

HERNDON OPTIMIST CLUB (HOC) REGISTRATION AGREEMENT

By registering a participant in a civic or sports program provided by the Optimist Club of Herndon VA (an HOC program), the participant, and parents and guardians of the participant if the participant is a minor, agree to the following statements. If there are statements that the participant, or parents or guardians of a participant who is a minor, do not agree to abide by, do not complete an HOC program registration.

Emergency Treatment and Liability

The participant, parents, and guardians authorize the HOC program managers, team staff, volunteers, or team member parents or guardians acting in the capacity of activity supervisors or vehicle drivers to seek emergency medical, surgical or dental examination, treatment, etc. until an emergency contact, parent, or guardian can be contacted.

Various private and public landowners (Owners) have agreed to allow HOC programs to use certain real property owned by the Owners (the property) for its activities and the Owners will not be providing any supervisory personnel for such activities. The participant, parents, and guardians agree to follow safety and facility use instructions provided by the Owners and agree to assume the risk of injury and death if these instructions are not followed.

In addition, the participant, parents, and guardians fully understand the risks and hazards inherent in participating in physical activities, and that participation includes possible exposure to and illness from infectious diseases, including but not limited to MRSA, influenza, and COVID-19, and that while specific practices and personal discipline may reduce these risks, the risk of serious illness, injury, and death does exist. The participant, parents, and guardians agree to follow health and safety

instructions provided by the HOC program and its program managers, team staff, and volunteers, and agree to assume the risk of the participant's serious illness, injury, and death if these instructions are not followed. The participant, parents, and guardians also agree if any unusual or significant risk or hazard is observed during their presence at an HOC program activity, the participant will be removed from the activity and the participant, parent, or guardian will immediately bring the risk or hazard to the attention of the nearest HOC program manager.

To help ensure the health and safety of young athletes, the U.S. Department of Health and Human Services (HHS) Center for Disease Control and Prevention (CDC) developed the "Heads Up: Concussion in Youth Sports" website to provide important information to athletes, team staff, parents, and guardians involved in youth sports on preventing, recognizing, and responding to a concussion. The "Heads Up" website link is provided on our [Health and Safety Information](#) web page. The participant, parents, and guardians agree to review this information and understand that any participant that is concussed or suspected of being concussed must be pulled from the youth sports activity and is required to have a doctor's written clearance to return to active status in the sport.

To help ensure the safety of youth in sports, the U.S. Center for Safe Sport provides free online training for youth athletes, team staff, parents, and guardians to understand best practices for preventing and how to respond to signs of abuse. The link to their website is provided on our [Health and Safety Information](#) web page. The participant, parents, and guardians agree to review this information and promptly report any suspected sexual abuse of youth participating in HOC program activities to the HOC Board (hocexec@gmail.com). The participant, parents, and guardians also agree that before allowing any HOC program manager, team staff, or volunteer who is not a parent or guardian of a participant who is a minor to transport him or her to or from an HOC program sanctioned activity, parents and guardians will ensure an email has been sent to the HOC Board

(hocexec@gmail.com) providing permission for transportation, the name of the minor participant, the name(s) of the HOC program manager(s), team staff, or volunteer(s), and the HOC program activity, date(s), and time period(s) for which transportation is permitted to occur.

The HHS CDC, Virginia Department of Health (VDH), and Fairfax County Health Department (FCHD) provide recommendations for ways to protect oneself and others and slow the spread of COVID-19. The link to the website containing this information is provided on the [Health and Safety Information](#) web page. The participant, parents, and guardians agree to review this information and understand that the HOC program cannot ensure that all other participants are taking precautionary measures to mitigate risks to other participants, and therefore, participation in the HOC program activities involves risk of exposure to infectious disease. The participant, parents, and guardians also agree to have the participant abstain from participation if the participant is in a high-risk category, check the participant for virus symptoms before participating in the HOC program activities and, if such symptoms are observed or the participant has tested positive, have the participant abstain from participation for 5 days.

Anti-Harassment and Anti-Discrimination

The participant, parents, and guardians agree to not promote, participate in, or enable:

- Harassing behavior that is unwelcome or offensive to the person or persons toward whom it is targeted. Examples of harassing behavior may include unwanted physical contact, suggestive comments, language of an offensive or threatening nature, physical aggression with an intent to harm or intimidate, derogatory jokes or remarks, obscene gestures, and displays of explicit content including videos, pictures, drawings, or caricatures.
- Discrimination in providing participation or leadership opportunities based on an individual's gender*, age*, race, ethnicity, national origin, religion, sexual orientation, or any

other legally protected characteristics. (*Any gender or age restrictions for an HOC program will be specified in the program registration description.)

If a participant, parent, or guardian is found guilty of engaging in harassing or discriminatory behavior, the participant, parent, or guardian will be subject to disciplinary action, including the possible termination of participation in HOC programs.

If a participant, parent, or guardian believes they have been harassed or discriminated against, the participant, parent, or guardian will promptly report the matter to the HOC program management. If an HOC program manager is not available, or if the participant, parent, or guardian believes that it would be unproductive to inform that person, the participant, parent, or guardian has the option to report the matter to the HOC Board (hocexec@gmail.com). Once the matter has been reported, the participant, parent, or guardian can expect it will be promptly investigated, all complaints will be handled in as discreet and confidential a manner as is possible under the circumstances, and any necessary corrective action will be taken where appropriate.

Personally Identifiable Information (PII) Handling and Non-Disclosure

The Optimist Club of Herndon VA makes every effort to protect Personally Identifiable Information (PII) collected as part of its HOC program registration process. PII includes, but is not limited to, names, home addresses, phone numbers, email addresses, photographic images, school attendance, and health, medical, and insurance information. The Optimist Club of Herndon VA's full PII Handling and Non-Disclosure Policy is provided on the [HOC Policies](#) web page.

To comply with Fairfax County field and gym use and youth sports financial aid ("athletic scholarship") procedures, the Optimist Club of Herndon VA is required to provide HOC youth sports program participant information to the Fairfax County

Department of Neighborhood and Community Services (NCS). Once NCS receives this information, it becomes a public record and as such may be released under the Virginia Freedom of Information Act (FOIA). When submitting the required participant information to Fairfax County NCS, the Optimist Club of Herndon VA will request on behalf of participants, parents, and guardians that this information not be released.

Periodically, HOC program managers may authorize a person or persons to take photographic images or videos of participants in HOC program activities conducted in public spaces. The participant, parents, and guardians give permission to post these photographic images or videos containing the participant, parent, or guardian on HOC program web and social media pages. If a participant, parent, or guardian does not want photographic images or videos containing the participant, parent, or guardian to be posted on HOC program web or social media pages, the participant, parent, or guardian will send an email stating this and the name of the participant, parent, or guardian to the HOC Board (hocexec@gmail.com) immediately after completing the HOC program registration.

While participating in HOC programs, the participant, parents, and guardians may have access to the PII of other participants, parents, or guardians, such as home addresses, phone numbers, and email addresses on team rosters. The participant, parents, and guardians agree to not disseminate the PII of other participants, parents, or guardians without the express consent of the other participants, parents, or guardians and not to use the PII for any purpose that financially benefits the participants, parents, guardians, or other persons or organizations (e.g., sale of goods or services, promoting or advertising a commercial entity or activity).

Code of Conduct

As a Fairfax County Certified Athletic Organization (CAO), the Optimist Club of Herndon VA is required to implement and

enforce a Code of Conduct applicable to all participants, parents, guardians, and spectators attending HOC youth sports program events. The Code of Conduct for each of our HOC programs is available on the HOC website (www.herndonoptimist.org). The participant, parents, guardians, and spectators invited by the participant, parents, or guardians agree to review and abide by the HOC program's Code of Conduct. If a participant, parent, guardian, or spectator is found guilty of violating the HOC program's Code of Conduct, the participant, parent, guardian, or spectator will be subject to disciplinary action, including the possible termination of participation in all HOC programs.

TEAM STAFF/VOLUNTEER AGREEMENT

As a team staff member or volunteer participating in a civic or sports program organized under the Optimist Club of Herndon VA (an HOC program), I will:

Adhere to decisions made by the HOC Board regarding my participation in an HOC program.

Background Check and Adverse Information Reporting

- Fully disclose any civil and/or criminal charges, convictions, findings of liability, and any and all adverse information related to possession or distribution of a controlled substance, endangerment and/or abuse of a minor, and any and all felony or misdemeanor crimes.
- Submit all information requested to complete the team staff/volunteer registration and a background check application.
- Allow the HOC Board and designated HOC program managers to have access to registration information and the results of background check determination information.
- Promptly submit through email to the HOC Board any adverse information related to incidents that occur during my period of service, but after registration and a background check has been completed.

Child Abuse Prevention and Reporting

- Adhere to the HOC zero-tolerance policy related to child abuse and accept that a violation can be grounds for immediate suspension or dismissal.
- Fully disclose any civil or criminal charges, convictions, findings of liability, and any and all adverse information related to endangerment or abuse of a minor.
- Fully disclose any previous denial or removal from volunteering, assisting, or working in a youth program.

- Before participating in any youth program event, complete an online child sexual abuse prevention and reporting training course approved by the HOC.
- Allow the HOC Board and designated HOC program managers to have access to registration information and completion of my child sexual abuse prevention and reporting training.
- Refrain from one-on-one activities with a minor for whom I am not the parent or guardian without another adult in an unobstructed observable distance of the activity.
- If a parent or guardian requests that I transport their child for whom I am not the parent or guardian to or from a sanctioned HOC program activity, ensure before I transport their child, the parent or guardian sends an email to the HOC Civic or Sports Program Director stating permission to transport their child, the child's name, my name, and the activity, date(s), and time period(s) for which transportation is permitted to occur. Whenever possible, refrain from or minimize one-on-one transportation with an unrelated minor and drive with at least two minors or another adult.
- Refrain from one-on-one electronic communication with a minor for whom I am not the parent or guardian if the communication is for purposes other than communicating information about program activities; and if requested by the minor's parent or guardian, copy the parent or guardian on or discontinue electronic communications with the minor (electronic communications include the use of cellular phones, text messages, email, instant messaging, Facebook, and online chat rooms or other social media).
- Refrain from behaviors and activities described in the online child sexual abuse prevention training course as "grooming" a child for abuse.
- Refrain from using or being under the influence of intoxicants (e.g., alcohol, marijuana, illegal drugs) in the presence of a minor and providing intoxicants or tobacco to a minor.
- Refrain from sexually oriented communications with a minor, including sexually provocative or degrading comments, risqué jokes, inappropriate or explicit information about my own personal relationships, dating, or sexual activities.

- Refrain from inappropriate physical contact with a minor for whom I am not the parent or guardian, including patting the buttocks, hugging, kissing, tickling, or wrestling.
- Refrain from inappropriate physical contact with a minor that includes intimate, romantic, or sexual contact or corporal punishment; possessing or showing sexually oriented materials (magazines, videos, etc.) or pornography in the presence of a minor; and nudity in the presence of a minor.
- Refrain from repeatedly singling out a minor for whom I am not the parent or guardian for special treatment, such as buying them things or giving them special privileges.
- Promptly submit through email to the HOC Board any adverse information related to child abuse that occurs or I witness during my period of service.
- If I suspect or have reason to believe that a child has been abused or neglected, or have knowledge of or observe a child being subjected to conditions that would reasonably result in harm to the child, report to the Virginia Department of Social Services toll-free child abuse and neglect hotline (1-800-552-7096) as soon as possible, but no later than twenty-four (24) hours after having a suspicion of a reportable offense, unless I have actual knowledge that the same matter has already been reported to Child Protective Services (CPS). I understand that failure to report can result in fines and misdemeanor charges as specified in the Child Abuse and Neglect Mandated Reporting Law, Code of Virginia 63.2-1509.

Personally Identifiable Information (PII) Handling and Non-Disclosure

- Protect PII in my possession from unauthorized access by storing the PII information in a secure location accessible by only myself.
- Protect HOC system user IDs and passwords from unauthorized use by:
 - not sharing with others system user IDs and passwords issued to me,

- not allowing others to access the system once I have logged on to the system, and
 - ensuring that I have logged off the system before leaving my computer unattended.
- Not disclose PII to anyone outside of the HOC or transfer PII to a system not under the control of the HOC:
 - without the written permission from a majority of members of the HOC Board, or
 - other than as documented in an HOC, civic or sports organization governing body, or Fairfax County policy or procedure.
- Not make use of PII unless needed to perform my assigned HOC activities and duties.
- Not use the PII for any purpose that financially benefits myself or other persons or organizations (e.g., sale of goods or services, promoting or advertising a commercial entity or activity).
- Destroy or return to the HOC all PII in my possession once I am no longer a HOC team staff member or volunteer or when no longer needed to perform my activities and duties.

I accept that the consequences for violating the Team Staff/Volunteer Agreement may include immediate suspension or dismissal from some or all HOC programs during or after an investigation as well as prohibition from participating in any HOC programs in the future.