

IDAHO YOUTH SOCCER ASSOCIATION
RISK MANAGEMENT POLICY
Approved December 13, 2005

1.0 INTRODUCTION

1.01 About the policy

The areas covered in this Risk Management Policy are not expected to be all encompassing. Each member may have its own requirements, purposes and needs in excess of this policy. It is important therefore that all members understand the information in this program, and additionally make themselves aware of any potential risk not detailed. If there are areas of potential risk, each member should take action to delete, minimize, or put into place a structure that protects the member from any loss.

1.02 General

All members must have a comprehensive risk management program, which includes risk evaluation, risk avoidance, and insurance. The aim of this policy is to create a structure that identifies areas of risk that require awareness, action and review. It will not be all-inclusive as risk is constantly changing.

The Risk Management Policy identifies areas of potential loss. Insurance is an important part; however it merely transfers the risk at a predetermined cost to another party. A sound, efficient and pro-active Risk Management Policy will reduce the occurrence of liability, with a possible reduction in insurance premiums.

It must be stressed that all parties throughout the soccer community need to embrace the Idaho Youth Soccer Association (IYSA) Risk Management Program. However, a key element is the acceptance that circumstances and actions may change, and therefore the Program is designed to be reviewed, to be fluid by nature and to acknowledge that changes may occur in the future.

1.03 Purpose

The IYSA Risk Management Program is designed to protect and promote the welfare and safety of youth players and to protect coaches, administrators and volunteers who participate in IYSA activities.

1.04 Statement of Policy

The IYSA has adopted the following policies:

- 1.04.01 IYSA has adopted the IYSA Risk Management Program, which is designed to create a safe environment for all participants in IYSA programs;
- 1.04.02 IYSA has adopted the stringent standards espoused by the IYSA Risk Management Program for use by all members and is committed to providing all support necessary for those members to implement the IYSA Risk Management Program;

- 1.04.03 IYSA supports and adopts strong measures to ensure fiscal safety and security for the association and all of its members.
- 1.04.04 IYSA supports and adopts procedures for the safety and security of all participants in the handling of blood borne pathogens.
- 1.04.05 IYSA supports and adopts procedures for portable goal safety as outlined in 1.07.

1.05 Statement of Position on the Risk Management/KidSafe Program

It is the position of IYSA that every reasonable effort will be taken within the Risk Management/KidSafe Program to exclude from participation anyone with a legally documented history of child molestation or other record that would bring an unnecessary risk to the health and safety of any participant.

In order to implement the IYSA Risk Management/KidSafe Program, IYSA has adopted the following positions:

- 1.05.01 IYSA shall have the right and authority to deny any individual the privilege of serving in any capacity within IYSA for risk management concerns. This shall apply to the following:
 - 1.05.01.01 Coaches, including assistant coaches;
 - 1.05.01.02 Trainers;
 - 1.05.01.03 Boards of directors, officers, and volunteers of all clubs, leagues, and organizations;
 - 1.05.01.04 All employees, volunteers, directors, and officers of IYSA;
 - 1.05.01.05 All individual contractors who enter into contracts with IYSA.
- 1.05.02 IYSA adopts the special rules of conduct herein, which apply to all individuals who have direct contact, and supervision of or authority over minors.
- 1.05.03 IYSA shall give full faith and credit to all sanctions against coaches by U.S. Youth Soccer or any State Soccer Association affiliated with U.S. Youth Soccer..

1.06 Statement of Position on Fiscal Responsibility

IYSA shall adopt policies for itself and urge similar adoption of policies by members so all funds and assets are handled in an appropriate manner, which meets generally accepted standards of fiscal responsibility and control as outlined by the Financial Accounting Standards Board.

1.07 Statement of Position on Portable Goal Safety

It is the position of IYSA that every reasonable effort will be taken as part of the Risk Management Program to assure that all portable goals owned or used by Organization Members will be properly secured to prevent injuries as outlined in Appendix A5.

1.08 Plan Development

In developing a Risk Management Plan, the following steps are outlined:

1.08.01 Risk Identification – what are the risks to which the organization is exposed?

All risks, both actual and potential, associated with the activities should be identified. Persons involved in a particular activity shall identify the areas where they are exposed to risk, extent and severity of the risk and the frequency of the occurrence that gives rise to risk. It is recommended that a system be adopted to properly identify risks. This can be in the form of a checklist, or, where appropriate, a questionnaire. Potential legal exposure and liabilities, which arise from identified risks, should be examined and listed.

1.08.02 Risk Assessment – involves the determination of the frequency and severity of the risks.

After identifying the areas of risk, the risks should be assessed to determine how they should be dealt with. This requires estimating the potential and actual losses which arise from identified risks, with severity and frequency being important criteria. This will enable prioritization of the risks, and prioritization of the remedy of the risks.

1.08.03 Risk Treatment – the action that will be taken regarding the risks identified.

There are four major options with regard to Risk Treatment:

- 1.08.03.01 Retain the risk – no change.
- 1.08.03.02 Reduce the risk – this would require changes in safety requirements. This may be the alteration of a previous rule of play, or the request that only accredited coaches are allowed to coach development squads, etc.
- 1.08.03.03 Transfer the risk – continue to offer activities but transfer the risk of legal action to a third party, namely an insurance company.
- 01.08.03.04 Avoid the risk – the activities are not offered because of the risk of legal action.

1.08.04 Implementation and regular review of plan.

After identification and assessment of risks, risk control through a risk management program should be implemented. The approaches taken and the procedures for implementation should be set out through the establishment of a formal documentary code of practice or risk management manual. This document will set out the operational aspects of the program relevant to the particular sport or activity. It shall include the active risk reduction and control measures which are to be taken.

2.0 RESPONSIBILITIES

2.01 IYSA Risk Manager

The overall responsibility of the administration of the IYSA Risk Management Program rests with the IYSA Risk Manager, who will Chair the IYSA Risk Management Committee. The IYSA President shall appoint a Risk Manager with Board approval. If none is appointed, the IYSA Risk Management duties shall be the responsibility of the IYSA Vice President. The IYSA Assistant Risk Manager will be appointed by the IYSA President or shall be the IYSA Vice President.

2.02 IYSA Risk Management Committee

The IYSA Risk Management Committee shall consist of the IYSA Risk Manager, IYSA Assistant Risk Manager, IYSA Registrar, IYSA President, and a District Risk Manager from each IYSA district.

2.03 IYSA Risk Management Appeal Board

The IYSA President shall appoint, with IYSA Board approval, a state level Risk Management Appeal Board to hear appeals of any decisions of the Risk Management Committee. The Board will be composed of three persons independent of the soccer community and the IYSA Risk Manager will serve as chairman and non-voting member of the Appeal Board.

2.04 IYSA Risk Management/KidSafe Program Administration

The IYSA Risk Manager and IYSA Risk Management Committee shall administer this program. All members of the committee shall have legally sensitive criminal history and background checks. The Risk Manager's background check will be sent directly to the IYSA President. Upon verification, the President will forward the record for proper storage (3.06.02).

The Risk Manager and Risk Management Committee duties include but are not limited to:

- 2.04.01 Monitor and document IYSA member compliance. Members may have separate Risk Management/KidSafe Programs. The Risk Management Committee shall periodically review these programs for compliance with USSF and U.S. Youth Soccer mandated guidelines. In the event a member does not have a separate Risk Management/KidSafe Program this document shall serve.
- 2.04.02 Manage and oversee criminal history and background checks in conjunction with registration procedures for coaches, administrators and volunteers as described in 3.02.
- 2.04.03 Coordinate paperwork for anyone who has had a legally sensitive criminal history and background check for US government security clearance, federal or state law enforcement employment, public school teacher employment, or other checks approved by the IYSA Risk Manager (Appendix A2).

- 2.04.04 Act as the IYSA point of contact for risk management concerns.
- 2.04.05 The Risk Manager will, at IYSA Board meetings, report generally on the status of criminal history and background checks of coaches, administrators and volunteers.
- 2.04.06 Annually verify that no coach, administrator, or volunteer is on the Idaho Register of convicted sex offenders which can be found at the URL: http://www.isp.state.id.us/identification/sex_offender/public_access.html
- 2.04.07 The Risk Manager will review all IYSA official documents for compliance with USSF and U.S. Youth Soccer mandated risk management guidance with particular emphasis on financial matters as spelled out in the IYSA Financial Policies and Procedures document (including office administration).
- 2.04.08 Supply administrative notification of exclusion to those applicants (whether new or returning) who fail to meet the requirements as defined by the Risk Management/KidSafe Program.

2.05 IYSA District Commissioner Responsibilities

Each IYSA District Commissioner shall appoint a District Risk Manager. If none is appointed, the District Risk Management duties shall be the responsibility of the District Commissioner. The District Risk Manager duties include but are not limited to:

- 2.05.01 Implement a District Risk Management Program with reference to the IYSA Risk Management Program to educate and train coaches, administrators, volunteers, parents and players.
- 2.05.02 Ensure Disclosure Statement forms are distributed to all members.
- 2.05.03 Coordinate with the IYSA Risk Manager to ensure all coaches, administrators and volunteers have returned a correctly completed Disclosure Statement before being allowed to participate in IYSA soccer programs.
- 2.05.04 Attend risk management meetings and trainings as provided by IYSA. Provide training and assistance to members. This training may be in conjunction with IYSA.
- 2.05.05 Act as the District point of contact for risk management concerns.
- 2.05.06 Report each incident or non-compliance to the IYSA Risk Manager.

2.06 IYSA Member Responsibilities

Each IYSA member shall appoint a Risk Manager. If none is appointed, the Risk Management duties shall be the responsibility of the member President. The member Risk Manager duties include but are not limited to:

- 2.06.01 Implement a Risk Management Program with reference to the IYSA Risk Management Program to educate and train coaches, administrators, volunteers, parents and players.
- 2.06.02 Ensure Disclosure Statement forms are distributed to all coaches, administrators and volunteers.
- 2.06.03 Coordinate with the IYSA Risk Manager to ensure all coaches, administrators and volunteers have returned a correctly completed Disclosure Statement before being allowed to participate in IYSA soccer programs.
- 2.06.04 Have a representative attend risk management training as provided by IYSA. Provide training and assistance to coaches, administrators, volunteers, parents and players. This training may be in conjunction with IYSA.
- 2.06.05 Act as the first point of contact for risk management concerns.
- 2.06.06 Report each incident or non-compliance to the IYSA Risk Manager.

3.0 IYSA RISK MANAGEMENT PROGRAM

3.01 General Rules

- 3.01.01 All IYSA coaches, administrators and volunteers must meet the requirements of the IYSA Risk Management Program.
- 3.01.02 Coaches, administrators and volunteers are defined as state, district, league, and/or club officers, program directors, team managers, athletic trainers, coaches, assistant coaches, substitute coaches and/or anyone else who acts in an official capacity in IYSA soccer programs.
- 3.01.03 All coaches, administrators and volunteers must complete a Disclosure Statement (Appendix A1) and register with IYSA.
- 3.01.04 All coaches, administrators and volunteers must agree to be subject to a legally sensitive criminal history and background check. In some cases, a federal or state government background check can be utilized. In these cases, the individual will supply the IYSA Risk Manager with signed documentation attesting to a completed background check with no findings (Appendix A2).
- 3.01.05 IYSA requires by separate policy that one coach for each team attain an appropriate level of licensing/certification in addition to the criminal history and background check.
- 3.01.06 All coaches, administrators and volunteers will be required to attend or read risk management training as determined by the IYSA Risk Manager.

3.01.07 In addition, this policy may establish additional procedures and policies with regards to coaching conduct.

3.02 Registration Procedures

3.02.01 Registration Procedure for Coaches, Administrators and Volunteers

3.02.01.01 Completed Disclosure Statements will be delivered to the IYSA Risk Manager in a sealed envelope. While the Disclosure Statement may be submitted through a league or club, it shall not be accessed by any person other than the IYSA Risk Manager or designated alternate.

3.02.01.02 Registration cards will be issued by IYSA after verification that the Disclosure Statement and criminal history and background check are complete.

3.02.01.03 Disclosure Statements will be valid for a two-year period.

3.02.02 Registration Procedure for Referees (All Categories)

Referees, assistant referees and 4th officials are independent contractors and shall be governed by the rulings of the Idaho Soccer Referee Association, State Youth Referee Administrator, United States Soccer Federation and IYSA. Referees shall be required to submit Volunteer Registration Disclosure Statements and register by following the procedures in 3.02.01.

3.03 Denial, Suspension, and Revocation of Coach, Administrator and Volunteer Privileges

3.03.01 The IYSA Risk Manager has the authority to deny, suspend, or revoke any employee, coach, administrator or volunteer the privilege to participate in IYSA, its leagues, clubs, and teams, for risk management concerns or concerns for the well-being of any IYSA league, club, team, or player arising from the Risk Management Program, pending a hearing by the Risk Management Committee.

3.03.02 A member may, upon written request, petition the IYSA Risk Manager to deny, suspend or revoke the privileges of a coach, administrator or volunteer for risk management concerns. The IYSA Risk Manager shall investigate the request and reply in writing within thirty (30) days.

3.03.03 IYSA has adopted the following grounds for automatic exclusion from serving as an IYSA coach, administrator or volunteer:

- Any conviction for a crime of violence, a crime against a person, a crime against property, or a felony.
- Any report of child abuse appearing on the Child Abuse Index.
- Any record of sexual offense and/or sexual misconduct.
- Admitted use or conviction for use of illegal drugs.

- Documented history of alcohol abuse such as arrests for driving under the influence.
- Intentionally falsifying information on the Disclosure Statement (IYSA Bylaws Rule 2.11.02).
- Refusal to fully complete the Disclosure Statement.
- Refusal to submit fingerprints when required by the IYSA Risk Management Program.
- Any conduct which discriminates against any individual on the basis of race, color, ancestry, national origin, religion, age, marital status, sex and any request for sexual favors, unwanted sexual advances or propositions, verbal, physical, and visual harassment, stalking and unwanted sexual contact.
- Any other information that casts serious doubt on the ability to be entrusted with the supervision, guidance and care of minors.
- Any person participating in a sanctioned or sponsored program of IYSA who becomes involved as a defendant in litigation detrimental to the welfare of youth players, or litigation based on activities detrimental to the welfare of youth players, shall be suspended from all soccer-related activities until completion of the litigation.

Upon written request, the IYSA Risk Manager at the completion of the litigation shall review the status of such person. Within sixty (60) days of receipt of the written request, the IYSA Risk Manager shall make recommendation to the Risk Management Committee for reinstatement of privileges or suspension based on the review of the issue. The IYSA Risk Manger will issue a letter of reinstatement or denial of reinstatement within fifteen (15) days of the decision of the Risk Management Committee.

Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has a right to appeal whether the matter, which is the substance of the accusation, if true, is detrimental to the welfare of youth players. (USYS Bylaw 252).

3.04 Exclusion of Coach, Administrator or Volunteer

- 3.04.01 A coach, administrator or volunteer who is found, through the Disclosure Statement or by any other means, to meet any reason(s) for possible automatic exclusion will be notified through regular, return receipt mail. Once the notification is sent, the coach, administrator, or volunteer, may not participate until such time as the IYSA Risk Management determines otherwise, as stated herein.
- 3.04.02 Said coach, administrator or volunteer will have five (5) business days to request a hearing of consideration.
- 3.04.03 A hearing will be scheduled within fourteen (14) days of receipt of the request.
- 3.04.04 If information deemed necessary to conducting the hearing, such as a criminal history, takes longer than fourteen (14) days to secure, a hearing may be postponed until such information is available.

- 3.04.05 If a hearing is not requested, the coach, administrator or volunteer will be automatically denied participation.
- 3.04.06 It may be necessary for the coach, administrator or volunteer to undergo a legally sensitive criminal history and background check, which may require fingerprinting, at the time the request for a hearing is made.
- 3.04.07 The decision of the Risk Management Committee will be communicated in writing by the IYSA Risk Manager to the coach, administrator or volunteer within five (5) business days of the conclusion of the hearing by regular, return receipt mail.
- 3.04.08 Once a coach, administrator or volunteer privilege to participate has been denied, suspended, or revoked, it may not be restored except through the decision of the IYSA Risk Management Committee or through the appeal process (3.05).

3.05 Appeal Procedure

- 3.05.01 All appeals will be held at the IYSA Risk Management Appeal Board herein defined.
- 3.05.02 The coach, administrator or volunteer will have five (5) business days from the date of receiving or refusing to receive the Risk Management Committee's decision in Rule 3.04.07 in which to request, in writing, an appeal or the Risk Management Committee's Decision. The request will be sent to the IYSA Risk Manager.
- 3.05.03 An appeal will be scheduled within fourteen (14) days of receipt of the request.
- 3.05.04 If information deemed necessary to conducting the appeal, such as a criminal history, takes longer than fourteen (14) days to secure, the appeal may be postponed until such information is available.
- 3.05.05 The decision of the Risk Management Appeal Board will be communicated in writing by the IYSA Risk Manager to the coach, administrator or volunteer within five (5) business days of the conclusion of the appeal.

3.06 Confidentiality and Ethics

- 3.06.01 The Disclosure Statements shall be used only for the purpose of registering coaches, administrators and volunteers in IYSA. The IYSA Risk Manager, the IYSA Risk Management Committee, and the IYSA Risk Management Appeal Board may use information in the hearing process for denial, suspension, or revocation of privileges.
- 3.06.02 Record storage will be under lock and key in the IYSA administrative office and only accessible by the IYSA Risk Manager and designated alternate.
- 3.06.03 Record reproduction will be limited to a single copy of the Disclosure Statement and/or the results of the criminal history and background check (along with any

supporting documents) to be controlled by the IYSA Risk Manager. The original will be filed at the IYSA administrative office.

- 3.06.04 Any record may be reproduced for use during a hearing and/or appeal of denial, suspension, or revocation as needed. Any record reproduced for such use will be collected and destroyed at the conclusion of the hearing and/or appeal.
- 3.06.05 The IYSA Risk Manager, Risk Management Committee and Risk Management Appeal Board will sign and abide by the “Confidentiality Disclosure Agreement” (Appendix A3). The purpose of this agreement is to communicate the security and confidentiality requirements of the information. Misuse of risk management information may result in legal action.
- 3.06.06 Disclosure Statements and associated information shall be retained for seven years following the last season of registration.

4.0 IYSA MEMBER RISK MANAGEMENT PROGRAM GUIDELINES

These guidelines are provided for informational purposes only. However, IYSA members must implement these or similar guidelines for their organization. IYSA is not responsible for the implementation or administration of the following guidelines. All members must have a Risk Manager to implement the Risk Management Program at the local level.

4.01 General Guidelines

- 4.01.01 Identify Risks:
- People – Board members, coaches, administrators, volunteers, referees, players, spectators, others.
 - Property – Fields, equipment, buildings, bank accounts, other.
 - Income – Registration fees, donations, sales, team funds, tournament fees, other.
 - Food – Sale of food and drink at games and tournaments.
 - Goodwill – Reputation of organization, community standing, future fundraising, future players, future volunteers, future field use.
- 4.01.02 Assess Risks: The member needs to determine which risk it can accept, what type of insurance is needed, and how risks can be reduced and controlled. After risks are identified, assess each in relation to the overall mission of providing soccer, and do not lose sight of the reason for the organization’s existence.
- 4.01.03 Control Risks: Risk assessment provides a basis for determining sensible controls of the risks. No plan is perfect, but a reasonable plan can be developed so coaches, administrators and volunteers will feel reasonably secure in their assigned tasks.
- 4.01.04 Implement Strategy: There are five concepts of risk containment strategy:

- Avoid – Do not offer a service that is considered too risky.
- Modify – Change the activity so the chance of harm occurring and the potential damage are acceptable.
- Transfer – Shift the financial aspect of risk through contracts or insurance. (Make sure the organization member and owners of fields are properly insured, and wherever possible have field ownership in City, County or State government.)
- Retain – Accept the risk and prepare for the consequences.
- Review - Continually review and revise the Risk Management Program to ensure continued application. It is the duty of every coach, administrator and volunteer to be alert for and report potential hazardous conditions, and if one is reported the member needs to follow through on such a report.

4.02 Financial Guidelines

US Youth Soccer supplies guidelines for financial management at the URL: http://www.usyouthsoccer.org/downloads/national_office/FinancialManagement.pdf

4.03 Health and Well-Being Guidelines

All coaches, administrators and volunteers must register with IYSA.

Each organization should advise all volunteers that two adults must be present with players during practices, games and other team functions.

The registered coach and/or registered assistant coach must be in attendance at all practices, games and other team functions.

Children must never be left unattended after practices, games or team functions.

Adults share the responsibility for the player’s health and well-being while at practices, games and team functions. Adults should:

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| <p>4.04 Prevention Guidelines:</p> <p>4.04.01</p> <p>4.04.02</p> <p>4.04.03</p> | <p>Plan the activity;
Provide proper instruction;
Provide appropriate warm-up and cool-down activities;
Player equipment – Coaches and referees should check personal equipment and not allow participation until standards are met.
Provide a safe physical environment, in practices and games
Provide adequate and proper equipment;
Referees – Certified assignors should assign referees to games based upon age level, experience and anticipated difficulty.
Water – Coaches and parents should make sure players drink plenty of water during practices and games.</p> | <p>Warn of inherent risks;
Supervise closely;
Evaluate players for injury or illness and not over-capacity.
Players must wear shin guards at all times
Provide appropriate first aid.</p> |
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- 4.04.04 Clinics – Members should create safety awareness by providing safety clinics for all participants.
- 4.04.05 Food – Food preparation for events must meet local and state regulations. Contracts for food and concession services must be with an entity which meets those regulations and provides proof of adequate insurance.
- 4.04.06 Signs – Adequate signage should be maintained at all fields and facilities.

4.05 First Aid Guidelines

Minimizing potential risks before they occur is preferable to dealing with problems when they arise: knowing what to do if a player gets overheated on a hot day; learning the signs of heat exhaustion and heat stroke; learning the signs and symptoms of a serious head injury; learning when not to move an injured player; learning when not to send a player back on to the field; learning what to do if a bystander has a heart attack – these are all areas that require coaches to obtain basic first aid training.

Coaches should have an emergency plan in place so that if someone is hurt in a practice or a game, the coach knows who to call, where emergency personnel might take the injured party, and how to contact family members. It is advisable to have a cell phone at the field in the event of an emergency.

- 4.05.01 All medical release forms, with emergency contact information must be with the team at all times during practices, games and team functions.
- 4.05.02 Coaches should not administer any medications or drugs at any time, without the express written consent of the player’s parent.
- 4.05.03 In the event of a medical emergency, appropriate action must be taken immediately.
- 4.05.04 The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. IYSA requires that standby medical help be present at all tournaments.
- 4.05.05 If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.
- 4.05.06 Any head injuries resulting in disorientation should result in a player remaining out of the remainder of the game or practice.
- 4.05.07 Each team should be required to have a first aid kit with the team at all times. The First Aid Kit should include, but is not limited to:
 - Antiseptic wipes
 - Tweezers
 - Ace bandages
 - Plastic bags (for ice)

Scissors	Adhesive Tape
Band-Aids	Latex Gloves (several pairs)
Roll Gauze	Plastic Trash Bags
Triangular Bandage	Tube of Antibiotic Ointment
Eye Pads	Spray Bottle containing a solution of 1:10 chlorine bleach to water
Feminine Pads	

4.06 Procedures for Injuries Pertaining to Blood

- 4.06.01 Any bleeding that occurs must be administered to with latex gloves and properly sterilized bandages. All bleeding must be stopped prior to re-entering the game or practice. Any bandages, uniforms or other items that have come in contact with blood must be properly disposed of.
- 4.06.02 Carry plastic bags at all times. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a spray bottle containing a 1:10 solution of chlorine bleach and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.
- 4.06.03 Referees will not allow a player on the field with a uniform that has an unacceptable amount of blood on it. More information can be found at URL: http://www.usyouthsoccer.org/downloads/national_office/HandlingBloodbornePathogens.pdf

4.07 Fields and Goals Guidelines

The organization needs a secure setting that is safe from both crime and bodily harm.

Members should work closely with local law enforcement officials to provide adequate security.

Before each practice and game coaches and referees should check grounds, including proper installation and anchoring of goals; identify, correct or mark dangerous areas; and communicate problems to participants, spectators, and officials.

Referees should call the game if a dangerous situation cannot be corrected.

Coaches should call practice if a dangerous situation cannot be corrected.

Dangerous conditions can include, but are not limited to: thunderstorms in the immediate area, fields ordered closed, standing water, weather and/or temperature extremes, a goal that is damaged, weakened, or otherwise in disrepair.

Never allow players to climb on or hang from goals.

If it is necessary to move goals, always use great care and always have enough adults to move goals safely. See Addendum A5 for a full outline of goal safety, requirements and consequences of not following policy.

4.08 Parent Responsibilities Guidelines

Parents of players are permitted to attend or observe any IYSA practice. Parental involvement is the best way to assure a good experience for the children.

Parents should support the team, should cheer for all players on the team, and should refrain from criticizing other players, the coach, or the referee.

If a field cannot be clearly seen from the street or parking area, parents should escort their children to the field and make sure a coach or other team adult is present before leaving. Children who need to leave early should be picked up on the field by a parent.

4.09 Transportation Guidelines

All team travel must be preceded by a plan for lodging and supervision signed by parents.

Only adults may transport players. Adults transporting players must model safe driving techniques and enforce seat belt use for all vehicle occupants. Prior to transporting any player, players and parents must sign a release of liability for said player transportation.

4.10 Behavior Guidelines

It is the responsibility of every coach, administrator and volunteer to avoid situations with minors that have the potential of being misunderstood or misinterpreted.

It is the responsibility of the coach to set the standard of behavior on the field. It is also incumbent upon the coach to control the actions of the coaching staff, players, and spectators.

4.10.01 Physical Contact: Coaches, administrators and volunteers must be aware that physical contact can be misinterpreted. Physical contact should be limited to that necessary to teach a skill, treat an injury, or console or congratulate the player. Physical intimidation, physical punishment, or threatening a player with physical harm are not appropriate behaviors and will not be tolerated.

- Sexual contact or harassment of any kind between coaches, administrators or volunteers and players is prohibited whether or not the contact or harassment is consensual.
- Hazing or any type of initiation is prohibited.
- Corporal punishment is prohibited.
- Hitting or slapping is prohibited.

4.10.02 Social Contact: Coaches, administrators and volunteers must be aware that social contact can be misinterpreted. Coaches, administrators and volunteers should not spend time or socialize alone with players. Pulling a player to the side for additional

instruction in plain view of the remainder of the team would be an exception to this rule. However, a coach, administrator or volunteer must avoid a one-on-one situation with a child.

4.10.03 Language:

- Coaches, administrators and volunteers should model good communication skills.
- Offensive or vulgar language is unacceptable. Name-calling or harassment will not be tolerated.
- Language that is denigrating in nature, content, or tone or refers to one's appearance, gender, race, national origin, disability, sexual orientation, or religion is not acceptable. Insults and demeaning nicknames are not permitted.
- Inappropriate language or threatening language may be grounds for removal from a game or the premises or both.

4.11 Child Abuse Guidelines

All coaches, administrators and volunteers should immediately report any suspected abuse to the local county child abuse authorities and to the IYSA Risk Manager. The IYSA Risk Manager, upon notification of such a report, will follow up with the child abuse authorities. Child abuse reporting forms may be obtained by calling the Forms office of the local Child Protection Agency. It is not the responsibility of the reporting party to investigate the allegations. Once the report has been made, the legal authorities will investigate. All information on the reporting party will be kept in confidence by the legal authorities.

There are four types of reportable child abuse:

- 4.11.01 Sexual: This involves improper touching of private parts, penetration, flashing, the use of pornography, or similar acts. This includes any type of improper behavior where there is a difference in power and control (e.g., adult/child, older child/younger child). There may be threats against the victim or members of the victim's family.
- 4.11.02 Physical: Anything that leaves a mark is reportable, such as black eyes, swollen lips, finger marks on the face or other areas.
- 4.11.03 Neglect: Incapacitation by the caregivers. This could include not providing a home, food, water, clothing, or supervision for long periods of time or while taking illicit drugs.
- 4.11.04 Emotional: Verbally abusing a child.

4.12 Lawsuit Guidelines

IYSA registered coaches, administrators and volunteers are covered by liability insurance and professional assistance and guidance is available. Any litigation process requires tremendous cooperation and time commitment for the persons involved. The burden cannot be solely that of the

insurance company or a defense attorney. More information can be found at URL: http://www.usyouthsoccer.org/downloads/national_office/LivingThroughaLawsuit.pdf

The following immediate actions are suggested:

- 4.12.01 Contact the IYSA administrative office to obtain insurance company information immediately.
- 4.12.02 Photocopy the suit and any additional information pertaining to the incident.
- 4.12.03 Send, via registered mail, the original of the summons/complaint and any other pertinent information to the insurance company.
- 4.12.04 Do not discuss the case with any person other than your lawyer or insurance representative.
- 4.12.05 Call the insurance representative if no response has been received from the insurance company representative or company-appointed lawyer within three (3) days.
- 4.12.06 Take the time to provide all the information and details to the company-appointed lawyer.

4.13 Violations

Any person witnessing a violation of these guidelines has an obligation to report the incident to the IYSA member Risk Manager.

The IYSA member Risk Manager will investigate complaints about misconduct by coaches, administrators, volunteers, parents and/or players. Violations will be handled in accordance with existing policies of each member. Findings and sanctions, if any, will be submitted to the IYSA District Risk Manager and the IYSA Risk Manager for determination of additional sanctions, if any. Sanctions can include counseling, probation, fines or suspension from IYSA and/or USYS activities.

Appeals of the decision of the Risk Management Committee may be made in accordance with IYSA procedures (3.05).

If the circumstances of the complaint indicate a probability of criminal behavior, the IYSA member will report the matter to the appropriate legal authorities.

**IDAHO YOUTH SOCCER ASSOCIATION
RISK MANAGEMENT POLICY**

Appendices

Appendix A1	Volunteer Registration & Disclosure Form
Appendix A2	Release of Information Form
Appendix A3	Confidentiality Disclosure Agreement Form
Appendix A4	Violations - Contact Process/Basic Info
Appendix A5	Portable Goal Safety
Appendix A6	Organization Statement of Understanding and Agreement

APPENDIX A1
IYSA'S VOLUNTEER REGISTRATION & DISCLOSURE FORM (VRD)

**APPENDIX A2
RELEASE OF INFORMATION**

Name: _____ Date of Birth: _____

Social Security Number: _____

Address: _____

I hereby authorize _____

located at: _____
to release information or records about me to:

IDAHO YOUTH SOCCER ASSOCIATION
2419 W. State Street, Ste. #2
Boise, ID 83702

As part of the Idaho Youth Soccer Association Risk Management program, all coaches, managers, and volunteers must submit to a criminal and background check unless they show proof that one was recently done by either a federal or state government.

I am hereby requesting the release of this information for proof that your agency recently completed a background check on me.

Signature Date: _____

Print Name

APPENDIX A3
CONFIDENTIALITY DISCLOSURE AGREEMENT

This Agreement is entered into this _____ day of _____, 2005 by and between _____ residing at _____ (hereinafter referred to as "Volunteer") and Idaho Youth Soccer with offices at 2419 W. State Street, Ste. #2, Boise, Idaho, 83702, (hereinafter referred to as "IYSA").

WHEREAS, IYSA has access to certain information relating to the risk management legally sensitive criminal and background checks of coaches, administrators and volunteers including names, addresses, social security numbers and other pertinent information that is confidential and proprietary to IYSA or IYSA's background check vendor (hereinafter "Confidential Information"); and

WHEREAS, the Volunteer is willing to receive disclosure of the Confidential Information pursuant to the terms of this Agreement for the purpose of accessing sensitive information;

NOW THEREFORE, in consideration for the mutual undertakings of IYSA and the Volunteer under this Agreement, the parties agree as follows:

1. **Disclosure.** IYSA agrees to disclose, and Volunteer agrees to receive the Confidential Information.
2. **Confidentiality.**
 - 2.1 **No Use.** Volunteer agrees not to use the Confidential Information in any way except for the purpose set forth above.
 - 2.2 **No Disclosure.** Volunteer agrees to use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than the Risk Management Committee.
 - 2.3 **Protection of Secrecy.** Volunteer agrees to take all steps reasonably necessary to protect the secrecy of the Confidential Information, and prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons. Volunteer also agrees to review all information at the business office of the IYSA or where indicated by the Risk Management Director.
3. **Limits on Confidential Information.** Confidential Information shall not be deemed proprietary and the Volunteer shall have no obligation with respect to such information where the information:
 - (a) was known to Volunteer prior to receiving any of the Confidential Information from the Disclosure;

- (b) has become publicly known through no wrongful act of Volunteer;
- (c) was received by Volunteer without breach of this Agreement from a third party without restriction as to the use and disclosure of the information;
- (d) was independently developed by Volunteer without use of the Confidential Information; or
- (e) was ordered to be publicly released by the requirement of a government agency.

4. **Ownership of Confidential Information.** Volunteer agrees that all Confidential Information shall remain the property of IYSA, and that IYSA may use such Confidential Information for any purpose without obligation to the Volunteer. Nothing contained herein shall be construed as granting or implying any transfer or rights to Volunteer in the Confidential Information, or any patents or other intellectual property protecting or relating to the Confidential Information.

5. **Term and Termination.** The obligations of this Agreement shall be continuing until the Confidential Information disclosed to Volunteer is no longer confidential.

6. **Survival of Rights and Obligations.** This Agreement shall be binding upon, inure to the benefit of, and be enforceable by (a) IYSA, its successors, and assigns; and (b) Volunteer, its successors and assignees.

IN WITNESS WHEREOF, the parties have executed this agreement effective as of the date first written above.

IYSA:
IDAHO YOUTH SOCCER ASSOCIATION

VOLUNTEER:

By: _____

Print Name: _____

Print Name: _____

Title: _____

Date: _____

Date: _____

**IDAHO YOUTH SOCCER ASSOCIATION
RISK MANAGEMENT POLICY**

**Appendix A4
Violations - Contact Process**

Any person witnessing a violation of these guidelines has an obligation to report the incident first to the IYSA member Risk Manager. (If no member Risk Manager is designated, the member Risk Manager is the member President.)

The IYSA member Risk Manager will investigate complaints about misconduct by coaches, administrators, volunteers, parents and/or players. Violations will be handled in accordance with the existing policies of each member.

If the circumstances of the complaint indicate a probability of criminal behavior, the IYSA member Risk Manager will report the matter to the appropriate legal authorities.

The IYSA member Risk Manager shall act as the first point of contact for risk management concerns and will report each incident or non-compliance to the IYSA District Risk Manager. (If no District Risk Manager is designated, the District Risk Manager is the District Commissioner.) The District Risk Manager shall act as the District point of contact for risk management concerns and report each incident or non-compliance to the IYSA Risk Manager.

Findings and sanctions, if any, will be submitted to the IYSA Risk Manager for determination of additional sanctions, if any. Sanctions can include counseling, probation, fines or suspension from IYSA and/or USYS activities.

Appeals of the decision of the Risk Management Committee may be made in accordance with IYSA procedures.

APPENDIX A5
PORTABLE SOCCER GOAL SAFETY

This program addresses moveable/portable soccer goal safety, particularly full size or near full size goals. Soccer goals have caused dozens of deaths and hundreds of injuries when falling over. The incidents are linked by a single trend: **the goals were not properly secured to keep them from tipping.** Some were felled by wind, others from persons climbing on or hanging from the goals, and a few collapsed because they were weakened by climbing or hanging from them. Many of the goals were not even setup for use in a game.

There are approximately 500,000 soccer goals in the United States, and they were built by a variety of manufacturers, including many homemade goals. Typically goals weigh between 150 and 500 pounds, which is the reason they can cause such serious injuries. The design requirements are quite strict and should include a backstay that acts as a counterbalance to reduce tipping. The diameter of the uprights and cross bar of regulation goals are spelled out by FIFA, and there is an ASTM counterbalance standard which stipulates the amount of force (30#) the crossbar may produce at a point 1 foot above the ground. This weight limit assumes a person struck by the crossbar may be injured, but likely not killed. Securing portable goals is the best method to ensure they stay upright and do not fall over.

Keep the players on your fields safe by following the guidelines on soccer goal safety.

A. **Goal Safety Policy**

Any coach who participate in practice or a game where the goals are not securely anchored shall be fined not less than \$200 and suspended for a minimum of not less than one (1) calendar year from the date of the practice or game involved. In the event the goal is not securely anchored, the entity (team, club, league, state) that has primary responsibility for the field or event upon which the unsecured goal is situated shall be fined \$1,000. Coach means the head coach, any assistant coach, trainer or any other team official present at the time of the violation. The entity against which a fine is imposed shall be in bad standing until the fine imposed is paid.

Each team shall maintain in written form a record for each team practice, in which the coach, assistant coach, trainer or other responsible person shall certify that he or she has performed a physical inspection of the goals used in the practice to verify the goals were securely anchored.

Each league shall require each club or individual team unaffiliated with a club to certify in writing that it has in place a program to ensure that goals it uses are adequately secured, that its goals have been and will be inspected by a member of the club or team prior to each game or practice. Each club and team shall further certify it has communicated to the parent or guardian of each player the dangers of unsecured goals and their responsibility to assure that goals are secure. Each league shall certify to Idaho Youth Soccer Association that its clubs and teams have complied with these requirements prior to their annual registration.

B. **Design/Construction Guidelines**

While a movable soccer goal appears to be a simple structure, a correctly designed goal is carefully constructed with counterbalancing measures incorporated into the product. The common dimensions of a full-size goal are approximately 7.3 m (24 ft.) in width by 2.4 m (8 ft.) in height and 1.8 m (6 ft.) in depth (figure 1). The stability of a soccer goal depends on several factors. One effective design alternative uses a counterbalancing strategy by lengthening the overall depth of the goal to effectively place more weight farther from the goal's front posts (more weight at the back of the goal). A second design selects lightweight materials for the goal's front posts and crossbar and provides much heavier materials for the rear ground bar and frame members. This tends to counterbalance the forces working to tip the goal forward. Another design uses a heavy rear framework and folds flat when not in use, making the goal much less likely to tip over. Finally, after these various designs are considered, it is imperative that ALL movable soccer goals be anchored firmly in place at all times.

C. **Guidelines for Goal Storage or Securing When Goal is Not in Use**

The majority of the incidents investigated by CPSC did not occur during a soccer match. Most of the incidents occurred when the goals were unattended. Therefore, it is imperative that all goals are stored properly when not being used. When goals are not being used always:

1. Remove the net.
2. Take the appropriate steps to secure goals such as - place the goal frames face to face and secure them at each goalpost with a lock and chain (figure 4).
3. Safety Tips:
 - Securely anchor or counterweight movable goals at all times (figure 2, 3).
 - Anchor or chain goals not in service face to face or secure structure (figure 4).
 - Fold down out of service goals.
 - Remove the nets when not in use. This reduces drag and potential for wind to tip the goals over.
 - Check structural integrity of the goals and the goal framework.
 - Ensure warning labels are in place and readable (figure 5).
 - Instruct parents, players and children not to climb or play on the goals.
 - Instruct parents to supervise their children when playing around goals.
 - Move goals carefully, using a Standard Operating Procedure that guides correct handling procedures.
 - Never allow children to participate in the moving of the goals.
 - Movable goals should always be placed on a level (flat) surface.
 - Fully disassemble goals for seasonal storage.

D. **Safety Checklist**

The head coach of the home team is responsible for the condition of the field and soccer goals. **Inspect the goals and field before play begins.**

- Carry spare anchors for securing goals.
- Assure the goals are solid and won't fall apart during play
- Assure there are no protrusions that create an unsafe condition.
 - This includes hooks for attaching the nets.
 - Bolts in the corners and pins for the wheels.
- Assure there are no sharp or rough edges to cut or injure players.
- Ensure portable goal anchors are secure
 - Attached to the anchors that are set into the ground.
 - or
 - Threaded or screw-in anchors used for natural grass fields.
 - Extra long or additional anchors if the ground is soft or soggy.
 - Sandbags used to anchor the backstay on artificial turf surfaces.
- Make certain safety and warning stickers are in place on the goal frame.
- Assure the playing surface is free of obstructions from other sports.
- Assure the field surface has holes filled or marked.
- Assure the lines are adequate for officials to call the game.
- Remove nets when not in use to reduce the wind from toppling goals.
- Assure pegs are never used as a goal anchoring mechanism.

Information Points

- Begin at a team meeting, instructing players and parents to never climb or swing from the goals. They can tip over causing serious injury or death, and it weakens the goals.
- Parents should supervise their children and keep them from climbing on the goals.
- There have been over 30 deaths from Portable Soccer Goals falling onto children.
- Many were unused goals, blown over by the wind, which were not anchored.
- Anchors should be permanently mounted into the ground and attached to the goal. When not permanent, the anchors should be a screw in type, as pegs are more easily pulled out.
- Pegs may be used to hold the goal in position but not as anchors.
- Remove nets when goals are not in use.
- Chain or secure goals face to face of lock them to a secure structure when not in use.

E. **Standard Operating Procedure** **- Moving Portable Soccer Goals**

Sequence:

1. Place wheels in the transport position and lock them into place.
2. Pick up back of goal by handles welded onto the backstay.
 - a. Use two people lifting together.
 - b. Lift with legs, not with the back.
 - c. Push like moving a wheelbarrow.
3. Set the goal to the desired location near the anchor attachment.

4. Remove pins and fold wheels out of the way.
5. Anchor the goal.
 - a. Permanent anchors:
 - 1) Open anchor box cover and connect cable to eye bolt on the goal backstay.
 - 2) Replace cover on Anchor Box.
 - b. Temporary Anchors:
 - 1) Set temporary anchors using auger or screw in type devices. Attach to backstay.
 - 2) Place sandbags in place along the backstay for artificial turf sites. Two – four 60-80 pound bags of sand or similar materials should be place across the backstay.
6. When goals are left near a field and are not in use, place the goals facing each other and chain and lock them together.
7. Remove nets from goals not in use or secured together to prevent tipping caused by wind.
8. When removing goals from the field:
 - a. Place anchor cable into the anchor box and replace cap.
 - b. For temporary anchors, remove anchor materials from the field.

F. **Making a Permanent Anchor**

Here is a rough cost estimate and brief directions for building and installation of an anchor system for portable soccer goals. Cost for one field (2 anchors) is approximately \$60.00.

1. Materials:

4 ft.	4" box tubing	\$20.00
1 ft.	5/16" steel dowel	\$ 1.00
6-8 ft.	Rebar	\$ 4.00
4 ft.	1/4" airline cable	\$ 4.00
4	cable clamps	\$ 2.00
4	spring links	\$ 8.00
2	6" round irrigation valve box	\$14.00
2	1" eye bolt	\$ 2.00

2. Instructions:

- See anchor construction (figure 5).
- Cut 4" box tubing into 2 ft. sections. Drill a 5/16" hole in opposite sides about 1-1/2" from the top end. Cut 5/16" dowel at 4" long and insert through the hole, or install a 5" by 5/16" bolt. Weld in place.
- Cut rebar into eight, 8-12" sections and weld across each side of box tubing about 2" up from the bottom (when buried these provide support to keep the anchor being pulled out of ground. Cement is a more permanent option to hold the anchor).

- Dig a 2-2.5' deep hole about 1' behind the approxi. Middle of the backstay of the goal. Insert anchor into hole and backfill over the rebar with dirt or concrete. Set valve box over the top of anchor and refill dirt around box. Pack $\frac{3}{4}$ " minus rock inside valve box to about 2" from the top of the anchor. Cut the airline cable into 2 – 2" sections. Loop one end of the airline cable around dowel and secure the end with a cable clamp, creating a loop around the dowel. Create loop on other end of cable, insert the spring link and attach the cable clamp or clip the spring link onto the cable after forming the loops.
- Weld the 1" eye bolt onto the center of the backstay of goal for the clip link to attach.
- Using a drill or saw cut into valve box cover, creating a hole or slot big enough to allow the cable and spring link to pass through. Pop the valve box cover on after setting up the anchor system.
- The cable may be stored in the valve box when the goal is removed.
- Keep valve box cover in place to prevent tripping hazard.

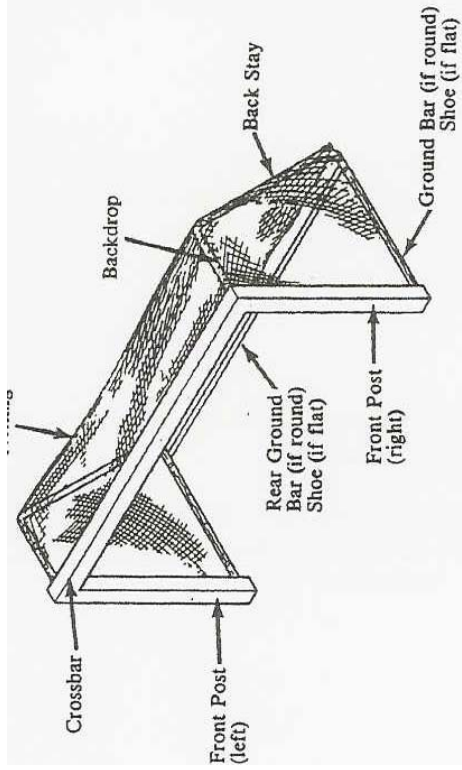


Figure 1: Components of a Movable Soccer Goal

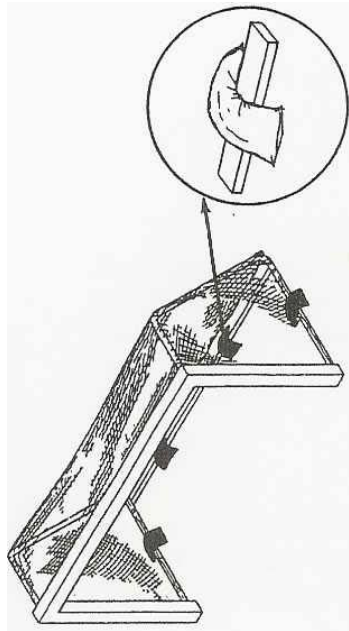


Figure 3 : Sandbag Method of Anchoring

(Rear) Ground Bar/Shoe

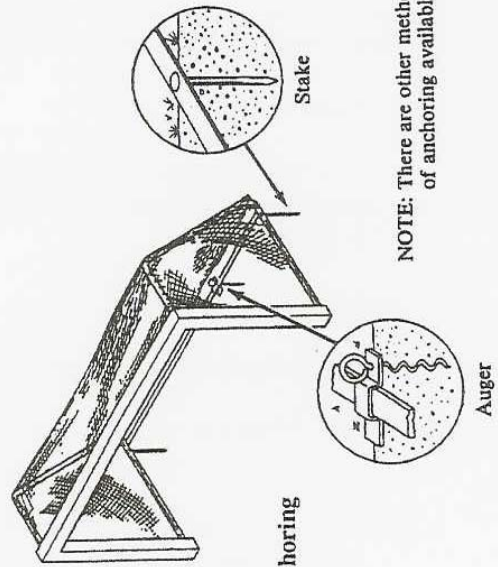


Figure 2: Goal Anchoring

NOTE: There are other methods of anchoring available

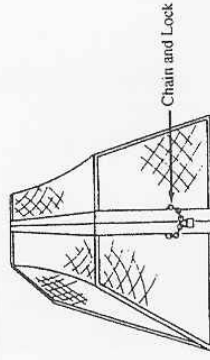


Figure 4 : Join Goal Faces and Lock Together Using Chain and Lock

▲ WARNING



Never climb or hang on goal.
Goal can fall over causing serious injury or death.

▲ WARNING

ALWAYS ANCHOR GOAL

Unsecured Goal Can Fall Over
Causing Serious Injury or Death

▲ WARNING

ALWAYS ANCHOR GOAL

Unsecured Goal Can Fall Over
Causing Serious Injury or Death

▲ WARNING



Never climb or hang on goal.
Goal can fall over causing serious injury or death.

Figure 5. Warning Labels

APPENDIX A6
IDAHO YOUTH SOCCER ASSOCIATION
ORGANIZATION STATEMENT OF UNDERSTANDING AND AGREEMENT

I, the undersigned President/Chief Officer of the organization listed below (The Organization) agrees that The Organization will adhere to all rules, regulations, policies and decisions of the Idaho Youth Soccer Association (IYSA). I agree to pay such fees as are required by the IYSA to maintain membership as well as those fees and fines that are assessed against it as well as those against affiliated clubs/organizations and/or individuals within The Organization which are not paid by the club or individual within one month after assessment by the IYSA. I agree that membership in the IYSA is a privilege and not a right and may be withdrawn by two-thirds vote of the IYSA Board of Directors if The Organization fails to comply with the rules, regulations, policies and decisions of the IYSA. I understand that ignorance of the rules and regulations of the IYSA shall not be an excuse for failure to comply with same. I hereby warrant that The Organization is not aware of any claim or occurrences that would give rise to any claim against its employees, volunteers, trustees, committee persons and members or affiliated teams and members.

I have read and understand the IYSA Risk Management Policy (RM Policy) and hereby certify that The Organization will assure compliance with all aspects of the RM Policy and will assign a Risk Management Administrator prior to the beginning of the seasonal year.

I have read and understand the IYSA Risk Management/Kidsafe Policy and agree that The Organization will submit Volunteer Registration Disclosure forms (VRD's) on all adults associated with The Organization prior to their annual registration for the purposes of the IYSA to conduct a background check.

I have read and understand the IYSA Risk Management/Goal Post Safety Policy and hereby certify that The Organization has implemented the IYSA Goal Post Safety Policy. The policy states, "Any coach who participate in practice or a game where the goals are not securely anchored shall be fined not less than \$200 and suspended for a minimum of not less than one (1) calendar year from the date of the practice or game involved. In the event the goal is not securely anchored, the entity (team, club, league, state) that has primary responsibility for the field or event upon which the unsecured goal is situated shall be fined \$1,000. Coach means the head coach, any assistant coach, trainer or any other team official present at the time of the violation. The entity against which a fine is imposed shall be in bad standing until the fine imposed is paid.

Each team shall maintain in written form a record for each team practice, in which the coach, assistant coach, trainer or other responsible person shall certify that he or she has performed a physical inspection of the goals used in the practice to verify the goals were securely anchored.

Each league shall require each club or individual team unaffiliated with a club to certify in writing that it has in place a program to ensure that goals it uses are adequately secured, that its goals have been and will be inspected by a member of the club or team prior to each game or practice. Each club and team shall further certify it has communicated to the parent or guardian of each player the dangers of unsecured goals and their responsibility to assure that goals are secure. Each league shall certify to Idaho Youth Soccer Association that its clubs and teams have complied with these requirements prior to their annual registration."

The Organization (Full Name): _____

By: _____ Date: _____
Signature (must be President and/or Chief Officer)

Print Name & Title: _____