



## APPENDIX D

### RISK MANAGEMENT POLICY

#### ARTICLE I - DEFINITIONS

D1.1 **Adult Associate.** Any individual over the age of 18 seeking affiliation with the Bellevue Soccer Club (BSC) who has direct or indirect contact or influence on a youth player shall be known collectively as “Adult Associate” for the purposes of this policy. Adult Associates include but may not be limited to: members of the Board of Directors; Paid Employees; Coaching Staff; Team Managers, Trainers, Coaches, Assistant Coaches, Substitute Coaches, and other permanent volunteers supporting BSC activities.

D1.2. **Minor Athlete.** Any minor athlete (under the age of 18) registered for the current season under a BSC program will be known as “Youth Participant” or “Player” for the purposes of this policy.

D1.3. **Adult.** Any individual over the age of 18 not specifically serving as an Adult Associate shall be known collectively as an “Adult” for the purposes of this policy. Adults include but may not be limited to: Parent(s), Legal Guardian(s), or other relative (brother, sister grandparent) of a Youth Participant/ Player.

D1.4. **Parents.** Typically Parent(s)/Legal Guardian(s) of a Youth Participant/Player is not covered by this policy except in the case where they volunteer to serve in a position described above as an Adult Associate, Adult, or as specifically mentioned within this policy.

#### ARTICLE II - RISK MANAGEMENT COMMITTEE

D2.1 The President will create a Risk Management Committee (RMC) and develop, review and implement BSC’s Risk Management Policy and to work in conjunction with NSSA’s RMC.

D2.2. The BSC RMC will consist of a minimum of three (3) directors: Risk Management Director (Vice-President), Secretary, and an At-Large Director. The President may appoint a replacement if any of these director positions is vacant.

D2.3. The Board of Directors reserves the right to modify or change the make-up of the BSC RMC with or without notice and for any reason it deems appropriate and/or sees fit.

#### ARTICLE III - BACKGROUND SCREENING

D3.1. **Overview.** Consistent with the goals of the PROTECT Act of 2003 and the SafeSport Act, Nebraska State Soccer Association (NSSA) requires, and BSC supports, a background screening on all Adult Associates.

D3.1.1. Every Adult Associate is required to submit a Risk Management application prior to regular contact with a Youth Participant, every year by using the state’s online Risk Management system.



D3.1.2. A nation-wide criminal history background check is performed on every Adult Associate submitted. Each Risk Management Application is subject to a processing fee set by the NSSA Board and billed during the registration cycle to BSC. Every Adult Associate must provide his or her Social Security Number, which will be kept confidential by the NSSA and BSC RMCs. Those persons who do not have a Social Security Number may be required to have an additional background check with an additional processing fee.

D3.1.3. Any Adult Associate who has been disqualified or declared by another sport organization to be temporarily or permanently ineligible is required to self-disclose this information at the time of application. Failure to disclose is a basis for discipline/disqualification.

D3.1.4. As requested, Adult Associates will provide additional information requested by the NSSA or BSC RMC pertaining to offenses and/or convictions found as a result of criminal history background check(s).

**D3.2. Disqualification Criteria.** The NSSA RMC will make all initial decisions pertaining to an individual's eligibility to participate and BSC will accept these decisions. After review, the results of any background check may cause the Adult Associate to be immediately disqualified from participation in all BSC activities and events; to include any NSSA affiliated league activities and events and all US Youth Soccer related activities and events.

D3.2.1. BSC will support NSSA RMC's authority to immediately disqualify an individual based on the results of any criminal history background check(s). BSC will support NSSA RMC's authority to attain more information on questionable or serious offenses & convictions based on the results of any criminal history background check(s).

D3.2.2. BSC will support NSSA's right to contact the Adult Associate regarding their criminal history in an attempt to gather more information. Information provided by the Adult Associate is taken into consideration by the NSSA/BSC RMC in determining participation eligibility.

D3.2.3. Reference NSSA's Risk Management Policy for additional information on disqualification and the NSSA's background investigative procedures.

**D3.3. Disqualification Procedure.** The NSSA RM Administrator will send written notification to every Adult Associate who has been disqualified with instructions on how to appeal the decision.

D3.3.1. The disqualified Adult Associate will immediately notify BSC of any disqualification notice.

D3.3.2. The disqualified Adult Associate has five (5) calendar days from receipt of the notice of disqualification to submit an appeal in writing to BSC.

D3.3.3. BSC will adjudicate the appeal to determine if an appeal to NSSA is appropriate and in the best interests of BSC. This timing is necessary to meet NSSA's requirement to appeal any disqualification within ten (10) calendar days from the receipt of the notice of disqualification. If approved for appeal by BSC, the Adult Associate will be responsible to complete the appeal in accordance with NSSA instructions.

D3.3.4. If an Adult Associate has any pending charge in matters stated in the NSSA RM policy, the Adult Associate may be disqualified after a preliminary review. The Adult Associate will receive a



letter of disqualification which will stand until a determination has been made by the appropriate legal court system and/or the NSSA/BSC RMC determines that the matter has been resolved.

D3.3.5. After this determination is made, the Adult Associate has the right to appeal the disqualification within 30 calendar days. The Adult Associate forfeits all rights to appeal if a written request of appeal is not received within the allotted time.

D3.4. **Appeal Process.** The BSC RMC shall hear appeals arising from any disqualification, suspension or revocation of an Adult Associate. The BSC RMC will convene within two (2) days of receiving notification by an Adult Associate of their intention to appeal a disqualification. The BSC RMC will coordinate with NSSA RMC to acquire all relevant information regarding the disqualification.

D3.4.1. At the time of the hearing, all disqualification evidence will be presented to the BSC RMC. The Adult Associate may present any supporting documentation during the appeal process.

D3.4.2. Appeal decisions made by the BSC RMC are final regarding participation in BSC related activities.

D3.4.3. The Adult Associate has the right to continue the appeal to the NSSA RMC pursuant to the written instructions provided by NSSA.

D3.4.4. The Adult Associate is responsible for any/all NSSA appeal fees regardless of BSC RMC decision.

#### **ARTICLE IV - EDUCATION & TRAINING**

D4.1. The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017, requires amateur sports organizations to offer consistent training to Adult Associates who are in regular contact with amateur Minor Athletes and, subject to parental consent, to Minor Athletes, regarding prevention of child abuse. The “Core SafeSport Training” offered by the U.S. Center for SafeSport meets the requirements of U.S. Soccer’s Athlete & Participant Safety Policy. It consists of three modules: (1) Sexual Misconduct Awareness Education; (2) Mandatory Reporting, and; (3) Emotional & Physical Misconduct.

D4.2. In coordination with NSSA, BSC mandates all Adult Associates complete the Core SafeSport Training prior to contact with minor athletes. The SafeSport Refresher Course is required annually for all previously trained Adult Associates.

D4.3. Youth Participants will be offered access to SafeSport training on an annual basis, with parental consent.

#### **ARTICLE V - REPORTING**

D5.1. BSC requires all Adult Associates to immediately report any violations or suspected violations of the BSC Risk Management Policy during any sanctioned program, event, activity and/or competition to a team official, sanctioned program, event, activity or competition official or BSC representative. The following chart can be used as a guide for reporting.



Type of Abuse:	Report To:
Sexual Abuse & Misconduct	Local Law Enforcement U.S. Center for SafeSport U.S. Soccer Integrity Hotline BSC or NSSA Risk Management Coordinator
Physical Abuse	Local Law Enforcement U.S. Center for SafeSport U.S. Soccer Integrity Hotline BSC or NSSA Risk Management Coordinator
Bullying/Hazing	Report to any BSC representative BSC or NSSA Risk Management Coordinator

### ARTICLE VI - RETALIATION

D6.1. BSC prohibits reprisal or retaliation against a member for filing a good faith complaint of misconduct, for supporting or assisting, in good faith, another member in pursuing a complaint or in assisting in the investigation of a complaint.

D6.2. BSC Members must report incidents of retaliation on the same basis as they are to report incidents of harassment. BSC will not retaliate or discriminate against any member for exercising, in good faith, any rights under this policy. Retaliation is a violation of this policy.

### ARTICLE VII - PLAYER SAFETY POLICIES

D7.1. **One-on-One Interactions.** This policy shall apply to all Adult Associates who have regular contact with or authority over Players/Youth Participants.

D7.1.1. **Observable and Interruptible.** One-on-one interactions between Players and an Adult Associate (who is not the player’s parent/legal guardian) at our facility are permitted, if they occur at an observable and interruptible distance by another adult. Isolated, one-on-one interactions between Players and an Adult Associate (who is not the player’s parent/legal guardian) at our facility are prohibited, except under emergency circumstances.

D7.1.2. **Meetings.** Meetings between Adult Associate(s) and Player(s) at BSC facilities may only occur if another Adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another Adult. One-on-one meetings between an Adult Associate and Player will not take place in the clubhouse, except under emergency circumstances.

D7.1.3. **Individual Training Sessions.** Individual training sessions between Adult Associates and Players are permitted at BSC facilities if the training session is observable and interruptible by another adult. The Adult Associate conducting the training must obtain the written permission of



the player's parent/legal guardian in advance of the individual training session. Parents, guardians, and other caretakers must be allowed to observe the training session. Permission for individual training sessions must be renewed for each season.

D7.1.4. **Monitoring.** When one-on-one interactions between an Adult Associate and Player occurs at BSC facility, another Adult will monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one.

D7.1.5. **Out-of-Program Contacts.** Adult Associates are prohibited from interacting one-on-one with unrelated Players in settings outside of the program (including, but not limited to, one's home, restaurants, and individual transportation), unless parent/legal guardian consent is provided for each out-of-program contact. Such arrangements are nonetheless strongly discouraged.

D7.2. **Massages and Rubdowns.** This policy shall apply to all Adult Associates who have regular contact with or authority over Players/Youth Participants.

D7.2.1. An Adult Associate shall not perform a massage or rubdown on a Player at BSC facilities or at a training or competition venue under any circumstances even if the Adult Associate is a licensed massage therapist.

D7.2.2. Any massage or rubdown performed at BSC facility or a training or competition venue by a licensed professional must be conducted in open and interruptible location. Any massage of a Player must be done with at least one other Adult present and must never be done with only the Player and licensed massage therapist in the room.

D7.2.3. Written consent by a parent/legal guardian shall be provided before providing any/each massage or rubdown on a Player. Parent/legal guardian must be permitted to be in the room as an observer.

D7.3. **Rest Rooms and Clubhouse Common Areas.** This policy shall apply to all Adult Associates who have regular contact with or authority over Players/Youth Participants.

D7.3.1. **Recording devices.** Use of any devices' recording capabilities (including voice, image, and video) in locker rooms, rest rooms, changing areas, or similar spaces at our facility is prohibited. Exceptions may be made for media and championship celebrations provided that such exceptions are approved by BSC and two or more Adults are present.

D7.3.2. **Undress.** Under no circumstances shall an unrelated Adult/Adult Associate at our facility be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of Players.

D7.3.3. **Isolated one-on-one interactions.** At no time are unrelated Adult/Adult Associates permitted to be alone with a Player in a rest room or changing area at our facility, except under emergency circumstances.

D7.3.4. **Monitoring.** BSC regularly and randomly monitors the use of our facility to include the clubhouse and rest rooms to ensure compliance with these policies.



D7.3.5. **Non-exclusive facility.** If BSC uses a facility not under its jurisdiction (e.g., training or competition or similar events) and the facility is used by multiple constituents, all Adult/Adult Associates are required to adhere to the rules set forth here.

D7.3.6. Adult/Adult Associates should make every effort to recognize when a Player goes to any facility's locker room, changing area, or restrooms during practice and competition and, if they do not return in a timely fashion, check on the Player's whereabouts.

D7.3.7. We discourage parents/legal guardians from entering locker rooms, changing areas and restrooms unless it is truly necessary. In those instances, it should only be a same-sex parent. If this is necessary, parents should let a coach or administrator know about this in advance.

D7.4. **Social Media & Electronic Communications.** This policy shall apply to all Adult Associates who have regular contact with or authority over Players/Youth Participants.

D7.4.1. All electronic communication originating from an Adult Associate to a Player(s) must be professional in nature.

D7.4.2. All electronic communication must be open and transparent.

D7.4.2.1. If an Adult Associate needs to communicate directly with a Player via electronic communications, another Adult Associate, Adult, or the Player's parent/legal guardian will be copied.

D7.4.2. 2. If a Player communicates to the Adult Associate privately first, the Adult Associate should respond to the Player with a courtesy copy to another Adult Associate, Adult, or the Player's parent/legal guardian.

D7.4.2.3. An Adult Associate communicating electronically to the entire team (all Players) will courtesy copy another Adult Associate, Adult, or a designated Player parent/legal guardian.

D7.4.2.4. Adults, Adult Associates and Players may "friend" or "follow" BSC's official social media accounts.

D7.4.3. Prohibited electronic communications.

D7.4.3.1. Adult Associates are not permitted to privately communicate and/or personally message any Player via electronic communications or social media platforms (i.e. Twitter, Facebook, Snapchat, Instagram), except under emergency circumstances.

D7.4.3.2. Adult Associates are not permitted to maintain social media connections with any Player; as such Adult Associates are not permitted to accept new personal page requests on social media platforms from Players and any existing social media connections with Players shall be discontinued.

D7.4.4. **Requests to discontinue.** Parents/Legal guardians may request in writing that their Player not be contacted through any form of electronic communication by BSC or by any BSC participating Adult Associate. BSC will abide by any such request, absent emergency circumstances.

D7.4.4. **Hours.** Electronic communications will only be sent between 8:00 a.m. and 8:00 p.m.



D7.4.4. **Monitoring.** BSC monitors its social media platforms and removes any posts that violate BSC's policies and practices for appropriate behavior. BSC will inform the parent/legal guardian of a Player of any prohibited posts, as well as BSC's RMC.

D7.5. **Local Travel.** This policy shall apply to all Adult Associates who have regular contact with or authority over Players/Youth Participants. Reference Appendix E Team Travel Policy for more specific guidance on Local Travel.

D7.5.1. BSC does not arrange for local travel; Players and/or their parents/guardian are responsible for making all arrangements for local travel.

D7.5.2. Parents/legal guardians should receive education concerning child abuse prevention before providing consent for their Player to travel alone with an Adult Associate.

D7.6. **Team Travel.** This policy shall apply to all Adult Associates who have regular contact with or authority over Players/Youth Participants. Reference Appendix E Team Travel Policy for more specific guidance on Team Travel.

D7.6.1. When only one Adult Associate and one Player travel to a competition, the Adult Associate must obtain the Player's parent/legal guardian's written permission in advance before traveling. Separate permissions must be obtained for every competition to travel alone with the Adult Associate.

D7.6.2. Team travel policies must be signed and agreed to by all Adult Associates, Players, and parents/legal guardians before traveling with BSC (reference Appendix E).

D7.6.3. Adults who travel with BSC in an official capacity must successfully pass a criminal background check and other screening/training requirements consistent with BSC's policies.

D7.6.4. Parents/legal guardians should receive education concerning child abuse prevention before providing consent for their Player to travel unaccompanied with an Adult Associate.