



ARKANSAS STATE SOCCER ASSOCIATION **RISK MANAGEMENT POLICIES – SAFESPORT**

(February, 2021)

All definitions in this policy are taken from the SafeSport Code for the U.S. Olympic and Paralympic Movement (the “SafeSport Code”), as may be amended from time to time. In the event of any conflict between this Policy and the SafeSport Code, the SafeSport Code will govern. The most recent SafeSport Code is always available at www.safesport.org. Arkansas State Soccer Association (“ASA”) is committed to maintaining an environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, ASA does not permit any form of unlawful harassment, discrimination or intimidation by or against its employees, members, coaches, players, parents, referees, and/or volunteers by anyone, including managers, supervisors, coworkers, executives, directors, officers, other employees, vendors, clients, customers, volunteers, or third parties. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran’s status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The policy also prohibits harassment on the basis of the protected status of an individual’s relatives, friends or associates. ASA is also committed to maintaining an environment that is free from all forms of sexual abuse, sexual misconduct, emotional misconduct, physical misconduct, bullying and hazing. Any violation of this Policy may subject the offending individual to disciplinary action. Appropriate action also will be taken against any subcontractor, supplier, or customer found in violation of this Policy.

100.1 SafeSport

- 100.1.1 Every club officer, board member, coach, assistant coach, team manager, program administrator, club assigned referee, club assigned assistant referee, athletic trainer, organization employee, tournament organizer, and any volunteer age 18 and older acting within an official capacity and who have the opportunity to have direct and unmonitored access to children shall complete the ASA online risk management disclosure questionnaire biennially. This requirement pertains to all of the individuals identified above, regardless as to whether these individuals are paid or unpaid in their identified capacity.

100.1.3 Effective September 1, 2019, every club officer, board member, coach, assistant coach, team manager, program administrator, club assigned referee, club assigned assistant referee, athletic trainer, organization employee, tournament organizer, and any volunteer age 18 and older acting within an official capacity and who have the opportunity to have direct and unmonitored access to children shall complete sexual abuse awareness and prevention training on an annual basis and are to require every adult to report abuse and/or suspected abuse immediately.

100.2 KidSafe Program

100.2.1 All ASA affiliated members or clubs must abide by the U.S. Youth Soccer "KidSafe" Program.

The USYS brochure for the KidSafe Program can be found via this link: http://www.gotsport.com/Content/directors/upimg/dir5210/us_youth_soccer_kidsafe_program.pdf

200.1 Prohibited Conduct Policies

200.1.1 Harassment: Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status. ASA will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or safety, or that creates an intimidating, hostile, or offensive environment.

Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping, or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status.

Prohibited conduct can also include jokes, kidding, or teasing about another person's protected status. While harassing conduct is unlawful only if it affects tangible job benefits and/or interferes unreasonably with work performance and creates an abusive or hostile work environment, this Policy forbids harassing conduct even when it does not rise to the level of a violation of law.

200.1.2

Sexual Harassment: Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance and creating an intimidating, hostile, or offensive environment.

Sexual harassment may involve individuals of the same or different gender. It may also occur between individuals of any employment status.

Examples of conduct which may constitute sexual harassment and are prohibited by this Policy include, but are not limited to:

- unnecessary touching, patting, hugging, pinching, or brushing against a person's body;
- staring, ogling, leering, or whistling at a person;
- continued or repeated verbal abuse of a sexual nature;
- sexually explicit statements, sexual flirtations, advances, propositions, subtle pressure for sexual activity, comments, questions, jokes, or anecdotes;
- graphic or degrading comments about a person's clothing, body or sexual activity;
- sexually suggestive objects, cartoons, posters, calendars, or pictures in the workplace;
- suggestive or obscene letters, notes or invitations;
- harassing use of electronic mail, electronic or instant messaging, or telephone communication systems; or
- other physical or verbal conduct of a sexual nature.

ASA prohibits any employee, staff member, subcontractor, club officer, board member, coach, assistant coach, team manager, program administrator, club assigned referee, club assigned assistant referee, athletic trainer, organization employee, tournament organizer, and any volunteer age 18 and older from threatening or insinuating, either explicitly or implicitly, that individual's submission to or rejection of

sexual advances will in any way influence any decision regarding that individual.

200.1.3 Racial, Religious, or National Origin Harassment: Racial, religious, or national origin harassment deserves special mention as well, and is expressly prohibited by ASA. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable person uncomfortable or which would interfere with the person's ability to engage in any ASA soccer-related activity. Examples of race, religious or national origin harassment may include, but are not limited to:

- jokes, which include reference to race, religion, or national origin;
- the display or use of objects or pictures which adversely reflect on a person's race, religion, or national origin; or
- use of pejorative or demeaning language regarding a person's race, religion, or national origin.

200.1.4 Child Sexual Abuse: Any sexual activity with a child is prohibited. This includes sexual contact with a child that is accomplished by deception, manipulation, force or threat of force, regardless of the age of the participants, and all sexual interactions between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity.

200.1.5 Sexual Misconduct: Any sexual interaction between an athlete and an individual with evaluative, direct or indirect authority is prohibited. Such relationships involve an imbalance of power and are likely to impair judgment or be exploitative. This section does not apply to a pre-existing relationship between two spouses or life partners.

200.1.6 Emotional Misconduct: Emotional misconduct in all forms is prohibited. Emotional misconduct is a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to another person. Non-contact behaviors include verbal acts, physical acts, or acts that deny attention or support; or any act or conduct described as emotional abuse or misconduct under federal or state law (e.g. child abuse, child neglect). Emotional misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance.

- 200.1.7 Physical Misconduct: Physical misconduct in all forms is prohibited. Physical misconduct is defined as contact or noncontact conduct that results in, or reasonably threatens to, cause physical harm to another person; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g. child abuse, child neglect, Assault). Physical misconduct does not include professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance. For example, hitting and punching are well-regulated forms of contact in combat sports but have no place in soccer.
- 200.1.8 Bullying: Intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership are prohibited. Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.
- 200.1.9 Hazing: Coercing, requiring, forcing or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members are prohibited. Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

300.1 Reporting Suspected Child Abuse to Law Enforcement

On February 14, 2017, President Trump signed into law the Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017 (the "SafeSport Act"). Among other things, this comprehensive law amends the Victims of Child Abuse Act of 1990, 34 U.S.C. § 20341, et seq., and clarifies who is a mandatory reporter for cases of suspected child abuse. Specifically, the definition of mandatory reporter now includes any "adult who is authorized, by a national governing body, a member of a national governing body, or an amateur sports organization that participates in interstate or international amateur athletic competition, to interact with a minor or amateur athlete at an amateur sports organization facility or at any event sanctioned by a national governing body, a member of a national governing body, or such an amateur sports organization." Consequently, ASA urges all of its members and their participants and volunteers to understand their reporting obligations under this important federal law.

Under the SafeSport Act, the reporting obligation is triggered when a mandatory reporter becomes aware of “facts that give reason to suspect” a child has suffered an incident of child abuse. Child abuse includes physical or mental injury, sexual abuse or exploitation, or negligent treatment of a child. Sexual Abuse is defined to include the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person to engage in, sexually explicit conduct or the rape, molestation, prostitution, or other form of sexual exploitation of children or incest with children. Mental Injury means harm to a child’s psychological or intellectual functioning which may be exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, or a combination of those behaviors, which may be demonstrated by a change in behavior, emotional response or cognition.

The SafeSport Act also includes qualified immunity for good faith reports. ASA urges all mandatory reporters to refrain from judging or evaluating the credibility of such allegations— leave that to law enforcement.

Failure to promptly report suspected child abuse to law enforcement authorities may constitute a violation of federal law and, in any event, will be deemed a violation of ASA’s SafeSport policies.

The message is clear: if you suspect child abuse, report it to law enforcement immediately.

300.2 How to Report to the U.S. Center for SafeSport

Reports of suspected child abuse may also be made to the Center for SafeSport, including on an anonymous basis, by visiting www.safesport.org and selecting the “Report a Concern” link, or by calling (720) 531-0340. Reports to the U.S. Center for SafeSport falling within the Center’s subject matter jurisdiction will be handled in accordance with the Safe Sport Code and the SafeSport Practices and Procedures available on www.safesport.org.

400.1 One-on-One Interactions

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between children and adults, you reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a child. Policies concerning one-on-one interactions protect children while allowing for these beneficial relationships.

400.1.1 Application

This policy shall apply to:

- 1) Adults at a facility under the jurisdiction of ASA or a member club,
- 2) Adult members who have regular contact with amateur athletes who are minors,
- 3) An adult authorized by ASA or a member club to have regular contact with or authority over an amateur athlete who is a minor; and,
- 4) Staff and board members of ASA (collectively, "Adult(s)").

400.1.2 Observable and interruptible

- One-on-one interactions between minors and an Adult (who is not the minor's legal guardian) at ASA or member club facilities are permitted, if they occur at an observable and interruptible distance by another adult.
- Isolated, one-on-one interactions between minors and an Adult (who is not the minor's legal guardian) at ASA or member club facilities are prohibited, except under emergency circumstances.

400.1.3 Meetings

- Meetings between Adults and minors at ASA or member club 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.
- If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that (if available) has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

400.1.4 Meetings with mental health care professionals

If a mental health care professional meets with minors at ASA or a member club's facilities, a closed-door meeting may be permitted to protect patient privacy – provided that (1) the door remains unlocked, (2) another adult is present at the facility, (3) the other adult is advised that a closed-door meeting is occurring, and (4) written legal guardian consent is obtained by the mental health care professional, with a copy provided to ASA and the member club.

400.1.5. Individual training sessions

Individual training sessions between Adults and minors are permitted at ASA and member club facilities if the training session is observable and interruptible by another adult. The Adult must obtain the written permission of the minor's 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 obtained at least every six months.

400.1.6 Monitoring

When one-on-one interactions between Adults and minors occur at ASA and member club facilities, adults 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.

400.1.7 Out-of-program contacts

Adults are prohibited from interacting one-on-one with unrelated minor athletes 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.

500.1 Messages and Rubdowns

500.1.1 Application

This policy shall apply to:

- 1) Adults at a facility under the jurisdiction of ASA or a member club,
- 2) Adult members who have regular contact with amateur athletes who are minors,
- 3) An adult authorized by ASA or a member club to have regular contact with or authority over an amateur athlete who is a minor; and,
- 4) Staff and board members of ASA (collectively, "Adult(s)").

500.1.2 Licensed, certified professional

- Any massage or rubdown performed by an Adult on a minor athlete at ASA or a member club's facilities or a training or competition venue is prohibited unless such Adult is a licensed massage therapist.
- Any massage or rubdown performed at ASA or a member club's facilities or a training or competition venue by a licensed professional must be conducted in open and interruptible locations. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and licensed massage therapist in the room.
- Even if a coach is a licensed massage therapist, the coach shall not perform a rubdown or massage of an athlete under any circumstances.

500.1.3 Written consent

Written consent by a legal guardian shall be provided before providing each massage or rubdown on a minor athlete. Parents must be permitted to be in the room as an observer.

600.1 Locker Rooms, Rest Rooms, and Changing Areas

600.1.1 Application

This policy shall apply to:

- 1) Adults at a facility under the jurisdiction of ASA or a member club,
- 2) Adult members who have regular contact with amateur athletes who are minors,
- 3) An adult authorized by ASA or a member club to have regular contact with or authority over an amateur athlete who is a minor; and,
- 4) Staff and board members of ASA (collectively, "Adult(s)").

600.1.2 Use of recording devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras, and video cameras in locker rooms, rest rooms, changing areas, or similar spaces at a facility under ASA or a member club's jurisdiction is prohibited. Exceptions may be

made for media and championship celebrations, provided that such exceptions are approved by ASA and/or the member club and two or more adults are present.

600.1.3 Undress

- Under no circumstances shall an unrelated Adult at a facility under ASA or a member club's jurisdiction be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of minor athletes.

600.1.4 Isolated one-on-one interactions

- At no time are unrelated Adults permitted to be alone with a minor in a locker room, rest room, or changing area when at a facility under ASA or a member club's jurisdiction, except under emergency circumstances.
- If ASA or a member club is using a facility that has access to a single set of such facilities, ASA and/or the member club will designate times for use by Adults, if any.

600.1.5 Monitoring

ASA and its member clubs regularly and randomly monitor the use of locker rooms, rest rooms, and changing areas at facilities under ASA or the member club's jurisdiction to ensure compliance with these policies.

600.1.6 Non-exclusive facility

If ASA or a member club uses a facility not under ASA or the member club's jurisdiction (for, e.g., training or competition or similar events) and the facility is used by multiple constituents, Adults are nonetheless required to adhere to the rules set forth here.

600.1.7 To minimize the risk of bullying and hazing, ASA and its member clubs use locker room monitors to ensure that minors are not left unattended in locker rooms, rest rooms, and changing areas.

600.1.8 Adults make every effort to recognize when an athlete goes to the locker room or changing area during practice and competition and, if they do not return in a timely fashion, ASA or the member club will check on the athlete's whereabouts.

- 600.1.9 ASA and its member clubs discourage parents from entering locker rooms and changing areas 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.

700.1 Social Media & Electronic Communications

700.1.1 Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes who are minors,
- 2) An adult authorized by ASA or a member club to have regular contact with or authority over an amateur athlete who is a minor; and,
- 3) Staff and board members of ASA (collectively, "Participating Adult(s)").

700.1.2 Content

All electronic communication originating from Participating Adults to amateur athletes who are minors must be professional in nature.

700.1.3 Open and transparent

- If a Participating Adult needs to communicate directly with an amateur athlete who is a minor via electronic communications, another Participating Adult or the minor's legal guardian will be copied.
- If a minor athlete communicates to the Participating Adult privately first, the Participating Adult should respond to the minor athlete with a copy to another Participating Adult or the minor's legal guardian.
- A Participating Adult communicating electronically to the entire team will copy another Participating Adult.
- Amateur athletes who are minors may "friend" the ASA's and/or a member club's official page.

700.1.4 Prohibited electronic communications

- Participating Adults are not permitted to communicate privately via electronic communications with amateur athletes who are minors, except under emergency circumstances.

- Participating Adults are not permitted to “private message,” “instant message,” “direct message”, or send photos via Snapchat or Instagram to a minor athlete privately.
- Participating Adults are not permitted to maintain social media connections with minors; such adults are not permitted to accept new personal page requests on social media platforms from amateur athletes who are minors and existing social media connections with amateur athletes who are minors shall be discontinued.

700.1.5 Requests to discontinue

Legal guardians may request in writing that their child not be contacted through any form of electronic communication by ASA, its member clubs, or by ASA or its member club’s Participating Adults. ASA and its member clubs will abide by any such request that their child not be contacted via electronic communication, absent emergency circumstances.

700.1.6 Monitoring

- ASA and its member clubs monitor their social media pages and remove any posts that violate ASA or its member club’s policies and practices for appropriate behavior.
- ASA and its member clubs will inform the legal guardian of a minor athlete of any prohibited posts.

800.1 Local Travel

800.1.1 Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes who are minors,
- 2) An adult authorized by ASA or a member club to have regular contact with or authority over an amateur athlete who is a minor; and,
- 3) Staff and board members at ASA (collectively, “Participating Adult(s)”).

800.1.2 Transportation

- ASA and its member clubs do not arrange for local travel.

- Participating Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated athlete who is a minor, absent emergency circumstances, and may only drive with at least two other minor athletes or another adult at all times, unless otherwise agreed to in writing by the minor athlete's parent/legal guardian in advance of each local travel.

800.1.3 Shared or Carpool Travel Arrangement
ASA and its member clubs encourage parents/legal guardians to pick up their minor athlete first and drop off their minor athlete last in any shared or carpool travel arrangement.

800.1.4 Parents/legal guardians should receive education concerning child abuse prevention before providing consent for their minor to travel alone with a Participating Adult.

900.1 Team Travel

900.1.1 Application

This policy shall apply to:

- 1) Adult members who have regular contact with amateur athletes who are minors,
- 2) An adult authorized by ASA or a member club to have regular contact with or authority over an amateur athlete who is a minor; and,
- 3) Staff and board members at ASA (collectively, "Participating Adult(s)").

900.1.2 Team/competition travel

- When only one Participating Adult and one minor athlete travel to a competition, the minor athlete must have his/her legal guardian's written permission in advance and for each competition to travel alone with the Participating Adult.

900.1.3 Hotel rooms

- Participating Adults shall not share a hotel room or other sleeping arrangement with a minor athlete (unless the Participating Adult is the legal guardian, sibling, or is otherwise related to the minor athlete).

- 900.1.4 Meetings
- Meetings shall be conducted consistent with ASA's policy for one-on-one interactions – i.e., any such meeting shall be observable and interruptible.
 - Meetings shall not be conducted in a hotel room.
- 900.1.5 Team travel policies must be signed and agreed to by all minor athletes, parents, and Participating Adults traveling with ASA or its member clubs.
- 900.1.6 Participating Adults who travel with ASA or its member clubs must successfully pass a criminal background check and other screening requirements consistent with ASA's policies.
- 900.1.7 During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and observable and interruptible environments should be maintained.
- 900.1.8 Parents/legal guardians should receive education concerning child abuse prevention before providing consent for their minor to travel alone with a Participating Adult.

Additional information regarding the SafeSport Authorization Act of 2017 can be found here: <https://www.usyouthsoccer.org/protecting-young-victims-from-sexual-abuse-and-safe-sport-authorization-act-of-2017/>
To become SafeSport certified, individuals can visit the following link to take the three required courses: <https://safesport.org/> ASA members can contact the ASA office to obtain a code to take the courses at no charge.