

POLICY AND PROCEDURE

Approved: October 18, 2005



RISK MANAGEMENT POLICY

The Monroeville Soccer Club and its Board of Directors (“Club”) recognizes the need for a comprehensive risk management program to protect the Club and its members. In particular, the Club seeks to ensure the safety of its minor children and has appointed a risk management committee to oversee the implementation and adherence to its policies, as well as to develop and improve the Club’s risk management program.

Background Checks:

All Coaches, volunteers and employees must supply the Club with a voluntary disclosure statement as well as be subject to submission of current Act 33 and Act 34 documents from the Commonwealth of Pennsylvania. The Club reserves the right to hire additional background information on all Club members, at its own cost, and to act appropriately on the information returned during the inquiries.

Background check results will be maintained in a secure and confidential location and destroyed in a timely manner. These documents shall not be made available to anyone outside the responsible parties as described below, and shall in no way be disclosed to the public without the affected individual’s consent or a court order, and an affected individual will be advised of his/her rights under Fair Credit Reporting Act.

The Club President and Vice President are responsible for reviewing the results of background checks (and in turn review each other’s background check results). At the discretion of these senior Board members, discrete action may be taken to expel individuals found to have any history of violent crimes, indecent or sexual abuse/assault, or corruption of minors. Should the Club President and Vice President disagree on the action to be taken, or seek further guidance on a concern raised during background checks, they may seek a hearing of the full Board of Directors on the issue, keeping the names at issue confidential.

Individuals supplying documents with satisfactory responses shall be cleared to participate in Club activities. Failure to supply these documents as requested shall disqualify the individuals in question from participating in Club activities as a coach, mentor or other representative.

Minor Supervision:

All Club coaches, volunteers and employees must have at least one other adult with them at all times when working with minor children. All children must have a responsible adult present during Club activities who maintains medical instructions for the care of the child. Disciplinary action involving the removal of a child from play/practice, shall include an explanation to the responsible adult.

Club coaches shall take children out of game/play situations if any injury is suspected. Injuries shall be assessed and action shall be taken by the responsible adult guardian for the child. Coaches shall carry a cellular phone for emergencies and apply topical aid (i.e., Ice, Bandages, Wraps, etc.), and are to treat an injury only within their competency, seeking professional help immediately. Children with head, back and neck injuries are not to be moved unless by a medical professional. All injuries are to be reported to PAWest using their form located at: <http://www.bollingersoccer.com/pawest/ClaimForm.pdf>.

Fields shall be free of debris and uneven playing surfaces. Coaches are responsible for clearing fields of debris before play and for alerting Club of playing surface concerns, marking off areas of concern (with cones, paint) and not playing on these surfaces until problems are resolved. Areas adjacent to playing fields shall be monitored for potential hazards and Coaches shall alert parents and Club about such hazards immediately.

Weather conditions shall be monitored by Club coaches who are responsible for play stoppage in concert with Youth Soccer of America Referee regulations as follows. At first sound or sight of lightning, all children must move to a safe place indoors or to vehicles, or if a clear lightning threat is upon them to lie flat in the lowest area nearby immediately. Resumption of play may only occur 30 minutes after the last sound or sight of lightning. No chances shall be taken with minors.

Insurance Compliance:

All Club coaches are required to report all injuries during Club play/practice via the current form as listed on pawest-soccer.org within two days of the injury (as of 2005 <http://www.bollingersoccer.com/pawest/ClaimForm.pdf>) or as soon as possible if the injury is not apparent at the time of incident.

All Club Coaches planning on traveling for any match or event as a Club team beyond the borders of PAWest Soccer (i.e. using any Club lists/forums/funds to promote, or using Club name as a draw to attend, etc.), must complete a Travel Notification Form to obtain proper travel insurance for that group of players. Under no circumstances will Monroeville Soccer Club or PAWest be responsible for accidents or expenses related to non-permitted groups. Please note tragedies do occur beyond our local borders, and Coaches are then personally responsible.

Goal Anchoring:

The leading cause of severe injury and accidental death in soccer is falling goals. Wind and unauthorized climbing on goals can bring a 600-pound crossbar down on a 60pound child with unnerving speed. We must act to prevent these unnecessary tragedies.

All Club Coaches are required to ensure there is a stable and secure anchor on all Club goals. Sandbags will suffice in a pinch, but such measures are not considered permanent.

All Club Coaches are required to report damage to nets, anchors and posts immediately to the Equipment Manager or the Board so that repairs can be made.

All Club Coaches are to check and secure goals (especially when relocating the moveable goals) before each match or practice session, as well as, to act as the responsible adult to prohibit anyone from climbing, pulling or acting on our goals.

Goals and other Club equipment must be used and maintained as directed for Club purposes. All Goals shall be anchored at all times when in use by Club, and properly stored and secured when not in use. Coaches are responsible for the proper use of Club equipment and concerns should be raised immediately.

Hearing and Appeals Process:

In accordance with the Club's By-Laws on Discipline, Section 4, The Board of Directors shall have the authority to suspend or expel any member or spectators for violations of the bylaws or other such rules as may be established from time to time by the Board of Directors, or for engaging in conduct which, in the opinion of the Board, may be contrary to the purpose of the Club.

All Club members, parents, volunteers and employees are subject to Disciplinary action by the Club's Board of Directors. The Board's decisions are final.

The Board welcomes all concerned parties to discuss their concerns at a regularly scheduled Board meeting. These dates can be found and are subject to change, via www.monroevillesoccer.org. The Board will ask non-Board members to vacate the room during all votes and deliberations, otherwise known as an Executive Session not open to the general public. Should a dispute arise that the Board does not resolve by simple majority voting, the Board reserves the right to convene a formal hearing enabling parties to present their concerns in an orderly manner with time allotments for each party determined in advance of the hearing.