

# Ohio Youth Soccer Association North Risk Management Policy

## **Statement of Policy**

The Ohio Youth Soccer Association North (“OYSAN”) has adopted the following policies as the Ohio North Kid Safe Program:

1. The Ohio Youth Soccer Association North has adopted the Ohio North Kid Safe Program which is designed to create a safe environment for all players associated with OYSAN;
2. The Ohio Youth Soccer Association North has adopted the standards espoused by the Ohio North Kid Safe Program for use by all members (leagues/clubs) of OYSAN and is committed to providing all support necessary for those members to implement the Ohio North Kid Safe Program at all levels of the association;
3. The Ohio Youth Soccer Association North supports and adopts strong measures to improve the [fiscal safety] and security of OYSAN and all of its members.
4. The Ohio Youth Soccer Association North supports and adopts procedures for the safety and security of players in the direct care of its programs, as well as strongly suggests the implementation of these procedures for all players outside the presence of parents and/or guardians. The term “players” shall include persons under the age of 18 in the direct care of OYSAN programs, including but not limited to soccer players, youth referees and youth coaches.

5. The Ohio Youth Soccer Association North supports and adopts procedures for the safety and security of all participants in the handling of bloodborne pathogens. (adopted 8/6/97)

### **Statement of Position**

In order to implement the policies identified above, commonly known as the Ohio North Kid Safe Program, the Ohio Youth Soccer Association North has adopted the following requirements:

1. The Ohio Youth Soccer Association North shall exclude from all of its programs any person with a documented history of molestation, sexual abuse, exploitation, physical abuse or any other crimes against a minor. "Other crimes against a minor" include, but are not limited to, neglect, harassment, child abandonment, violation of a restraining order and providing or selling alcohol or unlawful drugs. The Ohio Youth Soccer Association North shall also exclude from all of its programs any person convicted of any of the crimes set forth by Board Policy RM-1.
2. The policies enumerated above, including exclusion from OYSAN programs, shall apply to all officers, directors, coaches, employees, official team members, teams, leagues, and volunteers while acting on behalf of OYSAN.
3. The Ohio Youth Soccer Association North shall adopt special rules of conduct, which will apply to all persons who have direct contact with minors or who have supervisory responsibility over minors.
4. The Ohio Youth Soccer Association North shall adopt policies for itself and urge similar adoption of policies by all affiliated boards, clubs and

leagues so that all funds and assets are handled in an appropriate manner which meets generally accepted standards of fiscal responsibility and control.

**Statements of Requirements for the Employee/Volunteer Disclosure Form**

In order to comply with the Ohio North Kid Safe Program, the Ohio Youth Soccer Youth Soccer Association North shall require all persons described in Item 2 of OYSAN's Statement of Position above to submit an Employee/Volunteer Disclosure Statement ("Disclosure Statement") in writing pursuant to procedures adopted by the Ohio Youth Soccer Association North. Further, all such persons shall agree to be subject to a background check designed to disclose activities which may result in exclusion from the Ohio Youth Soccer Association North programs.

The Ohio Youth Soccer Association North has adopted the Disclosure Statement, which has been recommended by the United States Youth Soccer Association. All persons listed in Item 2 of OYSAN's Statement of Position above shall complete the Disclosure Statement in writing and shall sign such Disclosure Statement. Among other information, each such person must supply their social security number (or registration numbers for non-United States citizens) and all valid drivers license numbers. If the required Disclosure Statement is incomplete, unsigned or is not submitted as required by any such person who is required to submit the Disclosure Statement, the Ohio Youth Soccer Association North reserves the right to exclude that person from all OYSAN programs.

The Ohio Youth Soccer Association North will appoint a Risk Management Coordinator (the "Coordinator") and an Assistant Risk Management Coordinator (the "Assistant Coordinator"). The Assistant Coordinator will not be involved in the examination of Disclosure Statements and related documents and will not be involved in decisions to exclude a person from participation in OYSAN programs under the Ohio

North Kid Safe Program, unless the Coordinator is not able to perform the functions designated. The State President will make the decision concerning whether to include the Assistant Coordinator in this process. The Coordinator and Assistant Coordinator are to apply the standards contained in this document impartially and fairly along the strict guidelines included herein when making determinations concerning whether to exclude a person from participation in OYSAN programs in accordance with the Ohio North Kid Safe Program.

The Ohio Youth Soccer Association North shall be responsible for providing the Disclosure Statement to all leagues affiliated with OYSAN and the leagues will be responsible for distributing the Disclosure Statements to all affected persons. In order to preserve confidentiality, the completely executed and signed Disclosure Statements shall be returned to the Coordinator at the state office in a sealed envelope. The Coordinator and the Assistant Coordinator will be the only persons who will have access to the Disclosure Statements and all background checks. Notwithstanding the prior statement, the Coordinator, or the Assistant Coordinator in the case of absence of the Coordinator, may disclose the Disclosure Statements or the data from background checks to third parties if: (i) the person submitting the Disclosure Statement and data authorizes such disclosure in writing to the chairperson of the State Appeals Committee (the "Appeals Committee"); or if (ii) the person submitting the Disclosure Statement or data challenges the decision by the Coordinator or Assistant Coordinator to exclude such person from OYSAN activities, in which instance the decision of the Coordinator or Assistant Coordinator is to be appealed to the Appeals Committee. (The appeals process is contained further in this document.) The Chairperson of the Appeals Committee is authorized to release Disclosure Statements and background checks and related documents to the members of the Appeals Committee.

Each league, club or organization associated with OYSAN shall provide OYSAN with complete lists of the names, addresses, and telephone numbers of all persons required to submit Disclosure Statements along with other appropriate transmittal

documents. Each such league, club or organization is responsible to keep all such lists current, and to submit an updated list to OYSAN when requested.

All Disclosure Statements received by the Coordinator shall be deemed to be valid for a one-year period. Disclosure statements must be completed by all persons identified in Item 2 of OYSAN's Statement of Position above on an annual basis before these persons will be allowed to work with players.

The Coordinator shall review all Disclosure Statements submitted to the Coordinator on an annual basis. OYSAN affiliated leagues, clubs and organizations must also review all Disclosure Statements on an annual basis.

All records, forms, and results of reviews of Disclosure Statements and background checks will be handled by the Coordinator in strict confidence by the Coordinator, or Assistant Coordinator in the absence of the Coordinator. All Disclosure Statements, background checks and related documents received by the Coordinator shall be kept in locked and otherwise secure file cabinets. Sole possession of all Disclosure Statements, background checks and related documents shall be with the Coordinator. Any Disclosure Statements, background checks and related documents that are more than two years old shall be destroyed in a manner that will preserve confidentiality.

Once a Disclosure Statement is reviewed by the Coordinator, he or she shall apply standards adopted by the Ohio Youth Soccer Association North Board of Directors as enumerated herein and adopted in order to determine whether a person submitting the Disclosure Statement should be excluded from participation in OYSAN programs. The Coordinator, or the Assistant Coordinator in the absence of the Coordinator, shall have sole authority to determine according to said standards whether any person shall be excluded from or asked to resign from any OYSAN program. If the Coordinator or Assistant Coordinator determines that a person should be excluded or asked to resign from a OYSAN program, the Coordinator or Assistant Coordinator shall notify that

person of the Coordinator's findings in writing by certified, registered mail. The contents of the letter will require resignation of the person from all OYSAN affiliated organizations within ten days of receipt and shall also set forth the requirements and procedures for an appeal of the Coordinator's or Assistant Coordinator's decision. If the person decides to appeal the decision of the Coordinator or Assistant Coordinator, the person shall send a letter to the Chairperson of the Appeals Committee requesting an appeal hearing within ten days of the person's receipt of the Coordinator's or Assistant Coordinator's letter. The normal appeal process of the Board of Directors will then be in effect which is further described in Appendix A attached hereto. As a condition of appeal, the person agrees to have no contact with players until the appeal is heard by the Committee.

If the person receiving any letter from the Coordinator or Assistant Coordinator does not resign or request an appeal within ten days from the person's receipt of the letter, the Coordinator or Assistant Coordinator shall notify the governing bodies of any or all organizations under the auspices of the Ohio Youth Soccer Association North that such person is not permitted to participate in the OYSAN program. No notification from the Coordinator or Assistant Coordinator to any governing body will occur if the Coordinator or Assistant Coordinator receives written confirmation that the requested resignation has been filed with all affected OYSAN affiliated organizations within ten days of the affected person's receipt of the Coordinator's or Assistant Coordinator's letter notifying them of their exclusion from OYSAN programs.

If the person receiving a letter from the Coordinator or Assistant Coordinator does not resign or request an appeal within ten days from the receipt of the letter, a hearing to remove the person will be held by the OYSAN Disciplinary Committee, in accordance with United States Soccer Federation rules.

**BOARD POLICY RM-1:**

**Board Policy for Exclusion from Programs Operated or Affiliated with the Ohio Youth Soccer Association North.**

Persons shall be excluded from participation in any manner and at any level for any programs directly or indirectly overseen by Ohio Youth Soccer Association North, including, its affiliated leagues, clubs and/or organizations for conviction of any of the following crimes as defined in Ohio Revised Code Section 109.572 (A)(1): aggravated murder with specific intent to cause death, murder; kidnapping; felonious assault, aggravated assault, assault, rape, aggravated robbery, robbery, burglary, aggravated burglary, voluntary manslaughter, involuntary manslaughter, failing to provide for a functionally impaired person, aggravated menacing, patient abuse/neglect, abduction, child stealing, criminal child enticement, sexual battery, unlawful sexual conduct with a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, procuring, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of a minor in nudity oriented material or performance, unlawful abortion, endangering children, contributing to the delinquency of a minor, domestic violence, promoting prostitution, prostitution after positive HIV test, corruption of a minor, interference with custody, carrying concealed weapons, having a weapon while under a disability, improperly discharging a weapon at or near a school or dwelling, corrupting another with drugs, trafficking in drugs, illegal manufacture of drugs or cultivation of marijuana, funding of drug or marijuana trafficking, illegal administration or distribution of anabolic steroids, possession of drugs (that is not a minor drug possession offense), placing harmful objects in food or confection, and any substantially equivalent offense of the above. Persons may also be excluded from participation in any manner and at any level for any programs directly or indirectly overseen by Ohio Youth Soccer Association North, including, its affiliated leagues, clubs and/or organizations for conviction of any other crimes set forth in Ohio Revised Code Section 109.572.

Furthermore, any conviction for simple assault, where judgment is rendered any time during the ten years prior to the date of the receipt of the Disclosure Statement will

result in exclusion from participation in any manner and at any level for any programs directly or indirectly overseen by Ohio Youth Soccer Association North, including, its affiliated leagues, clubs and/or organizations.

**BOARD POLICY RM-2:**

**Board Policy for Exclusion from Operating Automobiles in any Program Operated or Affiliated with the Ohio Youth Soccer Association North**

Drivers shall be prohibited from driving any soccer players or youth referees (except a son or daughter of the driver) for any programs directly or indirectly overseen by OYSAN, including its affiliated leagues, clubs, and/or organizations if the driver:

- a. Has received a suspension or revocation of a driver's license at any time during the five years prior to the person's submission of the Disclosure Statement; or
- b. Has been convicted of driving under the influence of drugs or alcohol within the ten (10) years prior to the person's submission of the Disclosure Statement.

**BOARD POLICY RM-3:**

**Board Policy for Suspension from Programs Operated or Affiliated with the Ohio Youth Soccer Association, North**

Pursuant to United States Youth Soccer Association Rules 4043 and policies adopted by the Ohio Youth Soccer Association North, any person participating in any Ohio Youth Soccer Association North programs who becomes a defendant in any litigation concerning offenses identified in BOARD POLICY RM-1 or BOARD POLICY RM-2, or in any litigation based upon activities otherwise detrimental to the welfare of minors, shall be suspended from all OYSAN activities until such litigation is resolved by court order. The Board of Directors of the Ohio Youth Soccer Association North will

determine the period of suspension. The phrase “matters detrimental to the welfare of minors” shall include all the offenses listed above as well as any other crimes or charges of moral turpitude and other felonies. For purposes of this policy, the phrase “a defendant in any litigation” shall include the arrest, indictment, citation or equivalent “formal charge” of any person for any crimes or other offenses listed above.

**BOARD POLICY RM-4:**

**Board Policy Regarding Criminal Activity**

If the Ohio Youth Soccer Association North Board of Directors, as single members or as a whole; the Coordinator or Assistant Coordinator; any employee; any participant volunteer; or any other person associated with the Ohio Youth Soccer Association North comes into knowledge of any criminal activity involving persons participating in OYSAN Programs, any or all such persons shall report such criminal activity as required by law. All participants in OYSAN programs must report suspected cases of child abuse or sexual abuse to OYSAN. The identity of persons reporting criminal activity or suspected cases of child abuse or sexual abuse shall not be revealed except as required by law and all records and reports concerning investigations of such activities and their names shall be kept confidential, except as required by law.

Warning signs of child abuse or sexual abuse include, but are not limited to:

- Disclosure by child. Most children won't just come out and say they have been abused, but instead, may hint at it;
- Observations, complaints, concerns, or allegations about a coach/staff member;
- Attitudes/behaviors expressed on the part of an adult that may be associated with inappropriate or abusive behavior (racist, raging temper, extremely controlling, jealous, poor sexual boundaries, bullying, intimidating manner, unrealistic or inappropriate training practices and risks, etc.);
- Unexplained/unlikely explanation of child's injuries;
- A child's extreme fear of a coach/staff member;
- A child's extreme low self-esteem, self worth;

- A child's attachment to a coach/staff member, to the point of isolation from others;
- A coach/staff member with an interest beyond caring concerns, special interest in a child (time, gifts, attention, obsession, unrealistic expectations);
- A child's desire to drop out without a clear explanation, or without one that makes sense;
- A child that misses a lot of practices or games with suspicious explanations or excuses.

**Statement of Policy Concerning Safety and Security of Players and Youth Referees and Youth Coaches Outside the Presence of Parents and/or Guardians**

The Ohio Youth Soccer Association North supports and adopts procedures for the safety and security of players in the direct care of its programs, as well as the implementation of the procedures for all players outside the presence of parents and/or guardians.

It is the policy of the Ohio Youth Soccer Association North that all players are entitled to protection and vigilance by the adults appointed to be responsible for them in settings outside the presence of parents and/or guardians.

**BOARD POLICY RM-5:**

**Board Policy Concerning Care of Players Outside the Presence of Parents and/or Guardians**

It is the policy of the Board of the Ohio Youth Soccer Association North that the following rules apply to the care of players outside the presence of parents and/or guardians in OYSAN directly operated programs.

RULES:

1. All persons accepting responsibility for the care of players must have a completed a Disclosure Statement on file as indicated in the Risk Management Policy of the Ohio Youth Soccer Association North;
2. All persons accepting responsibility for the care of players must be fingerprinted and have their backgrounds checked, at OYSAN's expense;
3. Three Notarized Medical Permission to Treat forms ("Treatment Forms") must be completed and signed by parents/guardians of each player. Such Treatment Forms must be accessible at all OYSAN sponsored activities.
  - a. one Treatment Form is to be maintained by the coach;
  - b. one Treatment Form is to be maintained by the team manager; and
  - c. one Treatment Form is to be maintained by the person hosting the player.
4. Medical History forms must be attached to the above Treatment Forms.
5. The sponsoring body (league, tournament, camp, etc.) must inform OYSAN how to access proper medical attention prior to each OYSAN activity. If medical personnel are not to be on-site, then telephones or other devices must be available to call emergency medical services.
6. Prior to each OYSAN sponsored activity, players must be informed of fire and bad weather procedures, location of fire escapes, and a location for the team to meet outside of the facility in case of emergency. Prior to meeting with the players, the person accepting responsibility for the care of players should receive this information from the housing management.
7. Locations of, and maps to, medical facilities from all the team locations must be available to all persons accepting responsibility for the care of players in case of emergency.
8. No person under the age of 21 is permitted to drive players while outside of the control of the parent, without written permission of the parent. When transporting players, the driver must obey all traffic and speed laws.
9. Players are not permitted to leave their team unless permitted by the OYSAN program, and unless their parent or guardian gives written permission. Any

person removing a player from an OYSAN activity must present picture identification, and must be the specific person listed in the parent's written permission.

10. Activity rules should be adhered to carefully by players. Player must be aware of their safety at all times, including, but not limited to, while crossing streets, and opening doors in living quarters. Players 14 years old and under must travel in groups of at least three, while players older than 14 years of age must be with at least one other player at all times.
11. No OYSAN activities shall take place in which an adult and a player who are not related are alone together. At least 2 adults who have submitted Disclosure Statements and fingerprints and received a background check in accordance with this Policy should always be present during OYSAN activities involving players.
12. All forms of sexual, physical, verbal and emotional abuse are prohibited during OYSAN activities.
13. The distribution of directories and rosters with names, contact information, or pictures of players shall be limited to persons affiliated with OYSAN programs on a "need to know" basis.

#### **BOARD POLICY RM 5.1**

#### **Board Policy concerning adult participation in any OYSAN program**

The following persons must comply with this policy: All officers, directors, coaches, employees, official team members, teams, leagues, and volunteers while acting on behalf of OYSAN. Failure to do so may result in disciplinary action including but not limited to dismissal, cancellation of contract, suspensions, or other discipline.

The above persons will be required to submit fingerprints to OYSAN, and a background check will be done if they are involved in a program that involves conducting

and/or participating in an OYSAN program with ONE or more of the following characteristics:

1. activities held in an isolated setting;
2. activities with little or no parental involvement;
3. activities with one adult supervising a child or children;
4. activities with one child;
5. activities with interaction with a specific child over a long period of time;
6. overnight stay;
7. activities involving physical contact as a part of instruction or control;
8. activities held in a private home;
9. activities with a child, children or team without another adult present; or
10. activities involving changing clothes or showering by children or in the presence of children.

Any person listed above, who applies to be involved in an OYSAN program that meets even one of the above criteria, must have a fingerprint background check before participating in the program. Any person listed above, who is involved in an OYSAN program that meets even one of the above criteria and who has not submitted to a fingerprint background check as of the date of the adoption of this Policy, must immediately have a fingerprint background check before continuing in the program.

Any persons listed above who find themselves in a situation where they have unsupervised access to a child in an OYSAN program must immediately have a fingerprint background check before starting or continuing in the program. "Unsupervised" means that "no other person 18 years or older is present in the same room with the child and/or if outdoors, no other person 18 years or older is within a 30 yard radius of the child or has visual contact with the child." A "child" is defined as an individual under the age of 18 or a mentally and/or physically handicapped individual under the age of 21.

All of the persons listed above must complete a Disclosure Statement and an application form with references, which will be checked. The application form is attached.

Persons with no contact with children are not required to submit to fingerprint background checks.

Any persons listed above who are involved in a OYSAN program that meets even one of the criteria above will be subject to disciplinary action and removal from the program until they comply with the requirements of this policy.

If a person's background check reveals an offense listed in Board Policy RM-1, the person will be asked to resign their position. If they do not resign, a hearing to remove the person will be held, conducted by the OYSAN Disciplinary Committee, in accordance with United States Soccer Federation rules.

**Statement Of Policy Concerning Recommending Safety Procedures For Dealing With Injuries Involving Blood.**

The soccer community is like all other segments of society. Some participants may have infectious diseases including HIV/AIDS and Hepatitis B (bloodborne pathogens.)

Individuals with infectious diseases have the right to participate in youth soccer programs. Efforts to exclude individuals from participation in the Ohio Youth Soccer Association North programs or the programs of member clubs because of infectious diseases are governed by the Americans with Disabilities Act (ADA) and the Rehabilitation Act. Unless otherwise required by law, or the express written consent of a

person with an infectious disease, information concerning the infectious disease shall be kept confidential

It is incumbent upon those involved in soccer activities to treat every person on the field, as in any area of society, with the assumption they are HIV positive or have an infectious disease. The Ohio Youth Soccer Association North supports FIFA Circular No. 438, dated July 6, 1990 which states in part, “The referee should prevent a player who is bleeding profusely from taking any further part in a match until he has been adequately treated and the bleeding has stopped.”

**BOARD POLICY RM-6:**

**Board Policy Concerning Bloodborne Pathogens**

The following is highly recommended for leagues and is mandated for state run programs, such as the Olympic Development Program.

Precautions for reducing the potential for transmission of infectious diseases should include, but are not limited to, the following:

- 1). Routine use of latex gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- 2). If bleeding is profuse and requires the assistance of a supervising adult, latex gloves should be donned and pressure applied to the wound, keeping the injury above the level of the heart, if possible. Medical care should be sought.
- 3). Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.

- 4). The bloodied portion of the athlete's uniform must be properly disinfected, or the uniform changed before the athlete may participate in an OYSAN event.
- 5). Clean all blood-contaminated surfaces and equipment with a solution made from 1-100 dilution of household bleach or other disinfectant before competition resumes. Use a new mixture for each event, and discard the mixture after each event.
- 6). Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices found in the area of the field of play.
- 7). Although saliva has not been implicated in HIV transmission, mouthpieces, resuscitation bags, or other ventilation devices should be available for use to minimize the need for emergency direct mouth-to-mouth resuscitation.
- 8). Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct care of players until the condition is resolved.
- 9). Contaminated towels, dressings, and other articles containing body fluids should be properly disposed of or disinfected.
- 10). Players should never be allowed back onto the field with bloody clothing. It is recommended that each player have extra clean shirts, shorts, socks and shoes with them at OYSAN events.
- 11). In the event that a player bleeds during an OYSAN event, the field of play should be inspected and cleaned up prior to resuming play. This may necessitate cutting out an area in grass containing blood and removing it to a proper disposal area.

RM 5 was adopted at the OYSAN Board Meeting of August 11, 1997.

**BOARD POLICY RM-6/F-1:**

**Board Policy Concerning Finances**

Any adult person associated with the Ohio Youth Soccer Association North in any capacity who is responsible for collecting, dispersing or otherwise accounting for money shall abide by the following rules:

1. All such persons must be clearly identified and bonded;
2. All cash received or dispersed must be evidenced by receipts;
3. Deposits to approved accounts must be made no later than 72 hours after receipt of any cash or checks;
4. Detailed and verifiable records of receipts, checks or other cash must be retained for at least three years;
5. Each organization affiliated with the Ohio Youth Soccer Association North must have a person independent of the primary person receiving money to balance all periodic statements received from financial institutions to ensure and independent “check and balance” is maintained;
6. An independent audit must be performed annually by appropriate persons designated by the governing body of OYSAN and such reports must be maintained for three years;
7. If credit cards are used for OYSAN business, all credit card statements, receipts and detailed explanations of the purpose for the use of the credit card must be maintained for three years;
8. No expenditures should be made of the Ohio Youth Soccer Association North funds without appropriate written documentation to support all such expenditures, and all such written documentation should be maintained for three years;
9. Any credit cards issued by OYSAN shall be maintained exclusively by the person to whom the OYSAN Board authorizes such issuance;

10. Clear limits on spending policy must be adopted in writing and appropriate levels of approvals must be made clear in all such documents;
11. Whenever possible, expenditures for services of goods from third parties should be supported by purchase orders; and
12. No payments shall be made for any purposes unapproved by OYSAN.

**BOARD POLICY F-2:**

**Exclusions from Handling Finances of the Association**

Persons may not have the responsibility to handle money or finances for any program under the auspices of the Ohio Youth Soccer Association North, its affiliated leagues, clubs, and/or organizations if the person has been convicted of any of the following:

- a. Robbery, theft, extortion, embezzlement, or any offense associated with intentionally issuing a bad check or misusing a credit card;
- b. Financial exploitation of any person, including a minor; or
- c. Forgery.

**BOARD POLICY F-3:**

**Board Policy Regarding Appeals of Suspensions or Exclusions**

Any person subject to any suspension or exclusion pursuant to the policies adopted by the Board of the Ohio Youth Soccer Association North, may appeal any such suspension or exclusion to the Board of Directors through the established Appeals Committee. All appeals shall be conducted according to procedures adopted by the Board of Directors, which are attached hereto as Appendix A and a copy of such procedures shall be made available to any person who exercises his or her right to appeal.

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