

**IMPORTANT!! PLEASE READ AND MAKE SURE ALL VOLUNTEERS & PARENTS
READ THIS BEFORE PRACTICES BEGIN and also during the soccer season!!
All Coaches and Assistant Coaches must complete & return Adult Staff Form 1628 and be fingerprinted!**

Excerpt from Official California Youth Soccer Association Team Manual

INTRODUCTION FROM THE CYSA BOARD OF DIRECTORS

Thank you for volunteering. The **CYSA** Board of Directors appreciates your efforts, whether you are coaching, referring, registering, or any other task.

One of the benefits from the **CYSA** programs is the growth that kids will experience under your guidance. This section of the team manual is provided to assist you in providing a safe and productive environment for the kids. Our goal is to give you support that will help maintain a healthful and playful situation for the kids.

The purpose of this section is to provide information to assist California Youth Soccer Association affiliates and volunteers address issues relating to risk management. It does not provide professional legal advice and may not be relied upon for that purpose. Consult an attorney for legal advice or information.

We look forward to working with you for many years of creating a challenging, fun and growth oriented soccer program.

Please remember that the actions of your Board and Commissioners are oriented to providing a positive environment for the kids.

Participation as a volunteer is a match between the kids and an adult. The Board of Directors and Leagues reserve the right to decide whether a person is suitable to work with the kids or in other positions within **CYSA**.

Risk Management Program

PHYSICAL CONTACT

Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation.

A volunteer (other than a parent or legal guardian) alone in a one-on-one situation with a player is generally inappropriate or may be misconstrued as such. If an adult is alone with a player then the adult should do so in a visibly public site.

There are those volunteers who are expressive by using their hands to give a pat on the back, a rub of the head, or other acts of touching to show appreciation or indicate a job well done. In a public setting those acts are understood. **CYSA** acknowledges there are appropriate times and places for showing such affection.

However, there should be no such touching in a one on one situation. Even the hint of inappropriate contact with a player may be enough to create the impression of inappropriate contact with children. Volunteers should act in a defensive mode so that there is no air of impropriety.

During an out-of-town tournament a non-parent/custodian adult shall not share any sleeping arrangement with a player or players. Adults should respect the privacy of players. Adults should provide privacy to players in changing rooms, showers, and bathrooms.

Suspicious behavior by an adult or claims of a sexual nature shall be reported to the risk manager through the District Commissioner. The **CYSA** risk manager shall investigate claims and report the findings to the Board of Directors along with a recommendation to the Board Chairman and/or counsel.

Molestation can be real, or the allegation can be a tool of revenge. Molesters can be registered at the local police department or they can exist for years without detection. Checking through records may or may not reveal a molester. Therefore, it is everyone's concern to deal with this issue.

It is **CYSA's** and US Youth Soccer Association's goal to exclude participation by those who have committed violent crimes or crimes that may bring an unnecessary risk to the health and well being of the participants. **CYSA** will not knowingly allow the participation of anyone that has a history of molestation or other criminal activity wherein the health of kids may be jeopardized. On the other hand, **CYSA** will preserve individual rights and not allow for unjustified pursuit of rumor-based claims on a person's character. The same standards will also apply to those criminal records that may reflect on an inability to work with other individuals or kids.

Keeping the quality of volunteers with the best interest of the kids at heart is everyone's business. Everyone who volunteers on behalf of **CYSA** has certain responsibilities in this regard.

Your responsibilities are:

- Adhere to the guidelines
- Report any alleged improprieties about other volunteers to a league representative, who in turn will pass the information onto the **CYSA** risk management committee.
- If there are rumors about your conduct then please consult with a league official.
- Complete the Employee/Volunteer Disclosure form (Insert I) and return it to the local registrar prior to participating in **CYSA** sponsored activities.

CYSA Official responsibilities are:

- Investigate charges of molestation or of a convicted molester or criminal though records, interviews and officials, as well as consultation with counsel.
- Determine whether a volunteer's participation would or would not be in the best interest of **CYSA** objectives for the kids.
- Provide a right of appeal consistent with PIM 96-1.

Coaches, referees, and other volunteers are in a unique position to help kids challenge themselves physically and mentally. Unfortunately, some adults may consider volunteering for other reasons. It is **CYSA's** intention that this does not occur.

If a volunteer has retained counsel then there shall not be any communication with the volunteer. Communications on these issues shall remain confidential. Any questions from parents or the media shall be referred to the District Commissioner.

DRIVING

Drivers are expected to have at least the minimum insurance required to maintain a valid drivers license. Only those who meet this requirement should be allowed to drive with kids.

No [insurance] coverage is provided to parents or coaches while transporting youth players to games or practices.

Adults transporting players must model safe driving techniques and enforce seat belt use with players and other vehicle occupants.

Drivers shall conform to all requirements of the vehicle code.

Parents who wish to drive players (other than their own children) to practices, scrimmages, games, and tournaments shall sign the Driver Certification and Authorization form. The form shall be sent to the District Registration.