

Guidelines for Those Working with or around Minors

The following guidelines are intended to provide information about your conduct in order to prevent abuse or unfounded allegations of abuse. You have a duty to the minors with whom you work, but also a duty to the Richmond Sportsman's Club and yourself to prevent any accusations of abuse, abuse, or improper behavior.

Minor is defined as any person under the age of eighteen years of age.

Read and initial each line item to indicate you understand it.

- _____ Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- _____ Never engage in any aggressive horseplay or sexually provocative games with minors, even as a joke.
- _____ Do not ask minors to sit in your lap.
- _____ Do not engage in any physical activity if the minor has asked you to stop.
- _____ Allow minors to express affection on their own terms; do not request a hug or kiss from a minor.
- _____ Use positive reinforcement rather than criticism, competition, or comparison when working with minors. Never use any form of physical or emotional punishment to discipline a minor or to tease a minor.
- _____ Respect the minor's need for privacy, especially in restrooms or changing rooms.
- _____ Don't swear around minors or make sexually suggestive comments, even in fun.
- _____ Don't ask minors, particularly teens or preteens, about their sexuality.
- _____ Do not appear to favor one minor over the others in your care.
- _____ Refuse to accept expensive gifts from minors.
- _____ Refrain from giving expensive gifts to minors.
- _____ Don't give special gifts or trinkets to just one minor.
- _____ Do not offer to take the minor home or on any special outings.
- _____ Never tell a minor to keep any type of secret from their parents.
- _____ Don't say things like "This is just between us..."
- _____ Don't share videos with minors without written permission from parents
- _____ Never show minors any material which displays nudity or could by any standard be called obscene or pornographic.
- _____ Avoid being alone with one minor away from the others, particularly in a restroom, shower, or changing area.
- _____ Follow the rule of 3: It is preferable to take another person with you if you must accompany a minor to the restroom.
- _____ Should you ever need to be alone with a minor in a changing or shower area, by no means should you ever be unclothed with a minor. Showering or bathing with minors, even when you are not alone, is never acceptable or allowed.
- _____ Activities with minors should be conducted in as public an environment as possible in order that all behavior can be readily observed.
- _____ Keep classroom doors open and windows should remain uncovered by drapes or shades.
- _____ Be aware of situations which could be misinterpreted, including being alone with the last minor to leave an activity.

- _____ Don't tease minors or use guilt tactics if they are setting their own personal or physical boundary with you.
- _____ Do not give any minor a ride in a car or van.
- _____ Minors should always use the "buddy system" or otherwise be encouraged to stay together when going to the bathroom, on field trips, or when leaving a classroom or activity area.
- _____ Be professional and maintain the highest standard of personal behavior at all times; do not smoke or drink alcohol when working with minors. Refrain from the use of marijuana or other drugs.
- _____ Remain alert to any inappropriate actions of others.
- _____ Trust your instincts.
- _____ Report any suspicions or criminal action; suspected abuse (including but not limited to physical abuse, sexual abuse, emotional abuse and neglect) to the authorities, the board of directors, appropriate supervisor and/or also report to Child Protective Services.
- _____ Cooperate fully with authorities in any investigation of abuse of minors.

I acknowledge that I have received, understand, and agree to the Richmond Sportsman's Club Policy and Procedure for Adults working with minors. I understand that as an adult working with minors as a volunteer of the Richmond Sportsman's Club, I must have a background check, prior to beginning any work with minors. I understand that any action inconsistent with these Guidelines or failure to take action mandated by these Guidelines may result in my removal from working with minors at The Richmond Sportsman's Club and my removal from membership in the club. I have initialed each line item confirming I have read the entire agreement.

As a representative of Richmond Sportsman's Club your actions can directly affect the reputation of the Club. These guidelines are also in effect at any event off the Club premises where you may accompany or work with youth, whether organized by RSC or any other club, facility, entity or person.

Name of Volunteer (Please print)

Signature of Volunteer Date

Signature of Witness Date

Title of Witness