

Northeast Disabled Athletic Association (NDAA)

Sport Protection Handbook

1. Introduction

The Northeast Disabled Athletic Association, Inc. (NDAA) is committed to providing a safe, respectful, and supportive environment for all athletes, volunteers, and community members. This Sport Protection Handbook outlines the policies and procedures designed to prevent misconduct, promote participant well-being, and establish clear expectations for conduct in all NDAA programs.

NDAA is an all-volunteer organization that provides recreational and competitive athletic opportunities for individuals with physical disabilities. Although NDAA does **not currently serve minors**, these policies are established to ensure safety, professionalism, and integrity in all organizational activities.

This handbook is adapted from the Move United Sport Protection Policy Template.

2. Scope and Applicability

These policies apply to all individuals involved in NDAA activities, including but not limited to: - Volunteers - Coaches and activity leaders - Event personnel - Board members - Contractors or guest instructors

For the purposes of this policy, these individuals are collectively referred to as **Covered Individuals**.

Because NDAA serves adult athletes, the policies herein reflect adult program standards. If NDAA begins serving minors in the future, additional requirements and revisions will be necessary.

3. Organizational Contacts for Sport Protection Concerns

Concerns regarding misconduct, policy violations, or safety may be reported to any of the following designated individuals:

- **Patrick Standen** – President, NDAA
Email: patrick@disabledathletics.org
- **Cathy Webster** – Director, Adaptive Kayaking
Email: kayak@disabledathletics.org
- **Any NDAA Board Member** – Contact information available upon request

Anonymous reporting is **not permitted**. All reports must include identifying information.

4. Prohibited Conduct

The following forms of misconduct are strictly prohibited:

4.1 Physical Misconduct

- Unnecessary physical contact
- Use of physical force outside the scope of safety instruction
- Physical intimidation or threats

4.2 Emotional Misconduct

- Verbal abuse
- Harassment or humiliation
- Threats or coercive behavior

4.3 Sexual Misconduct

- Sexual harassment or unwanted sexual contact
- Sexual advances or suggestive comments
- Any sexual contact between Covered Individuals and participants within the context of NDAA activities

4.4 Bullying and Hazing

- Any action intended to shame, degrade, or intimidate another individual
- Coercive initiation rituals or pranks

4.5 Harassment

- Unwelcome conduct based on disability, gender, race, age, sexual orientation, or any protected class
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5. Participant Interaction Guidelines

5.1 Appropriate Physical Contact

Physical interaction necessary for instruction or safety must be: - Explained in advance - Limited to what is strictly required - Respectful and professional

5.2 One-on-One Interactions

While serving adults, NDAA still encourages: - Visibility and transparency in all participant interactions - Avoidance of secluded environments where feasible

5.3 Electronic Communications

All communication with athletes should: - Be professional and related to NDAA activities - Occur via email, text, or messaging channels used for organizational purposes only

5.4 Locker Rooms, Changing Areas, and Restrooms

Although NDAA programs may vary in facility use: - Covered Individuals should respect personal privacy - Only individuals who need access should be present - No recording devices are permitted

6. Travel and Events

If travel occurs for competitions, training, or events: - Covered Individuals should maintain professional boundaries - Alcohol consumption must not impair responsibility or safety - Lodging arrangements should respect personal boundaries and accessibility needs

7. Background Checks and Training

NDAA does **not currently conduct background checks** or require formal training programs. This section may be updated in the future if organizational needs change.

Covered Individuals are expected to: - Uphold the standards in this handbook - Attend any future training mandated by the board

8. Reporting Misconduct

8.1 How to Report

Reports of misconduct may be made to: - The NDAA President - The Director of Adaptive Kayaking - Any NDAA Board Member

Reports must: - Include the reporter's name and contact information - Provide as much specific detail as possible - Describe the incident(s), date(s), individuals involved, and any witnesses

8.2 Mandatory Reporting

If at any point NDAA begins working with minors, mandatory reporting requirements will be added. Because NDAA currently serves only adults, mandatory reporting laws may vary depending on the nature of the incident.

8.3 Investigation

The NDAA Board will: - Review the report promptly - Determine whether corrective action or further investigation is required - Document decisions and actions taken

9. Disciplinary Action

Violations of this policy may result in: - Verbal or written warnings - Removal from volunteer roles - Suspension or permanent separation from NDAA activities - Referral to law enforcement if applicable

The NDAA Board determines appropriate consequences based on severity and context.

10. Monitoring and Compliance

The NDAA Board is responsible for: - Overseeing compliance with this handbook - Reviewing policies as needed - Implementing revisions if issues arise or if program changes require it

11. Policy Review and Updates

- This handbook is reviewed **every 2 years**
 - It will be updated **as needed** based on organizational changes or incidents
 - The updated version will be approved by the NDAA Board
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12. Distribution and Availability

- This handbook is available **upon request**
 - It will be provided to all volunteers, board members, and Covered Individuals
 - It may be shared with athletes or partners upon request
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13. Acknowledgement

All Covered Individuals must review this handbook and acknowledge their agreement to follow all policies, procedures, and expectations outlined herein.

End of NDAA Sport Protection Handbook