

RISK MANAGEMENT

Purpose:

To protect and provide a safe and healthy environment for all members participating in Oklahoma Soccer Association's (OSA) sanctioned clubs, adult leagues, programs, and tournaments.

Procedures and Checklist:

The due dates for submitting the Risk Management materials are in Fall—*September 1st* and in Spring—*March 1st*. Therefore, every club, country, and adult league must submit the following, and OSA will maintain a file of these submissions for each member organization:

SAFETY FIRST!
EVERY FIRST!

- Risk Management Coordinator Form** (submit once a year or as updated including adult leagues) **NEW E-FORM!**
- Volunteer Disclosure Forms** for every club for all adult coach, trainer, referee, volunteer, Administrator, etc. **NEW E-FORM!**
- Volunteer Disclosure Compliance Form** (completed by Club President verifying RM materials sent – submitted EACH SEASON) **NEW ONLINE FORM (RosterPro)!**
- Field/Goal Inspection Form** (EVERY club and adult league [not country associations] even those using other fields/facilities that are regularly maintained by a city, another club, etc., must inspect and insure their fields are safe and all goals are properly secured with the required goal safety stickers applied.) Field/Goal Forms are submitted EVERY SEASON. **NEW E-FORM!**

Soccer Goal Safety Information Websites:

[http://www.bollingersoccer.com/Risk Management/Soccer Goal Safety.pdf](http://www.bollingersoccer.com/Risk%20Management/Soccer%20Goal%20Safety.pdf)

<http://www.kwikgoal.com/safetyfirst>

<http://www.cpsc.gov/cpsc/pub/pubs/326.html>

<http://www.anchoredforsafety.org>

To complete these new online forms, go to www.oksoccer.com to the Administration tab, to the Risk Management section.

A reminder—Any failure to submit the required risk management materials by the deadlines will cause—

FALL

Sept. 2—Automatic club fine of \$200.00

If the requirement are still not met by:

Sept. 11—Recommendation to Executive Board that club be placed into “bad standing”.

SPRING

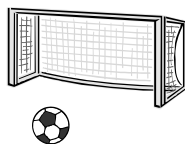
March 2—Automatic club fine of \$200.00

If the requirement are still not met by:

March 11—Recommendation to Executive Board that club be placed into “bad standing”.

ADDITIONAL GOAL SAFETY REMINDERS:

- Not only have league officials check fields and goals prior to the start of the season, but have all coaches and/or other volunteers inspect goals/ fields before EVERY practice, scrimmage, game, etc.
- Goals should always be properly stored, dismantled to lay flat when applicable, locked/ chained together, or other such measures taken as needed to prevent access when goals are not in use.
- Goal safety stickers applied to *all* goals. (Ex.—Kwikgoal stickers and safety packets)
- Goals set up for use should always be properly anchored and all youth supervised when near goals.
- No youth should ever move a goal, and no one should ever be allowed to play on a goal or use it for exercise or play equipment, etc.



Please fee free to contact us if you have questions or need help!



Oklahoma Soccer Association

REGISTRATION & RISK MANAGEMENT REQUIREMENTS

What every club, country, and adult league should know...

MAILING ADDRESS:

PO Box 35174, Tulsa, OK 74153

STREET ADDRESS:

9410 E 51st, Suite B, Tulsa, OK 74145

PHONE:

918-627-2663 OR 800-347-3590

WEBSITE:

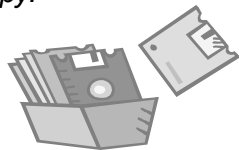
www.oksoccer.com

REGISTRATION PROCEDURES

OVERVIEW

The Oklahoma Soccer Association due dates for registration materials are **October 31st** for the fall and **April 30th** in the spring.

All registration submissions should be received at the **Tulsa OSA office** by the specified deadlines. This includes clubs, countries, and adult leagues. Please remember that all players should be included in the fall database and all rosters should also be included when submitting your fall materials. (Any club using RosterPro and has ALL of their players in the database online in RosterPro, will not need to submit a database. OSA will download a copy. **HOWEVER**, any players not in RosterPro, will need to be sent via an excel file, db file, etc. (I.E. club only puts competitive in RosterPro, then the club will need to send a recreational player file.)



Registration fees are paid to OSA only once per player per year, so only **NEW** players should be in the spring database and all **NEW** team rosters should be included when submitting your spring materials. *If a club/league does not submit an electronic database then forms must be provided along with the rest of the registration materials. Clubs/leagues will be charged for manual entry.*

Please remember that clubs and adult leagues are required to keep a copy of proof of registration for each player.

Countries and adult leagues should use the Detail of Remitted Funds form when submitting registration along with the registration Talley report (youth only). If you would like an electronic version of the report, please contact the Tulsa OSA office, and they will be happy to forward a copy to you.

CHECK LIST

PLEASE CHECK TO MAKE SURE THE FOLLOWING ITEMS ARE INCLUDED WHEN SUBMITTING REGISTRATION:

Due **OCTOBER 31st** (fall) - **APRIL 30th** (Spring) are the following registration materials:

- Registration remittal fees: Youth state fee is \$11.50 per player and team fee is \$10.00 per team. (Only new players are submitted in spring for both youth and adult players.)
- Adult state fee is \$25.00 and dual registration/transfer fee is \$10.00 per player.
- Adult summer fees are \$20.00 and are due August 15th.
- TOPsoccer registration state fee is \$5.00 per player. (Paid once a seasonal year as with other player registrations = only new players in spring.)
- Registration Talley report of total registration broken down by youth club (total players and total teams)
- Computerized databases of players (This includes all clubs and \$.50 fine per player not entered, missing, or incorrect, so please check your files before submitting them to make sure the players entered match the registration count and have all info.)
- Rosters for EVERY team for EVERY club/league
- Individual player registration forms are not needed for OSA (**unless incomplete database or no database** sent then forms are required for OSA to manually input – includes all youth clubs & adult leagues)

VOLUNTEERS

ALL coaches, managers, trainers, administrators, board members, and volunteers (any adult volunteer) **must have a Volunteer Disclosure form on file with a club before they can begin to volunteer.** Only the updated version of the volunteer disclosure form with the authorization (posted on the OSA website) or the RosterPro online volunteer form is acceptable.



(Older versions of the form, other variations, or incomplete forms will be returned and will be the club's responsibility to make sure they are corrected and resubmitted.)

Any club and/or country must then forward ALL of their Volunteer Disclosure forms and ALL other Risk Management materials to OSA to the Tulsa office by the deadline. (Only new volunteers are submitted in spring.)

FAILURE TO MEET ALL RISK MANAGEMENT REQUIREMENTS WILL RESULT IN THE FOLLOWING:

FALL

Sept. 2—Automatic club fine of \$200.00

If the requirement are still not met by:

Sept. 11—Recommendation to Executive Board that club be placed into “bad standing”.

SPRING

March 2—Automatic club fine of \$200.00

If the requirement are still not met by:

March 11—Recommendation to Executive Board that club be placed into “bad standing”.

If there are any new volunteers added later on in a season or changes to volunteer information, clubs and/or countries should forward forms or updates to OSA immediately.

If you have any questions or need assistance, please contact the State Risk Management Chairman or the OSA office staff.