational costs, and we rely primarily on donor support. Eldora, our major benefactor, provides our physical facilities and lift tickets for athletes and instructors.

Ignite is governed by a Board of Directors, which oversees the duties of the Executive Director, raises funds, and provides strategic direction. For more information about our board members, senior staff, and strategic plan, please visit our website.

Senior Staff

Peggy Driscoll, Executive Director – director@igniteadaptivesports.org

Kevin Wilson, Program Director – kevin@igniteadaptivesports.org

Mark Hinson, Snowsports Director – snowsports@igniteadaptivesports.org

Stacey Lunn, Equipment Manager – equipment@igniteadaptivesports.org

John Humbrecht, IT Director – jxhumbrecht@igniteadaptivesports.org

Volunteer Qualifications

All Volunteers

- Must be at least 18 years old (Junior Volunteers must be at least 16 years of age.)
- Should have a passion for helping individuals with disabilities.
- Must complete a background check, including criminal history.

Instructor Volunteers

- Should have intermediate to advanced skiing or snowboarding skills.

- Must be willing to learn adaptive teaching techniques.
- Should be capable of physically assisting athlete(s) as necessary.

Client Service Volunteers

- Should be comfortable greeting guests.
- Should be reasonably computer literate.
- Should be willing to work in the kitchen and snack areas.

Equipment Volunteers

- Should have a basic understanding of ski/snowboard equipment.
- Must be willing to learn about adaptive equipment.
- Should be capable of physically assisting with equipment setup and maintenance.

Volunteer/Staff Training

We introduce all new volunteers to our program in person during one of our October orientation sessions. These are open to any interested people, and there is no obligation to join Ignite by attending a session. We hold orientation sessions at the Boulder Jewish Community Center (JCC). Current orientation dates and locations are published in Ignite season communications. All new volunteers need to attend one of these sessions.

If you decide to join the Ignite community after the orientation session, you must attend one of our required New Volunteer Training classroom sessions. We hold classroom training in November and December. We conduct on-snow training for new instructors in December. We will address training requirements and clinic dates for new and returning staff at the JCC orientation sessions.

Veteran Ignite instructors and guest trainers from other adaptive programs train new instructors. Ignite trainers are often PSIA/AASI certified in specific activities such as guiding the visually impaired, teaching children, bi/mono-skiing, alpine and Nordic skiing, and snowboarding.

Equipment volunteers attend specialized training, including binding testing, binding certification, and boot fitting. Client Services volunteers receive on-the-job training.

On-snow instructor clinics will cover the PSIA/AASI teaching progression, adaptive techniques, and specific disabilities and related situations. It is helpful to learn as much as possible about the disabilities you will be working with through outside resources and internal continuing education clinics. Ignite has numerous books and resources from our lending library for further study. Information about these resources is also available from

Ignite. In addition to training and independent study, some of your best sources are the athletes, their parents, guardians, or group leaders. Feel free to ask questions and get information regarding personal behaviors, habits, etc. One of the most significant aspects of volunteering with Ignite is the openness all experienced instructors have with new volunteers regarding teaching methods and tricks of the trade. While training clinics provide a foundation of skills for instructors, adaptive snowsport teaching requires awareness and flexibility to best serve each athlete's changing needs. Therefore, we actively recruit members from all walks of life to be our instructors. Every volunteer brings skills they can use and share. It's important to remember that our athletes are all unique individuals with specific requirements.

Volunteer/Staff Duties

Lead Snowsports Instructor

- Provide a safe and effective lesson.
- Evaluate the assigned athlete and recommend adaptive equipment needed for the lesson.
- Assist the athlete with obtaining equipment and adjusting adaptive equipment as needed.
- Remain with the athlete throughout the scheduled lesson.
- Help develop your assistant instructors to prepare them to be more effective instructors or become leads and assign them responsibilities on each lesson.

Snowsports Assistant

- Assist the lead instructor in providing safe and effective lessons.
- Help with equipment setup and adjustments.
- Provide additional support to the athlete as needed.

Client Services

- Greet athletes and their families upon arrival.
- Assist with check-in and lesson tracking.
- Provide information and support to athletes and their families.
- Answer phones, emails, and questions from the public and assist athletes and instructors as needed.
- Maintain Ignite facilities, including providing coffee, snacks, and general clean up.

Equipment Technicians

- Maintain and adjust ski/snowboard equipment and adaptive snowsports tools.
- Assist athletes and instructors with equipment setup.
- Ensure all equipment is in good working condition.
- Assisting instructors and athletes with the equipment before going out to the mountain and, if needed, getting onto the mountain.

Occasional Duties Expected of All Staff/Volunteers

- Keeping the building clean (disposing of trash, cleaning tables, vacuuming)
- Participate in ongoing training and professional development.
- Support the overall mission and goals of Ignite.
- In addition, there are opportunities all year round to help with outreach for athletes and volunteers, special events, and fundraisers.

Required Equipment

- Volunteers are expected to provide their own ski/snowboard equipment.
- Black pants are required for lessons
- Helmets are required for all staff instructing on lift serviced terrain.
- Ignite will provide adaptive equipment and any specialized tools needed for lessons.

Scheduling

Our athletes are scheduled based on your attendance, so please show up on your scheduled days. We have an online scheduling platform where you can sign up for your days at Ignite. To help us plan lessons effectively, please put your full season schedule in by December 1st. Schedules entered after lessons start may not qualify for a season pass. You can change your schedule at any time.

Supervisors

Ignite will assign a supervisor for each day. We have carefully selected our supervisors for their ability to handle the numerous details of our busy adaptive school. The supervisor's responsibilities include caring for the safety of not only our athletes but you as well. Ignite wants each volunteer to attain personal goals while involved with the program. Supervisors are there to help and offer suggestions and solutions. There are no dumb questions except those not asked.

Equipment Facilities

Ignite is one of Colorado's largest adaptive ski programs, and we believe our safety and training protocols set a world-class standard. One of the things that set us apart is having our equipment facility on site. We own and maintain all our equipment. Our equipment technicians are certified by the manufacturer of the equipment they maintain.

The Ignite equipment room is a bustling place. To help it run as efficiently as possible please stay out of the equipment room and wait your turn at the window.

Volunteer/Staff

Training

As a member of the Ignite staff, you will have access to our training materials and clinics. We provide training clinics for instructors in December to prepare for the upcoming season and offer training clinics throughout the season to improve your skiing or riding skills. Additionally, we offer clinics to learn more about adaptive teaching and preparation clinics for PSIA/AASI certification exams.

PSIA/AASI Certifications

Ignite encourages our instructors to become certified through PSIA/AASI. Ignite reimburses all instructors 100% for the PSIA/AASI exam fees, provided that you pass the exam.

Fun

Year after year, volunteers return to Ignite because we have fun. Working with athletes is the primary motivator, though the social aspect of Ignite is also tremendously important. Ignite is a community of more than 300 volunteers and even more athletes, and you'll make friends and meet some fascinating people. You won't find a more diverse group of remarkable characters anywhere. Added to that will be the improvement of your snowsport skills, the opportunity to work with adaptive equipment, and the chance to serve your community. Other things to look forward to include homemade baked goods, windy days, sunny days, snowy days, powder days, après-ski, seeing old friends, and making new ones. You are helping families learn to ski together and enjoying your athletes' accomplishments. You get to be part of a dynamic and unique organization that makes a real difference in people's lives.

Insurance

Workers' Compensation

Ignite does NOT cover volunteers under Workers' Compensation.

Medical Insurance

Ignite does NOT provide ANY medical insurance coverage for volunteers at Ignite. Volunteers are strongly encouraged to carry supplemental accident insurance in addition to standard health insurance. PSIA/AASI has very affordable policies.

Liability Insurance

Move United's liability insurance covers volunteers for actions within the scope of their volunteer duties.

Image

A key priority is to project a positive image on the mountain for Ignite and Eldora. Our uniform policy consists of an Ignite jacket and black pants during lessons, we provide the jacket; it is the responsibility of the instructor to have black pants. Ignite provides name tags that volunteers must wear at all times.

Ski Breaks

We know that one of the reasons you are here is to ski as much as possible. To "free ski," you must be released by your supervisor. Should you wish to ski at the end of your shift, please remove your Ignite jacket and belongings from the Ignite building by 3:30 p.m. to prevent your items from being inadvertently locked up.

An Instructor's Typical Day at Ignite

- 8:30 AM: Arrive, check in at the desk, and check out an Ignite jacket and lift ticket if needed.
- 9:00 AM: Attend the staff meeting.
- 9:15 AM: Pick up your assignment and review your athlete information and prior progress reports. Make sure to put a SSBAD (what to do in an emergency) card in your pocket.
- 9:30 AM - 10:00 AM: Athletes arrive. Talk to your athlete and their parent/caregiver if they have one. Ask about behavior issues, possible aids to motivate, and check the athlete's emotional and physical state. Has another instructor previously had them on a lesson you can talk to?
- 10:00 AM - 12:00 PM: Morning lessons. Review the lesson with the athlete (and caregiver or guardian) and complete a lesson progress form online.
- 12:00 PM - 1:00 PM: Lunch time. Release your morning athlete to their parent or guardian if required. Have lunch, enjoy the Ignite community, and be ready for your next assignment by 12:45 PM.
- 1:00 PM - 3:00 PM: Afternoon lessons. Review the lesson with the athlete (and caregiver or guardian) and complete a lesson progress form online.
- 3:30 PM: Help to clean/close the building.

Performance

Professional Conduct

Ignite and Eldora focus strongly on excellent guest relations. We take pleasure in providing guests with outstanding service and courteous treatment. We rely on you to support those efforts. In keeping with this tradition of excellence, we treat athletes and staff pleasantly, courteously, and professionally. Ours is a service organization, and quality service is our main concern. If problems arise with either athletes or fellow staff, please discuss the matter with your supervisor.

Drug and Alcohol Policy

Ignite dedicates itself to providing a healthy experience for our guests, athletes, and staff, with safety being of utmost importance. The use of drugs or alcohol by Ignite staff while on duty is not permitted. The possession, use, or sale of any illegal drug on the Eldora premises is strictly prohibited. Do not report for duty while impaired in the slightest degree or under the influence of any substances. If you have an alcohol or drug-related problem, we strongly encourage you to seek professional help. Smoking tobacco is prohibited on the sidewalk around any building at Eldora. If you must smoke, please remove your Ignite jacket and move at least 50 ft. from the Ignite facility. Cannabis use is illegal on Eldora property since we are on National Forest land. There are, occasionally, officially sanctioned events that may include alcoholic beverages, but these events are never approved on duty and never sanction impairment.

Theft or Misappropriation

Neither Ignite nor Eldora assumes responsibility for anything lost, stolen, or otherwise damaged by parties or occurrences known or unknown.

Gratuities

Accepting tips is improper. If someone offers remuneration, our general policy dictates that you advise the person that they may donate the offered gift to the Ignite Scholarship Fund if they choose.

PART II. SPORT PROTECTION POLICY

Introduction:

Ignite has adopted Sport Protection policies for Ignite activities and events, and facilities. Ignite jurisdiction (to mean facilities owned and controlled by Ignite).

Sports should be an opportunity for all athletes to have fun and spend time with friends. Sports encourage a healthy lifestyle and builds self-confidence. Athletes often do better off the field than those who do not participate in sport. They learn goal-setting, teamwork and time management skills. Athletes are less likely to use cigarettes, drugs and alcohol; they have higher graduation rates and are more likely to attend college.

Unfortunately, sport can also be a high-risk environment for misconduct, including athlete physical and sexual abuse.

All forms of misconduct are intolerable and in direct conflict with Ignite's ideals. Misconduct may damage an athlete's physical and psychological well-being; athletes who have been mistreated experience social embarrassment, emotional turmoil, psychological scars, loss of self-esteem and negative impacts on family, friends and sports.

Ignite is committed to improving development, implementation and internal review of effective athlete safety and misconduct prevention strategies.

Move United relationship

Ignite is a member organization of Move United and is required to have a written and publicly available Sport Protection Policy that meets Move United.

Ignite's Sport Protection Policies are meant to be at least as restrictive as those outlined by Move United, or as required by law. Member organizations are responsible for compliance with the Protecting Young Victims from Sexual Abuse and Safe Sport Reauthorization Act of 2017 and other applicable state or federal law.

Ignite Participants who are Individual Members of Move United must adhere to Ignite's and Move United's policies. Violation of either policy by an individual member may be investigated by Ignite and Move United and may be grounds for penalties, including but not limited to, removal from the individual member program and prohibition of an individual from participating within Move United and its member organizations' activities and programs.

ACTIVITIES OUTSIDE Ignite

Many Ignite participants are also involved with other programs or organizations in addition to Ignite. Misconduct by a Covered Individual or a Participant (as defined below), outside of Ignite may also be grounds for penalties, including, but not limited to, prohibiting an individual from participating with Ignite.

The policies contained in this Handbook apply to Participants and Covered Individuals (defined below), as described herein.

Definitions

A. Athlete

An individual participating as an athlete in an Ignite event or program. Misconduct by a Participant directed at an "athlete" or other person outside of Ignite programs may also be grounds for Ignite to restrict a Participant's participation with Ignite or take other action.

B. Child Abuse

The term "child abuse" has the meaning set forth in Section 203 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341) or any applicable state law.

C. Claimant

The person who is alleged to have experienced conduct that constitutes a Handbook violation.

D. Consent

Consent is (a) informed (knowing), (b) voluntary (freely given), (c) active (not passive). Consent must be demonstrated by clear words or actions, indicating that a person who is legally and functionally competent has indicated permission to engage in mutually agreed-upon sexual activity. Consent to any one form of sexual activity does not automatically imply Consent for any other forms of sexual activity. Previous relationships or prior Consent does not imply Consent to future sexual activity. Once given, consent can be withdrawn through clear communication. Consent cannot be obtained: (a) by force, (b) by taking advantage of the

Incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was Incapacitated, (c) from someone who lacks legal capacity, (d) where a Power Imbalance exists.

1. Force

Force includes (a) the use of physical violence, (b) threats, (c) intimidation, and (d) coercion.

a. Physical violence means that a person is exerting control over another person using physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

b. Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person sporting harm.

c. Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

d. Coercion is the use of an unreasonable amount of pressure to gain intimate and/or sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear their decision not to participate in a form of Sexual Contact or Sexual Intercourse, their decision to stop, or their decision not to go beyond a certain sexual interaction, continued pressure can be coercive. Whether conduct is coercive depends on: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

2. Legal Capacity

Minors cannot consent to conduct of a sexual nature. While the legal age of Consent varies under state and federal law, the legal age of capacity under this Handbook is eighteen. A three-year close-in-age exception will be applied to any policy violation between an adult and a Minor, or between two Minors, where there is no Power Imbalance. When the assessment of whether a Participant's conduct violates this Policy depends upon another individual being below a certain specified age, ignorance of their actual age is no defense. Neither shall misrepresentation of age by such person, nor a Participant's bona fide belief that such person is over the specified age, be a defense. People with Intellectual or Developmental Disabilities (IDD) may also not be able to consent to conduct of a sexual nature and will be presumed to have not consented to such conduct with any Covered Individual.

3. Incapacitation

Incapacitation means that a person lacks the ability to make informed, rational judgments about whether to engage in sexual activity. A person who is incapacitated is unable, temporarily or permanently, to give consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated because of consuming alcohol or other drugs, or due to a temporary or permanent physical or mental health condition. Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely because of drinking or using drugs. The impact of alcohol and other drugs varies from person to person and is evaluated under the specific circumstances of a matter. A Respondent's being impaired by alcohol or other drugs is not a defense to any violation of this Policy. The Consent construct can also be applied to other forms of non-sexual conduct, such as hazing or other forms of Physical and/or Emotional Misconduct.

E. Covered Individual

Covered Individuals are:

- Ignite employees
- Ignite Lead instructors, whether volunteer or paid
- Ignite Board of Directors
- Ignite contractors, not included above, who Ignite authorizes to have regular contact with athletes and/or minors
- Any other individual authorized, approved, or appointed by Ignite to have regular contact with athletes and/or minors

F. Minor or Child

An individual who is, or is believed by the Respondent to be, under the age of eighteen. For purposes of this handbook, people with an Intellectual or Developmental Disability that limits their capacity similar to that of a minor, will be considered the same as a minor.

G. Participant

Any individual who is seeking to be, currently is, or was at the time of the alleged Handbook violation:

- a) A member or license holder of Ignite.

- b) An employee of Ignite.
- c) Within the governance or disciplinary jurisdiction of Ignite.
- d) Authorized, approved, or appointed by Ignite to have regular contact with Minor Athletes; and/or
- e) A Covered Individual, not otherwise listed herein.

For the purpose of evaluating whether an individual is considered a Participant per this provision, the phrase “currently is” includes the date on which the alleged misconduct was reported to Ignite, through resolution, and including the period(s) of any sanctions imposed.

H. Policy

“Policy” means the Sport Protection Policy within this Handbook.

I. Power Imbalance

A Power Imbalance refers to an unequal distribution of power and authority between individuals.

A Power Imbalance is presumed to exist, but may be rebutted, in (a) any coach-athlete relationship or (b) any other relationship where a Participant has authority or control over another person, is in a position to confer, grant, or deny a benefit or advancement to the person, or is responsible for the physical or psychological well-being of the person.

Once a coach-athlete relationship is established, a Power Imbalance is presumed to exist throughout the coach-athlete relationship (regardless of age) and is presumed to continue for Minor Individual Members after the coach-athlete relationship terminates until the athlete reaches 25 years of age.

Examples in which a Power Imbalance may also exist, but is not presumed, include relationships between an athlete and another Participant in positions such as sport specific health-care providers,

sport science support staff, care or support persons, sport judges, referees or officials, or when an Intimate Relationship existed before the sport relationship (e.g., a relationship between two spouses or life partners that preceded the sport relationship).

A Power Imbalance may also exist between one person and another based on the totality of the circumstances and depends on several factors, any one of which may be sufficient alone, including but not limited to: the nature and extent of any implied or perceived authority or control; the supervisory, evaluative, or other authority over the person; the actual relationship between the parties; the parties’ respective roles; the nature and duration of the relationship; the age of the parties involved; whether there is an aggressor; whether there is a significant disparity in age, size, strength, or mental capacity; seniority; ability; public profile; gender identity or expression; sexual orientation; racial or ethnic identity; national origin; level of physical, intellectual, or other disability.

J. Respondent

A Participant who is alleged to have violated the Handbook.

K. Third-Party Reporter

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

L. Ward

An individual, whether an adult or a minor, who has a legal guardian.

Section 1: Training And Education

Ignite requires mandatory reporting of abuse, misconduct and violations of its Handbook by Covered Individuals.

To facilitate reporting, Covered Individuals should have a basic understanding of sexual abuse, as well as “grooming,” the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a victim, win the victim’s trust (and the trust of the victim’s parent or guardian), manipulate the victim into sexual activity, and keep the victim from disclosing abuse. Accordingly, Covered Individuals shall complete awareness training concerning misconduct in sport before performing services for Ignite.

Covered Individuals must successfully complete the annual refresher training provided each season by Ignite, and review this policy, in order to be eligible to participate with Ignite.

Covered Individuals are required to take awareness training, or a refresher course, as applicable, every year, the first training to commence no more than 30 days before they have contact with athletes and/or minors in connection with Ignite. In the case of a coach/instructor selected to serve camps or events, training must be completed prior to the coach/instructor’s participation in any Ignite pre-event training camp.

Training will also be made available annually to minor athletes upon request, and subject to parental consent.

Section 2: Background Screening

Applicant Screening

Covered Individuals must complete the screening requirements applicable to their role before performing services for Ignite or having contact with athletes or minors in their role with Ignite.

Screening requirements may include, as applicable, completion of an application, interview, reference check, criminal background check, Sport Protection training, and acknowledgment of Ignite policies.

All Covered Individuals who are required under this Handbook to complete a criminal background check must be cleared before having contact with athletes or minors. To deter applicants who may pose a risk to athletes or participants from applying for positions, Ignite educates its applicants about its protection policies and offers applicants an early opt-out by:

- Informing applicants about Ignite's policies and procedures relevant to prevention.
- Asking applicants to review and agree to Ignite's policies and procedures before proceeding with the process.
- Requiring applicants to sign a document acknowledging review of Ignite's policies and procedures.
- Requiring awareness training before working with athletes, minors, and other Ignite participants.

Written Applications

Applicants for **paid positions** with Ignite will complete a formal application consisting of personal identifying information, employment and/or volunteer history, and any releases or disclosures required for the position.

The written application may:

- Ask about previous work and volunteer experience.
- Provide authorization for Ignite to contact references.
- Include disclosure statements concerning criminal arrests, charges, or convictions.
- Include authorization for a criminal background check.
- Include other information reasonably related to the position.

Volunteer applicants are not required to complete Ignite's formal employment application. Volunteer instructors and other volunteer applicants will instead complete Ignite's volunteer onboarding and registration process and all screening, training, background-check, waiver, and acknowledgment requirements applicable to their volunteer role.

Ignite may require additional information, an interview, or references from a volunteer applicant when Ignite determines that additional screening is appropriate.

Interview

Applicants for paid positions may be interviewed by appropriate Ignite staff and/or members of the Ignite Board of Directors. Board applicants may be interviewed by the Board or its designee. Volunteer applicants may also be interviewed by senior volunteers or staff.

References

References may be contacted for applicants for paid positions and may also be contacted for volunteer applicants when Ignite determines that a reference check is appropriate.

Release

Applicants may be required to provide a signed release, consistent with applicable law, that allows references to speak freely about the applicant's qualifications without fear of reprisal and authorizing Ignite to obtain information concerning an applicant's past employment, volunteer experience and information provided by the applicant during the screening process (i.e., written application and personal interview).

Criminal Background Disclosures

Each applicant has the affirmative duty to disclose his or her criminal history. Failing to disclose or intentionally misrepresenting criminal history or any other information provided by an applicant during the screening process is grounds for employment, volunteer and/or membership revocation or restriction, regardless of when the offense is discovered. Furthermore:

- If an applicant is arrested, indicted, charged, has pending charges, pleads guilty or no contest, or is convicted of a crime during the screening process, the applicant is required to disclose such information immediately.
- In the event a person is serving as a Covered Individual and is arrested, indicted, charged, has pending charges, pleads guilty or no contest, or is convicted after the completion of the screening process, he or she has an affirmative duty to disclose such information immediately to his or her supervisor or Ignite administrator and the Member Organization Leader Designated to Handle, Ignite Program Director.
- Any applicant who has been banned by another sport organization, including, without limitation, the U.S. Center for SafeSport or a National Governing Body, as temporarily or permanently ineligible, must self-disclose this information. Failure to disclose is a basis for disqualification of applicants and/or other penalty or restriction.

Criminal Background Check Policy

All Covered Individuals, as defined above, are required to undergo a criminal background check that complies with the Fair Credit Reporting Act before providing services for Ignite. Through this criminal background check, Ignite will utilize reasonable efforts to ascertain past criminal history of an applicant.

Process

The Criminal Background Check Consent and Waiver Release form must be submitted and the applicant cleared by the third-party provider before he or she may perform services for Ignite or have contact with athletes or minors.

Findings

Notice of criminal background check findings will be provided to:

(1) The designated staff contact at Ignite that administers applications; (2) In the case of Board and committees, the chair of the Board Ethics Committee or, if the chair of the Board Ethics Committee, to the Member Organization Leader Designated to Handle, Ignite Program Director.

Ignite's criminal background check report will return a "red light" or "green light" score. A green light score means that the background check vendor located no records that would disqualify the applicant. A green light score, however, is not a certification of safety or permission to bypass/ignore other screening efforts. Other disqualifying factors may exist, and can be revealed through an interview, reference checks and a completed application.

A red light finding means the criminal background check revealed criminal records that indicate the applicant "does not meet the criteria" and is not suitable for organization employment, volunteer assignment, or other participation with Ignite.

Red lights are any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, including, but not limited to an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an Alford or Kennedy plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, or any pending criminal charge(s) or warrant(s) for arrest, for the following crimes:

Automatic red lights (automatic disqualification)

(1) Any felony involving:

- Violence against a person.
- Violent crimes involving weapons (including armed robbery and aggravated assault with a weapon).
- Animal abuse or animal neglect.

(2) Any felony or misdemeanor involving:

- All sexual crimes (excluding only those potential disqualifiers in 3(c) below);
- Drug use or possession (including the use of drug paraphernalia), within the previous three years.
- Other drug related crimes include drug distribution, intent to distribute, manufacturing, trafficking, or sale within the previous seven years.
- Child endangerment, neglect, or abuse.
- Neglect or abuse of an elderly or disabled individual.

(3) A Covered Individual who is currently on any state, federal, territorial, or tribal sex offender registry is ineligible to participate with Ignite in any capacity.

Potential red lights (these crimes shall cause an individual to be subject to review for disqualification, but disqualification is not necessarily automatic)

(1) Other felonies not included in Automatic red lights, above.

(2) Crimes involving vehicular bodily harm.

(3) Other misdemeanors for:

- a. Drug-related crimes not covered in Automatic red lights, above.
- b. Violence against a person (including crimes involving firearms).
- c. Prostitution, indecent exposure, or public indecency.
- d. Stalking or harassment.
- e. Destruction of property, including arson, vandalism, and criminal mischief.
- f. Animal abuse or neglect.

When assessing whether conduct constitutes a red light, Ignite may assess and rely upon the original charges, amended charges, and those to which a plea was entered.

Appeal To Criminal Background Check Vendor

Any disqualified individual has the right to dispute the accuracy of the findings of the criminal background check directly with the Ignite's approved Criminal Background Check Vendor. A disqualified individual may not appeal the disqualification or the results of the findings of the criminal background check vendor to Ignite. Ignite is required by the policy to accept the findings of the approved criminal background check vendor.

Individuals disqualified based on the results of their criminal background check are excluded from participation in any Ignite sanctioned events and/or activities, and any offer of employment or participation with Ignite may be rescinded. If the individual is currently participating in Ignite, that individual may be, among other things, terminated, suspended, or banned from participation in Ignite.

Frequency Of Criminal Background Checks

Criminal background checks will be refreshed every year, or as otherwise required by law, for Covered Individuals who are 18 years of age or older and perform services for Ignite.

Affirmative Duty To Disclose

If, during the course of employment or participation in Ignite's program, a Covered Individual is subject to any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, including, but not limited to an adjudication of guilt or admission to a criminal violation, a plea to the charge or a lesser included offense, a plea of no contest, any plea analogous to an Alford or Kennedy plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar arrangement, or any pending criminal charge(s) or warrant(s) for arrest, it is the duty and responsibility of the Covered Individual to notify the Ignite's Member Organization Leader Designated to Handle, Ignite Program Director. Covered Individuals are further required to disclose Other Potentially Disqualifying Factors, below, if such factor becomes applicable while the Covered Individual is involved in Ignite.

Other Potentially Disqualifying Factors

Even if an individual passes a criminal background check, they may be disqualified and prohibited from participating with Ignite if they have:

- Been held liable for civil penalties or damages involving sexual or physical abuse or misconduct.
- Been subject to any court order involving any sexual or physical abuse or misconduct, including, but not limited to, a domestic order or protection.
- A history with another organization (employment, volunteer, etc.) of complaints of sexual or physical abuse or misconduct
- Been banned by another sport organization, including, without limitation, the U.S. Center for Safe Sport or a National Governing Body, as temporarily or permanently ineligible.
- Resigned, been terminated or been asked to resign from a position – paid or unpaid – due to complaint(s) of sexual or physical abuse or misconduct.
- A history of other behavior that indicates they may be a danger to participants in Ignite.
- or
- Not met the job requirements.

Review Of Disqualifiers

Ignite will review its disqualifiers every two years or as otherwise required or modified by law.

Records

Records are secured at Ignite headquarters for a period indicated by applicable law or seven years after the individual is no longer affiliated with Ignite, whichever date is later.

Section 3: Sport Protection Policy

Commitment To Safety

Ignite is committed to creating a safe and positive environment for athletes' physical, emotional and social development and to ensure that it promotes an environment free of misconduct. Ignite recognizes that the process for training and motivating athletes will vary with each coach and athlete, but it is nevertheless important for everyone involved in sport to support the use of motivational and training methods that avoid misconduct.

Application: This Sport Protection Policy applies to Covered Individuals, Ignite athletes, and other Ignite participants, as discussed below.

Prohibited Conduct

This section of the Handbook sets forth expectations for Participants related to emotional, physical, and sexual misconduct in sport, including bullying, hazing, and harassment.

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

It is a violation of the Handbook and this Policy for a Participant to engage in or tolerate: (1) Prohibited Conduct, as outlined in this Policy; (2) any conduct that would violate any current or previous U.S. Center for SafeSport (the "Center"), Ignite, or member organization standards analogous to Prohibited Conduct that existed at the time of the alleged conduct; or (3) any conduct that would violate community standards analogous to Prohibited Conduct that existed at the time of the alleged conduct, including then applicable criminal and/or civil laws.

Prohibited Conduct also includes:

A. Criminal Charges or Dispositions

B. Child Abuse

C. Sexual Misconduct

D. Emotional and Physical Misconduct, including Stalking, Bullying, Hazing, and Harassment

E. Aiding and Abetting

F. Misconduct Related to Reporting

G. Abuse of Process

H. Other Inappropriate Conduct

I. Violation of Sport Abuse Prevention Policies

A. Criminal Charges or Dispositions

It is a violation of this Policy for a Participant to be subject to a Criminal Charge analogous to Prohibited Conduct or to have or been subject to Criminal Disposition analogous to Prohibited Conduct. When assessing whether a Criminal charge or Disposition is analogous to Prohibited Conduct, Move United may rely upon the underlying allegations, original charges, amended charges, or those to which a plea was entered.

Criminal Conduct is relevant to an individual's fitness to participate in sport. The age of a Criminal Charge or Disposition is not relevant to whether a violation of the Handbook occurred but may be considered for sanctioning purposes.

1. Criminal Charge

A Criminal Charge includes (1) being arrested and presently subject to bond obligations or conditional release, (2) any pending criminal charge(s), or (3) active warrant(s) for arrest

2. Criminal Disposition

A Criminal Disposition is any disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, including, but not limited to: an adjudication of guilt or admission to a criminal violation, a plea to a charge or a lesser included offense, a plea of no contest, any plea analogous to an Alford or Kennedy plea, the disposition of the proceeding through a diversionary program, deferred adjudication, deferred prosecution, disposition of supervision, conditional dismissal, juvenile delinquency adjudication, or similar agreement.

3. Sex Offender Registry

A Participant who is currently on any state, federal, territorial, or tribal sex offender registry is ineligible to participate in Ignite or Move United.

B. Child Abuse

It is a violation of this Policy for a Participant to engage in Child Abuse.

C. Sexual Misconduct

It is a violation of this Policy for a Participant to engage in Sexual Misconduct. Sexual Misconduct offenses include, but are not limited to:

1. Sexual or Gender-related Harassment
2. Non-consensual Sexual Contact (or attempts to commit the same)
3. Non-consensual Sexual Intercourse (or attempts to commit the same)
4. Sexual Exploitation
5. Exposing a Minor to Sexual Content/Imagery
- 6.. Sexual Bullying Behavior
7. Sexual Hazing
8. Other Inappropriate Conduct of a Sexual Nature.

1. Sexual or Gender-related Harassment

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (a) and/or (b), below, are present. Sexual harassment includes harassment related to gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (a) and/or (b), below, are present.

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of any person's employment, education, standing in sport, or participation in events, sports programs, and/or activities.
- b. Submission to, objection to, or rejection of such conduct or communication is used as the basis for employment, education, or sporting decisions affecting the individual (often referred to as "quid pro quo" harassment); or
- b. Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, and/or pervasive such that it interferes with, limits, or deprives any individual of the opportunity to participate in any program or activity. Conduct or communication must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

1. Subjectively hostile environment

From the perspective of the Claimant, the environment was perceived as hostile (e.g. informing someone else about the alleged conduct is sufficient to establish subjective hostility – the Claimant felt the conduct was sufficiently hostile it merited telling someone about it). The fact that an individual tolerated, participated in, or seemed agreeable or unaffected in the past is not dispositive.

2. Objectively hostile environment

The conduct or communication(s) must create an environment a reasonable person in the Claimant's position would find hostile.

Whether a hostile environment exists depends on the totality of known circumstances, including, but not limited to:

- i. The frequency, nature, duration, and severity of the conduct;
- ii. The context and location where the conduct took place.
- lii. Whether the conduct was threatening.
- iv. The effect of the conduct on the Claimant's mental or emotional state.
- v. Whether the conduct was directed at more than one person.
- vi. Whether the conduct arose in the context of other discriminatory conduct.
- vii. Whether a Power Imbalance exists between the individual alleged to have engaged in harassment and the individual alleging the harassment.
- viii. Whether the conduct unreasonably interfered with any person's educational or work performance and/or sport programs or activities; and
- ix. Whether the conduct implicates concerns related to protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident that is sufficiently severe. The more severe the conduct is, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual contact without Consent, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

2. Nonconsensual Sexual Contact

It is a violation of this Policy for a Participant to engage in Sexual Contact without Consent. Sexual Contact is any intentional touching of a sexual nature, however slight, with any object or body part (as described below), by a person upon another person. Sexual Contact includes but is not limited to: (a) kissing, (b) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching of another with any of these body parts; and (c) making another touch themselves, the Participant, or someone else with or on any of these body parts.

3. Nonconsensual Sexual Intercourse

It is a violation of this Policy for a Participant to engage in Sexual Intercourse without Consent.

Sexual Intercourse is any penetration, however slight, with any object or body part (as described below), by a person upon another person. Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

4. Sexual Exploitation

It is a violation of this Policy for a Participant to engage in Sexual Exploitation. Sexual Exploitation occurs when a Participant purposely or knowingly:

- a. Allows third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or live streaming of images) without Consent of all parties involved in the sexual activity.
- b. Records or photographs private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without Consent of all parties in the recording or photo.
- c. Engages in voyeurism (e.g., watching private sexual activity or viewing another person's intimate parts when that person would have a reasonable expectation of privacy), without Consent of all parties being viewed.
- d. Disseminates, shows, or posts images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without prior Consent of the person depicted in the images.
- e. Intentionally exposes another person to a sexually transmitted infection or virus without that person's knowledge.

f. Engages in prostituting or trafficking another person.

5. Exposing a Minor to Sexual Content/Imagery

An adult Participant violates this Policy by intentionally exposing a Minor to content or imagery of a sexual nature, including but not limited to pornography, sexual comments, sexual gestures, or sexual situations. This provision does not exclude the possibility that similar behavior between adults could constitute Sexual Harassment, as defined in this Policy.

6. Sexual Bullying Behavior

Sexual Bullying Behavior is repeated or severe behavior of a sexual nature that is (a) aggressive, (b) directed at a Minor and (c) intended or likely to hurt, control, or diminish the Minor emotionally, physically, or sexually. Sexually Bullying Behaviors directed at adults are addressed under other forms of misconduct, such as Sexual Harassment or Sexual Hazing.

Sexual Bullying Behavior also includes Bullying Behavior related to an individual or group of individuals because of that individual's or group's actual or perceived sex (including pregnancy, childbirth, breastfeeding, and related medical conditions) gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature.

Examples of Sexual Bullying Behavior may include, without limitation, ridiculing or taunting that is sexual in nature or based on gender or sexual orientation (real or perceived), gender traits or behavior, or teasing someone about their looks or behavior as it relates to sexual attractiveness.

7. Sexual Hazing

Sexual Hazing is any conduct of a sexual nature that is intended or likely to subject another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, humiliate, degrade, or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization.

Sexual Hazing also includes hazing related to gender, sexual orientation, gender identity, or gender expression, even if the acts do not involve conduct of a sexual nature.

Purported Consent by the person subjected to Sexual Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

8. Other Inappropriate Conduct of a Sexual Nature.

It is a violation of this Policy for a Participant to engage in bullying, hazing, and other inappropriate conduct of a sexual nature, as further defined in the corresponding sections below.

D. Emotional and Physical Misconduct

It is a Handbook violation for a Participant to engage in emotional and/or physical misconduct, when that misconduct occurs within a context that is related to sport, which includes, without limitation:

1. Emotional Misconduct

2. Physical Misconduct

3. Bullying Behaviors

4. Hazing

5. Harassment.

1. Emotional Misconduct

Emotional Misconduct includes (a) Verbal Acts, (b) Physical Acts, (c) Acts that Deny Attention or Support, (d) Criminal Conduct, and/or (e) Stalking. Emotional Misconduct is determined by the objective behaviors, not whether harm is intended or results from the behavior.

a. Verbal Acts

Repeatedly and excessively verbally assaulting or attacking someone personally in a manner that serves no productive training or motivational purpose.

b. Physical Acts

Repeated and/or severe physically aggressive behaviors, including but not limited to, throwing sport equipment, water bottles, or chairs at or in the presence of others, punching walls, windows or other objects.

c. Acts that Deny Attention or Support

Ignoring or isolating a person for extended periods of time, including routinely or arbitrarily excluding a Participant from practice.

d. Criminal Conduct

Emotional Misconduct includes any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect).

e. Stalking

Stalking occurs when a person purposefully engages in a course of conduct directed at a specific person, and knows or should know, that the course of conduct would cause a reasonable person to (i) fear for their safety, (ii) the safety of a third person, or (iii) to experience substantial emotional distress.

“Course of conduct” means at least two or more acts, in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property.

“Substantial emotional distress” means significant mental suffering or anguish.

Stalking also includes “cyber-stalking,” wherein a person stalks another using electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

f. Exclusion

Emotional Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance. Emotional Misconduct also does not include conduct accepted as part of sport and/or conduct accepted as part of Participant’s participation.

2. Physical Misconduct

Physical Misconduct is any intentional contact or noncontact behavior that causes, or threatens to cause, physical harm to another person.

Examples of physical misconduct may include, without limitation:

a. Contact violations

Punching, beating, biting, striking, choking or slapping another; intentionally hitting another with objects, such as sporting equipment; encouraging or knowingly permitting an Athlete to return to play prematurely following a serious injury (e.g., a concussion) and without the clearance of a medical professional.

b. Non-contact violations

Isolating a person in a confined space, such as locking an Athlete in a small space; forcing an Athlete to assume a painful stance or position for no athletic purpose (e.g., requiring an athlete to kneel on a harmful surface); withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep; providing alcohol to a person under the legal drinking age; providing illegal drugs or non-prescribed medications to another.

c. Criminal Conduct

Physical Misconduct includes any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, assault).

d. Exclusion

Physical Misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance. For example, hitting, punching, and kicking are well-regulated forms of contact in combat sports, but have no place in swimming. Physical Misconduct also does not include conduct accepted as part of sport and/or conduct reasonably accepted as part of Participant’s participation.

3. Bullying Behavior

Repeated and/or severe behavior(s) that are (a) aggressive (b) directed at a Minor, and (c) intended or likely to hurt, control, or diminish the Minor emotionally, physically, or sexually. Bullying-like behaviors directed at adults are addressed under other forms of misconduct, such as Hazing and/or Harassment.

Examples of bullying behavior may include, without limitation, repeated and/or severe:

a. Physical

Hitting, pushing, punching, beating, biting, striking, kicking, choking, spitting, or slapping, or throwing objects (such as sporting equipment) at another person.

b. Verbal

Ridiculing, taunting, name-calling or intimidating or threatening to cause someone harm.

c. Social, including cyberbullying.

Use of rumors or false statements about someone to diminish that person's reputation; using electronic communications, social media or other technology to harass, frighten, intimidate, or humiliate someone; socially excluding someone and asking others to do the same.

d. Sexual

Ridiculing or taunting based on gender or sexual orientation (real or perceived), gender traits or behavior, or teasing someone about their looks or behavior as it relates to sexual attractiveness.

e. Criminal Conduct

Bullying Behavior includes any conduct described as bullying under federal or state law.

f. Exclusion

Conduct may not rise to the level of Bullying Behavior if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Bullying does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

4. Hazing

Any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, humiliate, degrade, or intimidate the person as a condition of joining or being socially accepted by a group, team, or organization.

Purported Consent by the person subjected to Hazing is not a defense, regardless of the person's perceived willingness to cooperate or participate.

Examples of Hazing include:

a. Contact acts

Tying, taping or otherwise physically restraining another person; beating, paddling or other forms of physical assault.

b. Non-contact acts

Requiring or forcing the consumption of alcohol, illegal drugs or other substances, including participation in binge drinking and drinking games; personal servitude; requiring social actions (e.g., wearing inappropriate or provocative clothing) or public displays (e.g., public nudity) that are illegal or meant to draw ridicule; excessive training requirements demanded of only particular individuals on a team that serve no reasonable or productive training purpose; sleep deprivation; otherwise unnecessary schedule disruptions; withholding of water and/or food; restrictions on personal hygiene.

c. Sexualized acts

Actual or simulated conduct of a sexual nature.

d. Criminal acts

Any act or conduct that constitutes hazing under applicable federal or state law.

e. Exclusion

Conduct may not rise to the level of Hazing if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions. Hazing does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

5. Harassment

Repeated and/or severe conduct that (a) causes fear, humiliation or annoyance, (b) offends or degrades, (c) creates a hostile environment (as defined above), or (d) reflects discriminatory bias in an attempt to establish dominance, superiority or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability; or (e) any act or conduct described as harassment under federal or state law. Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context, and duration of the behavior. Conduct may not rise to the level of Harassment if it is merely rude (inadvertently saying or doing something hurtful), mean (purposefully saying or doing something hurtful, but not as part of a pattern of behavior), or arising from conflict or struggle between persons who perceive they have incompatible views and/or positions.

Harassment does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved Athlete performance.

E. Aiding and Abetting

Aiding and Abetting is any act taken with the purpose of facilitating, promoting, or encouraging the commission of Prohibited Conduct by a Participant. Aiding and Abetting also includes, without limitation, knowingly:

1. Allowing any person who has been identified as suspended or otherwise ineligible by Ignite

to be in any way associated with or employed by an organization affiliated with or holding itself out as affiliated with Ignite;

2. Allowing any person who has been identified as suspended or otherwise ineligible by Ignite

to coach or instruct Participants;

3. Allowing any person who has been identified as ineligible by Ignite to have ownership interest

in a facility, an organization, or its related entities, if that facility/organization/related entity is affiliated with or holds itself out as affiliated with Ignite.

4. Providing any coaching-related advice or service to an Athlete who has been identified as suspended or

otherwise ineligible by Ignite.

5. Allowing any person to violate the terms of their suspension or any other sanctions imposed by Ignite.

In addition, a Participant also violates this Policy if someone acts on behalf of the Participant to engage in Aiding or Abetting, or if the guardian, family member, or Advisor of a Participant, including Minor Participants, engages in Aiding or Abetting.

F. Misconduct Related to Reporting

1. Failure to Report

An adult Participant who fails to report actual or suspected Sexual Misconduct or Child Abuse to Ignite and, when appropriate, to law enforcement may be subject to disciplinary action under Ignite's resolution procedures and may also be subject to federal or state penalties.

a. The obligation to report is broader than reporting a pending charge or criminal arrest of a Participant; it requires reporting to Ignite, and law enforcement if applicable, any conduct which, if true, would constitute Sexual Misconduct and/or Child Abuse. The obligation to report to Ignite is an ongoing one and is not satisfied simply by making an initial report. The obligation includes reporting, on a timely basis, all information of which an adult Participant becomes aware, including the names of witnesses, third-party reporters, and Claimants.

b. The obligation to report includes personally identifying information of a potential Claimant to the extent known at the time of the report, as well as a duty to reasonably supplement the report as to identifying information learned at a later time.

c. Participants should not investigate or attempt to evaluate the credibility or validity of allegations involving Sexual Misconduct and/or Child Abuse. Participants making a good faith report are not required to prove the reports are true before reporting.

2. Intentionally Filing a False Allegation

In addition to constituting misconduct, filing a knowingly false allegation that a Participant engaged in Prohibited Conduct may violate state criminal law and civil defamation laws. Any person making a knowingly false allegation in a matter over which Ignite exercises jurisdiction shall be subject to disciplinary action by Ignite.

a. An allegation is false if the events reported did not occur, and the person making the report knows the events did not occur.

b. A false allegation is different from an unsubstantiated allegation; an unsubstantiated allegation means there is insufficient supporting evidence to determine whether an allegation is true or false. Absent demonstrable misconduct, an unsubstantiated allegation alone is not grounds for a Handbook violation.

3. Retaliation

Retaliation against anyone for engaging in Ignite's processes is prohibited. A Participant, someone acting on behalf of a Participant, a member organization, Ignite, or anyone subject to the Handbook, shall not take an adverse action against any person for making a good faith report of a possible Handbook violation to Ignite or other relevant organization as identified herein or for participating in any process under this Handbook.

Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging or participating in Ignite's processes when the action is reasonably related to the report or engagement with Ignite. Retaliation may be present even where there is a finding that no violation occurred. Retaliation does not include good-faith actions lawfully pursued in response to a report of a Handbook violation.

G. Abuse of Process

A Participant, or someone acting on behalf of a Participant, commits Abuse of Process by engaging in conduct which does, or is likely to, directly or indirectly abuse or interfere with Ignite's process. The following conduct constitutes Abuse of Process:

- a. Falsifying, distorting, or misrepresenting information, the resolution process, or an outcome.
- b. Destroying or concealing information.
- c. Attempting to discourage an individual's proper participation in, or use of, Ignite's processes.
- d. Harassing or intimidating (verbally or physically) any person involved in Ignite's processes before, during, or following proceedings.
- e. Publicly disclosing a Claimant's identifying information.
- f. Failing to comply with a Temporary Measure, Sanction, or term of a Conditional or Alternative Resolution.
- g. Distributing or otherwise publicizing confidential materials, except as required by law or as expressly permitted by Ignite.
- h. Influencing or attempting to influence another person to commit Abuse of Process.
- i. Having another individual take any part of or complete any Ignite required training for them.
- j. Using unreasonable pressure in an attempt to compel an individual to participate in Ignite's processes when the individual has made clear their decision not to participate or to stop participating.
- k. Surreptitiously recording any part or stage of Ignite's process, including but not limited to: interviews, Temporary Measures hearings, and arbitrations.
- l. Interfering in, attempting to interfere in, or attempting to influence the outcome of any Ignite investigation, hearing, or process; or
- m. Any other conduct which is likely to or do directly or indirectly abuse or interfere with the Ignite's process.

A Participant violates this provision if someone acts on behalf of the Participant and engages in any of the above conduct, including the guardian or family member of a Minor Participant. In such a case, the Participant and, if the party acting on behalf of the Participant is also a Participant, that person may be Sanctioned.

H. Other Inappropriate Conduct

1. Intimate Relationship

An adult Participant violates this Policy by engaging in an intimate or romantic relationship where a Power Imbalance exists. An Intimate or Romantic relationship is a close personal relationship—other than a familial relationship—that exists independently and outside of the sport relationship. Whether a relationship is intimate is based on the totality of the circumstances, including: regular contact and/or interactions outside of or unrelated to the sport relationship (electronically or in person), the parties' emotional connectedness, the exchange of gifts, ongoing physical and/or intimate contact and/or sexual activity, identity as a couple, the sharing of sensitive personal information, and/or intimate knowledge about each other's lives outside the sport relationship.

2. Intentional Exposure of Private Areas

An adult Participant violates this Policy by intentionally exposing breasts, buttocks, groin, or genitals, or induces another to do so, to an adult where there is a Power Imbalance or where there is no consent, or to a Minor.

3. Inappropriate Physical Contact

An adult Participant violates this Policy by engaging in inappropriate physical contact with a Participant where there is a Power Imbalance. Such inappropriate contact includes, but is not limited to, intentionally:

- a. touching, slapping, or otherwise contacting the buttocks or genitals of a Participant.
- b. excessively touching or hugging a Participant.
- c. kissing a Participant.

A Minor Participant violates this provision by engaging in Inappropriate Physical Contact with another person without Consent. Such inappropriate contact includes, but is not limited to, intentionally touching, slapping, or otherwise contacting the buttocks, genitals, or breasts of another, whether clothed or unclothed.

4. Sex Offender Registry

A Participant who is currently on any state, federal, territorial, or tribal sex offender registry is ineligible to participate with Ignite in any capacity.

I. Violation of Sport Abuse Prevention Policies

It is a violation of this Handbook for a Participant to violate any provisions of the Sport Abuse Prevention Policies or other proactive policies adopted by Ignite. Pro-active policies set standards for professional boundaries, minimize the appearance of impropriety, and have the effect of preventing boundary violations and prohibiting grooming tactics.

Violations

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

Section 4: Sport abuse Prevention Policies

Supervision Of Athletes And Participants

During training and competition, Ignite strives to create two-deep leadership and minimize one-on-one interactions to create a safe training environment and to protect athletes and participants. Two-deep leadership means a minimum of two adult Covered Individuals, or one Covered Individual and the parent/guardian of the relevant athlete, are present when working with an athlete.

For purposes of this Section 4, "ward" means an individual, whether an adult or a minor, who has a legal guardian.

Covered Individuals are required to abide by these Sport Abuse Prevention Policies at all Ignite controlled activities and events, and facilities under Ignite's jurisdiction (to mean facilities owned and controlled by Ignite).

Appropriate One-On-One Interactions

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

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

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

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

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

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

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

Prohibited One-On-One Interactions

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

Violations

Violations of this policy must be reported to Ignite pursuant to its Reporting Policy. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent

suspension. Some violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

Physical Contact With Athletes

Appropriate physical contact between athletes and coaches is a productive and inevitable part of sport. Athletes are more likely to acquire advanced physical skills and enjoy their sport participation through appropriate physical contact. Especially in adaptive sports, athletes may require physical assistance with equipment and movement. However, guidelines for appropriate physical contact reduce the potential for misconduct in sport.

Appropriate Physical Contact

Ignite adheres to the following principles and guidelines in regard to physical contact with our athletes.

Common Criteria for Appropriate Physical Contact

Physical contact with athletes – for safety, consolation, and celebration – has multiple criteria in common which make them both safe and appropriate. These include:

- physical contact takes place in public.
- there is no potential for, or actual, physical, or sexual intimacies during the physical contact.
- athletes receive verbal notice of the contact about to take place.
- Physical contact is for the benefit of the athlete, not to meet an emotional or other need of an adult.

Safety The safety of our athletes is paramount, and in many instances, we make the athletic space safer through appropriate physical contact. Examples include:

- spotting an athlete so that they will not be injured by a fall or piece of equipment.
- positioning an athlete's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination (with the athlete's consent).
- in emergencies, making athletes aware that they might be in harm's way because of other athletes practicing around them or because of equipment in use.

Celebration Sports are physical by definition, and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. Appropriate public expressions of celebration include:

- greeting gestures such as high-fives and fist bumps
- congratulatory gestures such as celebratory side hugs, "jump-arounds" and pats on the back for any form of athletic or personal accomplishment

Consolation It may be appropriate to console an emotionally distressed athlete (e.g., an athlete who just lost a competition). Appropriate consolation includes publicly:

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

Prohibited Physical Contact

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

- massages or rubdowns
- asking or having an athlete sit in the lap of a Covered Individual.
- lingering or repeated embraces of athletes that go beyond the criteria set forth for acceptable physical contact.
- slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish, or achieve compliance from an athlete.
- "cuddling" or maintaining prolonged physical contact during any aspect of training, playful, yet inappropriate contact that is not a part of regular training (e.g., tickling or "horseplay" wrestling).
- continued physical contact that makes an athlete obviously uncomfortable, whether expressed or not.
- any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment.
- physical conduct in violation of Section 3, the Sport Protection Policy, of this Handbook.

Violations

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

Electronic Communications And Social Media Policy

As part of Ignite emphasis on athlete safety, all electronic communications between a Covered Individual and athlete must be professional in nature and for the purpose of communicating information about team activities. The concept of two-deep leadership extends into cyber space. There should be no one-on-one online or digital activities between a Covered Individual and a minor/ward athlete.

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

Social Media Platforms

Coaches may not "friend" or "follow" Ignite athletes that are minors or adults with cognitive or developmental disabilities through the coach's personal social media page(s) or account(s).

Athletes may friend the official Ignite page. Covered Individuals with authority over minor athletes or adult athletes with cognitive or developmental disabilities are not permitted to maintain private social media connections with unrelated minor athletes and such Covered Individuals are not permitted to accept new personal page requests on social media platforms from athletes who are minors, unless the Covered Individual has a fan page, or the contact is deemed as celebrity contact vs. regular contact. Existing social media connections on personal pages with minor athletes or adult athletes with cognitive or developmental disabilities shall be discontinued.

Instant Messaging, Facebook Messaging, Direct Messaging, And Similar Media

Coaches and minor athletes or adult athletes with cognitive or developmental disabilities may not "follow" each other. Coaches cannot "re-tweet" minor athletes or adult athletes with cognitive or developmental disabilities message posts without permission of the athlete, or in the case of minors or wards, their parents, or guardians. Coaches should use best judgment and professionalism in the content of their public media posting.

All direct posts and messaging between coach and minor athletes or adult athletes with cognitive or developmental disabilities must be for the purpose of communicating information about team activities and shall copy parents/guardians as required herein.

Email, Texting, And Similar Electronic Communications

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

Electronic Imagery

From time to time, digital photos, videos of practice or competition, and other images of athletes – individually or in groups – may be taken by individuals designated by Ignite specifically for that purpose. These photos and/or videos may be submitted to local, state, or national publications, used in Ignite videos or publications, posted on the Ignite or Ignite associated websites or offered to the Ignite athlete families seasonally on disc or other electronic form. Such imagery must be appropriate and in the best interest of the athlete and Ignite. Imagery must not be contrary to any rules as outlined in Ignite Adaptive Sport's Sport Protection Handbook or other applicable Ignite policies.

Request To Discontinue All Electronic Communications Or Imagery

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

Misconduct

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

Violations

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

Facilities And Changing Areas

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

Facilities

Ignite hosts training sessions for athletes throughout the winter for winter sports activities.

The Ignite facility has its own private restroom. Covered Individuals are required to abide by the Sport Abuse Prevention Policies at such locations.

Monitoring

Ignite has staggered practices, with different groups arriving and departing throughout the day. While Ignite does not generally post staff members inside or at the doors of the bathrooms, staff members do make occasional sweeps of these areas. Coaches and staff make every effort to recognize when an athlete goes to the bathroom during practice and competition and, if they do not return in a timely fashion, will check on the athlete's whereabouts.

One-On-One Interactions

At no time are unrelated Covered Individuals permitted to be alone with a minor/ward athlete in a bathroom, except under emergency circumstances.

Undress

Under no circumstances shall an unrelated Covered Individual intentionally expose his or her breasts, buttocks, groin, or genitals to an athlete.

Violations

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

Travel

Ignite does not travel with our athletes, although we do sometimes provide shuttle services for athletes in a group. **Should Ignite engage in travel in the future, the following will be our policy.**

Ignite has established policies to guide our travel, minimize one-on-one interactions, and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve competitive experience while keeping travel a fun and enjoyable experience.

Local And Group Travel

Ignite distinguishes between travel to training, practice and local competition ("local travel"), and group travel involving a coordinated overnight stay ("group travel").

Local Travel Local travel occurs when Ignite does not sponsor, coordinate or arrange for travel. For local travel, athletes or their parents/guardians (for minor athletes) are responsible for making all travel arrangements. In these instances, it is the responsibility of the athlete or their parents/guardians (for minor/ward athletes) to ensure the person transporting the athlete maintains all safety and legal requirements, including, but not limited to, a valid driver's license, proper insurance, well maintained vehicle and compliance with all state laws.

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

Efforts must be made to ensure that Covered Individuals are not alone with a minor/ward athlete or minor/ward participant, by, e.g., picking the athletes up in groups.

Covered Individuals who also are an athlete's parent or guardian may provide transportation for their own athlete without restriction but must still comply with the requirements above with respect to all other athletes. We encourage parents and guardians to pick up their athlete first and drop off their athlete last in any shared or carpool travel arrangement. We also recommend completing a shared travel declaration form signed by the parents/guardians of any minor/ward athlete who is being transported as part of such a carpool arrangement.

Group Travel Group travel is overnight travel that occurs when Ignite sponsors, coordinates or arranges for travel so that its athletes can train or compete locally, regionally, or nationally. Because of the greater distances, coaches, staff, volunteers and chaperones will often travel with the athletes. However, no Covered Individual will engage in team travel without the proper safety requirements in place, including valid drivers' licenses, proper insurance, well-maintained vehicles and compliance with all state laws.

Ignite makes efforts to provide adequate supervision through coaches and other adult chaperones on groups with minor/ward athletes. Ignite policy dictates a maximum ratio of nine minor/ward athletes to one chaperone on trips and away camps. For group travel, hotels and air travel will be booked in advance by Ignite. Athletes will share rooms, with 2-4 athletes assigned per room depending on accommodations. Ignite will notify hotel management should any special arrangements be warranted. For instance, we will ask hotels to block pay per view channels and remove mini bars. Ignite will request an additional large room or suite so that our members and athletes may socialize as a group. Meetings do not occur in hotel rooms, and we will reserve a separate space for coaches and athletes to socialize. Meetings shall be conducted in accordance with Ignite Adaptive Sport's policies regarding one-on-one interactions (i.e. all meetings shall be observable and interruptible, among other requirements). When doing room checks, attending team meetings and/or other activities, two-deep leadership (two Covered Individuals should be present) and observable and interruptible environments should be maintained.

For minor/ward athletes, Ignite permits family members to stay at the hotel. We encourage all athletes to call parents and guardians regularly and allow for any unscheduled calls by either the athlete or parent/guardian.

Group travel policies must be signed and agreed to by all athletes, parents, and Covered Individuals traveling with Ignite. Covered Individuals who travel with the organization must successfully pass a background check and other screening requirements consistent with Ignite's policies.

Please note that regardless of the location of the event, Ignite policies on providing alcohol to minors follows U.S. law, and parents and guardians are expected to adhere to this policy, especially when staying near or with the group. No parent should provide alcohol to minors during Ignite travel. Violations of this policy will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including, but not limited to, temporary or permanent suspension from competition or participation with Ignite.

Travel Notification

When possible, Ignite will provide reasonable advance notice of details before group travel. Notice will include the dates, location, and duration of competition. Travel notice also will include designated group hotels for overnight stays, as well as a contact person within Ignite. For minors and wards, this individual will be the point of contact to confirm your intention to travel and to help with travel details.

For minor/ward athletes, Ignite will distribute specific travel itineraries when they become available. These will include a more detailed, hour-by-hour itinerary, as well as contact information for group travel chaperones.

Mixed-Gender And Mixed-Age Travel

Ignite groups are sometimes made up of male and female athletes across various ages. Athletes will only share a room with other athletes of the same sex and age group. Athletes will be grouped by age and sex for the purposes of assigning an appropriate chaperone. Ignite will make every effort to provide these groups at least one chaperone of the same sex.

Regardless of gender, a coach shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach is the parent, guardian, sibling, or spouse of that athlete). Where an adult is registered both as a coach and an athlete member of an Ignite group or camp, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

Coach And Staff Responsibilities

During group travel, coaches and staff members will help athletes, fellow coaches and staff members adhere to policy guidelines, including, without limitation, the Travel Policy, Locker Rooms and Changing Areas Policy and Reporting Policy.

If a coach or staff member transports an athlete or other organization member in their private car or a vehicle rented or owned by Ignite for group travel, a copy of the coach's or staff member's valid driver's license, vehicle registration and proof of insurance is required and must be on file with Ignite in advance.

When not practicing, training, competing or preparing for competition, coaches and staff will monitor the activities of athletes, fellow coaches and staff during group travel. Coaches and staff will:

- a. prepare athletes for group travel and make athletes aware of all expectations.
- b. familiarize themselves with all travel itineraries and schedules before the initiation of group travel
- c. conform to, and monitor for others' adherence, the Sport Protection Policy and all policies during group travel
- d. encourage athletes to participate in regular, at least daily, scheduled communications with their parents/guardians, if applicable
- e. help athletes be on time for all group commitments (as possible)
- f. assist with group travel logistical needs (as possible)
- g. support chaperones and/or participate in the monitoring of athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary
- h. ensure athletes are complying with hotel room restrictions based on gender or age bracket requirements
- i. make certain that athletes are not alone in a hotel room with any adult apart from a family member; this includes coaches, staff and chaperones
- j. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their coaching duties
- k. immediately report any concerns about physical or sexual abuse, misconduct, or policy violations
- l. notify parents before taking any disciplinary action against a minor athlete if the athlete is traveling without his or her parents
- m. immediately address and report any concerns about sexual and physical abuse, misconduct or policy violations as required under this Handbook and applicable law.

Chaperone Responsibilities

Chaperones accompany group travel to ensure that the athletes, coaches, staff, and volunteers adhere to the Ignite's policy guidelines. While these include the travel policy, it also includes all other relevant policies contained in Ignite's Sport Protection Handbook.

Chaperones must have undergone a criminal background check and awareness training, as outlined in this Handbook.

If a chaperone is operating a private car for group travel, a copy of the chaperone's valid driver's license, vehicle registration and proof of insurance is required and must be on file with Ignite.

Chaperones will monitor the activities of all coaches, staff members, volunteers, and athletes during group travel. Specifically, chaperones will:

- a. familiarize themselves with all travel itineraries and schedules before group travel.
- b. encourage athletes to participate in regular, at least daily, scheduled communications with their parents/guardians, as applicable.
- c. help athletes be on time for all group commitments (as possible).
- d. assist coaches, staff and other volunteers with group travel logistical needs (as possible).
- e. monitor athletes for adherence to curfew restrictions set based on age and competition schedule as listed in travel itinerary.
- f. ensure athletes comply with hotel room restrictions based on gender or age bracket requirements.
- g. not use drugs or alcohol in the presence of minors or be under the influence of alcohol or drugs while performing their chaperone duties.
- h. make certain that athletes are not alone in a hotel room with any adult, including coaches, staff and chaperones, apart from a family member or guardian.
- i. immediately address and report any concerns about sexual and physical abuse, misconduct or policy violations as required under this Handbook and applicable law.

Violations

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

Section 5: Responding To Abuse, Misconduct And Policy Violations

Reporting Policy

Reporting

Note: Nothing in this policy shall be construed to require a victim of child abuse or other misconduct to self-report.

No one should investigate suspicions or allegations of child abuse or other Prohibited Conduct or attempt to evaluate the credibility or validity of allegations as a condition of reporting to Ignite or to appropriate authorities.

A. Reporting Requirements related to:

1. Child Abuse

A Covered Individual who learns of information and reasonably suspects that a child has suffered an incident of child abuse, including sexual abuse, shall immediately make a report of the suspected abuse to both Law Enforcement and Ignite:

a. Law Enforcement

i. The agency designated by the Attorney General, consistent with federal requirements set forth in section 226 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).

ii. Any applicable state law enforcement agencies.

Learn more about this requirement by visiting:

<https://www.childwelfare.gov/topics/responding/reporting>

b. Ignite

i. Through Ignite Adaptive Sport's online reporting form accessed through their Ignite account.

ii. By Phone at 720-310-0328, during regular business hours (Monday-Friday, 9:00 AM MT – 5:00 PM MT)

iii. Directly to the Ignite Incident Review Official: Kevin Wilson

Reporting such conduct to Ignite does not satisfy an Adult Participant's obligation to report to law enforcement or other appropriate authorities consistent with section 226 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).

2. Sexual Misconduct

Ignite encourages anyone who experiences or becomes aware of an incident of Sexual Misconduct involving a Participant to immediately report the incident to Ignite (and/or to law enforcement if the matter involves possible criminal conduct).

Covered Individuals must promptly report possible Sexual Misconduct directly to Ignite whenever such Participants become aware of conduct that could constitute Sexual Misconduct.

3. Emotional and Physical Misconduct

Covered Individuals are required to report to Ignite emotional and physical misconduct (including bullying, stalking, hazing, and harassment) prohibited under this Handbook, and violations of other proactive policies. Reports to Ignite can be made:

i. Through Ignite's online reporting form accessed through their Ignite account.

ii. By Phone at 720-310-0328, during regular business hours (Monday-Friday, 9:00 AM MT to 5:00 PM MT)

iii. Directly to the Ignite Incident Review Official: Kevin Wilson

4. Other Misconduct and Abuse of Disabled Individuals

Covered Individuals are required to report to Ignite all other Prohibited Conduct or Handbook violations. Covered Individuals may also be required to report abuse of disabled individuals to a state agency in certain jurisdictions.

B. Anonymous Reports

Reports may be made anonymously to Ignite. Anonymity means Ignite will not know the personally identifying information of the reporter. It does not mean that the underlying information will be protected. However, an anonymous report may limit Ignite's ability to investigate and respond to a report, and if an Adult Participant reports anonymously, it may not be possible for Ignite to verify that mandatory reporting obligations have been satisfied. Consequently, Ignite strongly encourages Covered Individuals to provide their name and contact information when reporting.

C. Confidentiality for Third-Party Reporters

Unless necessary to Ignite's investigation or resolution of a matter, Ignite does not disclose a Third-Party Reporter's personally identifying information.

D. Reporting Options for Claimants

A Claimant may choose to make a report to Ignite to pursue resolution under these procedures and may also choose to make a report to law enforcement and/or pursue available civil or administrative remedies. A Claimant may pursue one, some, or all of these options at the same time.

A Claimant who wishes to pursue criminal action in addition to, or instead of, making a report under these procedures should contact law enforcement and/or legal counsel directly.

E. Claimant's Request for Anonymity

A Claimant may request that personally identifying information not be shared with a Respondent. Ignite will seek to honor the Claimant's request(s) if it is possible to do so while also protecting the health and safety of the Claimant and the sporting community.

If the Claimant's request for anonymity can be honored

If Ignite determines a Claimant's request that personally identifying information not be shared with Respondent can be honored, Ignite may take other appropriate steps designed to eliminate the reported conduct, prevent its recurrence, and remedy its effect on the Claimant and sporting community. Those steps may include offering appropriate remedial measures to the Claimant, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances as a form of alternative resolution.

If the Claimant's request for anonymity cannot be honored

If Ignite determines it cannot honor a Claimant's request(s) that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken, Ignite may direct appropriate actions, which may include, without limitation: (i) imposing a no contact directive or other temporary measure; (ii) initiating an investigation; and (iii) arranging, imposing, or extending any other appropriate remedial and/or protective measures.

In such cases, Ignite will make reasonable efforts to protect the privacy of the Claimant. However, actions that may be required as part of any investigation will involve speaking with the Respondent and others who may have relevant information, in which case the Claimant's identity may have to be disclosed. In such cases, Ignite will notify the Claimant that Ignite intends to proceed with an investigation, but the Claimant is not required to participate in the investigation or in any other actions taken by Ignite.

F. Privacy

Ignite is committed to protecting the privacy of all individuals involved in the investigation and resolution of reported allegations. With respect to any report under these procedures, Ignite, in its discretion, will make reasonable efforts to protect the privacy of individuals involved in Ignite's process, while balancing the need to gather information to assess a report and to take steps to eliminate Prohibited Conduct.

Information will be shared as necessary with Ignite staff and counsel, witnesses, and the parties. It may also be necessary for Ignite to notify law enforcement of an allegation of misconduct.

Parental/Guardian Notification

The Ignite reserves the right to notify guardians of Claimants regarding any health or safety risk.

How Reports Are Handled

Suspicious or Allegations of Child Physical or Sexual Abuse and Abuse of Disabled Persons Ignite will report all suspicions or allegations of child physical or sexual abuse to appropriate law enforcement authorities. Ignite will also report abuse of disabled persons to law enforcement as required by law or on its own initiative. Ignite will not attempt to evaluate the credibility or validity of the allegations as a condition for reporting to appropriate law enforcement authorities. As necessary, however, Ignite may ask a few clarifying questions of the person making the report to adequately report the suspicion or allegation to law enforcement authorities.

Immediate Suspension or Termination

When an allegation of physical or sexual abuse, or other misconduct, is made against a Participant, Ignite may immediately remove that individual from contact with Ignite participants until the allegation has been investigated by an official law enforcement agency, Ignite makes further inquiry, or otherwise.

Notification

Following Ignite's notice of a credible allegation of misconduct by a Participant, Ignite may consider the circumstances in which it will notify parents or guardians of athletes with whom the accused individual may have had contact. In Ignite's discretion, as appropriate, Ignite may notify its staff members, contractors, volunteers, parents, and/or athletes of any allegation of child physical or sexual abuse or other criminal behavior or misconduct that (1) law enforcement authorities are actively investigating; or (2) Ignite is investigating internally. Advising others of an allegation may lead to additional reports of child physical or sexual abuse and other misconduct.

Disciplinary Rules And Procedure

Receipt Of Allegations

On receipt of an allegation of misconduct or other violation of this Handbook, Ignite will determine in its discretion the appropriate steps to address the conduct based on several factors, including (i) the age of the Claimant, (ii) the age of the Respondent, and (iii) the nature, scope and extent of the allegations. In addition to reporting to law enforcement as required or as Ignite may determine, possible responses include emergency suspension, further investigation, or other disciplinary action. Ignite may undertake a formal investigation in its discretion and may investigate allegations of child physical or sexual abuse, or other misconduct, that have been reported to law enforcement if such investigation does not interfere with any ongoing criminal investigation or prosecution for the same. If the Respondent is a minor, Ignite will contact his or her parents or guardians.

Ignite will address allegations against a staff member under its employment policies.

Emergency Suspension

In certain cases, Ignite may temporarily suspend the Respondent pending final resolution of the complaint to eliminate any potential danger to an athlete, sport participant or other individual. Such temporary suspension is not subject to contest or appeal. The determination to temporarily suspend an individual shall be made by the Member Organization Executive Director, Peggy Driscoll.

An emergency suspension may prohibit the Respondent from participating in any capacity or in any role in the business, events or activities of Ignite during the suspension or imposing other appropriate restrictions.

Investigation

As appropriate, and at its discretion, Ignite may institute a formal investigation of the allegations.

Disciplinary Action

In cases where Ignite determines that an investigation is not necessary, or after investigation if applicable, Ignite's Executive Director or Program Director in consultation with its board members, shall determine the appropriate disciplinary action in each case, if any. Sanctions for violations of the Sport Protection Handbook will be proportionate and reasonable under the circumstances. Ignite may take the following disciplinary actions, without limitation:

- Inform the Respondent's direct-line supervisor or in the case of a minor, the minor's parent or guardian.
- Provide the Respondent with guidance, redirection and instruction.
- Temporary suspension from competition or participation.
- Issue a verbal warning.
- Issue a written warning.
- Implement a limited access agreement (e.g., limiting an individual's access to certain facilities)
- Engage in restorative practices (i.e., creation of a respectful and safe dialogue when a misunderstanding or harm has occurred)
- Suspend or terminate employment, membership, or participation Ignite will notify a Respondent in writing of the Executive Director's decision. A copy of such decision shall be sent to Move United.

Administrative Closure

Ignite may administratively close a matter after exercising jurisdiction. Ignite reserves the right to reopen a report that is Administratively Closed should new evidence, allegations or circumstances present itself.

Administrative Closures include the following:

- No Applicable Policy: The alleged violation, even if true, would not rise to the level of a Handbook violation.
- Previously Adjudicated: The specific allegations reported are confirmed to have been appropriately adjudicated and/or formally resolved, and no new information that materially changes the determination and outcome of the previous adjudication has been presented.

- **Unsupported Allegations:** The reported Claimant(s) deny that they have experienced misconduct, and there is no corroborative evidence to support the allegation(s).

Section 6: Monitoring Ignite's Strategy

By monitoring the interactions among staff, volunteers, athletes and others, Ignite works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our Sport Protection Handbook, while reinforcing appropriate behaviors.

Monitoring Compliance With Policies And Procedures

Ignite monitors for compliance with its policies and procedures, including without limitation, Awareness Training, Travel, Locker Room and Changing Areas and Physical Contact Policies.

Monitoring Methods

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

Responding To Interactions

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

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

Acknowledgment of Receipt and Agreement

My signature or electronic acknowledgment confirms that I received and read the Ignite Adaptive Sports Volunteer, Staff & Sport Protection Handbook for the 2026-2027 season. I understand that this document is Ignite's sole official organizational handbook and Sport Protection Policy and that the acknowledgment applies to the entire document, including all Ignite operational requirements and all Sport Protection provisions.

I agree to follow these policies and procedures. I understand that I am subject to required training and screening, including a criminal background check when applicable; that I have an affirmative duty to disclose information required by this handbook; and that violations may result in restriction, suspension, dismissal, termination, or other action, as well as reporting to public authorities or Move United when required.

I understand that this handbook does not create an employment contract or guarantee any volunteer assignment, benefit, season pass, schedule, or continued participation.

Name (print clearly): _____

Signature: _____

Date: _____