

**NEW MEXICO YOUTH SOCCER ASSOCIATION
RISK MANAGEMENT PROGRAM**

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6.01 RISK MANAGEMENT

In August 1994, United States Youth Soccer (US Youth Soccer) approved the KidSafe Program and placed it in effect immediately. KidSafe is a risk management program designed to foster safe circumstances for every person, and especially every child, who participates in a US-Youth-Soccer-affiliated activity. It is a program to inform all US Youth Soccer volunteers and employees of the risks associated with youth programs and to recommend actions, and encourage conduct, to reduce those risks. Risk is defined as the likelihood of injury; injury can be physical, financial, or psychological. As part of this program, US Youth Soccer has charged each state organization with the responsibility of developing a written program outlining safety guidelines and procedures. The New Mexico Youth Soccer Association (NMYSA) Risk Management Program is one part of the overall NMYSA mission to develop, promote, teach, and administer the game of soccer for youth in a safe environment in which to play.

6.01.01 NMYSA Risk Management Policy Statement

New Mexico Youth Soccer Association has adopted the following revised Risk Management and KidSafe Program, effective on the date of its adoption, 15 June 2003, to (1) comply with United States Soccer Federation and US Youth Soccer rules and (2) conform with the US Youth Soccer KidSafe Risk Management Program and its mission: To identify all coaches and program administrators, to develop and communicate the KidSafe guidelines to all coaches and program administrators, and to monitor the implementation of these objectives. It is the intent of US Youth Soccer and its affiliated organizations to exclude participation in US Youth Soccer activities, at a minimum, all persons who have been convicted of crimes of violence or crimes against persons. In addition, this NMYSA Risk Management Program Manual is consistent with USSF Bylaw 213(1)(a)(2) and Rule 4044.

The United States Youth Soccer Association and each National State Association are responsible for establishing and monitoring a Risk Management Program within assigned territory. At a minimum, this program must include: the use of an employment/volunteer disclosure statement for all volunteers, employees, coaches, and program administrators who are involved with sanctioned or sponsored programs of the affiliated organization; and identification of a Risk Management Coordinator and an alternate for the position.

Further guidelines for implementation of a risk management program are outlined in the document *US Youth Soccer KidSafe: A Risk Management Program* (available from the US Youth Soccer web site at URL: http://www.usyouthsoccer.org/downloads/national_office/KIDSAFEfrompm65.pdf).

6.01.02 NMYSA Risk Management Committee

The overall responsibility of the administration of the NMYSA Risk Management Program rests with the Risk Manager, who will Chair the Risk Management Committee. The NMYSA President shall appoint a Risk Manager with Board approval to administer the NMYSA Risk Management Program. If none is appointed, the NMYSA Risk Management duties shall be the responsibility of the NMYSA Vice President. The Risk Management Assistant (alternate)

will be appointed by the NMYSA President or shall be the NMYSA Vice President. The Risk Management Committee shall consist of the NMYSA Risk Manager, NMYSA Assistant Risk Manager, NMYSA Registrar, NMYSA President, and a District Commissioner Representative.

6.01.03 Program Administration

The NMYSA Risk Manager and NMYSA Risk Management Committee shall administer this program. All members of the committee shall have legally-sensitive criminal history and background checks. The Risk Manager's background check result will be sent directly to the President of NMYSA. Upon clearance, the President will forward the record for proper storage (6.02.06.02).

The NMYSA Risk Manager and Risk Management Committee duties are to monitor compliance with the KidSafe Program, which includes but is not limited to:

6.01.03.01 Monitoring and documenting NMYSA/league compliance. Leagues may have separate Risk Management guidance and documentation that the NMYSA Risk Management committee shall periodically review for compliance with USSF and US Youth Soccer mandated guidelines. In the event a league does not have separate Risk Management guidelines this document shall serve.

6.01.03.02 Review of disclosure forms.

6.01.03.03 Manage and oversee registration procedures for coaches and program administrators as described in 6.02.

6.01.03.04 Ensure NMYSA member leagues compliance.

6.01.03.05 Act as the first line of contact for member leagues when risk management problems occur.

6.01.03.06 Immediately report any incident of noncompliance to the NMYSA Board of Directors.

6.01.03.07 Coordinate criminal history and background checks. -

6.01.03.08 Supply administrative notification of exclusion to those applicants (whether new applicants or returning members) who fail to meet the standards of this program as defined by the NMYSA Risk Management and KidSafe Program.

6.01.03.09 Referee disclosure statements and compliance will be through their USSF certification and registration (6.02.04). To ensure compliance only referees assigned by a USSF certified referee assignor may referee NMYSA games and tournaments.

6.01.03.10 The NMYSA Risk Manager will, at NMYSA Board meetings, report on the progress and implementation of criminal history and background checks and related risk management issues. .

6.01.03.11 The NMYSA Risk Manager will review all NMYSA Official Documents for compliance with USSF- and US-Youth-Soccer-mandated risk management guidance with particular emphasis on financial matters as spelled out in the NMYSA Financial Policies and Procedures (Including Office Administration) document.

6.01.04 NMYSA Member League Responsibilities

Each NMYSA member league shall appoint a Risk Manager. If none is appointed, the League Risk Management duties shall be the responsibility of the League Vice President. The League Risk Management duties will include:

6.01.04.01 Implement a league risk management policy/procedure with reference to the NMYSA Risk Management document to educate and train league and club program administrators, coaches, parents, players, and other volunteers.

6.01.04.02 Annually verify that no league program administrator or coach is on the New Mexico register of convicted sex offenders (which can be found at the URLs: http://nmsexoffender.dps.state.nm.us/servlet/hit_serv.class or <http://nmsexoffender.dps.state.nm.us/name.html>)

6.01.04.03 Ensure disclosure completion procedures are followed by their league and affiliate clubs.

6.01.04.04 Coordinate with the NMYSA Risk Manager to ensure that all coaches and program administrators have submitted a correctly completed Disclosure and passed a background check before being allowed to participate in the soccer program.

6.01.04.05 Have a representative attend risk management training as provided by NMYSA. Providing training and assistance to league and club officials as well as parents and players. This training may be in conjunction with NMYSA assistance.

6.01.04.06 Act as the first line of contact for Risk Management problems.

6.01.04.07 Report each incident or non-compliance to the NMYSA Risk Manager, Risk Management Assistants or Risk Management Committee.

6.01.04.08 Coordinate paperwork for anyone in the league who has had a legally-sensitive criminal history and background checks for US government security clearances, federal or state law enforcement employment, public school teacher employment, or other checks approved by the NMYSA Risk Manager (Appendix A4).

6.02 NMYSA RISK MANAGEMENT AND KIDSAFE PROGRAM

6.02.01 General Rules

6.02.01.01 NMYSA has adopted a Risk Management and KidSafe Program and all coaches and program administrators must meet the conditions of this program.

6.02.01.02 Coaches and program administrators are defined as state, district, league, and club officers and program directors, team managers, athletic trainers, coaches, assistant coaches and substitute coaches and anyone else who has an official capacity in the soccer program.

6.02.01.03 All coaches and program managers must complete a disclosure statement and register with the NMYSA.

6.02.01.04 All coaches and program administrators must agree to be subject to a legally-sensitive criminal history and background check. In some cases, a federal or state government background check can be utilized. In these cases, the individual who has had the check will supply the NMYSA Risk Manager with signed documentation attesting to a completed background check with no findings (Appendix A4).

6.02.01.05 NMYSA will process legally sensitive criminal history and background checks. All coaches and program administrators as defined above will be subject to these checks.

6.02.01.06 Any coach or program administrator, who, for any reason, may be thought to present a risk to the welfare of NMYSA, its leagues, clubs, or players, may be subject to a legally-sensitive criminal history and background check at the discretion of the NMYSA Board of Directors with input from an NMYSA member league and/or the NMYSA Risk Manager.

6.02.01.07 NMYSA will establish a procedure for handling a complaint of child or sexual abuse against a currently employed or volunteer coach or program administrator, including identifying a point person and an alternate to receive such complaints and to follow the procedures outline in the US Youth Soccer KidSafe Program.

6.02.02 Registration Procedure for Coaches and Program Administrators

6.02.02.01 Disclosure Statements will be good for a 5-year period.

6.02.02.02 Disclosure Statements will be submitted to NMYSA electronically through their website at www.nmysa.net.

6.02.02.03 While the Disclosure Statement may be submitted through a league or club or in hardcopy, they shall not be accessed by any person other than the NMYSA Risk Manager or his/her designated assistants.

6.02.02.04 After verifying that the Disclosure Form is complete, the NMYSA registrar will indicate the clearance in the registration software and the coach's and/or program administrator's pass card may be generated.

6.02.02.05 The NMYSA Risk Manager will, at NMYSA board meetings, report the progress of Disclosure Statement submissions by affiliated leagues.

6.02.03 Registration Rules for Coaches and Program Administrators

6.02.03.01 Coach's and program administrator's pass cards will be laminated and distributed by the respective league registrar. Registration and pass cards are required for:

- All members of the NMYSA state coaching staff.
- All coaches and program administrators who are responsible for players whose travel require overnight stays.
- Any coach or program administrator whose club or league requires registration.

6.02.03.02 All coaches and program administrators must submit to a sensitive criminal history and background check, or attest to such a check as described in 6.02.01.04.

6.02.03.03 All coaches and program administrators may be required to view or read risk management presentations as determined by NMYSA and the NMYSA Risk Manager.

6.02.04 Registration Procedure for Referees (All Categories)

Referees, assistant referees and 4th officials are independent contractors who shall be governed by the rulings of the New Mexico Soccer Referee Association, State Youth Referee Administrator, United States Soccer Federation and NMYSA. Referees shall be required to submit Disclosure Statements through their USSF registration. Referees may obtain registration pass cards indicating a successful criminal history and background check by following the procedures in 6.02.03.

6.02.05 Denial, Suspension, and Revocation of Coaching and Program Administrator Privileges

6.02.05.01 The NMYSA President, with the NMYSA Board of Director's approval, has the authority to deny, suspend, or revoke any employee's, volunteer's, coach's, or program administrator's right to participate in NMYSA, its leagues, its clubs, and its teams, for risk management concerns or concerns for the well-being of any NMYSA league, club, team, or player arising from the Risk Management and KidSafe policies, pending a risk management hearing by the NMYSA Board of Directors.

6.02.05.02 A league may, upon written request, petition NMYSA to deny, suspend or revoke the privileges of a coach or program administrator or applicant for Risk Management concerns. The written request shall be submitted to the NMYSA Risk Manager and NMYSA President in care of the State Office in an envelope marked "Confidential" and to be forwarded to the two aforementioned individuals. The NMYSA Risk Manager shall investigate the request and reply in writing within thirty (30) days to the league.

6.02.05.03 NMYSA has adopted the following grounds for automatic exclusion from serving as a NMYSA coach or program administrator:

- Any conviction for a crime of violence, a crime against a person, a crime against property, or a felony.
- Any report of child abuse appearing on the Child Abuse Index.
- Any record of sexual offense and/or sexual misconduct.
- Admitted use of/ or conviction for use of illegal drugs.
- Documented history of alcohol abuse such as arrests for driving under the influence.
- Documented history of alcohol abuse shall also include 2 convictions for driving under the influence in the preceding 10-year period or 3 convictions for driving under the influence in an applicant's lifetime.

- Intentionally falsifying information on the Disclosure Form (NMYSA Bylaws Rule 2.11.02)
- Refusal to fully complete the Risk Management Disclosure Form.
- Refusal to submit fingerprints when required by the NMYSA Risk Management and KidSafe Program.
- Any conduct which discriminates against any individual on the basis of race, color, ancestry, national origin, religion, age, marital status, sex and any request for sexual favors, unwanted sexual advances or propositions, verbal physical and visual harassment, stalking and unwanted sexual contact.
- Any other information that casts serious doubt on the applicant's ability to be entrusted with the supervision, guidance and care of minors.
- Any person participating in a sanctioned or sponsored program of NMYSA who becomes involved as a defendant in litigation detrimental to the welfare of youth players, or litigation based on activities detrimental to the welfare of youth players, shall be suspended by the NMYSA Risk Manager and/or NMYSA President from all soccer-related activities until completion of the litigation. Upon written request of the suspended person, the status of such person shall be reviewed by the NMYSA risk manager at the completion of the litigation. Within sixty (60) days of receipt of the written request of the suspended person, the NMYSA Risk Manager shall make recommendation to the Board of Directors for reinstatement of privileges or continued and/or permanent suspension based on the review of the issue. The NMYSA Risk Manger will issue a letter of reinstatement or denial of reinstatement within fifteen (15) days of the Board of Directors decision. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has a right to appeal whether the matter, which is the substance of the accusation, if true, is detrimental to the welfare of youth players. (US Youth Soccer Rule 4043).
- Appendix A.5 is a quantitative mechanism whereby NMYSA decides an individual's eligibility to be issued a risk management clearance. Individuals with a point total of 10 or greater shall be automatically excluded based on information from the mandatory background check.

6.02.06 Exclusion of Coach and/or Program Administrator

6.02.06.01 A coach and/or program administrator who is found, through his or her disclosure form or by any other means, to meet any reason(s) for possible automatic exclusion will be notified through regular, return receipt mail.

6.02.06.02 Said coach and/or program administrator will have five business days to request a hearing of consideration from NMYSA.

6.02.06.03 A hearing will be scheduled within 14 days of receipt of the coach and/or program administrator's request.

6.02.06.04 If information deemed necessary to conducting the hearing, such as a criminal history, takes longer than 14 days to secure, a hearing may be postponed until such information is available.

6.02.06.05 If a hearing is not requested, the coach and/or program administrator's right of participation in NMYSA will be automatically denied pending a hearing by the NMYSA Risk Management Committee and denial of participation will be in effect.

6.02.06.06 It may be necessary for the coach and/or program administrator to undergo a legally sensitive criminal history and background check, which may require fingerprinting, at the time a request for a hearing is made.

6.02.06.07 Once a coach and/or program administrator's privilege to participate has been denied, suspended, or revoked by NMYSA, it may not be restored except through the decision of the NMYSA Risk Management Committee or through the appeal process (6.02.05).

6.02.07 Appeal Procedures

6.02.07.01 All appeals will be held at the NMYSA Board of Directors level according to NMYSA Bylaws section 2.10.

6.02.07.02 A coach and/or program administrator whose privileges are denied, revoked, or suspended has the right to appeal on the basis of whether the matter which is the substance of the accusation, if true, is detrimental to the welfare of youth players.

6.02.08 Confidentiality and Ethics

6.02.08.01 The disclosure forms shall be used only for the purpose of registering coaches and program administrators in NMYSA, including denial, suspension, and revocation of coaching and/or program administrator privileges. Information may be used in the hearing process for denial, suspension, or revocation of privileges by the NMYSA Risk Manager, the Risk Management Committee, and any committees or NMYSA Board of Director members deemed necessary for the implementation and monitoring of the NMYSA Risk Management and KidSafe Program.

6.02.08.02 Record storage will be under lock and key in the NMYSA administrative office and only accessible by the NMYSA Risk Manager, NMYSA President, or duly appointed alternate(s).

6.02.08.03 Record reproduction will be limited to a single copy of the disclosure form and/or the results of the criminal history check (along with any supporting documents) to be controlled by the NMYSA Risk Manager when needed. The original will be filed at the NMYSA administrative offices.

6.02.08.04 Any record may be reproduced for use during a hearing and/or appeal of denial, suspension, or revocation as needed. Any record reproduced for such use will be collected and destroyed at the conclusion of the hearing and/or appeal.

6.02.08.05 The NMYSA Risk Manager and members of the NMYSA Risk Management Committee will agree to sign and abide by the "Standards of Ethical Conduct Statement" (Appendix A1). The purpose of this statement is to inform the NMYSA Risk

Manager and all members of the NMYSA Risk Management Committee of the security and confidentiality requirements of the information that they will be gathering. Misuse of risk management information may result in legal action.

6.02.08.06 A coach's or program administrator's disclosure form and associated information shall be retained for three years following the last season of registration.

6.03 HEALTH, SAFETY, AND FINANCIAL GUIDELINES

These health, safety, and financial guidelines are provided for informational purposes only, with the strong recommendation for implementation by NMYSA affiliates. NMYSA is not responsible for the implementation or administration of the following health, safety, and financial guidelines. All leagues should have a Risk Manager to implement risk management guidelines and procedures at the local level.

6.03.01 *Child Abuse Guidelines*

All coaches and program administrators should immediately report any suspected abuse to the local county child abuse authorities and to the NMYSA State Risk Manager. The NMYSA Risk Manager, upon notification from a Program Administrator of such a report, should follow up with the Child Abuse authorities. Child abuse reporting forms may be obtained by calling the Forms office of the local Child Protection Agency. There are four types of reportable child abuse that include:

6.03.01.01 Sexual: This involves improper touching of private parts, penetration, flashing, the use of pornography, or similar acts. This includes any type of improper behavior where there is a difference in power and control (*e.g.*, adult/child, older child/younger child). There may be threats against the victim or members of the victim's family.

6.03.01.02 Physical: Anything that leaves a mark is reportable, such as black eyes, swollen lips, finger marks on the face or other areas.

6.03.01.03 Neglect: Incapacitation by the caregivers. This could include not providing a home, food, water, clothing, or supervision for long periods of time or while taking illicit drugs.

6.03.01.04 Emotional: Verbally abusing a child.

It is not the responsibility of the reporting parties to investigate the allegations. Once the report has been made, the legal authorities will investigate. All information on the reporting parties will be kept in confidence by the legal authorities. It is the responsibility of every Program Administrator to avoid situations with minors that have the potential of being misunderstood or misinterpreted.

6.03.02 *First Aid*

Minimizing potential risks before they occur is, of course, preferable to dealing with problems when they arise. Knowing what to do if a player gets overheated on a hot day, learning the signs of heat exhaustion and heat stroke could save a life. Learning the signs and symptoms

of a serious head injury. Learning when not to move an injured player, when not to send a player back on to the field. What to do if a bystander has a heart attack. All these are areas coaches need to be aware of. Rule of thumb: when in doubt, call 911 and let the professionals deal with it. If a player gets a bloody nose, or other cut, make sure all blood is cleaned off the player and a Band-Aid applied before the player takes the field again.

6.03.02.01 In the event of a medical emergency, appropriate action must be taken immediately.

6.03.02.02 It is recommended that each league/club require each team to have a first aid kit on the field at all times. The First Aid kit should include, but is not limited to:

- Antiseptic wipes
- Tweezers
- Scissors
- Band-Aids
- Roll Gauze
- Triangular Bandage
- Instant Cold Packs
- Eye pads
- Feminine pad (for heavy bleeding)
- Ace bandages
- Plastic bags (for ice)
- Adhesive Tape
- Latex gloves (several pairs)
- Plastic trash bags
- Small bottles of Hydrogen Peroxide and Distilled Water
- Tube of Antibiotic ointment
- Spray bottle containing a solution of 1:10 chlorine bleach to water.

These items can be put into a large storage bag or plastic container and kept in the coach's bag.

6.03.02.03 All medical release forms must be on the field at all times during practices and games. Assure that the emergency phone numbers are listed.

6.03.03 Procedures For Injuries Pertaining to Blood

6.03.03.01 The first concern is always to make sure the player is not seriously injured. Never move a player that may have internal injuries. If serious injury is suspected, clear the field and summon medical help. It is recommended that standby medical help be present at all tournaments.

6.03.03.02 If it will not hurt the player more, remove him/her from the field to the sidelines away from spectators.

6.03.03.03 Carry plastic bags at all times in the coach's bag. These bags should be large enough to carry a uniform and shoes. It is also recommended that rags be carried and a

spray bottle containing a 1:10 solution of chlorine bleach and water for wiping up surrounding areas. All tainted grass should be sprayed with the solution. A separate bag should include all contaminated articles including bandages, rags, wipes, etc. This bag should be tied off and placed in a covered container.

6.03.03.04 Referees will be instructed to not allow a player on the field with a uniform that has an unacceptable amount of blood on it. It is recommended that extra clothing be carried as a precaution. Referees for recreational play will allow a T-shirt of the same color as the jersey to be worn should an accident happen. More information can be found at URL: http://www.usyouthsoccer.org/downloads/national_office/HandlingBloodbornePathogens.pdf

6.03.03.05 US Youth Soccer supplies guidelines for financial management URL: http://www.usyouthsoccer.org/downloads/national_office/FinancialManagement.pdf

6.03.04 Coaching Guidelines

- It is the responsibility of the coach to set the standard of behavior on the field. It is also incumbent upon the coach to control the actions of the coaching staff, players, and spectators. Some things that are not acceptable are:
- Name-calling or harassment of a player, referee, coach, or spectator by anyone.
- Name-calling or harassment of a player by a coach or parent of another player, or another player, especially a teammate.
- Name-calling or harassment of the referee, assistant referee, or 4th official by anyone.
- Hitting or slapping a player, coach, referee, or spectator by anyone.
- Failure to control spectators (especially parents).
- Failure to treat injuries.
- Inadequate supervision, *e.g.*, during travel, before practice (late arrival of coach), during practices, after practice (failure to wait for late parents). It is recommended that the coach have a procedure for these events and communicate this plan to the parents at the first team meeting.
- Leaving player(s) unattended.
- Failure to report signs of abuse.
- Recognizing and dealing with dangerous field and weather conditions, *e.g.*, cold, heat, lightning, high winds, etc.
- The coach shall always have medical consent to treat (membership form) on the field and should carry a fully stocked first aid kit.
- The coach should have appropriate pre-game warm-ups and conditioning.
- The coach should have a standardized travel checklist.

6.04 RECOMMENDATIONS FOR LEAGUE AND CLUB RISK MANAGEMENT PROGRAMS

6.04.01 General Guidance

6.04.01.01 Determination of Risk

- Look for Risks: Consider who and what can be considered at risk.
- People – Board members, coaches, referees, players, volunteers, spectators, and others.
- Property – Fields, equipment, buildings, bank accounts, and others.
- Income – Registration fees, donations, sales, team funds for trips, tournament fees, and other contributions.
- Food – Sale of food and drink at games and tournaments.
- Goodwill – Reputation of League, community standing, future fundraising, future players, future volunteers, future field usage.

6.04.01.02 Assess Risks: Leagues need to develop conscious decisions about which risk it can accept, what type of insurance is needed, and how risks can be reduced and controlled. After risks are identified, assess each in relation to the League's overall mission of providing soccer, and do not lose sight of the reason for the League's existence.

6.04.01.03 Decide How to Control Risks: A risk assessment provides a basis for determining sensible controls of the risks. No plan is perfect, but a reasonable plan can be developed so that volunteers providing services to the league and players will feel reasonably secure in their assigned tasks.

6.04.01.04 Implement your Strategy:

- There are five concepts to help your risk containment strategy.
- *Avoid* – Do not offer a service that the League considers too risky.
- *Modify* – Change the activity so that chance of harm occurring and the potential damage are acceptable.
- *Transfer* – Shift the financial aspect of risk through contracts or insurance. (Make sure the league and owners of fields are properly insured, and wherever possible have field ownership in City, County or State government.)
- *Retain* – Accept the risk and prepare for the consequences.
- *Develop* – Come up with a list of resources that will help you determine what risks exist and how best to deal with them.
- Review and Revise Periodically: Review and revisions of a League's risk management program will ensure continued application. Every officer, coach, referee, and league member should continue to keep their eyes open for potential hazardous conditions, and if one is reported to the League, the League needs to follow through on such a report.

6.04.01.02 Methods of Prevention:

6.04.01.02.01 Prevention of injury to players:

- Assure safety of personal equipment and grounds at games and practices.
- Coaches and referees should check personal equipment and disallow participation until standards met.
- Referees and field marshals should check grounds, including proper installation and anchoring of goals, and identify, correct or mark dangerous areas and communicate to participants and spectators.
- Referees should call the game if a dangerous situation cannot be corrected, and coaches should call practice for the same reason.
- Leagues should, when possible, have certified referee assignors to assign referees to games based upon age level, experience and anticipated difficulty. NMYSA will provide assignor certification training to leagues upon request.

6.04.01.02.02 Assure the intentions of the adult participants:

- Screen volunteers prior to participation for past problems
- Watch for uninvolved spectators
- Whenever possible, have at least two adults present at all team functions or player interactions.
- Have league officials monitor practices and games for inappropriate behavior by adults.
- Communicate with other leagues and associations should problems arise and solutions to problems.

6.04.01.02.03 Preventing injury to coaches, referees, volunteers and spectators:

- **Clinics** – create safety awareness by requiring clinics for all adult participants that address safety. Communicate to parents the importance of safety awareness.
- **Fields** – Check that grounds are safe. Clearly mark dangerous areas. Communicate to spectators as well as participants.
- **Facilities** – The League needs a secure setting that is safe from both crime and bodily harm. Leagues should work closely with local law enforcement officials to provide adequate security for league events.
- **Food** – Food preparation for events needs to meet New Mexico Environment Department standards, or contracts for food and concession services need to be with an entity which meets those standards and provides proof of adequate insurance.
- **Signs** – Leagues should maintain, when possible, adequate signage at all fields and facilities that warns of the potential risks.
- **Minors playing in adult leagues** – Leagues should discourage the play of minors (those being under the age of 18) in adult leagues.

6.03.06.02.04 Leagues:

Each league should advise coaches and referees that, whenever possible, two adults should be present with youth players during practice, games or other situations. Leagues should impress upon coaches that parents should be encouraged to be involved with the team, to attend parts of the practice and to pick up their children immediately upon practice or games terminating. Never leave a child unattended after practice. If the field cannot be clearly seen from the street or parking area, ask parents to escort their children to the field and make sure that a coach or other team adult is present before leaving. Children who need to leave practice early should be picked up on the field by the parent. The parent should make sure the child is leaving. If car pools are arranged by the parents, make sure the coach is informed. Leagues should advise coaches and discourage coaches from providing transportation to players either to or from practice and games.

6.04.02 Lawsuit Guidelines

NMYSA-registered coaches or administrators are covered by liability insurance and professional assistance and guidance is available. Any litigation process requires tremendous cooperation and time commitment for the persons involved. The burden cannot be solely that of the insurance company or a defense attorney. More information can be found at URL: http://www.usyouthsoccer.org/downloads/national_office/LivingThroughaLawsuit.pdf

The following immediate actions are suggested:

6.04.02.01 Contact the NMYSA administrative office to obtain insurance company information immediately.

6.04.02.02 Photocopy the suit and any additional information pertaining to the incident.

6.04.02.03 Send, via registered mail, the original of the summons/complaint and any other pertinent information to the insurance company.

6.04.02.04 Do not discuss the case with any person other than your lawyer or insurance representative.

6.04.02.05 Call the insurance representative if no response has been received from the insurance company representative or company-appointed lawyer within three days.

6.04.02.06 Take the time to provide all the information and details to the company-appointed lawyer.

APPENDICES

A.1 Standards of Ethical Conduct for Individuals Assigned Risk Management Responsibilities Within NMYSA and Its Affiliates.

The purpose of this signed statement is to inform the NMYSA Risk Manager, NMYSA Risk Manager Assistant, and Risk Management Coordinators at the League or Club level of the security and confidentiality requirements of the information they will be gathering. It is not meant to reflect negatively on the Risk Manager or Coordinator’s performance; nor does it imply that the Risk Manager/Coordinator is suspected of any wrongdoing.

As a Risk Manager/Coordinator you have an obligation to safeguard the records entrusted to you, and this document is to remind you of the security, confidentiality, and ethics required for these positions.

As a Risk Management Coordinator (RMC), I will:

- Represent the interests of all people served by this organization, and not favor special interests inside or outside of this organization.
- Not use my position as RMC for personal advantage or for the advantage of my family, friends, and associates.
- Keep confidential information confidential.
- Do nothing to violate the trust of those who elected or appointed me to the position of RMC or of those we serve.
- Never exercise authority as an RMC except when acting as I am delegated by the organization which elected or appointed me.
- Ensure that any disclosure made is in fact made only to those individuals having a legitimate need to know in the course of their official duties.
- Consult with a higher authority, *i.e.* NMYSA President, NMYSA Risk Manager, League President, prior to taking any action when in doubt whether such action is in conformance with privacy and confidentiality standards.
- Disclose personal information about an individual only with the written consent or at the written request of the individual to whom it pertains.

A copy of this document will be maintained by NMYSA. The signature below acknowledges that you were counseled about the security and confidentiality pertaining to the responsibilities as a RMC and that you were afforded the opportunity to obtain clarification regarding the requirements of the position which you did not fully understand. In addition, if you have access to electronic files or data bases, your signature affirms that you have read and understand Appendix A.6 of the NMYSA Risk Management Manual.

Name _____ League _____

Signature: _____ Date _____

A.2 Administrator Disclosure Statement Form

The Disclosure Form can be found on the LeagueOne secure server at the following URL:

<https://onlinereg.leagueone.com/rm/RmDisclosure.aspx?O=1949&I=11>

A.3 Principles of Conduct for Coaches, Program Administrators, Players, and Parents

Principles of conduct information can be found on the US Youth Soccer web site at the following URLs:

http://www.usyouthsoccer.org/downloads/national_office/PrinciplesofConduct.pdf

http://www.usyouthsoccer.org/downloads/national_office/RoleModelsforLife.pdf

A.4 Confirmation of Legally-Sensitive Criminal History and Background Check

Name:

Home Address:

Work Address:

I have submitted a disclosure statement through my league risk manager to NMYS A
_____ yes _____ no

As part of an investigation into my background for U.S. government security clearance, state or federal law enforcement employment, public school teacher, or _____, I have had a legally-sensitive criminal history and background check. This check was conducted on _____ and is updated/reinvestigated _____.

With my signature below I confirm that this background check has occurred and no findings which would prevent my participation in NMYS A were discovered (see 6.02.05.03). I will further notify NMYS A and the NMYS A Risk Manger immediately of any change in status which may affect my involvement as an NMYS A coach or program administrator.

Name _____ Date _____

The above-mentioned individual has shown proof in the form of paper work, badge, or other means which demonstrate that he/she has had a legally-sensitive criminal history and background check. As league Risk Manager I have also searched relevant sex offender and child abuse data bases and found no reference to the above named individual.

League Risk Manager _____ Date _____

A.5 New Mexico Youth Soccer Association Criminal Conviction Matrix for Participation Acceptability

This form is an alternative to the Alpha based form, and allows different weights to be assigned to the various levels. In addition, if a person has convictions in different categories, a numerical score can weight them. Note that multiple convictions may accrue from one incident.

10 Points equals Suspension

Type of Conviction	Years Since Last Conviction											TOTAL
	1	2	3	4	5	6	7	8	9	10	>10	

DWI. If multiple convictions, all sentencing terms must be successfully completed or suspension stays in effect. Numeric score doubles if a minor was in the vehicle or if the DWI was Aggravated.

1 Conviction	4	4	4	4	0	0	0	0	0	0	0	0	
2 Convictions	10	10	8	8	8	8	8	0	0	0	0		
3 Convictions	10	10	10	10	10	10	10	8	8	0	0		
4+ Convictions	10	10	10	10	10	10	10	10	10	10	10	10	

Drug Possession

1 Conviction	5	5	5	5	0	0	0	0	0	0	0	
2 Convictions	10	10	10	10	8	8	8	0	0	0	0	
3+ Convictions	10	10	10	10	10	10	10	10	10	10	0	

Drug Manufacturing & Distribution/Sales

1 Conviction	10	10	10	10	10	10	10	10	10	0	0	
2+ Convictions	10	10	10	10	10	10	10	10	10	10	0	
3+ Sales /Manufacturing Meth Or Hard Drugs	10	10	10	10	10	10	10	10	10	10	10	

Grand Total

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A.6 Data Access, Security, and Privacy

Access Authorization for LeagueOne:

Each authorized user is assigned a unique UserName and Password. The UserName is assigned by the State Registrar. The initial Password is systematically generated by the LeagueOne system. The Password should be changed by the user and should meet the criteria for a robust password:

- 1) at least 8 characters
- 2) not a word (or words) from any dictionary
- 3) not a common number associated with you (*e.g.*, birthday, phone number)
- 4) must include characters from three of the following four groups:
lower-case letters, upper-case letters, numbers, special characters (no spaces allowed)

Your LeagueOne password is unique to you, do not SHARE it!

Suggested configuration of the individual machine with which you connect to LeagueOne:

- 1) Create an account for yourself separate from other family members' accounts on that machine.
- 2) Password-protect that account's log-in (no automatic log-in)
- 3) Set an automatic screen saver with your account's password
- 4) Have that screensaver automatically activate after 5 or 10 minutes of inactivity
- 5) Recommend strongly that you maintain current anti-virus and anti-spyware software on the machine (including regular subscription updates) and use a firewall

Personally Identifiable Information (PII)

PII is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person. Each authorized user has a unique username and password combination that authorizes their access to the appropriate portion of the LeagueOne database(s) required by their role. (*e.g.*, a club registrar is authorized access to their club's information but not to that of other clubs). PII should be protected and treated with care, and may only be shared in the process of conducting official NMYSA business, according to the Ethical Code of Conduct (Appendix 1 of this document) that each person with LeagueOne access is required to sign in advance of their access. Violations of this agreement or any other unauthorized PII use will result in the Risk Management exclusion and loss of access to the system.