

# **UNITED STATES ADULT SOCCER ASSOCIATION**



# **RISK MANAGEMENT POLICY**

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## INTRODUCTION TO RISKMANAGEMENT

Risk management is the identification, assessment, and prioritization of Risks followed by coordinated and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.

Risks can come from uncertainty in financial markets, project failures such as in information technology, (at any phase in design, development or production), legal liabilities, credit risk, accidents, natural causes and disasters as well as deliberate attack from an adversary, or events of uncertain or unpredictable root-cause.

Several risk management standards have been developed. Methods, definitions and goals vary widely according to whether the risk management method is in the context of project management, security, engineering, industrial processes, financial portfolios, actuarial assessments, or public health and safety. Ideally risk management minimizes spending (or manpower or other resources) and also minimizes the negative effects of risks.

With identification and analysis of historical and potential exposures we can begin our Risk Management or loss prevention work by applying risk management strategies. The strategies to manage risk typically include transferring the risk to another party, avoiding the risk, reducing the negative effect or probability of the risk, or even accepting some or all of the potential or actual consequences of a particular risk.

Risk management principles should create value for the organization and should be an integral part of organizational processes and part of all decision making. Risk management should be based on the best available information, address uncertainty and make assumptions through its structured system while at the same time be fully adaptable by being dynamic, iterative and responsive to change. Of course this means a Risk Management program must be capable of continual improvement and enhancement which comes from a transparent and inclusive program that also takes in to account human factors. And if the program is continually or periodically re-assessed it will be capable of continual improvement and enhancement.

Risk Management is an integrated solution designed for assessing, managing and controlling risks and incidents.

# UNITED STATES ADULT SOCCER ASSOCIATION RISK MANAGEMENT POLICY

## SECTION 1. INTRODUCTION

### 1. 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.

### 2. 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 affiliated parties throughout the soccer community need to embrace the UNITED STATES ADULT SOCCER ASSOCIATION (USASA) 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.

### 3. Purpose

The USASA Risk Management Program is designed to protect and promote the welfare and safety of all players and to protect coaches, administrators, officers and volunteers who participate in USASA activities and the USASA and all organizational members.

### 4. Statement of Policy

The USASA has adopted the following policies:

- 1) USASA has adopted the USASA Risk Management Program, which is designed to create a safe environment for all participants in USASA programs;

- 2) USASA has adopted the stringent standards espoused by the USASA Risk Management Program for use by all members and is committed to providing all support necessary for those members to implement the USASA Risk Management Program;
- 3) USASA supports and adopts strong measures to ensure fiscal safety and security for the association and all of its members.
- 4) USASA supports and adopts procedures for the safety and security of all participants in the handling of blood borne pathogens.
- 5) USASA supports and adopts procedures for portable goal safety as outlined in Section 4 number 7.
- 6) USASA supports and adopts strong measures to ensure information security of all its members as outlined in Section 4 number 11.

#### **5. Statement of Position on the Risk Management**

It is the position of USASA that every reasonable effort will be taken within the Risk Management 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 or organizational member.

In order to implement the USASA Risk Management Program, USASA has adopted the following positions:

1. USASA shall have the right and authority to deny any individual the privilege of serving in any capacity within USASA for risk management concerns. This shall apply to the following:
  - A. Coaches/managers, including assistant coaches;
  - B. Trainers;
  - C. Boards of directors, officers, administrators and volunteers of all clubs, leagues, and organizations.
  - D. All employees, volunteers, directors, and officers of USASA;
  - E. All individual contractors who enter into contracts with USASA.
2. USASA adopts the special rules of conduct herein, which apply to all individuals who have direct contact, and supervision of or authority over players, volunteers and administrators.

3. USASA shall give full faith and credit to all sanctions against coaches, administrators and officers by USASA or any State Soccer Association or member affiliated with USASA.

#### **6. Statement of Position on Fiscal Responsibility**

USASA 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.

#### **7. Statement of Position on Portable Goal Safety**

It is the position of USASA 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.

#### **8. Plan Development**

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

1. Risk Identification – what are the risks to which the organization is exposed? All risks, both actual and potential, associated with their 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.
2. 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.
3. Risk Treatment – the action that will be taken regarding the risks identified. There are four major options with regard to Risk Treatment:
  - 1) Accept the risk – no change, simply take the chance that the negative impact will be incurred.
  - 2) Mitigate the risk – this would require changes in safety requirements, lessening its impact by changing plans in order to prevent the problem from arising. (This may be the alteration of a previous rule of play, or the request that only accredited coaches are allowed to coach, ect.).
  - 3) Transfer the risk – continue to offer activities but transfer the risk of legal action to a third party, namely an insurance company.



4) Avoid the risk – the activities are not offered because of the risk of legal action.

4. 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.

## **SECTION 2. RESPONSIBILITIES**

### **1. USASA Risk Manager**

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

### **2. USASA Risk Management Committee**

The USASA Risk Management Committee shall consist of the USASA Risk Manager, the USASA Assistant Risk Manager and a Regional Risk Manager from each of the four USASA administrative regions.

### **3. USASA Risk Management Appeal Board**

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

### **4. USASA Risk Management Program Administration**

The USASA Risk Manager, USASA Executive Director and USASA 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 USASA Executive Director. Upon verification, the Executive Director will forward the record for proper storage (Section 3. Number 6-2).

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

1) Members may have separate Risk Management Programs. The Risk Management Committee shall periodically review these programs for compliance with USSF and

USASA guidelines. In the event a member does not have a separate Risk Management Program they may use this document.

- 2) Manage and oversee criminal history and background checks in conjunction with registration procedures for coaches, administrators, officers and volunteers as described in Section 3 number 2.
- 3) 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 USASA Risk Manager (Appendix A2).
- 4) Act as the USASA point of contact for risk management concerns.
- 5) The Risk Manager and or Executive Director will report to the Executive Committee on the status of criminal history and background checks of coaches, administrators, officers and volunteers.
- 6) Annually verify that no coach, administrator, officer or volunteer is on the National Register or a State Register of convicted sex offenders.
- 7) The Risk Manager will review all USASA official documents for compliance with USSF and USASA risk management guidance with particular emphasis on financial matters as spelled out in the USASA Financial Policies and Procedures document.
- 8) Supply administrative notification of exclusion to those applicants (whether new or returning) who fail to meet the requirements as defined by the Risk Management Program.

#### **5. USASA Regional Risk Manager Responsibilities**

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

- 1) Helping educate and train USASA coaches, administrators officer, volunteers and players on the information from the USASA Risk Management.
- 2) To help distribute Disclosure Statement forms to all USASA members in need in their region.
- 3) Coordinate with the USASA Risk Manager to ensure all USASA coaches, administrators, officers and volunteers have returned a correctly completed Disclosure Statement before being allowed to participate in USASA soccer programs.

- 4) Attend risk management meetings and trainings as provided by USASA. Provide training and assistance to members. This training may be in conjunction with US Soccer.
- 5) Act as the Regional point of contact for risk management concerns.

### **SECTION 3. USASA RISK MANAGEMENT PROGRAM**

#### **1. General Rules**

- 1) All USASA coaches, administrators, officers and volunteers must meet the requirements of the USASA Risk Management Program.
- 2) Coaches, administrators, officers and volunteers are defined as program directors, team managers, athletic trainers, coaches, assistant coaches, substitute coaches and/or anyone else who acts in an official capacity in USASA soccer programs.
- 3) All coaches, administrators, officers and volunteers must complete a Disclosure Statement (Appendix A1) and register with USASA.
- 4) All coaches, administrators, officers 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 USASA Risk Manager with signed documentation attesting to a completed background check with no findings (Appendix A2).
- 5) All coaches, administrators, officers and volunteers will be required to attend or read risk management training as determined by the USASA Risk Manager.
- 6) In addition, this policy may establish additional procedures and policies with regards to conduct.

#### **2. Registration Procedures**

- 1) Registration Procedure for Coaches, Administrators, Officers and Volunteers
  - A. Completed Disclosure Statements will be delivered to the USASA Risk Manager in a sealed envelope. While the Disclosure Statement may be

submitted through a region, it shall not be accessed by any person other than the USASA Risk Manager or designated alternate.

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

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

## 2) Registration Procedure for Referees (All Categories)

Referees, assistant referees and 4<sup>th</sup> officials are independent contractors and shall be governed by the rulings of the State Soccer Referee Committee, State Referee Administrator, United States Soccer Federation and USASA. Referees shall be required to submit Volunteer Registration Disclosure Statements and register by following the procedures in Section 3. Number 2.-1.

### **3. Denial, Suspension, and Revocation of Coach, Administrator, Officer, or Volunteer Privileges**

1) The USASA Risk Manager has the authority to deny, suspend, or revoke any employee, coach, administrator, officer or volunteer the privilege to participate in USASA for risk management concerns or concerns for the wellbeing of the USASA arising from the Risk Management Program, pending a hearing by the Risk Management Committee.

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

3) USASA has adopted the following grounds for automatic exclusion from serving as an coach, administrator, officer or volunteer:

- A. Any conviction for a crime of violence, a crime against a person, a crime against property, or a felony.
- B. Any report of child abuse appearing on the Child Abuse Index.
- C. Any record of sexual offense and/or sexual misconduct.
- D. Admitted use or conviction for use of illegal drugs.
- E. Documented history of alcohol abuse such as arrests for driving under the influence.
- F. Intentionally falsifying information on the Disclosure Statement.
- G. Refusal to fully complete the Disclosure Statement.
- H. Refusal to submit fingerprints when required by the USASA Risk Management Program.

- I. 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.
- J. Any other information that casts serious doubt on the ability to be entrusted with supervision and guidance.
- K. Any person participating in a sanctioned or sponsored program of USASA who becomes involved as a defendant in litigation detrimental to the welfare of players/organization, or litigation based on activities detrimental to the welfare of players/organization, shall be suspended from all soccer-related activities until completion of the litigation.

Upon written request, the USASA 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 USASA Risk Manager shall make recommendation to the Risk Management Committee for reinstatement of privileges or suspension based on the review of the issue. The USASA 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 the player or organization 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 the player or organization.

#### **4. Exclusion of Coach, Administrator, Officer or Volunteer**

- 1) A coach, administrator, officer 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, officer or volunteer, may not participate until such time as the USASA Risk Management determines otherwise, as stated herein.
- 2) Said coach, administrator, officer or volunteer will have five (5) business days to request a hearing of consideration.
- 3) A hearing will be scheduled within fourteen (14) days of receipt of the request.
- 4) 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.
- 5) If a hearing is not requested, the coach, administrator, officer or volunteer will be automatically denied participation.

6) It may be necessary for the coach, administrator, officer 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.

7) The decision of the Risk Management Committee will be communicated in writing by the USASA Risk Manager to the coach, administrator, officer or volunteer within five business days of the conclusion of the hearing by regular, return receipt mail.

8) Once a coach, administrator, officer or volunteer privilege to participate has been denied, suspended, or revoked, it may not be restored except through the decision of the USASA Risk Management Committee or through the appeal process (Section 3, number 5).

## **5. Appeal Procedure**

1) All appeals will be held at the USASA Risk Management Appeal Board herein defined.

2) The coach, administrator, officer or volunteer will have five (5) business days from the date of receiving or refusing to receive the Risk Management Committee's decision in Section 3. Number 4-7 in which to request, in writing, an appeal or the Risk Management Committee's Decision. The request will be sent to the USASA Risk Manager.

3) An appeal will be scheduled within fourteen (14) days of receipt of the request.

4) 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.

5) The decision of the Risk Management Appeal Board will be communicated in writing by the USASA Risk Manager to the coach, administrator or volunteer within five (5) business days of the conclusion of the appeal.

## **6. Confidentiality and Ethics**

1) The Disclosure Statements shall be used only for the purpose of registering coaches, Administrators, officers and volunteers in USASA. The USASA Risk Manager, the USASA Risk Management Committee, and the USASA Risk Management Appeal Board may use information in the hearing process for denial, suspension, or revocation of privileges.

2) Record storage will be under lock and key in the USASA administrative office and only accessible by the USASA Risk Manager and designated alternate.

3) 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 USASA Risk Manager. The original will be filed at the USASA administrative office.

4) 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.

5) The USASA 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.

6) Disclosure Statements and associated information shall be retained for seven years following the last season of registration.

#### **SECTION 4. USASA RISK MANAGEMENT PROGRAM GUIDELINES**

These guidelines are provided to insure that the USASA implement these Risk Management guidelines. It is recommended that all affiliate members have a Risk Management program.

##### **1. General Guidelines**

1) Identify Risks:

- A. People – Board members, coaches, administrators, officers, volunteers, referees, players, spectators, others.
- B. Property – Facilities, fields, equipment, buildings, bank accounts, personal information, IT records, other.
- C. Income – Registration fees, donations, sales, team funds, tournament fees, other.
- D. Food – Sale of food and drink at games and tournaments.
- E. Goodwill – Reputation of organization, community standing, future fundraising, future players, future volunteers, future field use.

2) Assess Risks: The USASA 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.

3) 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) Implement Strategy: There are five concepts of risk containment strategy:

- A. Avoid – Do not offer a service that is considered too risky.
- B. Modify – Change the activity so the chance of harm occurring and the potential damage are acceptable.
- C. 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.)
- D. Retain – Accept the risk and prepare for the consequences.
- E. 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.

## **2. Financial Guidelines**

USASA will adopt strong measures to ensure fiscal safety and security for the association and all of its members. USASA must provide financial statements annually.

## **3. Health and Well-Being Guidelines**

All USASA coaches, administrators, officers and volunteers must register with USASA. Remember we all share the responsibility for the player's and organizations health and well-being while at practices, games, team functions, or any other soccer event.

## **4. Prevention Guidelines:**

1) Player equipment – Coaches and referees should check personal equipment and not allow participation until standards are met. Players must wear shin guards at all times in practices and games.

2) Referees – Certified assignors should assign referees to games based upon skill level, experience and anticipated difficulty. (Follow the US Soccer Referee Handbook guidelines)

3) Water/Game prep – Coaches should make sure players drink plenty of water during practices and games. Plan the activity; Provide proper instruction; Provide appropriate warm-up and cool-down activities; Provide a safe physical environment; Provide



adequate and proper equipment; Warn of inherent risks; Supervise closely; Evaluate players for injury or incapacity; Provide appropriate first aid.

4) Clinics – Members should create safety awareness by providing safety clinics for all participants.

5) 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.

6) Signs – Adequate signage should be maintained at all fields and facilities.

## **5. First Aid Guidelines**

USASA Coaches/managers need 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. (See Appendix A7 for more information on First Aid Guidelines)

## **6. Procedures for Injuries Pertaining to Blood**

All bleeding must be stopped prior to re-entering the game or practice. Referees will not allow a player on the field with a uniform that has an unacceptable amount of blood on it. See Attachment A8 for more information.

## **7. 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 help to move goals safely. See Addendum A5 for a full outline of goal safety, requirements and consequences of not following policy.

## **8. Spectator Responsibilities Guidelines**

Spectators are permitted to attend or observe games. Spectators should support the team, should cheer for all players on the team, and should refrain from criticizing other players, the coach, or the referee. Spectators should be kept six feet from the sidelines and it is recommended that lines designating the spectator areas be painted to prevent spectators from getting too close to the field.

## **9. Transportation Guidelines**

Encourage all participants to obey all traffic laws and signage at the soccer complexes they use.

## **10. Behavior Guidelines**

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

1) Physical Contact: Physical intimidation, physical punishment, or threatening a player with physical harm are not appropriate behaviors and will not be tolerated.

- A. Sexual harassment of any kind between coaches, administrators or volunteers and players is prohibited whether or not it is consensual.
- B. Hazing or any type of initiation is prohibited.

2) Code of Conduct: USASA is concerned for the safety and enjoyment of all participants involved in our programs. The following Code of Conduct will be a guide for all involved in our programs whether it be a team, player, coach, manager, administrator, officer, spectator or referee.

### **Code of Conduct:**

Participants are expected to treat each other with respect. Absolutely no acts of violence will be tolerated. Our intention is to insure that the game of soccer is enjoyed by all that choose to participate in a civilized and gentlemanly manner and that the principles of fair play and good sportsmanship prevail. All non-playing participants are expected to display traits commiserate with their positions.

3) Language:

- A. Coaches, administrators, officers and volunteers should model good communication skills.

- B. Offensive or vulgar language is unacceptable. Name-calling or harassment will not be tolerated.
- C. 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.
- D. Inappropriate language or threatening language may be grounds for removal from a game or the premises or both.

## **11. Information and IT Protection Guidelines**

1) Information protection is vital to the security of our players and all those involved with USASA. Under no circumstances will anyone's information be made available to anyone other than those required to have the information within USASA. USASA will follow all industry, state and federal standards in regards to information security of all USASA participants.

2) It is recommended to backup information daily and to store information offsite in the chance that something could happen to the IT equipment or memory damage.

## **12. Lawsuit Guidelines**

USASA registered coaches, administrators, officers 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.

The following immediate actions are suggested:

1) Contact the USASA administrative office to obtain insurance company information immediately.

2) Photocopy the suit and any additional information pertaining to the incident.

3) Send, via registered mail, the original of the summons/complaint and any other pertinent information to the insurance company.

4) Do not discuss the case with any person other than your lawyer or insurance representative.

5) Call the insurance representative if no response has been received from the insurance company representative or company-appointed lawyer within three (3) days.

6) Take the time to provide all the information and details to the company-appointed lawyer.

### **13. Violations**

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

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

Appeals of the decision of the Risk Management Committee may be made in accordance with USASA procedures (Section 3 number 5).

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

## **UNITED STATES ADULT SOCCER ASSOCIATION RISK MANAGEMENT POLICY**

### **Appendices:**

**Appendix A1** Volunteer Registration & Disclosure Form (PRD)

**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** First Aid and recommendations for First Aid kits/supplies

**Appendix A7** Suggestions for dealing with blood and blood Borne Pathogens

**Appendix A8** Code of Conduct

# USASA PARTICIPANT REGISTRATION & DISCLOSURE FORM

## COACH / MANAGER / OFFICER / VOLUNTEER / REFEREE

MEMBER ORGANIZATION: \_\_\_\_\_

Position: \_\_\_\_\_

**The information below may be used to run a background check if there is not a current one on file with USASA.**

Are you currently registered with USASA? \_\_\_\_\_

**I understand that:**

- a. It is the intent of UNITED STATES ADULT SOCCER ASSOCIATION to deny certification to any person who has been convicted of a crime of violence or of a crime against a person.
- b. In applying for a UNITED STATES ADULT SOCCER ASSOCIATION position, the information which I have furnished on this form is subject to verification, which may include a criminal history check.
- c. Any background check information will be made available to the designated Risk Management personnel.

First Name Middle Initial Last Name : \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number : \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

Registrar Signature : \_\_\_\_\_ Date: \_\_\_\_\_

# UNITED STATES ADULT SOCCER ASSOCIATION

## RELEASE OF INFORMATION FORM

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby authorize: \_\_\_\_\_

located at: \_\_\_\_\_

to release information or records about me to:

UNITED STATES ADULT SOCCER ASSOCIATION  
7000 SOUTH HARLEM  
BRIDGEVIEW, IL 60455

As part of the United States Adult Soccer Association Risk Management program, all coaches, managers, officers 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

# UNITED STATES ADULT SOCCER ASSOCIATION

## CONFIDENTIALITY DISCLOSURE AGREEMENT

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between

\_\_\_\_\_ residing at

\_\_\_\_\_ (hereinafter referred to as "Participant/Volunteer") and United States Adult Soccer Association, (hereinafter referred to as USASA).

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

**WHEREAS**, the Participant/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 USASA and the Participant/Volunteer under this Agreement, the parties agree as follows:

1. **Disclosure.** USASA agrees to disclose, and Participant/Volunteer agrees to receive the Confidential Information.
2. **Confidentiality.**
  - A. **No Use.** Participant/Volunteer agrees not to use the Confidential Information in any way except for the purpose set forth above.
  - B. **No Disclosure.** Participant/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.
  - C. **Protection of Secrecy.** Participant/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 USASA or where indicated by the Risk Management Director.

**3. Limits on Confidential Information.** Confidential Information shall not be deemed proprietary and the Participant/Volunteer shall have no obligation with respect to such information where the information:

- (a) was known to Participant/Volunteer prior to receiving any of the Confidential Information from the Disclosure;
- (b) has become publicly known through no wrongful act of Participant/Volunteer;
- (c) was received by Participant/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 Participant/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.** Participant/Volunteer agrees that all Confidential Information shall remain the property of USASA, and that USASA may use such Confidential Information for any purpose without obligation to the Participant/Volunteer. Nothing contained herein shall be construed as granting or implying any transfer or rights to the Participant/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 Participant/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) USASA, its successors, and assigns; and (b) Participant/Volunteer, its successors and assignees.

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



USASA: PARTICIPANT/VOLUNTEER:  
United States Adult Soccer Association

By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX A4 - Violations - Contact Process/Basic Info**

## **USASA Risk Management Program Violations - Contact Process**

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

The USASA Risk Manager will investigate complaints about misconduct by coaches, administrators, officers, volunteers, or players. Violations will be handled in accordance with the existing policies.

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

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

The Regional Risk Manager shall act as the Regions point of contact for risk management concerns and report each incident or non-compliance to the USASA Risk Manager.

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

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

## **APPENDIX A5 - Portable Goal Safety**

# **PORTABLE SOCCER GOAL SAFETY**

This program addresses moveable/portable soccer goal safety. 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. 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**

The coach/manager is ultimately responsible to make sure goals are properly and securely

Anchored. In the event that the goal is not securely anchored, the entity that has primary responsibility for the field or event upon which the unsecured goal is situated shall be responsible for securing the goals. Also each league shall communicate to the players the dangers of unsecured goals and their responsibility to assure that goals are secure.

### **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. Even with modern designs 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**

Most goal tipping incidents occur when the goals are 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/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 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 coach/manager and referee 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**

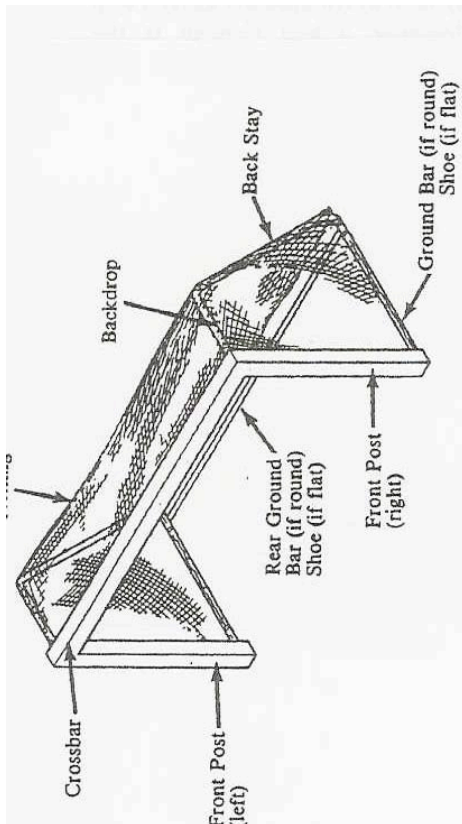
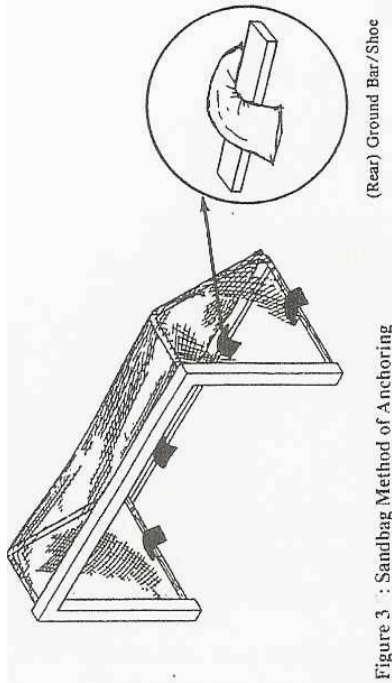
- Begin at a team meeting, instructing players to never climb or swing from the goals. They can tip over causing serious injury or death, and it weakens the goals.
- Unused goals can be blown over by the wind.

- 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.



Figures 1, 2, 3, & 4.

Figure 1: Components of a Movable Soccer Goal

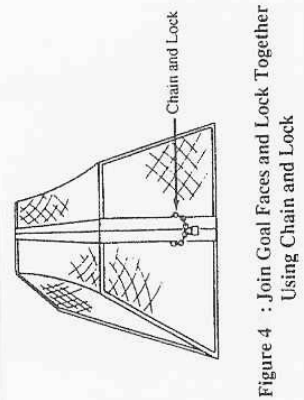
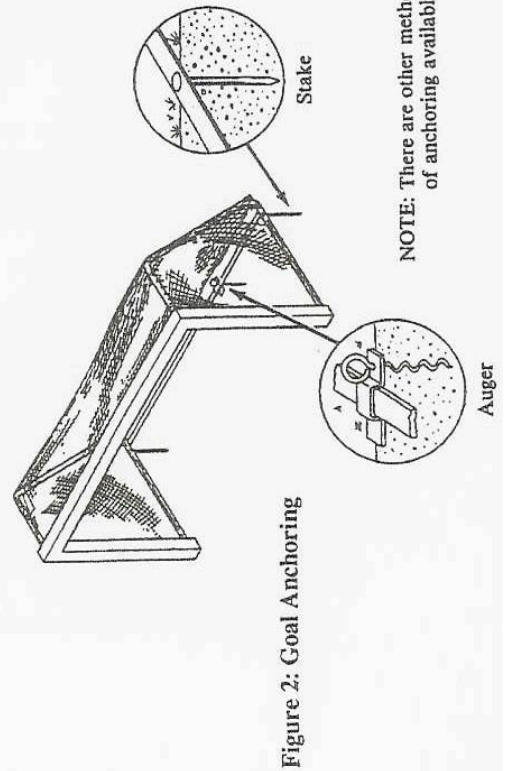


Figure 4 : Join Goal Faces and Lock Together Using Chain and Lock

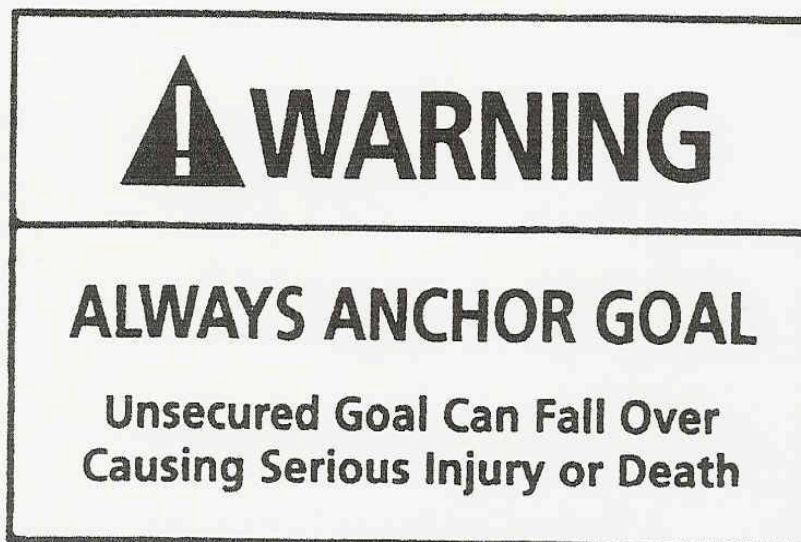
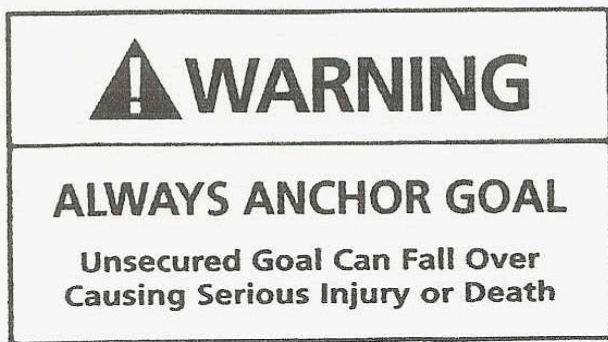


Figure 5. Warning Labels

## FIRST AID AND FIRST AID KITS

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.

- 1) All emergency contact information must be with the team at all times during practices, games and team functions.
- 2) Coaches/managers should not administer any medications or drugs at any time.
- 3) In the event of a medical emergency, appropriate action must be taken immediately.
- 4) 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. USASA recommends that standby medical help be present at all tournaments.
- 5) If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.
- 6) Any head injuries resulting in disorientation should result in a player remaining out of the remainder of the game or practice.
- 7) It is recommended that each team should 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	Band-Aids
Roll Gauze	Triangular Bandage
Eye Pads	Feminine Pads
Adhesive Tape	Latex Gloves (several pairs)
Plastic Trash Bags	Tube of Antibiotic Ointment
Eye wash/saline solution	

Spray Bottle containing a solution of 1:10 chlorine bleach to water

**APPENDIX A7 - Suggestions for dealing with blood and blood Bourne Pathogens**

**SUGGESTIONS FOR DEALING WITH BLOOD AND BLOOD BOURNE PATHEGENS**

- 1) Any bleeding that occurs must be administered to with latex gloves and properly sterilized bandages. Any bandages, uniforms or other items that have come in contact with blood must be properly disposed of.
- 2) Carry plastic bags at all times. These bags should be large enough to carry a uniform and shoes.
- 3) 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.



## **Code of Conduct**

The United States Adult Soccer Association is concerned for the safety and enjoyment of all participants involved in our programs. The following Code of Conduct will be a guide for all involved in our programs whether it be a team, player, coach, manager, administrator, officer, spectator or referee.

Participants are expected to treat each other with respect. Absolutely no acts of violence will be tolerated. Our intention is to insure that the game of soccer is enjoyed by all that choose to participate in a civilized and gentlemanly manner and that the principles of fair play and good sportsmanship prevail.

Acts of violence may result in immediate removal from the USASA.

All violations will be reviewed and strict speedy action will be taken to remove those from the USASA that exhibit violent behavior or actions toward any other participant as outlined by this Code of Conduct.

Participants that exhibit or continue to exhibit traits of conduct unbecoming to the organization will be denied access to the programs.

All participant violations will be reviewed with the intent to look for those that are constant offenders and tend to bend the rules or push the envelope of this Code of Conduct. Constant offenders will be denied access to the programs.

We expect all non-playing participants to display traits commiserate with their positions.