



## **Oklahoma Soccer Association**

### *RISK MANAGEMENT PROGRAM*

*Please note that all Risk Management materials are due every season except for the Volunteer Disclosure form, which is due once a seasonal year.*

*(Only new volunteers will have forms submitted in the spring.)*

*Due dates: Fall - September 1st and Spring - March 1st*

### **General Information**

Traci Frederick, OSA Risk Management Chairman

### **Purpose:**

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

### **Background**

In 1994 US Youth Soccer Association (USYS) approved and implemented the "***Kidsafe Program***" which was modified and updated in 2002 by the USYS Risk Management Committee. As part of this program, each State Association must develop a written program outlining their safety guidelines and procedures. The documents contained on the following pages assist in making the OSA Risk Management Program is to provide the highest level of safety and security to all members.

### **Applicability**

This policy is applicable to all OSA Board members, Country Board members, Club officers, coaches, assistant coaches, managers, referees, assistant referees, trainers, and any volunteers that have regular contact with any players.

## Policy / Procedures

- I. The Oklahoma Soccer Association (**OSA**), Youth Secretary/Registrar, shall serve as the OSA State Risk Management Chairman (**SRMC**).
  - a. Shall oversee and administer all aspects of risk management for the OSA
  - b. Reference USYS “Kidsafe” program as the primary reference text
- II. Establish a Risk Management Committee (**RMC**)
  - a. Standing committee made up of the OSA Youth President, Youth Vice President, Youth Secretary/Registrar, and Treasurer, with the SRMC serving as Chairman
  - b. Shall assist in establishing policy and shall have jurisdiction over all risk management issues within the OSA
  - c. Establish deadlines for all OSA risk management materials
- III. Establish Risk Management Coordinators at local levels (countries, leagues, clubs)
  - a. Shall assist the SRMC in management and communication at the local level
  - b. To develop a network with local coordinators for distribution of educational and instructional materials
- IV. To require each season year, all Country and Club officers, coaches, assistant coaches, managers, referees, assistant referees, trainers, and any volunteers that have regular contact with any players to complete and submit to OSA a *Volunteer Disclosure Statement* to the SRMC. Once the *Volunteer Disclosure Statements* have been collected within a club, the club president shall complete the *Volunteer Disclosure Compliance Form* to the SRMC by the designated deadline.
  - a. Forms to be compiled by SRMC evaluated and stored by SRMC in a secure manner for at least four years.
  - b. Any forms received with discrepancies shall be evaluated by the RMC for further action, in accordance with the *OSA Classification Guidelines*
  - c. Criminal background checks may be performed on any all, or randomly selected individuals as determined by the SRMC or the RMC

## Policy / Procedures

- V. Implement the *Goal / Field Inspection Form*
  - a. To require all clubs to certify inspection and safety compliance of all soccer goals, playing fields and facilities and submit form to SRMC by the designated deadline

- VI. Set up a file for each club/league containing the following:
  - a. *Club Risk Management Coordinator* form
  - b. *Volunteer Disclosure Statement* for every coach, trainer, volunteer, and Administrator, including all clubs and league officers
  - c. *Volunteer Disclosure Compliance Form*
  - d. *Goal / Field Inspection Form*
  
- VII. Utilize State Law Enforcement agencies to obtain information or lists of known sexual offenders residing within the state.
  - a. Cross-reference list with OSA Volunteers Disclosure Forms
  - b. Refer any questionable matches to the RMC for review and further action if necessary
  
- VIII. Decisions of the OSA Risk Management Committee may be appealed to the OSA Board of Directors as provided below:
  - a. All appeals must be filed in writing to the President of OSA within ten (10) days from the date of your receipt of the decision of the Risk Management Committee
  - b. A cashier's check or money order for \$250 made payable to OSA
  - c. The OSA Board of Directors has 30 days in which to render a decision on the appeal