

CHELTENHAM JAYVEES

KIDSAFE PROGRAM AND EDUCATION GUIDE

**ESTABLISHED MAY 1996
AMENDED May 2003**

CHELTHENHAM JAYVEES

KIDSAFE EDUCATION GUIDE

PLAYER SAFETY

EYES:

All players wearing eyeglasses *MUST* secure them with an approved sports band, so that they do not fall off during a practice or game.

All lenses *MUST* be made of a shatterproof material for the safety of the player.

We recommend sports goggles, which have lenses made of shatterproof material as well as frames made to resist breakage.

For all travel players, sports goggles or contacts are a *MUST*.

* IN ALL CASES CONSULT YOUR EYE CARE PROFESSIONAL FIRST.

TEETH:

We recommend a mouth guard for all players, especially over the age of 8 years old, and travel players.

* IN ALL CASES CONSULT YOUR DENTAL PROFESSIONAL FIRST.

EARS, NOSE AND BODY:

Players are not permitted to wear anything that is dangerous to themselves or another player.

All players are forbidden to wear any jewelry, including earrings, bracelets, watches, rings and any other dangerous items.

Players are to be checked by coaches and referees before a practice or game to ensure compliance with this requirement.

LEGS AND FEET:

All players *MUST* wear shin guards to play soccer.

It is recommended that all players over the age of 6 years old wear (rubber) cleats for outdoor soccer play.

All players *MUST* wear, non-marking rubber sole sports shoes for indoor play in both our basketball and soccer programs.

Players are to be checked by coaches and referees before a practice or game to ensure compliance with this requirement

GOALS:

All goals should be checked before a game or practice in order to ensure that they are properly secured by ground anchors and/or net spikes.

Players are to be instructed not to hang or climb on the goals and nets.

FIELDS:

All playing fields are to be inspected for broken bottles, branches, sticks, rocks, sharp objects or other hazardous materials that could cause an injury to a player before any practice or game begins.

EQUIPMENT:

All players are provided with a club uniform, which *MUST* be worn and visible for all games. The color, number and sponsorship enables us to identify the children and their team.

For parents wishing to mark a player's equipment so that it can be identified as belonging to their child, we recommend the use of only the player's last name. There have been cited incidents where the use of a first name on a player's clothing or equipment has resulted in unknown individuals convincing the child that they are someone who is a friend and not a stranger to be wary of.

PLAYER FIRST AID**PRIMARY GOALS FOR IMMEDIATE FIRST AID CARE:**

In the unfortunate event of a serious injury to a player, IMMEDIATELY CALL FOR PROFESSIONAL MEDICAL EMERGENCY CARE.

If you do not have direct access to a cell-phone, most of the field locations we use have an emergency phone that connects to the Cheltenham Police Department. Coaches should make sure that they are aware of the location of the emergency phones at the field location before they start any practice or game.

After calling for help, take your time in dealing with the immediate needs of the injured player.

Take control of the situation. Many times people, especially parents, panic when an injury occurs. Remain calm, and try to use your best judgment in dealing with the situation.

Protect the player from further injury. Do not allow your player to be rushed off the field or court. As a coach, you must be convinced that it is *SAFE* to move an injured player.

All coaches of players eight and older have been provided with a medical kit. Each medical kit provides the coach with a supply of bandaids, gauze, bee sting pads, ice packs, gloves, etc. At the C.A.A. fields a medical kit is available in the lower snack stand and with the food vendor on Saturdays during the regular season. Additional supplies of ice packs, bandaids, etc can be obtained through your program coordinator.

In the event of a bleeding injury to a player, the coach is instructed to use a pair of the plastic gloves while treating the player and then safely dispose of them. Any player with blood on their uniform is not to be permitted to return to the field of play.

If you suspect or find any of the following:

- Head injuries
- Bleeding from the ears
- Spinal cord injuries
- Neck injuries
- Unconsciousness (even temporary)
- Heart problems
- Breathing problems
- Suspected fracture of any bone
- Any other injury which in your judgment requires professional medical attention.

DO NOT MOVE THE PLAYER, AND AS PREVIOUSLY STATED CALL FOR EMERGENCY CARE TO COME TO THE FIELD.

The club has purchased secondary medical insurance through the EPYSA which covers all players for necessary treatment at any medical facility. Primary coverage is still the responsibility of the parent. The club requires each parent to provide their medical plan information and to sign a blanket release form that allows for the treatment of their child in the event of an injury that requires professional attention. Each coach should keep the list of their players medical plan information and the parent release signature with them at all times.

In the case of less severe injuries, the coach is to inform the parent of the players injury, explain the details of how the injury may have happened, and what treatment you performed. Suggest that the parent seek out medical attention for their child, if you are uncertain as to the extent of even a minor injury.

Notify your program coordinator of the incident.

With respect to any witnessed injury to a player/spectator, an incident report form should be completed. Incident report forms can be obtained from your program coordinator. Completed incident report forms should be returned as soon as possible to your program coordinator.

PLAYER WELFARE

The club has already developed material in the coaches handbook which identifies many of the player welfare and safety related policies and procedures. Please make sure you read the coaches handbook when it is distributed to you before the beginning of the season.

The following player welfare related matters are being presented to inform you of situations which might put you or the club at risk. They are not to be viewed as existing material concerns, but rather as guidelines from the club to prevent problems from occurring with respect to your voluntary administration of the children in our sports programs.

1. Coaches should avoid any unnecessary physical contact with players, as touching a player may be viewed by the player, a parent or observer as unwarranted and unwelcome.
2. Coaches should be careful to avoid undertaking responsibilities for players that fall under the jurisdiction of parenting. This means that, as a coach, you are not to undertake any responsibility that logically and practically belong to the parents.

For example, transporting players to and from the field is NOT a coaches responsibility, and to do so puts both the club and coach at risk. In this example, the risk is even greater if prior approval of the parent has not be granted, even if the child has been left alone at the field after the practice or game has concluded. This does not mean that you abandon the child at the field when the parents don't show up. The better choice to driving the child home would be to call the parents, or a relative of the child, and ask them to come pick the child up at the field. If you do not have a phone readily available, most of the field locations we use have an emergency phone that connects to the Cheltenham Police Department. Let the police take responsibility for the child, and then report the situation to your coordinator.

3. Coaches and other club volunteers should never leave themselves alone with a child during a club supported practice or game. Always try to have an assistant coach or parent present when holding a practice or club activity that involves working with the children.
4. Make sure that you know where the children that have been entrusted to your care are at all times while under your supervision. Don't allow the children to wander off or leave without being entrusted to the care of a "known" adult.
5. The use of verbally abusive or unbecoming language around the children is strictly prohibited by club policy.

6. Coaches are not permitted to hold unscheduled practices without the prior consent of the club coordinator or athletic director.
7. Coaches are not permitted to "knowingly" have assistants working with them on a regular basis who have not completed the club volunteer disclosure statement form. It is a club policy to have all volunteers who work with children sign the disclosure form. This does not mean that you can't draft a parent to help you on an infrequent basis when you need help with a practice or game. However, if the individual is going to work with the children at most practices or games, then a disclosure form needs to be completed by that individual, and you would be doing the club a service by informing them of this requirement. You can always refer their name and situation to your coordinator if you are uncertain as to whether or not they have, or need to, comply with the clubs' disclosure requirement.
8. Always be on the lookout for strangers who have no place at your practice or game. Keep in mind that we are not asking you to be a detective, or to have clear insights as to what constitutes potential endangerment to the children from strangers or outsiders. But a little bit of caution on your part can go a long way in preventing a potential criminal or deviant act from occurring. You have the right to ask anyone who is at your practice or game who they are and what their reason for being there is. The club will stand by you in the event of a complaint that arises from your using this line of questioning on someone who turns out to be a legitimate parent and/or member. You'll find that most people will respond favorably to you when then learn that your reason for questioning them is to protect their child, or the children in general. Let the police and/or the coordinator know immediately if someone takes off or refuses to cooperate with you in this respect.
9. A "parenting" guideline handout will be developed and distributed to all parents before the beginning of the season. This document will clearly remind parents of their primary accountability for their own childs' safety and welfare as participants in our sports programs, and disclose what the club has determined to be your limitations/responsibilities as coaches/volunteers. This should help to prevent situations from occurring where you are left with no choice but to act in a "parenting" role on behalf of an absent parent.

The above commentary only identifies a few of the child welfare issues the club finds itself responsible to disclose, and prepared to review with the coaches, at this time. This handout will continue to be periodically updated as the Kidsafe Program matures. The real purpose of the Kidsafe Program, and this handout, is to help you make better educated decisions in how to go about working with the children while limiting your risk as a volunteer. ABOVE ALL, IT SERVES AS A GUIDE FOR PROTECTING THE CHILDREN WHO PARTICIPATE IN OUR SPORTS PROGRAMS. Your use of common sense and having an understanding of our objectives within the guidelines of this program will go a long way towards making our club and your participation as a coach a most beneficial and worthwhile experience for all concerned.

CHELTENHAM JAYVEES KIDSAFE PROGRAM

Introduction

US YOUTH SOCCER has implemented a Kidsafe Program to foster safe circumstances for every person, and especially every child, who participates in a US YOUTH SOCCER affiliated activity. As a member of US YOUTH SOCCER, the Cheltenham Jayvees has developed and adopted its own Kidsafe Program for all of its youth sports programs. The Cheltenham Jayvees Kidsafe Program is intended to parallel the standards of the US YOUTH SOCCER Kidsafe Program, as prepared by an ad hoc US YOUTH SOCCER risk management committee in May 1994 and approved by the National Youth Council at the USSF annual general meeting in August 1994.

Program Mission

To promote the health, safety and protection of children in all of the Cheltenham Jayvees youth programs, the Cheltenham Jayvees Board of Directors have adopted the following objectives:

1. To identify all coaches, referees and program administrators;
2. To develop and communicate the Cheltenham Jayvee Kidsafe guidelines to all coaches and program administrators;
3. To monitor the implementation of the above objectives.

It is the intent of US YOUTH SOCCER and the Cheltenham Jayvees to exclude from participation in US YOUTH SOCCER and Cheltenham Jayvee activities, at a minimum all persons who have been convicted of crimes of violence or crimes against persons.

Program Elements

1. Registration with the Cheltenham Jayvees of all coaches and administrators in our soccer, basketball and roller hockey programs, and registration with US YOUTH SOCCER of all coaches and administrators who participate in support of our intramural and travel team soccer programs;
2. Interviewing by the Cheltenham Jayvee legal counsel of all coaches and program administrators concerning documented conviction for crimes of violence or crimes against persons;
3. Development of club welfare and safety guidelines;
4. Distribution to all Cheltenham Jayvee program coaches and volunteers of an outline containing the suggested welfare and safety guidelines of the Cheltenham Jayvees.
5. Promotion of ongoing educational activities to support the Kidsafe Program.

Program Policies and Procedures

The Cheltenham Jayvees Kidsafe Program is designed to promote the welfare of youth players and to protect volunteer coaches, program administrators and the club. In support of these objectives, the following program policies and procedures have been developed:

1. Every effort will be taken within the Cheltenham Jayvee Kidsafe Program to exclude from program responsibilities (not to be confused with parental responsibilities affecting their own child) any adult with a legally documented history of child molestation or other record that would bring an unnecessary risk to the welfare and safety of the program's participants.
2. The Cheltenham Jayvees program requires all volunteers to agree to be subject to a legally sensitive background check before or during the program's operation. This will be accomplished by the voluntary completion of a Disclosure Statement form, by all of the following individuals.
 - a. Coaches, including head coaches, assistant coaches and substitute coaches.
 - b. Program administrators, which includes but is not limited to, club officers, members of the Board of Directors, program coordinators and referees.
3. The Disclosure Statement form will request the completion of some or all of the following information about the applicant:
 - * first name, last name, middle initial;
 - * date of birth;
 - * social security number;
 - * driver's license;
 - * residence address and phone number;
 - * employer, position and business phone number;
 - * background in working with children;
 - * answers to questions whether the individual has been convicted of a crime of violence or of a crime against a person; and
 - * certification by signature and date that the individual understands the intent of the Cheltenham Jayvees and US YOUTH SOCCER to deny certification to any person convicted of a crime of violence or of a crime against a person, and understands that the information furnished on the disclosure statement is subject to verification, which may include a criminal history check.
4. Individuals who are being considered for positions of fiduciary responsibility will be asked if they have ever been convicted of a crime against property.

5. Questions are included on the form which can assist in determining problem areas and which provide individuals with an opportunity to explain charges against them. Honest answers on the form may help with the decision that must be made concerning a problem report.
6. The disclosure statement form will be forwarded to the local and/or State law enforcement agencies which maintain listings of criminal violations including known child molesters and abusers.
7. The responsibility for administering the Kidsafe Program and for the results of background checks has been assigned to the Cheltenham Jayvees legal counsel to assure discretion and confidentiality of all information obtained regarding program volunteers. The Cheltenham Jayvee Board of Directors will also annually assign two members of the Board to serve as Kidsafe Program coordinators, and to work in conjunction with the club's legal counsel.
8. All Disclosure Statement forms and reports obtained from law enforcement agencies will be secured for an undefined period of time by the club's legal counsel at their principle business location in a locked confidential file, and will be permanently destroyed upon disposal. Only the club's legal counsel and assigned coordinators will have access to the statements and reports.
9. In the event that a Disclosure Statement and/or law enforcement report on an applicant indicates a problem for the individual, the club's legal counsel will make an initial determination as to the appropriate course of action to be taken. The club's legal counsel will reserve the right to contact the applicant to obtain additional information that will help them in making a determination ruling.
10. If a suspension is deemed appropriate by the club's legal counsel for an individual, the club's legal counsel will meet with the two Kidsafe coordinators to review the pertinent facts and jointly determine that this action is warranted. If a suspension is still recommended for an individual, then the Kidsafe coordinators must inform the volunteer and club president that the suspension has been recommended and will be imposed.
11. Upon suspension, the volunteer must be given information about the appeal process. This communication and process will be handled by the club's legal counsel and Kidsafe coordinators.

12. If a complaint of child abuse against a coach or volunteer is formally lodged with the police department or other appropriate community agency, the Kidsafe coordinators will inform the alleged offender, in writing, that they are suspended from all activity in the club until the case is resolved in accordance with the USSF/USYSA Rule 4043. The alleged offender will also be advised of their appellate rights at this time.
13. Before taking action pursuant to USSF/USYSA Rule 4043, the Kidsafe coordinators must obtain an incident or case number from the police department or appropriate community agency receiving the report of alleged abuse.
14. Child abuse cases that fall under the USSF/USYSA Rule 4043 guidelines as outlined above will be administrated and governed by the state officials of the EPYSA. The club's legal counsel and Kidsafe Coordinators will not have jurisdiction or control over any aspect of the procedural process or final outcome.