

# Broken Arrow Soccer Club

## Risk Management Policies & Procedures

As amended 2/7/24



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# **Risk Management Policies & Procedures**

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A copy of this policy shall be available via the club's website and shall be reviewed with all BOD and staff members, committee members, volunteers, contractors, and others who handle BASC records.

Exceptions to this policy may only be made by the BOD.

Abandonment or amendment of this policy requires a majority vote of the BOD present during a meeting of the Board.

# **BASC RISK MANAGEMENT POLICIES**



***The Broken Arrow Soccer Club Risk Management policies will follow the OSA Risk Management Program Policies and Procedures (as detailed herein).***

***The OSA Risk Management Program will assist in providing the highest level of safety and security to all members. Risk Management includes Concussion Management, Background checks, Club and Player Safety and Club required seasonal forms.***

***Information not covered in the BASC Policies & Procedures will be addressed by following the OSA Risk Management Policies and Procedures.***

**A. OKLAHOMA SOCCER ASSOCIATION RISK MANAGEMENT POLICIES**

The OSA Risk Management Policies will be applicable to all Club officers, coaches, assistant coaches, managers, referees, assistant referees, trainers, and any volunteers that have regular contact with any players.

**Risk Management Seasonal Form**

It is required each season; every club must complete and submit the required Seasonal Risk Management Form. This is to ensure the safety of all players by requiring that all fields and goals be inspected and every coach, administrator, board member, manager, referee, and volunteer for the Club has completed an OSA Background Check. This should be completed by the designated Risk Management Coordinator in each club.

**Volunteer Disclosure Statements / Background Checks**

It is required that any person (coach, assistant coach, volunteer, team manager, referee, board member, concession stand workers and administrators) who comes in contact or interacts with children at any point during the soccer season MUST complete a background check yearly. Background checks expire on June 30th of each year, regardless of when they are submitted. You must renew yearly to work with children in any capacity. Completion of the background check must take place in the persons Gotsport account.

**Safe Sport**

It is required that any person (coach, assistant coach, volunteer, team manager, referee, board member, concession stand workers and administrators) who comes in contact or interacts with children at any point during the soccer season MUST complete the Safe Sport training. Safe Sport training expires on June 30th of each year, regardless of when they are submitted. You must renew yearly to work with children in any capacity. Completion of the safe sport training should take place in the persons Gotsport account.

**Concussion Management Testing**

It is required that any person (coach, assistant coach, volunteer, team manager, referee, board member, concession stand workers and administrators) who comes in contact or interacts with children at any point during the soccer season MUST complete the Concussion Management testing. Concussion Management testing expires on June 30th of each year, regardless of when they are submitted. You must renew yearly to work with children in any capacity. Completion of concussion management testing should take place in the persons Gotsport account.

## B. OKLAHOMA SOCCER ASSOCIATION SAFE SOCCER POLICY

### INTRODUCTION

This policy was developed to meet the requirements set forth by Public Law 115-126 *Protecting Young Victims for Sexual Abuse and Safe Sport Authorization Act of 2017* (the “SafeSport Act”) as well as U.S. Soccer Policy 212-3. The Oklahoma Soccer Association (OSA) Safe Soccer Policy sets the standard for all member organizations as part of requirements for Soccer Association’s **Safe Soccer Policy**. This program is available on OSA’s website.

OSA has a zero-tolerance policy for abuse and misconduct. All participants in the soccer community must play an active role in creating an environment free from emotional, physical, or sexual abuse. In that regard, the policy set forth was developed to help all participants detect and report abuse, respond to it and prevent future occurrences. To comply with U.S. Soccer Policy 212-3, this policy includes six (6) key components: Prohibited Conduct, Mandatory Reporting, Background Checks, Education and Training, Limiting One-on-One Interactions (Minor Athlete Abuse Prevention Policies) and Enforcement.

### ADULT PARTICIPANTS, MINOR ATHLETES, AND POLICY EXCEPTIONS

This policy uses the term “Adult Participants” to refer to those adults (aged 18 years and older) to whom these policies apply. Adult Participants are required to follow all policies included in OSA’s Safe Soccer Policy. Adult participants are defined as any adult (18 years of age or older) who is:

1. A member or license holder of a National Governing Body (NGB), Paralympic Sport Organization (PSO), Local Affiliate Organization (LAO), or United States Olympic and Paralympic Committee (USOPC).
  - a. The United States Olympic and Paralympic Committee certifies U.S. Soccer
  - b. U.S. Soccer is OSA’s National Governing Body
  - c. OSA is a local affiliate of U.S. Soccer and US Youth Soccer
  - d. Member clubs and leagues are local affiliates of OSA
2. An employee or board member of an NGB, PSO, LAO, or USOPC.
3. Within the governance or disciplinary jurisdiction of an NGB, PSO, LAO, or USOPC; or
4. Authorized, approved, or appointed by an NGB, PSO, LAO, or USOPC to have regular contact with or authority over Minor Athletes.

OSA defines Adult Participants as:

1. Organization Board Members, Officers, and Directors
2. Organization Employees and Independent Contractors
3. Coaches and Trainers
4. Team Managers and Club Administrators
5. Tournament Directors
6. Adult TOPSoccer Buddies
7. Athletic Trainers
8. Referees - *while Referees, Referee Coaches, Referee Mentors, Referee Assignors, and other Referee Program affiliated personnel are expected to comply with these policies due to their participation in OSA's programming, it is understood that these individuals are also subject to policies set forth by **State Referee Committee** and/or U.S. Soccer Policy. All U.S. Soccer Referees will continue to complete their background Check and education and training through the Referee Committee. They are, however, subject to the other four (4) components of this policy; and*
9. eSports Moderators - *individuals “refereeing” electronic participation in online gaming for Minor Athletes to ensure no prohibited conduct as named below is occurring on the platform. These individuals will need to complete the required Education and Training with respect to SafeSport, as well as understand the required policies for one-to-one interactions*

*with Minor Athletes. eSports Moderators are required to clear their employer's background Check.*

Many aspects of this policy are issued to protect "Minor Athletes" who participate in OSA's programming. A Minor Athlete is an amateur athlete under 18 years of age who participates in, or participated within the previous 12 months in, an event, program, activity, or competition that is part of, or partially or fully under the jurisdiction of, an NGB, PSO, USOPC, or LAO. Although this policy focuses in many areas on concerns unique to Minor Athletes, these may be applicable and are designed to protect participants of all ages. Please note that a "Close in Age" Exception exists within the different components of this policy. This exception applies to certain policies and allows for "In-Program" contact between an Adult Participant and a Minor Athlete if:

1. The Adult Participant has no authority over the Minor Athlete; and
2. The Adult Participant is not more than four (4) years older than the Minor Athlete.

There are also exceptions for Adult Participant Personal Care Assistants or TOPSoccer Buddies (PCA) working with a Minor Athlete. A PCA is an individual who assists an athlete who requires help with the activities of daily living or in preparation for athletic participation. This support can be provided by a Guide for Blind or visually impaired athletes, or can include assistance with transfer, dressing, showering, medication administration, and using the restroom. When assisting a Minor Athlete, PCAs must be authorized by the athlete's parent/guardian. For a PCA to be considered an Adult Participant, the PCA must have Regular Contact with additional Minor Athlete(s) besides the Minor Athlete for whom they provide care, or the PCA must be hired by OSA or a member organization. In these circumstances, the following requirements must be met before a PCA Exception will be granted:

1. The Minor Athlete's parent/guardian must provide written consent to the OSA or the member organization for the PCA to provide care/work with their Minor Athlete; and
2. The PCA must complete the required training as defined in the Education and Training Policy; and
3. The PCA must meet all Check requirements of the OSA or the member organization.

Further, Adult Participants with a dual role or relationship with a minor creates an exception to certain policies set forth within this document. A "Dual Relationship" exception exists when:

1. An Adult Participant has a dual role or relationship with a Minor Athlete. The exception requires written consent of the Minor Athlete's parent/guardian at least annually.
2. Many of the exceptions require parent/guardian consent.
3. Examples of a dual role relationship can include, but is not limited to:
  - i. Adult Participant who is a Parent/Guardian of a minor athlete
  - ii. Adult Participant who is an Aunt/Uncle of a minor athlete; or
  - iii. Adult Participant who is a family friend of a minor athlete.

"In Program" contact includes sanctioned events and facilities, but it also applies more broadly to sport-related interactions, and is defined as:

1. Any contact (including communications, interactions, or activities) between an Adult Participant and any Minor Athlete(s) related to participation in sport.

Examples of in-program contact include, but are not limited to competition, practices, camps/clinics, training/instructional sessions, pre/post game meals or outings, team travel, review of game film, team- or sport-related relationship building activities, celebrations, award ceremonies, banquets, team- or sport-related fundraising or community service, sport education, or competition site visits.

## PROHIBITED CONDUCT

It should be noted that all defined Adult Participants and Minor Athletes of OSA's programming are subject to specific prohibited conduct as outlined and defined in the U.S. Center for SafeSport's [SafeSport Code](#). Prohibited behaviors include harassment, sexual harassment, racial, religious, or national origin harassment, child sex abuse, sexual misconduct, emotional misconduct, physical misconduct, bullying and hazing.

All Adult Participants have an obligation to cooperate in any investigation of a complaint of misconduct, including providing all information concerning the complaint. Failure to do so may be a direct violation of this policy. Any violation of this Prohibited Conduct Policy by Adult Participants or Minor Athletes may subject the individual to disciplinary action and OSA prohibits any retaliation against individuals making good faith reports of misconduct, including potential violations of this Prohibited Conduct Policy by Adult Participants for Minor Athletes.

1. **Harassment** - repeated and/or severe conduct that causes fear, humiliation, or annoyance, offends, or degrades, creates a hostile environment, or reflects discriminatory bias in an attempt to establish dominance, superiority, or power over an individual or group based on age, race, ethnicity, culture, religion, national origin, or mental or physical disability; or any act or conduct described as harassment under federal or state law.
2. **Sexual Harassment** - any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise. Sexual harassment can also include harassment related to gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.
3. **Racial, Religious or National Origin Harassment** - includes any verbal, written or physical act in which race, religion, or national origin is used or implied in a manner which makes a reasonable person uncomfortable in the environment. Examples include but are not limited to jokes, which include reference to race, religion, or national origin; the display of objects or pictures which adversely reflect on a person's race, religion, or national origin; or use of pejorative or demeaning language regarding a person's race, religion, or national origin.
4. **Child Sexual Abuse** - any sexual activity with a child is prohibited. This includes sexual contact with a child that is accomplished by deception, manipulation, force, or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity.
5. **Sexual Misconduct** - any sexual interaction between an athlete and an individual with evaluative, direct, or indirect authority is prohibited. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative. This section does not apply to a pre-existing relationship between two spouses or life partners.
6. **Emotional Misconduct** - a pattern of deliberate, non- contact behavior that has the potential to cause emotional or psychological harm to another person. Non-contact behaviors include verbal acts, physical acts, or acts that deny attention or support; or any act or conduct described as emotional abuse or misconduct under federal or state law (e.g., child abuse, child neglect). Emotional misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving



athletic performance.

7. **Physical Misconduct** - is defined as contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to another person; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect, assault). Physical misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance. For example, hitting and punching are well-regulated forms of contact in combat sports but have no place in soccer.
8. **Bullying** - intentional, persistent, and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation, or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership are prohibited. Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.
9. **Hazing** - coercing, requiring, forcing, or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group, or (b) being socially accepted by a group's members are prohibited. Hazing does not include group or team activities that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

#### **MANDATORY REPORTING**

All Adult Participants of OSA are mandatory reporters of any known or suspected child abuse. All reports must be made to the appropriate law enforcement authorities within 24 hours; the abuse does not need to be confirmed. Adult Participants should never seek to conduct their own investigations.

OSA does not tolerate retaliation of any kind. Any Adult Participant or Minor Athlete who makes a good faith report will not be subject to retaliation, including harassment, as a result of making a report. The *SafeSport Act of 2017* also includes qualified immunity for good faith reports. The obligation to report is not always satisfied by making an initial report and an Adult Participant is required to report supplemental information of which he/she becomes aware that may be relevant in a pending investigation.

As OSA is now required to have a mechanism for all individuals (adults and minors) to report abuse, all are encouraged to utilize the "Report An Incident" feature with the OSA digital compliance platform. Regardless of the method for reporting any known or suspected child abuse, all Adult Participants of OSA are also required to report the information to OSA.

#### **BACKGROUND CHECKS**

Pursuant to U.S. Soccer Policy 212-3, OSA's Background Check Policy is in place to set forth requirements pertaining to appropriate background check. This Background Check Policy does not apply to individuals under 18 years of age. All Adult Participants shall be known collectively as "Adult Applicant" for the purposes of this Background Check Policy.

Any athlete, referee, coach, or otherwise, who is under the lesser of (1) the age of 18, or (2) the age of majority in the applicable state and who is participating in OSA sanctioned activities and competitions, will be known as a "Minor Athlete" for the purposes of this Background Check Policy.

Every Adult Applicant is required to apply for a background Check every year by using the OSA digital compliance platform by the earlier of 1) prior to regular contact with a Minor Athletes; or 2) within the first 45 days of the Adult Applicant taking on the role giving them access to Minor Athletes.

A comprehensive background Check, including a national search, national sex offender search (50 states plus U.S. territories) and 7-year county of residence criminal record search will be conducted on every Adult Applicant submitted every year valid through June 30th annually. In addition, all Adult Applicants should be vetted against OSA's suspension database, U.S. Soccer's disqualification list and the SafeSport Centralized Disciplinary Database. The complete OSA Background Check Policy is available [here](#).

## **EDUCATION & TRAINING**

The following Adult Participants must complete the *SafeSport Trained* Course through the OSA digital compliance platform:

1. Adult Participants who have regular contact with any amateur athlete(s) who is a minor
2. Adult Participants who have authority over any amateur athlete(s) who is a minor or
3. Adult Participants who are an employee or board member of OSA or its direct and indirect members.

Adult Participants, who are medical providers required to take training, can take the Health Professionals Course in lieu of the *SafeSport Trained* Course when available.

Adult Participants must complete this training:

1. Before regular contact with an amateur athlete who is a minor begins and
2. Within the first 45 days of either initial membership or upon beginning a new role subjecting the adult to this policy.

### ***Refresher Training***

The above listed Adult Participants must complete a refresher course on an annual basis, beginning the calendar year after completing the *SafeSport Trained* Course. Once per year, Adult Participants will complete the *SafeSport Trained* Course training. Medical providers can take the Health Professionals Course in lieu of the *SafeSport Trained* Course and are required to take the refresher courses on an annual basis if they meet the criteria.

## **Additional Adult Participant Training Requirements**

### ***Minor Athlete Training***

OSA strongly encourages all Minor Athletes, subject to parental consent, to take the U.S. Center for SafeSport Youth Athlete Training on an annual basis. A parent/guardian must first create an account at [www.athletesafety.org](http://www.athletesafety.org) to give consent for their child to access the free training and select the appropriate module for their child's age.

### ***Parent Training***

OSA strongly encourages all parents/guardians of Minor Athletes to take the U.S. Center for SafeSport Parent's Guide to Misconduct in Sport Training on an annual basis. The free training is available at [www.athletesafety.org](http://www.athletesafety.org). An online Parent Toolkit is also available.

*Exemptions from this Education & Training Policy may be made on a case-by-case basis for victims/survivors. Requests may be made directly to the U.S. Center for SafeSport at [exemptions@safesport.org](mailto:exemptions@safesport.org).*

## **REQUIRED POLICIES FOR ONE-ON-ONE INTERACTIONS**

OSA recognizes that youth-adult relationships can be healthy and valuable for development. Policies on one-on-one interactions protect children while allowing for these beneficial relationships. As child sexual abuse is often perpetrated in isolated, one-on-one situations, it is critical that organizations limit such interactions between youth and adults and implement programs that reduce the risk of sexual abuse.

## **ONE-ON-ONE INTERACTIONS**

### ***Observable and Interruptible***

All one-on-one In-Program Contact between an Adult Participant and a Minor Athlete must be observable and interruptible, except in emergency circumstances. The exceptions below may apply to specific policies, and if the exceptions apply, they are listed in the policy. These exceptions also apply to all one-on-one In-Program Contact not specifically addressed in other policies:

1. When a Dual Relationship exists; or
2. When the Close-in-Age Exception applies; or
3. If a Minor Athlete needs an Adult Participant Personal Care Assistant, and:
  - the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - the Adult Participant Personal Care Assistant has complied with the OSA's background check policy; or
4. In other circumstances specifically addressed in this policy that allow for certain one-on-one interactions if OS receives parent/ guardian consent.

## **MEETINGS AND TRAINING SESSIONS**

### ***Observable and Interruptible***

Adult Participants must follow the one-on-one interaction policy in all meetings and training sessions where Minor Athlete(s) are present.

### ***Individual Training Sessions***

One-on-one, In-Program, individual training sessions must be observable and interruptible except if:

1. A Dual Relationship exists; or
2. The Close-in-Age Exception applies; or
3. If a Minor Athlete needs a Personal Care Assistant, and:
  - the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - the Adult Participant Personal Care Assistant has complied with the OSA's background check policy.

The Adult Participant providing the individual training session must receive advance, written consent from the Minor Athlete's parent/guardian at least annually, which can be withdrawn at any time; and parents/guardians must be allowed to observe the individual training session.

### ***Meetings with Licensed Mental Health Care Professionals and Health Care Providers (Other Than Athletic Trainers)***

If a licensed mental health care professional or licensed health care provider meets one-on-one with a Minor Athlete at a sanctioned event or a facility, which is partially or fully under OSA's jurisdiction, the meeting must be observable and interruptible except:

1. If the door remains unlocked; and
2. Another adult is present at the facility and notified that a meeting is occurring, although the Minor Athlete's identity needs not be disclosed; and
3. OSA is notified that the provider will be meeting with a Minor Athlete; and
4. The provider obtains consent consistent with applicable laws and ethical standards, which can be withdrawn at any time.

## **ATHLETIC TRAINING MODALITIES, MASSAGES, AND RUBDOWNS**

### ***Athletic Training Modality, Massage, or Rubdown***

All In-Program athletic training modalities, massages, or rubdowns of a Minor Athlete must:

1. Be observable and interruptible; and
2. Have another Adult Participant physically present for the athletic training modality, massage, or rubdown; and
3. Have documented consent as explained in subsection (2) below; and
4. Be performed with the Minor Athlete fully or partially clothed, ensuring that the breasts, buttocks, groin, or genitals are always covered; and
5. Allow parents/guardians in the room as an observer, except for competition or training venues that limit credentialing.

### ***Consent***

Consent must be obtained at least annually from Minor Athletes' parents/guardians before providing any athletic training modalities, massages, or rubdowns. Minor Athletes or their parents/guardians can withdraw consent at any time.

## **LOCKER ROOMS AND CHANGING AREAS**

### ***Observable and Interruptible***

Adult Participants must ensure that all In-Program Contact with Minor Athlete(s) in a locker room, changing area, or similar space where Minor Athlete(s) are present is observable and interruptible, except if:

1. A Dual Relationship exists; or
2. The Close-in-Age Exception applies; or
3. If a Minor Athlete needs an Adult Participant Personal Care Assistant, and:
  - the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - the Adult Participant Personal Care Assistant has complied with the OSA's background check policy.

### ***Conduct in Locker Rooms, Changing Areas, and Similar Spaces***

No Adult Participant or Minor Athlete can use the photographic or recording capabilities of any device in locker rooms, changing areas, or any other area designated as a place for changing clothes or undressing.

1. Adult Participants must not change clothes or behave in a manner that intentionally or recklessly exposes their breasts, buttocks, groins, or genitals to a Minor Athlete.
2. Adult Participants must not shower with Minor Athletes unless:
3. The Adult Participant meets the Close-in-Age Exception; or
4. The shower is part of a pre- or post-activity rinse while wearing swimwear.

Parents/guardians may request in writing that their Minor Athlete(s) not change or shower with Adult Participant(s) during In-Program Contact. OSA and the Adult Participant(s) shall abide by this request.

### ***Media and Championship Celebrations in Locker Rooms***

OSA may permit recording or photography in locker rooms for the purpose of highlighting a sport or athletic accomplishment if:

1. Parent/legal guardian consent has been obtained; and
2. OSA approves the specific instance of recording or photography; and
3. Two (2) or more Adult Participants are present; and
4. Everyone is fully clothed.

### ***Personal Care Assistants***

Adult Participant Personal Care Assistants are permitted to be with and assist Minor Athlete(s) in locker rooms, changing areas, and similar spaces where other Minor Athletes are present, if they meet the requirements above.

### ***Availability and Monitoring of Locker Rooms, Changing Areas, and Similar Spaces***

OSA will provide a private or semi-private place for Minor Athletes that need to change clothes or undress at sanctioned events or facilities partially or fully under OSA's jurisdiction.

OSA will monitor the use of locker rooms, changing areas, and similar spaces to ensure compliance with these policies at sanctioned events or facilities partially or fully under the OSA's jurisdiction.

## **ELECTRONIC COMMUNICATIONS**

### ***Open and Transparent***

All one-on-one electronic communications between an Adult Participant and a Minor Athlete must be Open and Transparent except:

1. When a Dual Relationship exists or
2. When the Close-in-Age Exception applies or
3. If a Minor Athlete needs a Personal Care Assistant, and:
  - the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete and
  - the Adult Participant Personal Care Assistant has complied with the Education & Training Policy and
  - the Adult Participant Personal Care Assistant has complied with the OSA's background check policy.

Open and Transparent means that the Adult Participant copies or includes the Minor Athlete's parent/guardian, another adult family member of the Minor Athlete, or another Adult Participant. If a Minor Athlete communicates with the Adult Participant first, the Adult Participant must follow this policy if the Adult Participant responds.

Only platforms that allow for Open and Transparent communication may be used to communicate with Minor Athletes.

### ***Team Communication***

When an Adult Participant communicates electronically to the entire team or any number of Minor Athletes on the team, the Adult Participant must copy or include another Adult Participant or the Minor Athletes' parents/guardians.

### ***Content***

All electronic communication originating from an Adult Participant(s) to a Minor Athlete(s) must be professional in nature unless an aforementioned exception exists.

### ***Requests to Discontinue***

Parents/guardians may request in writing that the Organization or an Adult Participant subject to this policy not contact their Minor Athlete through any form of electronic communication. The Organization and the Adult Participant must abide by any request to discontinue, absent emergency circumstances.

## **TRANSPORTATION**

### ***Transportation***

An Adult Participant cannot transport a Minor Athlete one-on-one during In-Program travel, except if:

1. A Dual Relationship exists; or
2. The Close-in-Age Exception applies; or
3. If a Minor Athlete needs a Personal Care Assistant, and
  - the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - the Adult Participant Personal Care Assistant has complied with the OSA's background check policy; and
4. The Adult Participant has advance, written consent to transport the Minor Athlete one-on-one obtained at least annually from the Minor Athlete's parent/guardian.

Minor Athlete(s) or their parent/guardian can withdraw consent at any time.

An Adult Participant meets the In-Program transportation requirements if the Adult Participant is accompanied by another Adult Participant or at least two minors.

Written consent from a Minor Athlete's parent/guardian is required for all transportation sanctioned by OSA at least annually.

## **LODGING**

### ***Hotel Rooms and Other Sleeping Arrangements***

All In-Program Contact at a hotel or lodging site between an Adult Participant and a Minor Athlete must be observable and interruptible, and an Adult Participant cannot share a hotel room or otherwise sleep in the same room with a Minor Athlete(s), except if:

1. A Dual Relationship Exists, and the Minor Athlete's parent/guardian has provided the Organization with advance, written consent for the lodging arrangement
2. The Close-in-Age Exception applies, and the Minor Athlete's parent/guardian has provided OSA with advance, written consent for the lodging arrangement; or
3. If a Minor Athlete needs a Personal Care Assistant, and:
  - the Minor Athlete's parent/guardian has provided written consent to the Organization for the Adult Participant Personal Care Assistant to work with the Minor Athlete; and
  - the Adult Participant Personal Care Assistant has complied with the Education & Training Policy; and
  - the Adult Participant Personal Care Assistant has complied with the OSA's background check policy.

Written consent from a Minor Athlete's parent/guardian must be obtained for all In-Program lodging at least annually.

### ***Monitoring or Room Checks During In-Program Travel***

If the Organization or team performs room checks during In-Program lodging, the one-on-one interaction policy must be followed and at least two (2) adults must be present for the room checks.

### ***Additional Requirements for Lodging Authorized or Funded by OSA***

Adult Participants traveling with OSA must agree to and sign the lodging policy at least annually.

Adult Participants that travel overnight with Minor Athlete(s) are assumed to have Authority over Minor Athlete(s) and thus must comply with the Education & Training Policy.

## ENFORCEMENT

OSA's Policy on Enforcement is set forth to establish procedures for monitoring and enforcing compliance with OSA's Safe Soccer Policy, as well as to establish an appropriate grievance process to address allegations of misconduct following the report or complaint of misconduct.

OSA takes all reports of potential violations of this Safe Soccer Policy seriously and is committed to confidentiality and investigation of allegations.

OSA reserves the right to, either directly or through a contracted third-party service provider, survey, audit, require certifications of compliance with, or otherwise review compliance with OSA's Safe Soccer Policy. All violations of the Policy will be subject to the current OSA Disciplinary and Appeals Process.

The decision of the OSA Board of Directors shall be final and binding on all parties. Pursuant to U.S. Soccer Bylaw 704, the individual has the right to appeal a final decision rendered by OSA's process for violations of the OSA Safe Soccer Policy, excluding those decisions rendered pertaining to the Background Check Policy of the OSA Safe Soccer Policy, which is outlined in the OSA Disciplinary and Appeals Process.

## C. SAFE SPORT - Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017

On February 14<sup>th</sup>, 2018, the President signed the **Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017** which is aimed at protecting amateur athletes\* from sexual abuse. What exactly does the Law state?

**The Law has a three-pronged approach:**

1. Any adult interacting with amateur athletes in the program has a duty to report abuse and or suspected abuse within a 24 hour period. EVERY adult is a mandatory reporter.
2. The statute of limitations is extended for up to 10 years after a victim realizes he or she was abused.
3. Limits an athlete under the age of 18 from being alone with an adult who is not their parent.

*\*What is an amateur athlete?* Any child or minor under the age of 18. Legislation is available for download ([www.congress.gov/bill/115th-congress/senate-bill/534](http://www.congress.gov/bill/115th-congress/senate-bill/534)).

### **What are the requirements for NGB's and NGB-Affiliated?**

**Reporting:** A mechanism that allows a complaint to be easily reported for a reasonable suspicion of Sexual or Physical abuse/neglect, within a 24 hour period of awareness. Federal regulations state that reports should be made to a) local law enforcement and b) local/state child protective services c) US Soccer, and d) the US Center for SafeSport. **EVERYONE is a MANDATORY REPORTER.**

**Mechanism for Reporting:** Everyone listed below MUST be contacted when physical or sexual abuse is suspected:

1. Local Law Enforcement Number 918-259-8400
2. Oklahoma Department of Human Services - Child Protective Services (CPS), 800-522-3511
  - Child Abuse and Neglect Hotline. Information can be found here: <http://www.okdhs.org/services/cps/Pages/default.aspx>
3. Club Risk Manager and Executive Board.
4. State Association's Main Office
5. National Governing Body (NGB)
  - US Soccer Integrity Hotline Number: (312) 528-7004
  - US Soccer: <https://www.ussoccer.com/integrity-hotline>
  - US Center for SafeSport: <https://www.safesport.org/report-a-concern>

**Mechanism for Reporting (cont.):** Other forms of misconduct such as emotional abuse, bullying, hazing, or harassment.

1. Club Risk Manager
2. Club Executive Board Review/Hearing. The decision of the Club Executive Board should be sent to the State Association's State Office.

**Reasonable Procedures:** Policies and procedures aimed at PREVENTING one-on-one interactions between an amateur athlete who is a minor and an adult.

An individual who is required, but fails, to report suspected child sexual abuse is subject to criminal penalties including fines and up to one (1) year in jail.

### **What are the requirements for NGB's and NGB-Affiliated?**

**Prevention Training:** Offer and provide consistent training to adult members who are in contact with amateur athletes who are minors. Currently there is no mandated training provider. Several program options currently exist for awareness/prevention training of sexual abuse. Until there is a mandate or law change, you may use whatever program your organization deems will meet this training requirement. Some programs are currently available at no cost to the adult or organization. Most programs will take between 75 to 90 minutes to complete.

The US Center for SafeSport is one example:

1. US Center for SafeSport: To enroll in this program just click on the link below, click on "Sign In," click on "Register." When prompted make sure to select US Soccer as your NGB and then enter the access code proved below.
  - To register or learn more: <https://www.safesport.org/>
2. In order to complete your course registration, you will receive an email to confirm your email address. You must respond to this email to activate your account.
3. Upon completion, print out your certificate and keep on file.

**Prohibit Retaliation:** Include in your club policy that there can be no retaliation from the club toward those who are reporting.

### **What is being done next?**

Both US Soccer and US Youth Soccer are developing a strategy to help all State Associations understand, communicate, and manage their abuse prevention programs.

This communication, which follows up on previous communications from both US Soccer and US Youth Soccer, provides a summary of the new law and the requirements for mandatory reporting. The new law states that The Center for Safe Sports shall develop training, oversight practices, policies, and procedures for implementation by an NGB. This work is in progress and will be communicated when available.

### **What else is important to know about this Law? How might my club be impacted?**

There are additional and more specific requirements for several categories of youth sports providers listed as 'Applicable Entity' within the Bill. Those listed under this category include:

1. National Governing Body (NGB) – Such as the United States Soccer Federation
2. Amateur Sports Organization (sanctioned by NGB) – Such as your local State Association and Member Affiliates (town programs, clubs, and leagues)
3. Amateur Sports Organizations (NOT sanctioned by NGB) – Such as YMCA, Church Leagues, Municipal Leagues, Independent Recreation Leagues, Camps, all others

U.S. Center for SafeSport fact sheet: <https://www.safesport.org/files/details/78>



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# **BASC RISK MANAGEMENT PROCEDURES**



A. SAFE SPORT REASONABLE SUSPICION OF SEXUAL OR PHYSICAL ABUSE / NEGLECT OF A CHILD OR MINOR UNDER THE AGE OF 18

1. All adult BASC members who are club officers, coaches, assistant coaches, managers, referees, assistant referees, trainers, and any volunteers that have regular contact with any players MANDATORY REPORTERS.
  - a) All BASC adult members who are mandatory reporters are required to:
    - (1) Report suspected sexual or physical abuse/neglect of a child or minor under the age of 18 to the BASC Risk Manager or BASC General Manager.
    - (2) Adhere to the SafeSport code and cooperate with investigating agencies.
    - (3) Comply with directives of the BASC Executive Board with regards to risk management cases.
  - b) The BASC Executive Board may sanction, or suspend the membership of, any adult member who are mandatory reporters and violate the SafeSport code, the BASC Code of Conduct, or fail to cooperate with agencies investigating risk management issues.
2. All agencies listed below MUST be contacted within 24 hours of BASC awareness of suspected physical or sexual abuse of a child or minor under the age of 18.
  - a) Local Law Enforcement Number 918-259-8400
  - b) Oklahoma Department of Human Services - Child Protective Services (CPS), 800-522-3511. Child Abuse and Neglect Hotline information can be found here: <http://www.okdhs.org/services/cps/Pages/default.aspx>
  - c) Club Risk Manager
  - d) OSA Member Services
  - e) National Governing Body (NGB):
    - (1) US Soccer Integrity Hotline: (312) 528-7004, <https://www.ussoccer.com/integrity-hotline>
    - (2) US Center for SafeSport: <https://www.safesport.org/report-a-concern>

B. SAFE SPORT & MISCONDUCT SUCH AS EMOTIONAL ABUSE, BULLYING, HAZING OR HARASSMENT.

1. All adult BASC members who are club officers, coaches, assistant coaches, managers, referees, assistant referees, trainers, and any volunteers that have regular contact with any players MANDATORY REPORTERS.
  - a) All BASC adult members who are mandatory reporters are required to:
    - (1) Report suspected sexual or physical abuse/neglect of a child or minor under the age of 18 to the BASC Risk Manager or BASC General Manager.
    - (2) Adhere to the SafeSport code and cooperate with investigating agencies.
    - (3) Comply with directives of the BASC Executive Board with regards to risk management cases.
  - b) The BASC Executive Board may sanction, or suspend the membership of, any adult member who are mandatory reporters and violate the SafeSport code, the BASC Code of Conduct, or fail to cooperate with agencies investigating risk management issues.
2. Based on facts and evidence, the BASC Executive Board, hereafter BOD, will be notified of misconduct by the Club Risk Manager in the following manner:
  - a) *Non-urgent.*
    - (1) Facts & evidence does not support an immediate or critical issue.
    - (2) This will be reported to the BOD at the next board meeting for notification purposes. Discussion will take place in Executive Session.
    - (3) All information and evidence regarding report will be discussed openly. Minutes will not reflect the content of such information due to the minutes are open to members and misconduct report being private.

- b) *Urgent.*
    - (1) Facts & evidence support an immediate and critical issue which will need a determination quickly.
    - (2) BOD will receive text and email to set a special BOD meeting either in-person or virtual.
    - (3) All information and evidence regarding report will be discussed openly. Minutes will not reflect the content of such information due to the minutes being open to members and misconduct report being private.
- 3. Board of Directors Review process
  - a) *A special BOD meeting will take place to review the report, evidence, and information. BOD will determine whether a misconduct hearing will need to be scheduled.*
- 4. Board of Directors Hearing process
  - a) *A hearing is held for two purposes: (1) to allow all party(s) to present facts and any pertinent information to the BOD, and (2) to give all party(s) the right and ability to discuss the case with an impartiality.*
  - b) *Determine rule/s violated.*
    - (1) Applicable Federal, State or City laws, Safe Sport procedures, FIFA law, OSA or BASC rule violations, USYS coach or parent code of conduct violations.
- 5. BASC Misconduct Hearing process
  - a) *Notify all parties of hearing, its purpose and date.*
  - b) *Give at least five (5) days' notice.*
  - c) *Ask for written information prior to hearing. Both parties should fill out the BASC Pre-Hearing Documentation and submit to the BOD.*
  - d) *Notify the following:*
    - (1) Party(s) involved in rule violation or disciplinary action. Player / Coach / Team / Club / League, etc.
  - e) *Party(s) initiating action. This can be any of the above.*
- 6. BASC BOD is the Misconduct Hearing Committee (tribunal)
  - a) *Committee should be made up of no less than three (3) or greater than five (5) impartial participants.*
  - b) *One person should be appointed as non-voting.*
  - c) *Each party(s) may bring witnesses up to three (3).*
- 7. Hearing Procedure
  - a) *BASC President will act as Chairperson presiding over hearings. In the absence of the President, the Board Policy regarding conducting business shall determine the order of succession of officers to act as Chairperson.*
  - b) *All party(s) to meet in hearing room, including witnesses.*
  - c) *Items described by chairperson.*
    - (1) Statement of case to be heard, including:
      - (a) Names of party(s) involved (including teams, leagues, etc.)
      - (b) Names of party(s) initiating action
      - (c) Event involved? (Players, coach, game, etc.)
      - (d) Date of occurrence
      - (e) Rule (s) and description of rules allegedly involved
  - d) *Hearing steps, including:*
    - (1) Plaintiff (party initiating action) and Defendant (party being accused) allowed to remain in hearing room. All witnesses to wait outside hearing room.
    - (2) All written evidence should have been presented in advance to the committee for distribution. If not:
      - (a) All written evidence presented at the hearing will be passed to the committee. The committee will decide on its acceptance.
    - (3) Testimony will be addressed to the Chairperson and committee.

- (a) Plaintiff to present case (15 minutes)
  - (b) Witnesses for plaintiff to be called individually (5 minutes per witness)
  - (c) Chairperson and committee members to question plaintiff and witnesses
  - (d) Defendant to present case (15 minutes)
  - (e) Witnesses to the defendant to be called individually (5 minutes per witness)
  - (f) Chairperson and committee members to question defendant and witnesses
  - (g) Committee to recall any witnesses or hear additional witnesses, at Committee's discretion.
  - (h) Plaintiff closing statement (5 minutes)
  - (i) Defendant closing statement (5 minutes)
  - (j) Open meeting adjourned. All parties excused. Committee to deliberate.
- (4) Decision will be made within forty-eight (48) hours by Committee and both parties notified, in writing, within seven (7) working days, including instructions for appeal to the next appellate level.

#### C. BACKGROUND CHECK

1. Any communications regarding a BASC Coach, Assistant Coach, or Team Manager who is disqualified due to their inability to pass a criminal background check set forth and required by the OSA Risk Management Policy & Procedures will go through the BASC Risk Management Coordinator, BASC President and the OSA Risk Manager Coordinator.
  - a) *The BASC Club Head Coach will be notified if a Coach, Assistant Coach or Team Manager is disqualified to participate as a volunteer due to their inability to pass a background check.*

#### D. INJURY ACCIDENT AT ISSC -OR- BASC PRACTICE FIELD

1. As applicable, contact 911. Ambulance or parent to transport person(s) to necessary facility to receive care.
2. If person was injured due to an unsecured goal
  - a) Document as much information about what happened as possible.
  - b) Get names and phone numbers/contact info of player/s, parent/s, referee/s, etc.
  - c) Take pictures of goal and field as-is, if possible.
  - d) Contact Club Risk Management Coordinator and President
    - (1) Contact will be made with OSA for insurance and legal purposes.
    - (2) Contact will be made to 2nd VP for ISSC goal questions or 3rd VP for practice field goal questions.
3. If person was injured due to a player on-field accident (collision, trip, etc.)
  - a) Risk Management Coordinator may provide parent(s) the OSA secondary insurance information.

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# BASC

## CONTACTS FOR RISK MANAGEMENT



- A. The following shall serve as the points of contact regarding BASC risk management issues.
  - a. The sitting BASC President shall serve as the Club Risk Manager.
    - i. In the event the President position is vacant, the 1<sup>st</sup> Vice President shall serve as the Club Risk Manager.
    - ii. The BOD may also appoint another officer to serve as Club Risk Manager.
  - b. The sitting BASC President and General Manager shall be copied on all official risk management case correspondence.
  - c. The BASC General Manager shall serve to support the Risk Manager.
- B. The below contact information list shall be updated as required to provide current and accurate information (Updated: 2/7/24):
  - a. BASC President: President@basoccer.club
  - b. BASC General Manager: Barbara Wilson, barbara@basoccer.club, 918-258-5778
  - c. OSA Director of Member Services: Rashonda Hagar, rashonda@oksoccer.com
  - d. OSA Risk Management: Chali Francis, riskmanagement@oksoccer.com

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# **BASC PRE-HEARING DOCUMENTATION**



## Broken Arrow Soccer Club Pre-Hearing Documentation

**This page to be filled out by Plaintiff (The party initiating the action)**

**Plaintiff name(s), phone number & email address:**

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**Plaintiff's team name and league:**

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**Plaintiff(s) statement:**

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**Date of occurrence:**

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**Plaintiff(s) written evidence:**

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**Witness for plaintiff's name, phone number & email address:**

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**Witness for plaintiff's written evidence:**

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## Broken Arrow Soccer Club Pre-Hearing Documentation

**This page to be filled out by Defendant (The party being accused)**

**Defendant name(s), phone number & email address:**

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**Defendant's team name and league:**

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**Defendant(s) statement:**

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**Date of occurrence:**

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**Defendant(s) written evidence:**

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**Witness for defendant's name, phone number & email address:**

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**Witness for defendant's written evidence:**

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# Oklahoma Soccer Association Appeal Information



**OKLAHOMA SOCCER ASSOCIATION**

**NOTICE OF APPEAL**

**O.S.A. APPEALS & DISCIPLINARY COMMITTEE**

**A. Individual/Organization Filing Appeal:**

Name		
Address		
City	State	ZIP
Telephone: Home		Work

**B. Principal Officer of Organization Rendering Original Decision:**

Name		
Address		
City	State	ZIP
Telephone: Home		Work

**C. This is an Appeal of the Decision of:**

**D. Date of Decision Being Appealed:**

**E. Date Decision was Received by Party Filing Appeal:**

**F. Specific Grounds of Appeal:**

- ☐ Failure to comply with or arbitrary application of any Club, League, State, USYSA, USSF, or FIFA Bylaws, Rules, Regulations, or Laws of the Game- Must state and list rule violated.
- ☐ Failure of the organization whose decision is being appealed to provide the party appealing of proper notice or opportunity to be heard.
- ☐ Other \_\_\_\_\_

I hereby certify that all information given in this appeal is true and correct to the best of my knowledge. I have read all parts of this form. I have sent a copy of this notice to the organization names in paragraph B. I have included the following items. This information is to be sent certified mail.

- ☐ A non-refundable administrative fee of \$75 made payable to Oklahoma Soccer Association in the form of a cashier's check, certified check, or money order.
- ☐ Appropriate appeal fee of \$75 made payable to Oklahoma Soccer Association in the form of a cashier's check, certified check, or money order.
- ☐ Document Directory

Date	Signature of Person Filing Appeal
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**OKLAHOMA SOCCER ASSOCIATION  
NOTICE OF APPEAL  
APPEAL DOCUMENT DIRECTORY**

1. Your notice of appeal and payment must be sent within five (5) days after your receipt of the decision you are appealing.
2. Consideration of appeals will be limited to the specific facts, rules and procedures at issue and not matters or documents irrelevant to your appeal.
3. All appeal fees are property of the Oklahoma Soccer Association unless the appeal is not heard or resolved in your favor.

Document Number	Date of Document	Document Title or Description	Person Originating Document
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Mail Notice of Appeal and All Related Documents To:  
Oklahoma Soccer Association Appeal Committee Chairman  
P.O. Box 35174 Tulsa, OK 74153  
(918) 627-2663 (800) 347-3590

## Appendix – Policy History

Draft Proposal 5/04/2022

Adoption 5/04/2022

As Amended 10/05/2022

Amendments approved 10/05/2022

- Various format/punctuation revisions
- Removed redundant contact information for CPS
- Removed specific contact information of personnel from body of text and detailed such in Contact Info section to simplify future revisions
- Removed reference to SafeSport access code as it is no longer required to register
- Added text defining mandatory reporters as “All adult BASC members who are club officers, coaches, assistant coaches, managers, referees, assistant referees, trainers, and any volunteers that have regular contact with any players”
- Added text defining requirements of mandatory reporters and the ability of the BOD to sanction members who violate policy
- Revised text detailing reporting requirements and process
- Added text clarifying presiding officer succession for hearings
- Revised text clarifying transport of injured persons and provision of OSA Secondary Insurance information to parents

As Amended 2/7/2024

Amendments approved 2/7/2024

- Removed the BASC Secretary as the point of contact for risk management issues and added the BASC President.
- Updated the OSA risk management contact.

Abandoned NA