



KIDSAFE Program

Purpose

As our society increases its awareness of the problems associated with child abuse, organizations involved with America's youth must work diligently to provide them with a safe environment. In August of 1994, the United States Youth Soccer Association approved the KidSafe Risk Management Program and charged each state with the responsibility of developing a formal, written program to help prevent child abuse and molestation and to help all of us to become more aware of the warning signs of child abuse. OCYSA has adopted the concepts of that program and implemented its version of **KidSafe**.

Oldham County Youth Soccer Association Position

The Oldham County Youth Soccer Association (OCYSA) will not knowingly allow association participation of any person with a documented history of molestation, sexual abuse, exploitation, physical abuse or any other crime against a minor. Other crimes against minors include but are not limited to, neglect, harassment, child abandonment, violation of a restraining order and providing or selling alcohol or unlawful drugs to a minor or any other convictions that would indicate a pattern of behavior that would have a detrimental effect on children.

Applicability

OCYSA will obtain a completed KidSafe Volunteer Disclosure Form from all volunteers that have regular contact with children including, but not necessarily limited to the following:

1. Coaches
2. Assistant Coaches
3. Staff Members/Program Directors
4. Administrators/Board Members

ALL individuals will have their backgrounds checked through the Kentucky Administrative Office of the courts, Pretrial Services.

The Program

The program will consist of the following parts:

1. Establishing written guidelines for the handling of this information.
2. Helping our members to identify and deal with child abuse.
3. Establish OCYSA guidelines for appropriate behavior

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Volunteer Background Checks Procedure

1. Guidelines

- 1.1 Every person defined by the Applicability guidelines above must have on file with OCYSA a completed Youth Leader Request Form and agree to be subject to a legally sensitive background search before or during the program's operation.
- 1.2 For the purpose of this procedure a volunteer is defined as any individual who at any time could be expected, in the performance of their duties, to be alone with any registered player for any length of time. This includes coaches, assistant coaches, staff members, program directors, and administrators/board members appointed or selected in any manner to volunteer at any level within OCYSA.
- 1.3 Every coach or assistant coach of OCYSA must have on file with OCYSA a completed Youth Leader Request Form as well as an acceptable clearance from OCYSA Risk Management.
- 1.4 Every OCYSA staff member, program director, administrator or board member must have on file with OCYSA a completed Youth Leader Request Form as well as an acceptable clearance from OCYSA Risk Management.
- 1.5 The election or appointment of any OCYSA Officer or Committee Chairman will be official once there is on file with OCYSA a completed Youth Leader Request Form as well as an acceptable clearance from OCYSA Risk Management.

2. Procedures

- 2.1 Volunteers will be provided blank Youth Leader Request Forms.
- 2.2 The volunteer must return the completed Youth Leader Request Forms to the OCYSA Risk Management Coordinator upon request.
- 2.3 The OCYSA Risk Manager will submit the completed OCYSA Youth Leader Request Forms in complete confidence in a sealed envelope to the Kentucky Administrative Office of the Courts Pretrial Services, 100 Millcreek Park, Frankfort, KY 40601, 800-928-6381.
- 2.4 The Criminal/Background Records Search will return the information to OCYSA by mail to a separate post office box, which will only be accessed by the OCYSA Risk Manager. All responses whether positive or negative will be kept in strict confidence. In addition, the Kentucky Administrative Office of the Courts Pretrial Services will mail all individual record results to the volunteers in a sealed envelope.
- 2.5 All Criminal/Background Records Searches that are acceptable to the OCYSA Risk Manager, who is evaluating the reports, will require no further action. The record will be placed with the league registrar and kept on file for one year. The OCYSA Risk Manager will make no notification to the volunteer if the results are acceptable.

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- 2.6 A negative report from the Criminal/Background Records Search that is unacceptable to the OCYSA Risk Manager, who is evaluating the reports, shall cause a written notification to be sent to the individual, stating that the individual is not eligible to be a volunteer. The OCYSA board members will also be notified in writing of any unacceptable volunteers status. The letter to the board will be placed with the league registrar and kept on file for five years.
- 2.7 Should any individual refuse to participate or intentionally falsify information they will not be eligible to volunteer.
- 2.8 Should any individual who has received a negative response wish to appeal the findings, an appeal can be filed in accordance with section 3.

Volunteer Background Check Appeal Hearings

3. Appeals

- 3.1 Parties may submit an appeal of an adverse decision of the OCYSA Risk Manager action or disciplinary hearing by the Risk Manager of OCYSA, in regards to Volunteer Background Checks. Only those parties who are adversely impacted by those rules can file an appeal.
- 3.2 Filing Procedures
 - a. An appeal shall not have the effect of “staying” a previous ruling. Previous decisions remain in force, pending the result of the appeal.
 - b. The appellant of the adverse ruling shall file an appeal with the Risk Management Appeals Committee or OCYSA Board within seven calendar days of receipt.
 - c. An appeal must be in writing and include:
 1. The nature and specifics of the appeal.
 2. A listing of rules or procedures that have been violated.
 3. A statement of desired resolution.
 - d. The original document of the appeal, along with all supporting documents, and three copies shall be forwarded to the OCYSA President.
- 3.3 Document Processing: Documents shall be processed within 5 days of receipt.
- 3.4 Decisions of the Risk Management Appeals Committee or OCYSA Board will be final.