



Child and Volunteer Protection Advocate



The AYSO National Office
TEL: (800) 872-2976
FAX: (310) 525-1155
www.ayso.org

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everyone plays[®]





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AYSO Vision & Mission

The American Youth Soccer Organization was established in 1964 with the dream to bring soccer to American children. AYSO continues to be a leader in providing quality youth soccer programs.

AYSO Vision

To provide world class youth soccer programs that enrich children's lives.

AYSO Mission

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO philosophies:

Everyone Plays: Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams: Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration: Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching: Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship: We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development: We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.

Child and Volunteer Protection Advocate

The position of the Child and Volunteer Protection Advocate (“CVPA”), as stated in the National Bylaws, 1.04 (n), is one of the seven required Regional Board positions including the Regional Commissioner, Treasurer, Registrar, Safety Director, Coach Administrator and Referee Administrator.

The role of CVPA is to oversee the child and volunteer protection program in the Region, including registering volunteers, performing Regional volunteer screening, and serving as a resource for the Region for good faith reporting of child abuse.

CVPAs play a vital role in AYSO’s mission to provide a fun, fair, positive and safe family environment for youth soccer. In return, AYSO wants to ensure all its volunteers receive the maximum protection under the Volunteer Protection Act of 1997 and therefore requires that all volunteers:

- Complete, sign, and submit a Volunteer Application each year,
- Be authorized to do their jobs by the Region, Area or other AYSO authority,
- Act within their Position Descriptions and the scope of AYSO Policies, Procedures and Guidelines,
- Complete Safe Haven Training, and be properly trained in their jobs.





Position Description



Area Child and Volunteer Protection Advocate

Purpose

The AYSO volunteer position of Area Child and Volunteer Protection Advocate (CVPA) is intended to oversee the child and volunteer protection program in the Area in accordance with the AYSO Safe Haven program.

Specific Duties and Responsibilities

The Area Child and Volunteer Protection Advocate is expected to:

- Support the AYSO National Safe Haven Program in both specifics and in spirit;
- Support the Area Director in the promotion and implementation of the AYSO Safe Haven Program, including the three main elements of volunteer protection;
- Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of _____, and that state's provisions for the reporting of child abuse and neglect;
- Work with the Regional CVPAs to assure that all volunteers complete application forms and screening procedures are in place;
- Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy;
- Work with Regional CVPAs to assure that AYSO protocols to protect privacy and privileged information are enforced;
- Serve as a resource and/or a facilitator to the Regional CVPAs on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies;
- Promote the standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program;
- Function as a resource to Regional CVPAs regarding AYSO Safe Haven policies and procedures and how to implement the program;
- Communicate with Regional CVPAs regarding AYSO Safe Haven policies and procedures;
- Work with Area Director and Regional Commissioners to assure that CVPAs are trained and certified. Schedule and, where appropriate, provide training class;
- Assist the regional CVPAs with reference checks where applicable;
- Process reference checks on regional CVPAs; and
- Communicate with Area Directors and Regional Commissioners regarding scheduled CVPA educational opportunities at the Section Conferences and throughout the year.

Qualifications and Desired Skills

To be considered for the position of Area Child and Volunteer Protection Advocate, the applicant must:

- Annually submit a Volunteer Application Form and be approved as a volunteer in an AYSO Area;
- Pass the AYSO screening and background check;



- Be annually approved and duly appointed as Area CVPA by the Area;
- Attend and pass the AYSO Child and Volunteer Protection Advocate Training;
- Attend CVPA Annual Update, when offered;
- Achieve a reputation of respect, fairness, and trustworthiness in the community; and
- Register with the AYSO's Safe Haven by providing an Information Form attached with the volunteer application form signed by the Area Director.

Supervision Protocols

While performing as the Area CVPA, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the area director; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for Area CVPA is a full year. Time commitment will vary depending on Area size and length of playing season(s). The Area CVPA will devote at least ___ hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Area Coach Administrator, AYSO will offer the following educational opportunities which volunteers are expected to take full advantage of and participate in, as appropriate:

- Orientation by the Area Director;
- AYSO's Safe Haven;
- Child and Volunteer Protection Advocate training;
- CVPA Annual Update;
- Volunteer protection workshops; and
- Safe Haven educational resources and materials.

Activity Locations

While performing the duties of Area CVPA, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold activities in another location.

1. Area sponsored events;
2. Annual Section Conferences;
3. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



AYSO's Safe Haven Program

AYSO's Safe Haven program was the first program of its kind in youth sports designed to address the needs for both child and volunteer protection. Created in 1998, AYSO's Child and Volunteer Protection Task Force defined the foundation of AYSO's Safe Haven policies and protection guidelines with the intent of fulfilling AYSO's promise of a safe, fun, fair and positive environment for experiencing the benefits of youth sports.

There are four major components to the Safe Haven program:

- Registering and Screening all AYSO Volunteers
- Requiring Training and Certification
- Providing Child and Volunteer Protection Guidelines
- Promoting Safety and Injury Prevention

In addition to these components, the Safe Haven program also promotes positive role modeling and the need to nurture a "safe haven" environment which encourages age appropriate child development and positive self-esteem. AYSO features Codes of Conduct and Kids Zone tenets to promote positive sporting behavior and good sportsmanship among all participants.



Safe Haven Policies

Child and Volunteer Protection

Administration

1. AYSO is committed to the protection of all its children from abuse and neglect while participating in the program and it promotes the awareness and prevention of child abuse in the community at large.
2. The Region shall have at least one Child and Volunteer Protection Advocate (CVPA), who shall be responsible for overseeing the AYSO Safe Haven child and volunteer protection program in accordance with AYSO guidelines. He or she shall be a member of the Regional Board and will act as the main resource on child protection issues and shall be the Region's liaison with the National Safe Haven Administrator at the AYSO National Office.
3. A volunteer application form must be submitted each year. It is easiest and most secure if the volunteer supplies or updates his/her information online through eAYSO. The online form can be printed out, signed and dated and submitted to the Region. Alternatively, an applicant may submit a paper AYSO volunteer application form. The Region should provide pre-printed volunteer applications for returning volunteers, available from the National Office as part of the annual registration kit. In either case, the form is extremely important because it authorizes AYSO to perform applicant screening. Volunteers should know that they are subject to screening. Criminal background checks are performed at the National on a targeted basis focusing on certain higher-risk positions for immediate checking.
4. The Region shall have the right to deny the participation of any individual for any reason. AYSO may deny the participation of any individual for refusing to fill out the Volunteer Application form completely, for lying or knowingly misrepresenting information on the application form or for violating the principles of these child protection policies. AYSO shall have the right to revoke both the registration and the certification of any volunteer who falsifies information or is found guilty of child abuse, neglect or other crimes.
5. The requirements for good faith reporting to law enforcement agencies and child welfare agencies in the state of _____ are as follows: (fill in your state requirements).
6. Any volunteer under criminal investigation for a crime that might be detrimental to AYSO or its members may be suspended until the matter is resolved. The names and identities of the parties involved shall be protected at all times during the proceedings.
7. A suspended volunteer who is subsequently cleared of all charges may apply to the Regional Commissioner (RC) and Board for reinstatement in the Region. However, reinstatement is not a right, and reinstated volunteers are not guaranteed to return to their former positions.



Training

1. In AYSO, all referees, coaches and board members are required to be currently registered, trained and certified. AYSO practices and games are not permitted without an AYSO certified and trained coach. AYSO scheduled games are not permitted without a certified and trained AYSO referee, except: In U-5 divisions in which referees/officials are not used; in U-6 divisions in which referees/officials are optional and, if not used, certified and trained AYSO coaches will manage the game; and during certain events involving non-AYSO teams in which competition rules will apply. Practice scrimmages do not require a certified and trained AYSO referee.
2. Other volunteers who work directly with children, and the Child and Volunteer Protection Advocate shall be trained and certified before working with children in accordance with current AYSO requirements.
3. Only official AYSO materials and courses (or those approved by AYSO) may be used to train and certify these volunteers. Only official AYSO programs, procedures, and policies will be taught.
4. To validate each attendee's training and certification, and to ensure that the coaches and referees are registered with AYSO, records of training or certification course attendance will be maintained in eAYSO or through the submission of properly signed rosters of attendees sent to AYSO National Office.
5. Only AYSO certified and registered instructors are authorized to lead courses and clinics.
6. All registered volunteers will be trained in child and volunteer protection.
7. Volunteers shall be subject to ongoing evaluation, and additional training may be required to maintain good standing within the Region and the organization.

Supervision

1. The Regional Board shall cooperate with the CVPA to ensure the safety of the Region's players.
2. The Regional Coach Administrator and the CVPA, prior to each season, shall meet with the head coach of each team, either individually or in groups, to review child protection and supervision responsibilities.
3. The Regional Coach Administrator shall observe and review the performance of coaches to see that it conforms to the standards set by this child and volunteer protection policy.
4. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the practice or game as prearranged by the parent to walk home or to a friend's or relative's house. No child shall be left unsupervised after a



game or practice. Parents who are unreasonably late or consistently tardy should be reported to the CVPA for action. Each coach may establish a standing policy of where children may be picked up by late parents.

5. The Regional Referee Administrator and the CVPA, prior to each season, shall meet with the referees, either individually or in groups, to review child protection and supervision responsibilities.
6. The Regional Referee Administrator shall observe and review the performance of the referees to see that it conforms to the standards set by this child protection policy.
7. The game referee is responsible for providing a “child safe” atmosphere for the match, and has both the duty and authority to take any reasonable action to make it so. The referee is to report to the Regional Referee Administrator and CVPA any cases of questionable conduct toward children by any coach, player, parent, sibling, or spectator before, during, or after the match.
8. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities. The recommended supervision ratio should be 1:8 or less; that is, one adult for every eight or fewer children and two adults present at all times (one of whom may be the coach and one of whom should be the same gender as the players).
9. Volunteers shall notify the RC, CVPA, and parents concerning AYSO activities away from the regular practice areas, playing fields, or other designated areas. Such notification should be documented, stating the nature of the activity, the names of the children involved, and the names of the adult supervisors.

Conduct

1. The Region advocates and expects exemplary behavior by all its participants, and it will hold a strict line on conduct as laid out in these policies.
2. Abusive statements such as those that deal with race, ethnicity, religion, nationality, gender, age, sex, or sexual orientation are not permitted.
3. In addition, physical, emotional, sexual, and ethical abuses are prohibited, as is neglect or endangerment of a child.
4. Some forms of physical contact are acceptable as long as they are respectful and appropriate:
 - a. Should be in response to the need of the child, not the need of the adult.
 - b. With the child's permission.
 - c. Resistance or hesitation must be respected.

- d. Careful to avoid private parts.
- e. Always in the open, not in private.
- f. Brief and limited in duration.
- g. Age and developmentally appropriate.

These policies will be updated regularly as needed. Contact the National Safe Haven Administrator at the AYSO National Office for clarification of any policies and procedures.



Social Media & Electronic Communications

In keeping with the goal of the Safe Haven program to address the growing need to protect children from abuse, which includes the invasion of privacy rights and/or volunteers from misunderstandings and false accusations, the following recommendations are proposed for electronic communications and the use of social media sites, such as Facebook or Twitter.

Consistent with Safe Haven Child and Volunteer Protection Policies, AYSO asks all adults, regardless of whether they have a current volunteer application form on file, to maintain transparency in their communications with children while protecting children's identity and privacy. It is the responsibility of adults to maintain appropriate boundaries.



All communications regarding AYSO activities and participation in the program must be directed to parents and guardians including voice messages, e-mails and text messages. It is up to a child's parent(s) and/or guardian(s) to forward necessary communications to their children. If, for older players or youth volunteers, parents/guardians allow direct communications with a player or youth volunteers, parents must still be copied on any and all messages. Adults should refrain from private, personal, on-going electronic conversations with children.

All AYSO websites and pages on Social Media sites such as Facebook, Twitter and MySpace must be monitored to prevent inappropriate postings, blogs or "tweets" which either divulge the identity of minors or include any disparaging comments or pictures. Neither AYSO websites or social media sites may be conduits for social bullying, airing grievances or gateways for predators. All AYSO or social media sites/pages should conform to the rules and regulations for use and safety as outlined by the site owner.

The AYSO Player Registration Form includes a general photo release for non-commercial purposes. Pictures posted on public sites should not include the names of individual players to avoid identifying children to the wrong individuals. Team rosters with names, numbers and contact information must not be posted on any public website or social media page.

Operation and maintenance of all AYSO websites should conform to AYSO's Privacy Policy for online privacy protection and the Children's Online Privacy Protection Act (COPPA of 2000) which establishes mandated disclosures, parental notifications and options for all online activities when information is requested from children under 13 years of age. A copy of the Privacy Policy is available on the website: http://www.ayso.org/resources/legal/privacy_policy.aspx.

The advantages and convenience of electronic communications and social media pages make them valuable and necessary tools for communicating with AYSO participants. As long as the same Safe Haven guidelines for interactions between adults and children are used in electronic media, the risk of abuse and misunderstandings can be minimized. Parents play a critical role in keeping children

safe online and they must be included in all communications. Encourage parents to help with online safety by providing links to documents such as "A Parents' Guide to Facebook" and the U.S. Federal Trade Commission's "How to Protect Kids' Privacy Online."

Child Abuse in America

In 2008, over 3 million children were reported as having been abused in some way as documented by U.S. Department of Health and Human Services. Some factors that contribute to abusive behavior:

- Abusers were abused themselves; they were treated abusively as children.
- Abused people tend to perpetuate the cycle of abuse on their own children.
- Abusers were often deprived in childhood, feeling rejected, unloved, or uncared for.
- Abusers were often victims of degradation, of no-win demands from their parents, and not given constructive ways to express or release anger.
- Abusers often are trapped in some form of substance dependency.

Child Abuse Prevention & Treatment Act of 1974.

Child abuse and neglect are defined as the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment:

- Of a child.
- By a person who is responsible for the welfare of the child.
- Under circumstances which indicate that the child's health and welfare is harmed or threatened.

This federal law supports the state's power under the *paren patriae* doctrine—that is, the state has a right of guardianship of minors.

Child Protection Act of 1993

Also known as the Oprah Winfrey Act, the act establishes procedures for allowing criminal background checks on volunteers who have access to children. It grants states the power to impose legislation to implement the act.

Each state was required to have databases of child abuse background check information fully functioning and linked by 1998.

Child Abuse in Youth Sports

Child abuse in youth sports can range from hurtful words to physical injury. There are a lot of different objects of abuse: personal feelings, bodies or property. Being abused can feel like getting bullied. When a person is bullied he or she begins to ask the questions that often lead to further victimization:

- Why me?
- Did I do something to deserve this?
- Am I doing something wrong?



Of course, the person who is being abused or bullied is NOT the one doing something wrong.

AYSO, psychologists, legislators, and educators around the country now recognize five types of abuse:

1. **Emotional Abuse:** the most common; attacking the emotional well-being and stability of an individual.
2. **Physical:** the most obvious; harming the physical wellbeing of an individual.
3. **Sexual:** frequently hidden; harming an individual through inappropriate sexual contact, lewd behavior, etc.
4. **Neglect:** not always easy to identify: harming an individual by abandoning, ignoring, or rejecting basic needs.
5. **Ethical:** the newest: harming an individual by convincing him or her to do an act that is against his or her physical, moral, or ethical interests.

They all occur in youth sports and can occur in AYSO.

The Good Side of Youth Sports

Sports can be a wonderful part of growing up in American society. Here are some good reasons to be in sports:

- To have fun
- To learn skills
- To be part of a team
- To learn what it means to be good sports

When these things happen, the experience is good for everyone. AYSO wants youth sports to be safe, fair, and fun. To make sure that is what happens, we want to make sure the adults involved:

- Do not have histories of hurting children or others
- Know what kids need to help them improve in sports
- Show young athletes how to be “good sports” by being one themselves



Key Facts on Child Abuse & Neglect

- An estimated 3.3 million children were reported to child protective service agencies as alleged victims of child abuse or neglect in 2008. Of those, 1.5 million received a report and investigation. An estimated 772,000 children were determined to be victims of abuse or neglect.
- In 2008 approximately 1,740 children died as a result of child abuse or neglect in the United States.
- Children under 4 years old account for three out of the four fatalities.
- Reports of the most common types of maltreatment or abuse indicated that:
 - More than 70% of the victims suffered neglect
 - More than 15% suffered physical abuse
 - Less than 10% suffered sexual abuse
 - Less than 10% were victims of psychological maltreatment
- Of the perpetrators of maltreatment or abuse reported for 2008:
 - 80% were parents and another 6.5% were relatives of the victim
 - 90% of the perpetrators who were parents were the biological parent of the victim
 - 56% of the perpetrators were women
 - 75% of all perpetrators were younger than age 40
- Total number of registered sex offenders in the United States as of August 2008 is: 498,025.

All statistics are from the United States Department of Health and Human Services, Administration for Children and Families:

<http://www.acf.hhs.gov/programs/cb/pubs/cm08/index.htm>



Preventing False Accusations

One Component of Volunteer Protection

Adults who work with children should take precautions to protect kids from abuse and also to protect themselves from misunderstandings or accusations.

The AYSO National Safe Haven Office provides general basic guidelines on which kinds of personal contact with children are acceptable.

- Adults should avoid situations in which they are alone with a child, including transporting a child alone in a car.
- When it is necessary to speak privately with a child, it should be done in a place out of earshot, but within sight of others.
- Privacy of children in situations such as toileting, showering and changing clothes should be respected. When it is necessary to supervise children in these situations, at least two adults should be present and intrude only to the extent that the health and safety of the children require. Adult volunteers should preserve their own privacy in these situations as well.
- When hugging is appropriate, hugs should be from the side over the shoulders, not from the front.
- Sexual jokes, harassment, comments of a sexual nature, kissing, sensual massages or sexual gestures are not appropriate behaviors.
- Corporal punishment in any form—spanking, slapping, hitting, etc. is never allowed.
- It is the adult's responsibility to set and respect boundaries. When a child attempts to involve an adult in inappropriate behavior, the adult must decline any such overture.



Two Cycles of Child Protection

The Intervention Cycle

Child protection is expressed through two cycles: The Intervention Cycle and the Prevention Cycle. These are intended to stop child abuse before it gets into the program. The intervention cycle has four elements which include:

1. Create Child Protection Policies

Some of these policies include:

- The Region is committed to the protection of all its children from abuse and neglect.
- The Region shall have at least one Child and Volunteer Protection Advocate (CVPA), responsible for overseeing the AYSO Safe Haven child and volunteer protection program in accordance with AYSO guidelines. He or she shall be a member of the Regional Board and will act as the main resource on child protection issues and shall be the Region's liaison with the National Safe Haven Administrator at the AYSO National Office.
- The Region requires all volunteers to submit a signed, completed AYSO Volunteer Application Form each year, either online or by using the manual hard copy form.
- Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a designated adult has taken charge.
- When a "Buddy" system is used in AYSO, it must have a minimum of three players/children.

2. Screen Volunteers

- Using the volunteer application form provides the Region with six levels of screening. Please review the AYSO Screening protocols found in this manual.

3. Train Volunteers

- All coaches, referees, Regional Board Members and other volunteers who work directly with children, and the Child and Volunteer Protection Advocate shall be trained and certified before working with children.
- Only official AYSO materials and courses (or those approved by AYSO) may be used to train and certify these volunteers. Only official AYSO programs, procedures, and policies will be taught. Courses and clinics shall be taught by AYSO certified and registered instructors.



- All registered volunteers will be trained in child and volunteer protection.
 - Volunteers shall be subject to ongoing evaluation, and additional training may be required to maintain good standing within the Region and the organization.
4. Promote Education & Awareness
- The educational component of Safe Haven should include quality leadership
 - Train every volunteer. This means minimum training standards and continuing education.
 - Certify every volunteer. Volunteers must demonstrate competency and awareness of child and volunteer protection, discipline specific knowledge, age appropriate techniques, and AYSO culture.
 - Materials
 - Safe Haven manuals for Child and Volunteer Protection Advocates, coaches, and referees.
 - Provide Safe Haven brochures and information sheets.

The Prevention Cycle

There are eight elements in the Safe Haven Prevention Cycle. These are proactive steps that provide the medium for positive, healthy child development.

1. Foster Meaningful Relationships
 - The coach-player relationship can be the one of the most influential relationship in a child's life.
 - It is important for coaches and all volunteers to understand that they are role models for our youth.
2. Make Kids Full Participants
 - Kids want to be listened to, they want to be part of the decision making process.
 - Most players feel that they have some good ideas and ways to improve their soccer experience.
 - Solicit and encourage input from our players and youth volunteers.
3. Promote Ethical Behavior
 - It's about right versus wrong.
 - Remember, kids will follow the lead of adults. Everyone on the field must be the ultimate example of ethical behavior.



- Teach kids that it really is about how they play the game and how they treat each other. It's not about winning.
 - Be consistent. Say what you mean, mean what you say, and try to always say it kindly.
4. Model and Teach Conflict Resolution
- There is a saying, "If We Don't Model What We Teach, We Are Teaching Something Else."
 - Set a positive example of how to interact with each other as adults. Be kind, courteous and positive.
 - We may not agree with another coach's decision or a referee's call, but what matters most is how we handle ourselves at these times.
 - Children must see that all situations can be discussed calmly.
5. Encourage Kids to Speak Out
- Keep in mind that all kids have different levels of confidence when it comes to speaking up or expressing their opinions.
 - Try to find ways with kind words and genuine interest to draw kids out in a safe environment that is created by the adult in charge.
6. Cultivate Kids' Self-Images
- Having a positive self-image is the first step towards a successful adulthood.
 - Avoid expressing empty praises; kids know when we're telling the truth. For example: Praise kids for the qualities they bring to the field.
7. Implant Excellence in Individual Achievement
- Help players set goals.
 - There must be a reason for each action. If a child is given a task, the reason for that task must be clear in the mind of the adult and explained to the child. A coach should not have 6-year-olds run five laps for a bad play because "it builds character and stamina." Having 6-year-olds dribble soccer balls once around the field at the start of practice might be justified as a means of warming up muscles, increasing cardiovascular activity, and building ball skills.
8. Keep Things FUN
- AYSO soccer should be fun for both players and volunteers.
 - Focus on how players and volunteers interact.
 - Make an effort to put a positive spin in all that we do.



Background Check Flow Chart

Regional Level	National Level
1. Volunteer completes application	
2. CVPA reviews application form <ul style="list-style-type: none"> • (Screening Protocols) • Verifies identity • Verifies completeness 	
3. CVPA checks Disclosure Statement <ul style="list-style-type: none"> • If “YES” forward to Safe Haven Department at the National Office ASAP • If “YES” Do Not approve application • If “NO” send to Safe Haven at the National Office for targeted background checks 	<ul style="list-style-type: none"> • Safe Haven Office receives all applications • All “YES” disclosures will be background checked first. • All others will be checked on a targeted basis.
4. CVPA checks references <ul style="list-style-type: none"> • If “OK” and “NO” add volunteer to list for Board acceptance. • If not “OK,” inform applicant and AYSO National Safe Haven department so they can pull application form. 	<ul style="list-style-type: none"> • Perform background checks • If “OK,” file forms at the National Office • If not “OK,” send applicant “Notice of Duty to Review Criminal Record” • Inform CVPA /RC of status

References must be checked for all new:

- coaches,
- referees,
- board members,
- team parents, and
- others with direct supervision of players.

Reference checks are not required for returning volunteers.



AYSO Criminal Background Check Policy 2009

Since January 1, 2001, all American Youth Soccer Organization (AYSO) Regions, Areas, and Sections are required to comply with the AYSO policy on criminal background checks. AYSO acts as the criminal background requesting entity unless specific arrangements have been approved in writing by the AYSO National Executive Director.

1. Any person wishing to volunteer in AYSO shall be subject to a criminal background check, with a strong focus on the following:
 - Coaches of sports teams
 - Assistant coaches of sports teams
 - Officers, Board Members, and staff who lead or organize children's activities
 - Referees
2. Any person wishing to volunteer in AYSO must complete an AYSO volunteer application form each year, either online or by using the hard copy form, and submit a signed copy to the Region. The application form includes a Criminal Background Check Release. All requested information must be provided by the applicant, including Social Security number, driver license number (or other state issued photo I.D. if the applicant does not drive) and date of birth.
3. The Region must send the original copy of all such volunteer applications to the Safe Haven Department at the AYSO National Office in a timely fashion such that the most sensitive criminal background checks can be completed prior to the start of any playing season.
4. Criminal background checks are performed on an ongoing basis throughout the year. The responses on the AYSO Volunteer Application Form may target certain individuals for automatic background checks.
5. Each Region must designate at least one person as the Child and Volunteer Protection Advocate (CVPA) who must act as the liaison between the Region and AYSO for purposes of enacting this policy.
6. To ensure compliance with all applicable laws, the Safe Haven staff members at the AYSO National Office are the only people authorized to initiate, review or have access to criminal background reports (unless sanctioned in writing by the National Executive Director). In all cases, the results of any criminal background check must be kept strictly confidential. These reports must be



kept in a locked, secure location, for a period as indicated by applicable law or until the person is no longer a volunteer, whichever is later.

7. The Notice of Duty to Review Criminal Record process is initiated by the Safe Haven Department of AYSO. When a negative determination is made, a copy of the criminal conviction report received by the Safe Haven Department must be sent to that volunteer applicant in an envelope marked "Confidential – to be opened by addressee only," along with the Notice of Duty to Review Criminal Record cover letter.
8. If a conviction is disclosed or discovered, the AYSO Safe Haven Staff must make a decision on whether or not the applicant may be used based on the following guidelines and partial Table of Convictions and advise the Region of its decision. As used in this policy, the term conviction refers to a conviction entered after a trial, after a guilty plea or after a plea of no contest/nolo contendere.
 - Any application form that does not contain honest answers or that misrepresents the number, type or gravity of any such conviction(s) will not be approved irrespective of the nature of the offense or the time that has transpired since the conviction.
 - Any individual on probation or required to complete a court ordered rehabilitation or other such program following a conviction for a crime appearing on the Table of Convictions will not be considered to serve as a volunteer until all terms and conditions established by the court have been satisfied and proof of completion submitted to AYSO.
 - Any person convicted of a crime against or otherwise involving a minor at any time in the past will not be approved to be a volunteer.
 - Most felony convictions will result in a negative determination. Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination. Where a conviction is remote in time or where the applicant's conduct since the conviction(s) indicates rehabilitation or lack of risk to the membership and the program, some leeway may be provided, but only with the concurrence of the RC and CVPA.
 - Persons convicted of a crime of violence or other serious crime against a person (including major sex offenses) within the prior 20 years should be disqualified from any position listed in policy paragraph #1 above.
 - Persons convicted of a theft related crime or fraud within the prior 15 years should be disqualified from any position involving the handling of funds, personal identification information or property.



- Persons convicted of a serious substance abuse crime within the past 10 years should be disqualified from any coaching position or any position that leads children's activities.
 - Persons convicted of less serious crimes of violence, substance abuse or one of the listed miscellaneous crimes within the past 5 years should be disqualified from any coaching position or any position that leads children's activities.
 - DUI: Persons convicted of driving while under the influence within the preceding 3 years will be disqualified from holding the position of team coach or assistant coach. Persons convicted of driving under the influence within the preceding 3 years may be accepted for other volunteer positions with the understanding that they are prohibited from driving any child or AYSO volunteer other than immediate family members to or from an AYSO activity.
9. If any discretion is exercised in the application of this policy, it must be exercised in a uniform manner, so that substantially similar convictions and circumstances result in substantially similar treatment of potential volunteers. The CVPA or Regional Commissioner (RC) will be immediately notified when a negative determination is made, or if there are issues related to an application. The specific results leading to a negative determination must remain confidential unless the applicant is willing to reveal the results to the RC or CVPA.
10. Because of the serious implications to the entire AYSO organization, all Regions, Areas, and Sections must comply with the decisions made by the Safe Haven Department of the AYSO National Office under this policy.



Table of Convictions

This is a partial list only.

Violent Crimes & Serious Crimes Against a Person

Aggravated Assault	Home Invasion
Aggravated Battery w/ Firearm	Hit and Run Causing Injury/Death
Armed Robbery	Kidnapping
Arson	Murder
Assault	Possession of Explosives
Attempted Murder	Preventing a 911 Call
Battery	Terrorism
Blackmail	Reckless Homicide
Child Abandonment	Robbery
Child Abduction	Second Degree Murder
Child Pornography	Stalking
Cruelty to Animals	Solicitation for Murder
Domestic Battery	Tampering w/ Food or Drugs
Endangering the Life or Health of a Child	Threatening Public Officials
Exploitation of a Child	Treason
Extortion	Unlawful Restraint
Harboring a Runaway	Vehicular Car Jacking
Hate Crime	Vehicular Endangerment
	Violation of Order of Protection

Less Serious Crimes Against a Person

Harassment	Obscene Phone Calls
Harassment of Jurors or Witnesses	Simple Assault
Involuntary Manslaughter	Restraining Order
Intimidation	

Sex Offenses

Bigamy	Lewd and Lascivious Behavior
Child Pornography	Obscenity
Criminal Sexual Abuse	Pandering
Criminal Sexual Assault	Pimping
Criminal Transmission of HIV	Prostitution
Distribution/Sale of Pornography to a Minor	Public Indecency
Indecent Exposure	Sex with a Minor
Indecent Solicitation of a Child	Sexual Exploitation of a Child
Keeping a Place of Prostitution	Solicitation of a Sexual Act



Theft-related Crimes

Bid Rigging
Bid Rotating & Kickbacks
Bribery
Burglary
Check Kiting
Fencing of Stolen goods
Forgery
Industrial Espionage
Interference with Public Contracts

Looting
Money Laundering
Misuse of Credit Card
Possession of Burglary Tools
Tax Evasion
Theft of Intellectual Property
Ticket Scalping
Welfare Fraud

Fraud

Deceptive Sales
Fraudulent Advertisement
Insurance Fraud

Mail and Wire Fraud
Odometer Fraud
Public Aid Fraud

Serious Substance Abuse Crimes

Abuse of Prescription Medicines
Criminal Drug Conspiracy
Distribution of Alcohol to Minors
Illegal Transportation of Controlled Substances

Possession of Marijuana, more than one ounce
Possession of Illegal Substances
Sale or Manufacture of Illegal Substances

Miscellaneous Substance Abuse Crimes

Driving Under the Influence
Drunk in Public
Possession of Drug Paraphernalia

Possession of Marijuana (less than 1 oz.)
Sale of Alcohol to a Minor

Miscellaneous Crimes

Aggravated Discharge of a Firearm
Concealing or Aiding a Fugitive
Criminal Damage to Property
Criminal Trespass
Discrimination in Sale of Real Estate
Disorderly Conduct
Driving without a License
Driving without Insurance
Environmental Crimes
Gunrunning
Identity Switching
Illegal Gambling
Impersonating a Law Enforcement Officer
Unlawful Sale of Firearms

Interference with Judicial Proceeding
Obstructing Justice
Legislative Misconduct
Obscene Phone Calls
Perjury
Reckless Conduct
Reckless Driving
Repeated Traffic Offenses
Tampering with Public Records
Unlawful Possession of Weapons
Unlawful Use of Body Armor
Unlawful Use, Sale, or Discharge of a Metal Piercing Bullet
Vandalism



Volunteer Application Submission Procedure

Regional Process

Every person interested in being an AYSO volunteer must submit a volunteer application form each year. These volunteers typically fall into one of three categories:

New volunteers: People joining AYSO for the first time. New volunteers must provide all information requested on the application form

Returning volunteers: People who have registered in the same Region in the prior year. If the Region provides pre-printed volunteer application forms (available from the AYSO National Office as part of the Registration kit) returning volunteers need only:

- provide any contact information that has changed since the previous year;
- complete the disclosure statement, and;
- sign the form.

Relocated volunteers: People who have moved or transferred from another Region where they had previously registered as a volunteer. Relocated volunteers must provide all information requested on the application form unless they can get a pre-printed form from the other Region.

The Regional Child and Volunteer Protection Advocate (CVPA), the Regional Registrar or an appropriately trained designee shall collect and screen all completed volunteer application forms.

AYSO Screening Protocols

The process affords six thresholds of screening at the Regional level:

Stage One:

For each new volunteer form, check to see that the volunteer provided:

- (a) a Social Security number,
- (b) a date of birth, and
- (c) a U.S. government issued photo identification such as a state driver's license or state ID, U.S. passport, U.S. military ID or resident alien card. A foreign government issued passport is also accepted with a valid Social Security Number.



(Hereafter, (a) through (c) shall be referred to as “Personal I.D. information”). Also, ensure that none of the printed text is crossed out or deleted. A volunteer application that has been altered or one without the Personal I.D. information should be automatically rejected. **Returning volunteers need not include this information.**

Volunteers concerned about Identify Theft, questioning the need to provide Personal I.D. Information should be directed to the National Board of Director’s Memorandum on Social Security Numbers and the eAYSO Data Security protocols. These documents explain AYSO’s position on the importance of volunteer screening and the priority placed on data security.

Stage Two:

For each new volunteer form, confirm the identity of the applicant. There is a place on the form to indicate that the Child and Volunteer Protection Advocate (CVPA) (or a designee) has checked a U.S. government issued photo ID such as driver’s license or state-issued photo ID. Returning volunteers need not include this information.

Stage Three:

For each new volunteer application form, check to see that both a professional reference and a personal reference are provided. Returning volunteers need not include this information.

- An application with no references must be automatically rejected.
- If a professional reference is supplied and a reasonable explanation is given about why there is no personal reference, then the professional reference should be checked before the application is forwarded to the AYSO National Office.
- Under no circumstances should an application with only a personal reference be forwarded without further investigation.

Stage Four:

For all volunteer application forms, check to see if the applicant has answered “Yes” to the disclosure question, “Have you ever been convicted of a crime?.” When the applicant answers “yes”, the applicant must provide a thorough explanation of the circumstances surrounding the conviction(s).

- If the applicant wishes to reveal the circumstances only to the Safe Haven Department, please note this on the form and put the applicant in contact with the Safe Haven Department at the AYSO National Office.
- Those application forms that have “yes” checked in the disclosure box must be flagged and segregated.



Stage Five:

For all volunteer application forms, check to be sure each volunteer application is signed and dated. An unsigned application should be held up. If the applicant refuses to sign, then the application must be automatically rejected.

Stage Six:

If the applicant refuses to supply required information, supplies false information, or threatens, abuses, or intimidates the application taker, the application should be automatically rejected.

Upon completion of the initial screening process, the applicant should be given the volunteer copy of the application form and the other copies retained.

AYSO Protocols to Protect Privacy and Privileged Information

Any Registration Assistants handling volunteer forms, must be trained on screening protocols. After initial screening, the AYSO National Office copy and Region copies of the volunteer application forms shall be put in a large envelope and promptly given to the CVPA.

Volunteer application forms shall never be left out or unattended and must always be kept under lock and key.

Any disclosure details provided on application forms should be kept confidential by the Child and Volunteer Protection Advocate and not disclosed to anyone except the National Safe Haven Administrator at the AYSO National Office.

As soon as possible, the AYSO National copies of all screened forms must be mailed to the AYSO National Office, Attention: Safe Haven Department. This may be done in a series of batches. Do not delay the submission of forms until they have all been collected at the Region.

- Volunteer application forms that have “yes” checked on the disclosure statement are to be segregated from the others and “flagged” for special processing. Send “flagged” applications to Safe Haven immediately.
- Use the Volunteer Form Control Sheet when submitting volunteer forms. Group forms into batches with a separate Control Sheet for New Volunteers, Returning Volunteers, Relocating Volunteers and Flagged Volunteers. The CVPA should keep copies of the Control Sheets which identify the number of forms sent.
- **It is recommended that all forms be sent to the AYSO National Office through certified mail or using a deliver service with a tracking number in order to ensure delivery. Please note the tracking number on the Region copies of the Control Sheets.**



- **Upon receipt of the forms at the AYSO National Office, Safe Haven will log the forms into eAYSO batches for processing. A confirming email notice will be sent to the CVPA. Attach the confirming email to the corresponding Control Sheets as record of volunteer form submission.**

Regional Reference Checks

Using the Region copies, the Regional CVPA or trained designees, shall call the personal and professional references provided by the new volunteer applicants.

1. With respect to professional references, try to talk directly with the person who actually supervised the applicant if possible. Do not discuss race, age or sex. Verify employment and ask if they would recommend the person for volunteer work with AYSO and with children.
2. For personal references, ask the following questions:
 - a. Would you be pleased to have the applicant work with you again?
 - b. How would you describe his/her personal characteristics?
 - c. How would you say he/she relates with children?
 - d. Have you ever seen him/her discipline a child? If so, please describe what you saw him/her do?
 - e. I'd be interested in knowing if you think there may be any problems or conditions that would interfere with the applicant's ability to care for children or in any way endanger the children under the applicant's care? These problems include substance abuse, mental or emotional illness, or history of child mistreatment.
3. What's next:
 - a. If some doubts exist following the screening process, the CVPA may wish to inform the applicant that information has been discovered that causes concern and give him/her a chance to explain any discrepancies. The CVPA must also respect the confidentiality of the source who gave the information.
 - b. The Region is free to reject the application of any new volunteer, with or without cause, but certainly can do so based on information discovered while checking references.
 - c. Report to the Safe Haven Department at the AYSO National Office any irregularities discovered during the reference checking process.
 - d. The Regional CVPA shall not discuss sensitive volunteer information with others.
 - e. Volunteer application forms shall only be accessible to the CVPA and/or the Regional Registrar.



At the end of the season the CVPA shall box and safely store all volunteer application forms in a secure location for a period of seven years unless otherwise directed by the Safe Haven Department. Application forms should be shredded and disposed of after this time.

Starting with the 2010 Membership Year, all the 2010 volunteer applications forms submitted as outlined before, with Control Sheets and confirming emails from Safe Haven, may be destroyed at the end of the Membership Year. 2010 forms may be destroyed after July 31, 2010 by shredding. All prior year forms must retained for seven years before they can be destroyed.

Confidentiality

All information obtained during screening, especially the Personal I.D. information, should be considered confidential and subject to strict control. All Regions should observe policies regarding accessibility, storage and disposal of the volunteer application forms. These policies should be rigorously implemented and enforced to provide volunteers with the best protection against Identity Theft.

Electronic Registration

New and returning volunteers may complete their volunteer application online through the eAYSO website. The eAYSO system ensures that all Personal Identification information is provided, simplifying the Regional screening process.

Personal Identification Information and Disclosure details input to eAYSO are only available to the Safe Haven department at the AYSO National Office. This application method provides the highest degree of confidentiality and security for all volunteers.

Volunteers who apply online must print out two (2) copies of the Volunteer Application form, sign each copy and submit both to the Regional CVPA or Registrar. A third copy should be printed if the volunteer wishes to keep a copy. Upon submission to the Region, identification must still be confirmed and references checked. One copy of the application form must be sent to Safe Haven and the other copy retained for the Region's records.

eSignature

In conjunction with the **Electronic Records and Signatures in Commerce Act of 2000**, AYSO is now able to accept electronic signatures, eliminating the burden of providing secure, confidential storage of volunteer applications and player registration forms at the Region, Area and Section levels. Electronic signatures will also enable fast, efficient search and retrieval of signed registration forms in the event of legal or liability issues.

Many have probably wondered why parents and volunteers have to print out Player Registration and Volunteer Application forms and present them to Region officials



when they've already input their information into eAYSO. The reason for this necessary step in the process is because AYSO has an obligation to:

- verify the identity of the person represented on the application forms (including a player's age) for all new/first time players and volunteers.
- verify the Parent/Guardian/Individual's consent to participate in AYSO's soccer program and acknowledgement of potential risks.
- verify a volunteer's consent to reference and background checks.
- securely store the signed forms for several years in the event of liability concerns.

eSignature, the new electronic signature feature in eAYSO, facilitates all but the very first case; that of verifying the identity of a brand new player or volunteer.

The use of **eSignature** is **not** intended to eliminate the need for paper forms, just their long term storage. Parents and volunteers should still be directed to print a copy of their forms and present them to the Region for verification and use by the coach or for any other Regional activity during the Membership Year.

Coaches are still required to have signed or esigned copies of their Player Registration Forms, with the emergency contacts and treatment authorization, in their possession during all AYSO activities.

eSignature was successfully piloted by Region 6/D/418 (Chicago Lakefront) for Fall 2009 registrations and is now available to all AYSO.

eSignature Requirements

In order to implement **eSignature**, Regions must comply with the following requirements:

- Regions must use eAYSO for eSignature registrations. Regions using a third-party vendor for registration will not be able to take advantage of **eSignature** for those registrations.
- Regions must still require parents and volunteers to print and submit a copy of their application/registration forms for verification by the Region.
- Regions must verify the correct appearance of an **eSignature** on page 2 of the printed forms. On rare occasion, a system or network error could disrupt the **eSignature** process. The **eSignature** process includes acknowledging waivers, consent agreements, and electronic filing of the forms and is required for a valid **eSignature**.



- In the absence of the **eSignature**, the parent or volunteer must be required to sign the hard copy form or re-submit the application online in order to comply with insurance guidelines.

Reminder: hard copy forms with a “wet signature” must be stored for a minimum of 7 years for adult volunteer applications and up to such time that the minor child reaches 24 years of age for all players or youth volunteers.

Enrolling in eSignature

Regions opting to enroll in the eSignature program should contact the eAYSO Help Desk, 1-866-588-2976 at least 6 weeks prior to the first registration day and in time for Budget and Registration Fee planning. For more information on enrolling in eSignature, please contact the AYSO National Office at esign@ayso.org.

Area and Section Process

Some Regional volunteers also serve AYSO as a member of an Area or Section staff. It is not necessary that these volunteers complete more than one Volunteer Application each year. Area and Section staff members shall comply with the following procedure.

Area or Section staff members who also volunteer in a Region

- Complete a new Volunteer Application form, or a returning Volunteer Application Form, as appropriate (on-line or hard copy), in compliance with the Regional Process described above.
- Make a photocopy of the “volunteer” copy of the completed form and submit to the corresponding Area or Section CVPA. (or, alternatively, to the Area Director or Section Director). The volunteer may erase or obscure the required Personal I.D. information on the “volunteer” copy. If registering on-line, print an additional copy for submission to the Area or Section.
- The Regional CVPA shall screen the application form of an Area or Section staff member in the same way as any other Regional volunteer, including checking references.
- The Region is free to reject the application of any Area or Section staff volunteer for the same reasons outlined in the Regional process above, including a rejection based on information discovered while checking references. The Region should inform the Area CVPA or Section CVPA (or, alternatively, the Area Director or Section Director) if it rejects an Area or Section staff member as a volunteer.
- The Area or Section may question a decision by a Region not to use an Area or Section staff member as a Regional volunteer but may not use undue pressure to persuade a Region to reconsider its decision.



- An Area or Section is free to make its own determination to accept or reject the application of a volunteer to serve on Area or Section staff irrespective of the actions of the Region.

Area or Section staff members who do not volunteer in a Region

- Complete a new Volunteer Application form, or a returning Volunteer Application Form, as appropriate (on-line or hard copy), in compliance with the Regional Process described above
- Submit the completed form to the corresponding Area or Section CVPA. (or, alternatively, to the Area Director or Section Director).
- The Area or Section CVPA (or Area or Section Director) shall thereafter follow all the steps outlined in the Regional Process above, including confirming I.D., checking references, submitting the AYSO National copies and maintaining privacy protocols.

Youth Volunteer Age Requirements

Can an individual under 18 years of age be a coach?

No, but they may assist the team. Though AYSO appreciates and encourages young people to participate in all aspects of soccer including coaching, an individual under 18 years of age may not be listed as the Head/Team Coach or Assistant Coach on the official roster due to liability purposes. They can certainly assist in training but may never be left alone with players and may not be listed on the official roster as Head Coach or Assistant Coach.

Youth Referee Age guidelines

- U-8 Official (minimum age 10)
- Assistant Referee (minimum age 12)
- Regional Referee (minimum age 12)
- Intermediate Referee (minimum age 14)
- Advance Referee (minimum age 16)
- National Referee (minimum age 18)

Youth Referees are required to take Safe Haven training in addition to any Referee specific training.

All youth volunteers are required to complete and submit a youth volunteer application with the appropriate parental consent and medical release information. Regions must submit a copy of the Youth Volunteer form to the AYSO National Office with a Control Sheet.

The Youth Volunteer must carry an originally signed volunteer form with them at all times while performing volunteer duties. Regions should consider keeping a signed copy of Youth Volunteer applications at a Field Marshall station in case of emergency.

eAYSO for CVPAs

Registering Volunteers

Using the Volunteer Registration feature, CVPAs can see all the volunteers who have applied online and all volunteers registered for the current membership year. Select Region > Volunteer > Registration:

✓	Status	AYSO ID	Volunteer ▲	Year	Sex	DOB	Phone	Street	City	State	Zip
<input type="checkbox"/>	A	68679526	Acevedo, Daniel	MY2011	M	01/22/73	6436346436	353	dfgdfg	MA	43534
<input type="checkbox"/>	A	68679527	Acosta, David	MY2011	M	01/22/73	6503298727	sdf	sdfsdf	ID	45454
<input type="checkbox"/>	A	68679528	Acri, Robert	MY2011	M	01/01/66	8477841618	sdfsdf	dgdfgdf	IL	45645
<input type="checkbox"/>	R	55210340	Adan, Hibo	MY2011	F	09/21/86	1231231233	12801 Frosty Ct Suite 100	Manassas	VA	20109
<input type="checkbox"/>	A	68679538	Afuffuka, Elizabeth	MY2011	M	12/26/71	6612971121	dfgdfg	gdf	MD	56456
<input type="checkbox"/>	R	68683082	ala, ala	MY2011	M	01/15/95	1234567890	street	city	CA	96950
<input type="checkbox"/>	R	59016195	Alba,	MY2011	F	05/20/80		19750 S. Vermont Ave.	Torrance	CA	90502
<input type="checkbox"/>	▼	58297164	Anand, Prem	MY2011	M	05/23/72	1234567890	Studebaker	Norwalk	CA	90650
<input type="checkbox"/>	R	65099272	anand, Test	MY2011	M	04/16/85	5624026151	18427 Studebaker rd Apt 116	Cerritos	CA	90703
<input type="checkbox"/>	R	55165223	Armstrong, Lee	MY2011	M	07/07/85	8008888076	12801 Frosty Ct	Manassas	VA	20109

1 2 3 4 5 6 7 8 9 10 Next

R - Registered; A - Applicant; ▼ - Flagged Volunteer;



Region Volunteer Registration lists all Applicants, Status="A" and all Registered Volunteers, Status = "R" for the current Membership Year. Applicants are volunteers who applied online in eAYSO. They are not "registered" until the Region accepts them as a volunteer. To register an applicant, check the box next to the "A" status and click on "Submit".

Region # 969 Membership Year MY2011 10 Records Per page

Current Volunteers Filter By All AYSO ID Last Name **Search**

✓	Status	AYSO ID	Volunteer ▲	Year	Sex	DOB	Phone	Street	City	State	Zip
<input type="checkbox"/>	A	68679526	Acevedo, Daniel	MY2011	M	01/22/73	6436346436	353	dfgdfg	MA	43534
<input type="checkbox"/>	A	68679527	Acosta, David	MY2011	M	01/22/73	6503298727	sdf	sdfsdf	ID	45454
<input type="checkbox"/>	A	68679528	Acri, Robert	MY2011	M	01/01/66	8477841618	sdfsdf	dgdgdf	IL	45645
<input type="checkbox"/>	R	55210340	Adan, Hibo	MY2011	F	09/21/86	1231231233	12801 Frosty Ct Suite 100	Manassas	VA	20109
<input type="checkbox"/>	A	68679538	Afuffuka, Elizabeth	MY2011	M	12/26/71	6612971121	dfgdfg	gdf	MD	56456
<input type="checkbox"/>	R	68683082	ala, ala	MY2011	M	01/15/95	1234567890	street	city	CA	96950
<input type="checkbox"/>	R	59016195	Alba,	MY2011	F	05/20/80		19750 S. Vermont Ave.	Torrance	CA	90502
<input checked="" type="checkbox"/>	A	58297164	Anand, Prem	MY2011	M	05/23/72	1234567890	Studebaker	Norwalk	CA	90650
<input type="checkbox"/>	R	65099272	anand, Test	MY2011	M	04/16/85	5624026151	18427 Studebaker rd Apt 116	Cerritos	CA	90703
<input type="checkbox"/>	R	55165223	Armstrong, Lee	MY2011	M	07/07/85	8008888076	12801 Frosty Ct	Manassas	VA	20109

1 2 3 4 5 6 7 8 9 10 Next

R - Registered; A - Applicant; - Flagged Volunteer;

Cancel **Submit** **Add new volunteer** **Add new youth volunteer**

To renew an existing volunteer registered in the previous Membership Year, select "Previous Volunteers", find the existing volunteer record, check the box and "Submit".

Region # 9695 Volunteers 281 Membership Year MY2011 10 Records Per page

Previous Volunteers Filter By All AYSO ID Last Name **Search**

✓	Status	AYSO ID	Volunteer ▲	Year	Sex	DOB	Phone	Street	City	State	Zip
<input checked="" type="checkbox"/>	R	66036660	jack, jack	MY2010	M	01/10/80	3213213210	15	valencia	CA	91355
<input type="checkbox"/>	R	66966437	Jack, Rob	FS2009	M	02/28/71	2342342342	15	valencia	CA	91355
<input type="checkbox"/>	R	64969086	jackson, jackson	FS2009	M	01/01/80	7185464654	15	valencia	CA	91355
<input type="checkbox"/>	R	57201622	Jain, Nikhil	FS2006	M	09/16/80	1110002222	3711 W 230th St #127	Torrance	CA	90505
<input type="checkbox"/>	R	65180897	James, Daniel	FS2009	M	01/01/84	3144646779	15	Valencia	CA	91355
<input type="checkbox"/>	R	58063804	Jewell, Frank	FS2008	M	01/01/69	3866156548	8 Ridge Trail	Ormond Beach	FL	32174
<input type="checkbox"/>	R	65139270	jope, jope	FS2009	M	01/01/83	3544644799	12	aas	MD	23213
<input checked="" type="checkbox"/>	R	66177159	Kams, Kams	MY2010	M	05/15/79	3213214567	15	valencia	CA	91355
<input type="checkbox"/>	R	56204697	Kane, Scott	FS2006	M	02/29/88	8888576222	US International Soccer Camp Inc West	Redlands	CA	92373
<input type="checkbox"/>	R	55165112	Karqer, Oliver	FS2004	M	08/23/74		1205 W Fry St #1	Chicago	IL	60622

1 2 3 4 5 6 7 8 9 10 Next

R - Registered; A - Applicant; - Flagged Volunteer;

Cancel **Submit** **Add new volunteer** **Add new youth volunteer**



To add a new volunteer, select the “Add New Volunteer” or “Add New Youth Volunteer” buttons and enter First and Last Name, Date of Birth and Home Phone:

2.2.3

First, we need some information about the volunteer. Enter the volunteer information in the text boxes below. Then click on Next to proceed.

First Name *
 Last Name *
 Date of Birth -- -- *
 Home Phone *

Red - Mandatory Fields

If the record already exists with this information, a message will be displayed and the fields of the volunteer record will be pre-populated. If not, a blank volunteer record will appear:

2.2.4

Add Volunteer Information

Region 9695 S/A/R 90/C/9695 Batch Membership Year MY2011 AYSO ID

First Name * Middle Name AKA/Nick name Last Name * Suffix

Maiden Name SSN # Confirm SSN # Date of Birth Jan 1 1980 * **Age must be over 18**

Gender Male Female * Volunteer Position * Age 31 *

Ethnicity/Race Other(Specify) E-mail Address * Official E-mail ID

Driver License # * State * Exp. Date *

Street * Apt/Unit City * State * Zip Code *

Home Phone 888 888 8888 * Cell Phone * AYSO Phone *

Publish Home Phone Publish Cell Phone

Update all fields. Fields in red and with an asterisk (*) are required fields and must be input.



Mailing Address (if different from above address)

Mailing Street Apt/Unit Mailing City Mailing State Mailing Zip Code

Previous address if lived at current address less than 5 years

Street Address Apt/Unit City State Zip Code

Employer Work Phone Ext Fax

Publish Work Phone

Memo Vol. Notes

Disclosure

All applicants must answer the following questions. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization (AYSO). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies, which are available from the regional Child & Volunteer Protection Advocate or by [clicking here](#) Safe Haven policies.

Have you ever been convicted of a crime? * Yes No

Date of conviction City County State

Comment

Check here if you are a returning volunteer and have previously disclosed this conviction(s).

If you do not wish to be added to our list to receive future updates and soccer information, click here

If you do not wish to receive any other related offers from our sponsors, click here

Red - Mandatory Fields

The volunteer must provide an answer to the question, “Have you ever been convicted of a crime (felony or misdemeanor)? (yes/no).” If the answer is “yes”, the volunteer must provide a complete disclosure of the conviction including date, conviction, city, county and state where the conviction was recorded. Use the “Add more” button to input additional convictions.

Upon completion of the volunteer record, click on “Add Volunteer” to complete the process.

Assigning Volunteer Positions

CVPAs must assign all registered volunteers to their positions as Team Coach, Assistant Coach, Referee, Assistant Referee or Team Parent. These assignments are critical to other eAYSO functions such as Team Formation, Team Rosters, Referee Scheduling and for targeted background investigations.

Only the Regional Commissioner, using the Region>Admin>Regional Board function can assign volunteers to Regional Board positions.



To assign volunteer positions, select Region>Volunteer>Manage Positions:

Volunteer Name	AYSO ID	Job 1	Job 2	Job 3
123hello_123hello	68683314	Refereeing Staff	Rgnl Volunteer	--Select--
9695_Regio	55310154	--Select--	--Select--	--Select--
a_a	68683019	Rgnl Volunteer	--Select--	--Select--
Aaberg_T	68679529	Rgnl Volunteer	--Select--	--Select--
Acevedo_D	68679526	Rgnl Volunteer	--Select--	--Select--
Acosta_D	68679527	--Select--	--Select--	--Select--
Adan_Hibo	55210340	Assistant Referee	--Select--	--Select--
ala_ala	68683082	Refereeing Staff	--Select--	--Select--
Alba_	59016195	Team Coach	Rgnl Volunteer	--Select--
Anand_P	58297164	Assistant Coach	--Select--	--Select--
		Coaching Staff		
		Team Parent		
		Rgnl Volunteer		
		Youth Referee		
		Notice Supplier		
		Picture Helper		

To assign a volunteer position, select the position from the drop-down box. Each volunteer can be assigned up to three positions. Search for volunteers by name or AYSO ID numbers.



MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

2.2.2

Manage Volunteer Positions

Assign positions Delete positions

Region # 969 Membership Year MY2011 Total Volunteers 64

First Name Last Name AYSO ID

Jobs --Select-- 10 Records Per page **Search**

Volunteer Name	AYSO ID	Job 1	Job 2	Job 3
123hello, 123hello	68683314	Refereeing Staff	Rgnl Volunteer	--Select--
9695, Region	55310154	--Select--	--Select--	--Select--
a, a	68683019	Rgnl Volunteer	--Select--	--Select--
Aaberg, T	68679529	Rgnl Volunteer	--Select--	--Select--
Acevedo,	68679526	Rgnl Volunteer	--Select--	--Select--
Acosta, D	68679527	Referee	Team Coach	--Select--
Adan, Hibo	55210340	Rgnl Volunteer	--Select--	--Select--
ala, ala	68683082	Rgnl Volunteer	--Select--	--Select--
Alba, Y	59016195	Team Coach	Rgnl Volunteer	--Select--
Anand, P	58297164	--Select--	--Select--	--Select--

1 2 3 4 5 6 7

Done

If a volunteer position is not available in the drop-down box for a volunteer, it is possible that the volunteer has been restricted from holding that position as a result of a background check.

CVPA Search

The CVPA Search feature finds any volunteer applicant or registered volunteer and their current Safe Haven status. Select Region > CVPA> Search:

eAYSO DEVELOP YOUR SKILLS WATCH THE BEST TEAMS AND PLAYERS EVERY WEEK ON FOX SOCCER CHANNEL! Home Español Help Sign out

MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

Player Volunteer Setup Teams Treasurer Instructor Admin Game Ref Scheduling CVPA Search Vol Export Data

Welcome

Release (October 24, 2011) [Click here to view the release notes](#)

Release 2.2.1 (Feb 28, 2011) [Click here to download the application](#)

Adults wanting to volunteer

- Apply as a new adult volunteer
- Apply as a continuing adult volunteer

Youths wanting to volunteer

- Apply as a new youth volunteer
- Apply as a continuing youth volunteer

Those who have already volunteered

Apply for membership

- Application
- Application

Player who already applied

- Update player information
- Team / Coach information
- Online payments



Search on Name or ASYO ID Number and note the answer to the Disclosure question (yes/no), the Safe Haven Status and a link to Comments:

MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

2.10

Child & Volunteer Protection Advocate (CVPA)

Volunteer Status: Registered Region #: Role: All

First Name: Joe Last Name: Volunteer ASYO ID:

Home Phone#:

Reg-Date	Volunteer	MY	AYSO ID	Home Phone	City	State	Disclosure	Status	Comments
11/14/11	Volunteer, Joe	MY2011	68683318	8888888888	Aysoland	CA	Yes	Yellow	Comments

No of records : 1

Click on the “Comments” link to see details of the volunteer status:

MyeAYSO Region Area Section NSTC Signup Lookup Reports Preferences

Add Comments

Volunteer, Joe

Date	Comments	User	Type
11/14/2011	Volunteer restricted from Coaching/Assistant Coach...	Mihara, Karen	Public

Pre-Defined Comments: --Select--

Click on “Set Roles” to see the positions the volunteer is restricted from holding. Volunteers cleared without restriction have a green or background checked status. Volunteers restricted from coaching/assistant coaching or from Regional Board positions responsible for managing funds or personal identification information have a yellow status. Red status volunteers are disqualified from volunteering entirely.

2.9.1.1

Restricted Roles
* if checked, roles are restricted

Volunteer name Volunteer, Joe

Section		Area		Region	
<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>	<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>	<input type="button" value="Select All"/>	<input type="button" value="Clear All"/>
<input type="checkbox"/> Board Liaison		<input type="checkbox"/> Area Director		<input type="checkbox"/> Rgnl Commissioner	
<input type="checkbox"/> Section Director		<input type="checkbox"/> Asst Area Director		<input type="checkbox"/> Asst Rgnl Commissioner	
<input type="checkbox"/> Asst Section Director		<input type="checkbox"/> Area Secretary		<input type="checkbox"/> Rgnl Treasurer	
<input type="checkbox"/> Section Treasurer		<input type="checkbox"/> Area Safety Director		<input type="checkbox"/> Rgnl Safety Director	
<input type="checkbox"/> Section Safety Director		<input type="checkbox"/> Area Coach Admin		<input type="checkbox"/> Rgnl Developer	
<input type="checkbox"/> Section Auditor		<input type="checkbox"/> Area Referee Admin		<input type="checkbox"/> Rgnl Webmaster	
<input type="checkbox"/> Section Tournament Director		<input type="checkbox"/> Area Referee Dir of Assessment		<input type="checkbox"/> Rgnl ComputerData Entry	
<input type="checkbox"/> Section Coach Admin		<input type="checkbox"/> Area Referee Dir of Instruction		<input type="checkbox"/> Rgnl Registrar	
<input type="checkbox"/> Section Referee Admin		<input type="checkbox"/> Area Coach Trainer		<input type="checkbox"/> Rgnl VIP Coord	
<input type="checkbox"/> Section Dir of Assessment		<input type="checkbox"/> Area CAP Director		<input type="checkbox"/> Rgnl Auditor	
<input type="checkbox"/> Section Dir of Instruction		<input type="checkbox"/> Area Auditor		<input type="checkbox"/> Rgnl Coordinator	
<input type="checkbox"/> Section Coach Trainer		<input type="checkbox"/> Area Treasurer		<input type="checkbox"/> Rgnl Coach Admin	
<input type="checkbox"/> Section CAP Director		<input type="checkbox"/> Area Webmaster		<input type="checkbox"/> Rgnl Coach Trainer	
<input type="checkbox"/> Section VIP Coord		<input type="checkbox"/> Area NBS Coordinator		<input type="checkbox"/> Rgnl Team Balance Coordinator	
<input type="checkbox"/> Section Developer		<input type="checkbox"/> Area Developer		<input type="checkbox"/> Rgnl CAP Director	
<input type="checkbox"/> Section Education Admin		<input type="checkbox"/> Area VIP Director		<input type="checkbox"/> Rgnl Referee Admin	
<input type="checkbox"/> Section CAMP Director		<input type="checkbox"/> Area Regional Coordinator		<input type="checkbox"/> Rgnl Dir of Assessment	
<input type="checkbox"/> Section Regional Coord		<input type="checkbox"/> Area Child & Vol Protect Adv		<input type="checkbox"/> Rgnl Dir of Instruction	
<input type="checkbox"/> Section Management Admin		<input type="checkbox"/> Area Authorized Purchaser		<input type="checkbox"/> Rgnl Secretary	
<input type="checkbox"/> Section Secretary		<input type="checkbox"/> Area Staff		<input type="checkbox"/> Rgnl Child & Vol Protect Adv	
<input type="checkbox"/> Section Webmaster		<input type="checkbox"/> Area Management Admin		<input type="checkbox"/> Rgnl Auth Purchaser	
<input type="checkbox"/> Section Child Vol Protect Adv		<input type="checkbox"/> Area Instructor		<input type="checkbox"/> Rgnl Board Member	
<input type="checkbox"/> Section Authorized Purchaser		<input type="checkbox"/> Area Adult League Coordinator		<input type="checkbox"/> Referee	
<input type="checkbox"/> Section Staff		<input type="checkbox"/> Asst Area Referee Admin		<input type="checkbox"/> Assistant Referee	
<input type="checkbox"/> Section Instructor				<input type="checkbox"/> Refereeing Staff	
<input type="checkbox"/> Section Asst. Ref Admin				<input checked="" type="checkbox"/> Team Coach	
<input type="checkbox"/> Section Adult League Coordinator				<input checked="" type="checkbox"/> Assistant Coach	
<input type="checkbox"/> Section eAYSO Administrator				<input checked="" type="checkbox"/> Coaching Staff	

CVPA Volunteer Data Export

CVPAs can use the Volunteer Data Export feature to print a listing of all registered volunteers and whether or not the volunteer eSigned their form or if the form was received by the National Safe Haven office.

The feature is located by selecting Region> CVPA> Vol Data Export:

The screenshot shows the eAYSO website interface. At the top, there is a navigation bar with links for Home, Español, Help, and Sign out. Below this is a main menu with options: MyeAYSO, Region, Area, Section, NSTC, Signup, Lookup, Reports, and Preferences. A dropdown menu is open under 'CVPA', listing various options including 'Apply for membership', 'Apply as a new adult volunteer', 'Apply as a continuing adult volunteer', 'Apply as a new youth volunteer', and 'Apply as a continuing youth volunteer'. The 'Vol Export Data' option is highlighted in blue.

Select the EXCEL report format to see all the report fields and to enable column sorting.

The screenshot shows the 'Volunteer CVPA Report' form. The form includes several dropdown menus and input fields for filtering the report. The 'Report format' dropdown is set to 'Excel'. The form also includes 'Cancel' and 'Generate report' buttons.

Section: 90 and Area: C and Region: 9695

Membership Year: MY2011

Volunteer positions: ALL

Application Date From: [] To: []

Role restrictions: ALL

First sort field: None

Second sort field: None

Third sort field: None

Fourth sort field: None

Fifth sort field: None

Report format: Excel

Volunteer Position Certification Report

To confirm the training and certification of volunteers, select the Reports> Vol Position Certification report:

The screenshot shows the eAYSO website interface. At the top, there is a navigation bar with links for Home, Español, Help, and Sign out. Below this is a banner for 'DEVELOP YOUR SKILLS' with a Fox Soccer Channel logo. The main navigation menu includes MyeAYSO, Region, Area, Section, NSTC, Signup, Lookup, Reports, and Preferences. The 'Reports' dropdown menu is open, showing options like Volunteer, Vol Export, Vol Applicant Export, Vol Parent Jobs, Vol Labels, Vol Certifications, **Vol Position Certification** (highlighted in orange), Vol Access Rights, Vol App Received, Player, Player Export, Player Applicant Export, Team, Member Directory, and Ref Schedule. The 'Lookup Volunteer' form is visible, with fields for First Name, Last Name, Region #, AKA/Nick name, Home Phone, AYSO ID, City, State, and Zip Code. There are 'Clear All' and 'Search' buttons.

Select the volunteer positions and certifications to include and select EXCEL format:

The screenshot shows the 'Volunteer Position Certification Report' form. At the top, there is a navigation bar with links for MyeAYSO, Region, Area, Section, NSTC, Signup, Lookup, Reports, and Preferences. The 'Reports' dropdown menu is open, showing options like Volunteer, Vol Export, Vol Applicant Export, Vol Parent Jobs, Vol Labels, Vol Certifications, **Vol Position Certification** (highlighted in orange), Vol Access Rights, Vol App Received, Player, Player Export, Player Applicant Export, Team, Member Directory, and Ref Schedule. The 'Lookup Volunteer' form is visible, with fields for First Name, Last Name, Region #, AKA/Nick name, Home Phone, AYSO ID, City, State, and Zip Code. There are 'Clear All' and 'Search' buttons.

Volunteer Position Certification Report

Section: 90 Area: C Region: 9695 Discipline: Coach

Volunteer positions (Hold the Shift or Ctrl key to select multiple fields)

National President	>>	Team Coach
National Vice President	>	
National Exec Vice President	<	
Chairman Board of Directors	<<	
National Treasurer		
National Secretary		
National Board Member		
National Executive Director		

Volunteer certification (Hold the Shift or Ctrl key to select multiple fields)

National Recommended Coach	>>	U-10 Coach
Safe Haven Coach	>	U-12 Coach
VIP Buddy Training and Certification	<	U-12 Coach - Cross Certification
VIP Coach/Referee	<<	U-6 Coach
VIP Volunteer Training		U-8 Coach
Webinar-Coach Administrator Traini		AYSOs Safe Haven
Z-Online Safe Haven Coach		Webinar-AYSOs Safe Haven
Z-Online U-10 Coach		Z-Online AYSOs Safe Haven
Z-Online U-6 Coach		
Z-Online U-8 Coach		

Report type: Excel

Generate report



Safe Haven Training Matrix

This matrix is designed to help clarify the AYSO training requirements:

Volunteer Position	Safe Haven Training	Job Training	*Suggestions for Continuing Education
Regional Commissioner	AYSO's Safe Haven 2 hours	Regional Orientation 3 hours RC Training 18 hours Commissioner	Introductory Management 4 hours 30 min Dispute Resolution 2 hours 30 min
Regional Coach Administrator	AYSO's Safe Haven or Safe Haven Coach prior to 2011 2 hours	Coach Administrator Training 1 hour 15 min	Introductory Management 4 hours 30 min Dispute Resolution 2 hours 30 min
Regional Referee Administrator	AYSO's Safe Haven or Safe Haven Referee prior to 2011 2 hours	Referee Administrator Training 2 hours 30 min	Introductory Management 4 hours 30 min Dispute Resolution 2 hours 30 min
Child and Volunteer Protection Advocate	AYSO's Safe Haven 2 hours	Child and Volunteer Protection Advocate (CVPA) 2 hours	Safe Haven Annual Update 1 hour 15 min Dispute Resolution 2 hours 30 min
Treasurer	AYSO's Safe Haven 2 hours	Treasurer 2 hours 30 min	Budgeting for the Regional Board 1 hour 15 min
Safety Director	AYSO's Safe Haven 2 hours	Safety Director 1 hour 15 min	Safe Haven Annual Update 1 hour 15 min
Regional Registrar	AYSO's Safe Haven 2 hours	Registrar 1 hour 15 min	Registration Day – The Survival Guide 1 hour 15 min
Assistant Regional Commissioner	AYSO's Safe Haven 2 hours	Introductory Management 4 hours 30 min	Dispute Resolution 2 hours 30 min
Auditor	AYSO's Safe Haven 2 hours	Auditor 1 hour 15 min	Treasurer 2 hour 30 min
Division/Age Group Coordinators	AYSO's Safe Haven 2 hours	Division Coordinator	Dispute Resolution 2 hours 30 min
All Other Regional Board & Staff	AYSO's Safe Haven 2 hours	Regional Board Member Training 1 hour 15 min	Any Discipline-Related Training, Workshop or Annual Update Dispute Resolution 2 hours 30 min
Coaches	AYSO's Safe Haven or Safe Haven Coach prior to 2011 2 hours	Appropriate Coach Course Varies	Annual Coach Update 1 hour 15 min
Referees	AYSO's Safe Haven or Safe Haven Referee prior to 2011 2 hours	Appropriate Referee Course Varies	Annual Referee Update 1 hour 15 min
All Instructors	AYSO's Safe Haven 2 hours	Introduction to Instruction Discipline Specific Instructor Course Varies	Any Discipline-Related training or workshop Referee Administrator, Instructor & Assessor Annual Update
Area Director	AYSO's Safe Haven 2 hours	Area Director Training 18 hours	Introductory Management 4 hours 30 min Dispute Resolution 2 hours 30 min
VIP Administrator	AYSO's Safe Haven 2 hours	VIP Volunteer Training 2 hours 30 min	Player Programs Annual Update 1 hour 15 min

**Attendance at any Section Conference discipline related workshop satisfies the continuing education needs of AYSO volunteers. Certified volunteers are strongly encouraged to seek Continuing Education opportunities so they stay current on program changes.*

Kids Zone

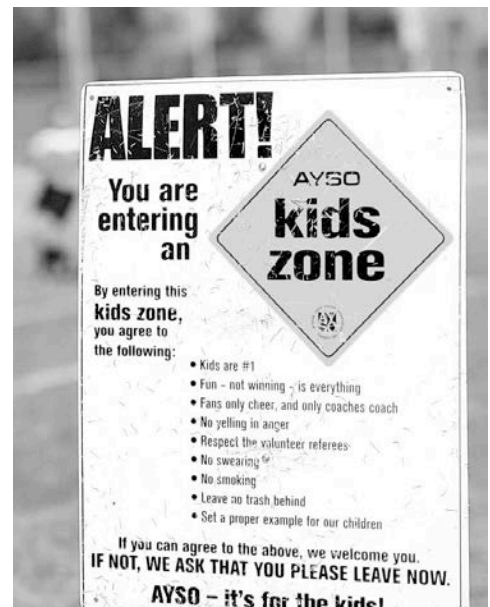


Kids Zone guidelines encourage appropriate sideline behavior – key to promoting a fun, safe, family-friendly environment. Parents and spectators pledge to respect the tenets of Kids Zone. Coaches, Referees, Parents and Players abide by Codes of Conduct.

Make every AYSO venue a Kids Zone!

Spectators agree to respect the following rules on every sideline:

- Kids are #1
- Fun, not winning is everything
- Fans only cheer, only coaches coach
- No yelling in anger
- Respect the volunteer referees
- No swearing
- No controlled substances (alcohol, tobacco products or illegal drugs)
- No weapons
- Leave no trash behind
- Set a proper example of good sportsmanship



Codes of Conduct

AYSO has always encouraged good sportsmanship in its programs. In fact, "Good Sportsmanship" is one of the six philosophies listed in the AYSO National Bylaws. AYSO strongly recommends that its individual Regions promote good sportsmanship through dynamic programs.

Elements of these programs may vary from Region to Region, but all define the conduct of players, coaches, referees and even parents. They explain the fundamentals of good behavior - which is simply showing courtesy and respect for all involved in the game.

If players, volunteers and parents understand what is expected of them when it comes to good sportsmanship, they will act accordingly. AYSO is proud of its many good sports, but understands that good sportsmanship doesn't just happen. It needs to be taught, encouraged and demonstrated.

AYSO Coach Pledge:

In my words and action, I pledge to:

- Enthusiastically support and practice the AYSO mission to "enrich children's lives" by embracing our Philosophies of: Everyone Plays, Open Registration, Balanced Teams, Positive Coaching, Good Sportsmanship and Player Development.
- Stay informed about sound principles of coaching and child development.
- Respect the game and know the Laws.
- Emphasize to my players that they must abide by the Laws of the Game at all times.
- Develop a true respect for all referees judgments.
- Develop a team respect for our opponents and each other.
- Ensure a safe environment for my players.
- Never yell at or ridicule a player.
- Always set a good example.
- Remember that soccer is a game and all games should be fun.
- Let the players play without constant instructions or commentary from sidelines.
- Role model good sporting behavior



AYSO Referee Pledge:

In my words and action, I pledge to:

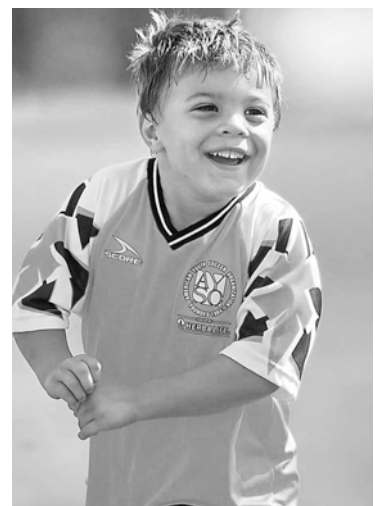
- Always remember that the game is for the players. Player safety and fair play come first.
- Study and learn the Laws of the Game and understand the "spirit" of the Laws. Help fellow referees do the same.
- Encourage and enforce the AYSO philosophies of "Everyone Plays," "Positive Coaching", "Good Sportsmanship" and "Player Development."
- Respect other referees' decisions, and do not publicly criticize another official.
- Wear the proper uniform and keep it in good condition.
- Maintain good physical condition so you can keep up with the action.
- Stay calm when confronted with emotional reactions from players, coaches and parents.
- Honor accepted game assignments. In an emergency, find a replacement.
- Support good sportsmanship with a kind word to players, coaches and parents of both teams when deserved.
- Always be fair and impartial, avoiding conflicts of interest. Decisions based on personal bias are dishonest and unacceptable.
 - Honor accepted game assignments. In an emergency, find a replacement.
 - Support good sportsmanship with a kind word to players, coaches and parents of both teams when deserved.
 - Always be fair and impartial, avoiding conflicts of interest. Decisions based on personal bias are dishonest and unacceptable.



Player's Code

In my words and action, I pledge to:

- Play for the sake of playing a game, not just to please a parent or coach.
- Always give my best effort and work as hard for my teammates as I do for myself.
- Treat all players as I would like to be treated.
- Be a team player.
- Be a good sport and support good plays whether they are made by my team or my opponents.
- Follow by the Laws of the Game.
- Cooperate with and show respect for my coaches, teammates, opponents and the referee.
 - Ensure that your players' soccer experience is one of fun and enjoyment (winning is only part of it). Players should never be yelled at or ridiculed for making mistakes or losing a game.





- Never argue with or complain about referee calls or decisions.
- Control my temper when I feel I have been wronged.
- Not use offensive or abusive language and behavior.
- Remember that the object of the game is to win, but the goal is to enjoy myself and give my best effort.

AYSO Parent Pledge:

In my words and action, I pledge to:

- Attend and participate in team parent meetings as requested.
- Be on time or early when dropping off or picking up my child for training or games.
- Ensure my child is supported and encouraged by family or loved ones at games.
- Encourage my child to have fun and keep sport in its proper perspective.
- Define winning for my child as doing his/her very best and appreciate Development over Winning.
- Endeavor to understand the Laws (rules) of soccer and support the efforts of referees.
- Honor the game and show respect for all involved including coaches, players, opponents, spectators and referees.
- Applaud and encourage players from both teams and not yell out instructions (as this causes confusion to the players and ultimately hinders development).
- Refrain from making negative comments about the game, coaches, referees or players, especially from the sidelines.
- Encourage others to refrain from negative or abusive sideline behavior.
- As parents, keep the game in perspective for our children (as a pastime, sport, fun, exercise).
- Abide by the tenets of Kids Zone for appropriate sideline behavior and support AYSO's philosophies for enriching children's lives.





Due Process

Dealing with the Problem Volunteer, Player or Coach

It is a regrettable fact of life that, despite AYSO's best efforts to create a safe, fair, fun family atmosphere, some people still don't get it. Members may engage in illegal acts or take actions that expose AYSO to liability or which are contrary to AYSO policies and procedures. Disagreements arise. Arguments take place. Sometimes there are even physical altercations. The most important direction AYSO can provide is that such incidents should not be ignored. Intervene at the first sign of a problem and make an unemotional appeal to deal with these situations calmly. Individuals with a concern should be given the opportunity to express their side of the story to someone who is dedicated to at least listening. Others who were involved or with direct witness to what happened should also be interviewed to get the full picture. Then, common sense should prevail and compromise sought so that to the extent possible, both parties achieve some satisfaction. Problem people must be told what is acceptable and what is unacceptable and that there are consequences for unacceptable behavior or actions. If at all possible, give the problem person an opportunity to show they've gotten the message and can fall into line. If there can be no meeting of the minds, work to secure a voluntary resignation as the best solution for both AYSO and the kids.

Despite this cautionary approach, if a person refuses to comply with normally accepted standards of behavior or is found to be in violation of AYSO principles or Regional Guidelines, or, in the case of a volunteer who's been given a position by the Region, refuses to resign, he/she may be temporarily suspended, or in grave situations, be asked to leave the organization. If he/she refuses or wishes to protest the decision, non-profit organizations like AYSO must follow specific procedures and guidelines for suspension/removal, which are summarized below. Don't create a libelous or slanderous situation. Strive to reach a solution that does not punish the child for the conduct of the parent. If, however, there is no other option, it is considered best policy to refund the entire registration fee of the child or children if removal is warranted.

Guidelines for the Suspension/Removal of Non-Executive Members

Cautionary Remarks

1. The minimum rather than maximum remedy should always be considered. Difficulties should be minimized and localized.
2. Avoid punishing players for the conduct of their parents except where there is no other solution (e.g., where the parent refuses to cease his or her disruptive conduct).
3. Do not wipe out years of good memories of AYSO and good service to AYSO by use of the removal/suspension procedure. It is a last resort. Voluntary resignation is preferable in most cases.



4. If there is a dispute between a volunteer and the Regional Commissioner, the Regional Commissioner should not act as arbiter in the matter.
5. Banishing a parent or other adult from AYSO events may not be enforceable if the events are held on public property.
6. Do not publicize the procedure beyond those persons who need to know and respect the privacy of the individuals involved.
7. When in doubt, contact the National Office or the Legal Commission for specific advice as to how to handle the specific situation.

Persons Covered

All registered players and volunteers, other than executive members, involved in AYSO, such as Section and Area staff, commission members, referees, players, administrators and instructors. Parents, guardians and family members of registered players are also covered by this policy.

Suspension (Temporary)

1. When: If there is an imminent danger to the program or team or suspicion that a crime has been committed.
2. Who may use it: Regional Commissioner
3. How to accomplish: By telephone (confirmed in writing), fax, letter or in person.
4. When effective: Upon notification.
5. What other actions must be taken:
 - a. Immediate letter to the person(s) involved, with a copy of the written communication to the Area Director. The letter shall inform the person(s) being disciplined of the disciplinary action to be taken, the grounds for it, and notice of a right to a review of the matter.
 - b. Appointment of a person to act in the place of the suspended official, as appropriate.
6. Length of suspension: As stated unless a disciplinary review is requested, in which case the suspension shall remain in effect until the review procedure has been completed.
7. Effect of suspension: During the period of suspension, the official shall have no operating power or authority.
8. Grounds for suspension examples:
 - a. Suspected child abuse;
 - b. Suspected commission of a crime, such as theft;



- c. Suspected imminent danger to the Region, Area, Section or national program, such as violating basic AYSO principles — “Everyone Plays” or “Open Registration” — or attempting to move the program out of AYSO;
- d. Conduct which disrupts AYSO activities or programs (e.g., drinking alcoholic beverages at a field site).

Removal (Permanent)

NOTE: Suspension is not required prior to a petition to remove where circumstances warrant it.

1. When: Violation of policies, principles, and philosophy of AYSO or conduct which disrupts AYSO activities or programs.
2. How to accomplish:
 - a. The Regional Commissioner issues a written notice to the individual giving at least 10 days to explain why he/she should not be removed and an opportunity to have a disciplinary review proceeding (a sample letter follows;
 - b. If the individual requests the review, either the Regional Commissioner conducts it on his own OR appoints a neutral party or review panel to collect the information and provide a recommendation regarding the proposed action.
 - c. The Regional Commissioner decides whether the removal remains warranted based on the evidence submitted or the recommendation of any neutral disciplinary review proceeding held.
 - d. Promptly notify all interested parties of the final decision, giving the individual the opportunity to resign voluntarily.

Giving Proper Written Notice

All disciplinary actions must be properly documented and communicated in writing to assure all parties concerned know exactly what decisions were made and what actions were taken. It is equally important to make clear in writing the reasons for disciplinary action and the opportunity to request a formal review. Communicating in writing also removes any claim that someone was not informed of rights or dates. Communications about disciplinary matters should always be professional, unemotional and objective. Here is an example of a letter that should be sent to a non-executive member who has been suspended.

Please consult Chapter 8 of the AYSO Reference Book for sample letters and complete documentation on due process procedures.



Safe Haven FAQs

- 1. If a volunteer has entered their information into eAYSO, will the Region still need to send the AYSO National Office a signed hard copy of the volunteer application forms?**

Yes. Unless the Region is participating in the eSignature program, a current volunteer application form with a signature must be on file for every volunteer.

- 2. Do all volunteers have to supply their Social Security Number (SSN)?**

No. Youth volunteers are not required to supply their SSN; however, all adult volunteers must supply their SSN. Any adult without a SSN is ineligible to volunteer with AYSO.

- 3. What if a volunteer doesn't want to give his/her SSN at the local Region, do they have any options?**

Yes, anyone can register on-line using eAYSO. Social Security Numbers entered online are encrypted and obscured from view to everyone except the Safe Haven Department at the AYSO National Office who perform the required background checks.

- 4. What about players, do they have to provide their SSN?**

No. The SSN is not required for players to register. However, a SSN is required by our Insurance Carrier in order to provide benefits under AYSO's Soccer Accident Insurance coverage.

- 5. Isn't it against the law to require AYSO volunteers to supply their SSN?**

No. The government considers children to be part of a vulnerable population and therefore encourages youth serving organizations to do all they can to protect this segment of our society.

- 6. What if an individual refuses to supply his/her SSN?**

If someone refuses to supply required information, the CVPA should inform the individual that a volunteer application form lacking a SSN, driver's license number or state ID number, date of birth, and signature cannot be processed at by the AYSO National Office and therefore cannot be accepted at the local level. Without a volunteer application form, the Region is unable to provide an individual with a volunteer position.

- 7. Are there separate application forms for youth and adult volunteers?**

Yes. When you order from the AYSO Supply Center, you need to specify if you want the Youth or Adult application forms. The Youth form does not ask for the SSN and has the necessary parental consent and medical release language.



8. Does every Region need to have a Child and Volunteer Protection Advocate (CVPA)?

Yes. The CVPA is now a required Regional Board position as passed at 2002 NAGM. Regions are encouraged to have at least one CVPA for every 1,000 players, if possible.

9. What if a Region finds out one of their coaches or other volunteers has committed a crime?

Contact the Safe Haven Department at the AYSO National Office for further direction.

10. Can a CVPA request a criminal history background check be processed on a Regional volunteer?

Yes. If there is a need to run a check, contact the Safe Haven Department, and they will handle the request.

11. What is Megan's Law and how does it work? Do we have to do anything?

Megan's law is a way to check to see if a registered sex offender is living in your neighborhood. Many states have an online search. Other states require you to go into your local sheriff department and use their computer. In either case, this is a free tool often used by Regions to check their volunteers. Checking your volunteers in this system is not required, however it is encouraged.

12. Why does the AYSO National Office reject so many volunteer application forms?

It's hard enough to get this information the first time. The Safe Haven Department is under strict guidelines to send back all application forms that are not complete.

13. May a game or practice proceed in the absence of an AYSO certified and trained coach or referee?

In AYSO, all referees and coaches are required to be currently registered, trained and certified. AYSO practices and games are not permitted without a certified and trained AYSO coach. AYSO scheduled games are not permitted without a certified and trained AYSO referee, except: in U-5 divisions in which referees/officials are not used; in U-6 divisions in which referees/officials are optional and, if not used, certified and trained AYSO coaches will manage the game; and during certain events involving non-AYSO teams in which competition rules will apply. Practice scrimmages do not require a certified and trained AYSO referee.



Conclusion

At the conclusion of this manual, we hope that you have a greater understanding of the vital role the position of Regional Child and Volunteer Protection Advocate plays in promoting a fun, fair, and safe family environment for children to enjoy and experience soccer. Please follow through with your commitment to this role by completing the required certification and job training:

- the Child and Volunteer Protection Advocate Training
- AYSO's Safe Haven
- Safe Haven and CVPA Annual Updates

Tip: Check www.ayso.org for online training courses or contact your Area Director for upcoming training events.

If there are any questions, concerns, or issues that you and your Regional Commissioner would like assistance with, please contact the AYSO National Office:

AYSO National Office
19750 S. Vermont Ave. #200
Torrance, CA 90502

(800) USA-AYSO or (800) 872-2976

www.ayso.org

Email: safehaven@ayso.org

Be sure to check the CVPA web page on the AYSO website for FAQs, updates and other valuable resources.

AYSO would like to take this opportunity to thank you for volunteering your time and for helping to fulfill the vision of providing world class youth soccer programs that enrich children's lives. You are one of over 250,000 who volunteer annually to serve the children of AYSO and whose dedication and commitment make it all possible. Thank you!



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Reference Check Form

Date: _____ Region #: _____

Volunteer's Name: _____

Reference Name: _____

Address: _____

Phone: _____ Fax: _____

Specific Questions:

Are you pleased or would you be pleased to have the applicant work with you again?

How would you describe her/his personal characteristics?

Have you ever seen her/him discipline a child? If so, please describe what you saw her/him do.

Do you think there may be any problems or conditions that would in any way endanger the children under the applicant's care? These problems may include, but are not limited to, substance abuse, mental or emotional illness, or history of child mistreatment.

Additional Comments:

Reference Check Completed By:

(Please Print and Sign)

I, (name) _____, authorize AYSO to conduct a reference investigation in order to assess my eligibility for a volunteer position. I authorize all persons who may have information relevant to the reference check to disclose it to AYSO, and I release all persons from liability due to such disclosure.



Adult Volunteer Application

American Youth Soccer Organization www.ayso.org						Volunteer Application Form AYSO ID#: _____									
PLEASE FILL IN ALL OF THE REQUESTED INFORMATION AND SIGN WHERE INDICATED									New []		Returning []				
Legal First Name			Full Middle Name			AKA/Nickname		Last Name		Suffix					
Maiden Name (if married within the past 7 yrs.)				Social Security #			Birth Date		Section	Area	Region				
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Government Issued Photo ID: <input type="checkbox"/> Driver's License <input type="checkbox"/> State ID <input type="checkbox"/> Passport <input type="checkbox"/> Military ID <input type="checkbox"/> Resident ID					ID #		State	Expires					
Street Address				Apt/Unit	City		State		Zip Code						
Mailing Address (if different from Street Address)				City	State		Zip Code	Area Code	Home Telephone						
E-mail address								Area Code	Cellular Telephone						
Previous address if lived at current address less than 5 years: Street Address City State Zip Code								RACE/ETHNICITY (Select One) <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other							
Employer		Area Code		Work Telephone		Extension	Area Code	FAX Number		For AYSO Regional Use Only US Photo ID Verified By _____					
I'M VOLUNTEERING FOR . . .															
<input type="checkbox"/> Coach		<input type="checkbox"/> Asst. Coach		<input type="checkbox"/> Team Parent		<input type="checkbox"/> Sponsor		<input type="checkbox"/> Picture Day		<input type="checkbox"/> Various Board Jobs					
<input type="checkbox"/> Referee		<input type="checkbox"/> Field Setup		<input type="checkbox"/> Registration		<input type="checkbox"/> Scheduling		<input type="checkbox"/> Communications		<input type="checkbox"/> Other: _____					
IF ON THE BOARD, PLEASE INDICATE POSITION															
<input type="checkbox"/> RC		<input type="checkbox"/> CVPA		<input type="checkbox"/> Coach Admin		<input type="checkbox"/> Ref Admin		<input type="checkbox"/> Safety Director		<input type="checkbox"/> Treasurer		<input type="checkbox"/> Registrar		<input type="checkbox"/> Other: _____	
I want to coach my child(ren) and am including the name(s) and age(s) of my child(ren):										Do you have past AYSO experience? Yes No		If yes, what region/city?			
PROFESSIONAL REFERENCE (Employment, school, church or other organization)															
Organization Name						Your position/Role									
Contact First Name		MI	Contact Last Name			Area Code		Telephone Number		Ext.					
Address				City		State		Zip Code							
PERSONAL REFERENCE (Non-relative, known at least 1 year and must be different from Professional Reference)															
Contact First Name		MI	Contact Last Name			Area Code		Telephone Number		Ext.					
Address				City		State		Zip Code							
PRIOR YOUTH VOLUNTEER REFERENCE (IF ANY)															
Organization Name						Your position/Role									
Contact First Name		MI	Contact Last Name			Area Code		Telephone Number		Ext.					
Address				City		State		Zip Code							
<small>*PLAYSOCCER*, AYSO's quarterly magazine is mailed to every household. By e-mail and regular mail, AYSO sends other publications and information we think will be of interest to our members. If, for some reason, you do not wish to receive these other materials, please check this box <input type="checkbox"/></small>															
DISCLOSURE: All applicants must answer the following question. Failure to answer honestly will disqualify the applicant from service as a volunteer in the American Youth Soccer Organization ("AYSO"). AYSO acceptance of an applicant will be based on existing AYSO Safe Haven policies available from the Regional Child & Volunteer Protection Advocate or online at: http://www.ayso.org/special_programs/safe_haven/background_check_policy.aspx . Have you ever been convicted of a crime (felony or misdemeanor)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe each conviction in full, indicating date of crime and city, county and state where each took place. <input type="checkbox"/> Check here if this conviction was previously disclosed															
<small>The AYSO Endowment Fund: The AYSO Endowment Fund is committed to bringing the AYSO experience to children who need financial help. If you would like to make a tax deductible contribution to assist in this effort, please call the Member Services Department at 800-872-2976 or send an e-mail message to endowment@ayso.org.</small>															
IMPORTANT! PLEASE READ THE AGREEMENTS PRINTED ON THE REVERSE SIDE, THEN SIGN BELOW															
I HAVE READ THE ABOVE DISCLOSURE STATEMENT, AND THE WAIVER, CONSENT AND RELEASE OF LIABILITY, THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER AND ACKNOWLEDGEMENT AND CONSENT AGREEMENTS PRINTED ON THE REVERSE SIDE OF THIS FORM, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT OF ANY KIND. FURTHERMORE I AGREE TO INFORM AYSO IN A TIMELY MANNER IF ANYTHING ON THIS FORM OR ITS ATTACHMENTS CHANGES.															
Signature: _____						Date: _____									
This document contains confidential and/or proprietary information and is the property of the American Youth Soccer Organization.															
<small>© 2004 American Youth Soccer Organization. Revision 2013</small>										<small>Reorder #GS102-7</small>					



ADULT VOLUNTEER APPLICATION (page 2 of 2)

WAIVER, CONSENT, RELEASE, DISCLAIMER AND ASSUMPTION OF RISK AGREEMENTS

By affixing my signature on the reverse side of this form, I, on behalf of myself, and my heirs, assigns and next of kin, hereby enter into the following agreements IN CONSIDERATION OF my being able to participate in any way as a volunteer at practices, games or other activities ("EVENTS") sanctioned by the American Youth Soccer Organization ("AYSO") as well as IN CONSIDERATION OF my being able to enter into or upon the premises or facilities where the EVENTS are or will be taking place.

WAIVER, CONSENT AND RELEASE OF LIABILITIES: I hereby consent to the investigation and verification of all information given in this application, including searches of law enforcement and public records (including driving records and criminal background checks), contact with former employers and reference interviews. I hereby release and agree to hold harmless AYSO and its officers, employees and volunteers and any person or organization that provides information for or to AYSO concerning my background or any attempt to verify the information provided in this application. I declare that all of the information given by me in this application is true and complete to the best of my knowledge, and I understand that any misrepresentation or omission may be cause for suspension or dismissal from my volunteer status with AYSO. I acknowledge that I have the right to receive a copy of any background check report secured by AYSO. If I have checked the box following this sentence, I would like to receive a copy of any such background check. Yes

I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies as available at http://www.ayso.org/resources/governing_documents.aspx and all decisions and directions of the Regional Board, Area and Section staff, and the National Board of Directors, and I understand that I may be removed as an AYSO volunteer at any time with or without cause.

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: I acknowledge that participation in soccer necessarily involves travel, participation on adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. I WILLINGLY AND VOLUNTARILY ACCEPT AND ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES .

I HEREBY RELEASE, DISCHARGE AND AGREE TO HOLD HARMLESS, to the fullest extent permitted by law, AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said persons or entities ("RELEASEES") from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to an injury or other damage that may result to me or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any of the EVENTS, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I agree the terms and conditions hereof shall apply to all of my volunteer participation in AYSO, regardless of the year or season in which such participation takes place, unless superseded by a new volunteer application.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which participation takes place and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I understand the terms of the Soccer Accident Insurance Plan are set forth in a pamphlet available from the safety director of my region or on-line at http://ayso.org/Resources/Insurance/Insurance_forms.aspx and either I have read and understand the terms or I will do so before I volunteer.

For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of me consistent with the AYSO Privacy Policy set forth at http://ayso.org/resources/legal/privacy_policy.aspx. I consent to such uses and hereby waive all rights to approval and compensation.

(Please signify your agreement with the foregoing by signing in the space indicated on the reverse side of this form.)



Youth Volunteer Application Form

American Youth Soccer Organization www.ayso.org		Youth Volunteer Application
PLEASE FILL IN ALL OF THE REQUESTED INFORMATION AND SIGN WHERE INDICATED.		AYSO ID#: <input style="width: 100px;" type="text"/>
First Name <input style="width: 150px;" type="text"/>		Middle Name <input style="width: 150px;" type="text"/>
Last Name <input style="width: 150px;" type="text"/>		Suffix <input style="width: 50px;" type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate <input style="width: 80px;" type="text"/>	Age <input style="width: 40px;" type="text"/>
Nickname <input style="width: 80px;" type="text"/>	I'm Volunteering for the AYSO Position: <input type="checkbox"/> Referee <input type="checkbox"/> VIP Buddy <input type="checkbox"/> Other	
Street Address <input style="width: 200px;" type="text"/>		Section: <input style="width: 40px;" type="text"/> Area: <input style="width: 40px;" type="text"/> Region #: <input style="width: 40px;" type="text"/>
City <input style="width: 100px;" type="text"/>		Apt. # <input style="width: 40px;" type="text"/>
State <input style="width: 40px;" type="text"/>		Zip Code <input style="width: 60px;" type="text"/>
Area Code <input style="width: 40px;" type="text"/>		Phone <input style="width: 60px;" type="text"/>
E-Mail <input style="width: 150px;" type="text"/>		FOR REGIONAL USE ONLY Verified by: <input style="width: 100px;" type="text"/>
Contact Information		
School Name <input style="width: 200px;" type="text"/>		Area Code <input style="width: 40px;" type="text"/> Phone <input style="width: 60px;" type="text"/>
Emergency Contact (other than parent) <input style="width: 200px;" type="text"/>		Area Code <input style="width: 40px;" type="text"/> Phone <input style="width: 60px;" type="text"/>
Emergency Contact (other than parent) <input style="width: 200px;" type="text"/>		Area Code <input style="width: 40px;" type="text"/> Phone <input style="width: 60px;" type="text"/>
Medical Insurance Carrier <input style="width: 150px;" type="text"/>	Physician Name <input style="width: 150px;" type="text"/>	
Area Code <input style="width: 40px;" type="text"/>		Physician Phone <input style="width: 60px;" type="text"/>
Parent/Guardian #1 <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		
First Name <input style="width: 150px;" type="text"/>		Middle Name <input style="width: 150px;" type="text"/>
Last Name <input style="width: 150px;" type="text"/>		Suffix <input style="width: 50px;" type="text"/>
Address (if different from Player) <input style="width: 200px;" type="text"/>		City <input style="width: 80px;" type="text"/>
State <input style="width: 40px;" type="text"/>		Zip Code <input style="width: 60px;" type="text"/>
e-mail address <input style="width: 100px;" type="text"/>		
Employer <input style="width: 100px;" type="text"/>	Area Code <input style="width: 40px;" type="text"/>	Business/Cellular Telephone <input style="width: 80px;" type="text"/>
Area Code <input style="width: 40px;" type="text"/>	Home Telephone <input style="width: 60px;" type="text"/>	AYSO is an all volunteer organization. I apply to: <input type="checkbox"/> Coach <input type="checkbox"/> Asst. Coach
<input type="checkbox"/> Referee <input type="checkbox"/> Team Parent <input type="checkbox"/> Other: <input style="width: 50px;" type="text"/>		
If you have not already done so, please complete and submit a volunteer application. And thank you in advance for volunteering		
Parent/Guardian #2 <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian		
First Name <input style="width: 150px;" type="text"/>		Middle Name <input style="width: 150px;" type="text"/>
Last Name <input style="width: 150px;" type="text"/>		Suffix <input style="width: 50px;" type="text"/>
Address (if different from Player) <input style="width: 200px;" type="text"/>		City <input style="width: 80px;" type="text"/>
State <input style="width: 40px;" type="text"/>		Zip Code <input style="width: 60px;" type="text"/>
e-mail address <input style="width: 100px;" type="text"/>		
Employer <input style="width: 100px;" type="text"/>	Area Code <input style="width: 40px;" type="text"/>	Business/Cellular Telephone <input style="width: 80px;" type="text"/>
Area Code <input style="width: 40px;" type="text"/>	Home Telephone <input style="width: 60px;" type="text"/>	AYSO is an all volunteer organization. I apply to: <input type="checkbox"/> Coach <input type="checkbox"/> Asst. Coach
<input type="checkbox"/> Referee <input type="checkbox"/> Team Parent <input type="checkbox"/> Other: <input style="width: 50px;" type="text"/>		
If you have not already done so, please complete and submit a volunteer application. And thank you in advance for volunteering		
Authorization, Disclaimer, Assumption of Risk and Waiver and Consent Agreements		
<p>EMERGENCY AUTHORIZATION: I, the undersigned parent or legal guardian of the above-named youth volunteer, a minor ("Youth Volunteer") hereby authorize an adult volunteer of the American Youth Soccer Organization ("AYSO"), the above identified Emergency Contact and/or other officials of AYSO to act as my agents in the capacity of activity supervisors and vehicle drivers, and I authorize each of them as well as the above-identified Emergency Contact to consent to medical, surgical or dental examination and/or treatment. (continued on reverse side)</p> <p>I HAVE READ THE ABOVE EMERGENCY AUTHORIZATION, AND THE DISCLAIMER, ASSUMPTION OF RISK AND WAIVER, AND THE ACKNOWLEDGEMENT AND CONSENT AGREEMENTS PRINTED ON THE REVERSE SIDE OF THIS FORM, FULLY UNDERSTAND THE TERMS OF EACH, UNDERSTAND THAT I AND PLAYER HAVE GIVEN UP SUBSTANTIAL RIGHTS BY MY SIGNING THIS FORM AND AGREEING TO THESE TERMS, AND I SIGN THIS FORM FOR MYSELF AND ON BEHALF OF PLAYER AND AGREE TO THESE TERMS FREELY AND VOLUNTARILY AND WITHOUT INDUCEMENT.</p> <p>I AGREE A PARENT OR LEGAL GUARDIAN OF YOUTH VOLUNTEER WILL BE PRESENT WHEN YOUTH VOLUNTEER IS PERFORMING VOLUNTEER SERVICE, OR I PROMISE YOUTH VOLUNTEER WILL HAVE PRESENT IN HIS/HER POSSESSION AN EXECUTED COPY OF THIS FORM.</p>		
Parent/Guardian Signature: _____		Date: _____
<p>The AYSO Endowment Fund: The AYSO Endowment Fund is committed to bringing the AYSO experience to children who need financial help. If you would like to make a tax deductible contribution to assist in this effort, please call the Member Services Department at 800-872-2976 or send an e-mail message to endowment@ayso.org.</p>		<p>"PLAYSOCCER", AYSO's quarterly magazine is sent to every household. By e-mail and regular mail, AYSO sends other publications, information and special offers we think will be of interest to our members. If, for some reason, you do not wish to receive these other communications, please check this box: <input type="checkbox"/></p>
This document contains confidential and/or proprietary information and is the property of the American Youth Soccer Organization.		
<small>c 2004 American Youth Soccer Organization Rev. 2013</small>		
Youth Volunteer Copy		Reorder #GS103-7



YOUTH VOLUNTEER APPLICATION FORM (page 2 of 2)

Disclaimer, Assumption of Risk and Waiver and Consent Agreements

I warrant and acknowledge that I am the parent or legal guardian of the Youth Volunteer named on the reverse side of this application, a minor ("Youth Volunteer") and that I am authorized on behalf of myself, Youth Volunteer and our heirs, assigns and next of kin, to hereby enter into the following agreements IN CONSIDERATION OF Youth Volunteer's being able to participate in any way at practices, games or other activities ("EVENTS") sanctioned by the American Youth Soccer Organization ("AYSO").

DISCLAIMER, ASSUMPTION OF RISK AND WAIVER: I acknowledge that participation in soccer necessarily involves travel, play in adverse field conditions, contact with considerable force, and risk of severe, permanent physical injury including bruises, scrapes, strained, sprained or torn muscles, tendons or ligaments, broken bones, dislocation of joints, concussion, brain damage, nerve and spinal cord injury, paralysis and death. **I WILLINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS.** I willingly and voluntarily agree to comply with the stated and customary terms and conditions for participation and, if Youth Volunteer or I observe any concern in the Youth Volunteer's readiness for participation in the EVENTS, I will remove him/her from participation and bring such concern to the attention of the nearest official immediately and also of the Regional Commissioner as soon as possible thereafter.

I HEREBY RELEASE, DISCHARGE AND AGREE TO HOLD HARMLESS, to the fullest extent permitted by law, AYSO, its players, employees, volunteers, officials, sponsors and other representatives and any and all owners, lessors, lessees or other persons or entities allowing, permitting or authorizing the use of facilities by AYSO and the agents, employees, officers and directors of said persons or entities ("RELEASEES") from any and all claims, demands, costs, expenses and compensation arising out of or in any way related to an injury or other damage that may result to said participant or to members of my family or my household or individuals I invite or for whom I am otherwise responsible while participating in or present at any of the **EVENTS, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.** I further acknowledge that AYSO is primarily administered by volunteers rather than paid professionals.

I further acknowledge and accept that this Disclaimer, Assumption of Risk and Waiver is intended to be as broad and inclusive as permitted by the laws of the state in which we live and agree that if any portion of this Disclaimer, Assumption of Risk and Waiver is deemed to be invalid, the remainder will continue in full legal force and effect.

ACKNOWLEDGEMENT AND CONSENT: I understand the terms of the Soccer Accident Insurance Plan are set forth in a pamphlet available from the Safety Director of my region or on-line at http://www.ayso.org/resources/insurance/insurance_forms.aspx, as the same may be amended from time to time, and either I have read and understand the terms or I will do so before permitting the Youth Volunteer to participate.

I further acknowledge that I have received the AYSO/CDC Parent/Athlete Concussion Information Sheet (also available online at <http://www.ayso.org/resources/safety.aspx>) which contains information related to a) signs and symptoms of a concussion; b) danger signs associated with a concussion; c) why athletes should report symptoms related to a concussion; and d) what should be done if a concussion is suspected. I agree to review the Parent/Athlete Concussion Information Sheet with my child (Youth Volunteer) and return a signed copy as indicated on the form to my child's Region.

For both internal and external use, I acknowledge that AYSO may compile and use addresses and soccer photographs of Youth Volunteer consistent with the AYSO Privacy Policy set forth at http://www.ayso.org/resources/legal/privacy_policy.aspx, as the same may be amended from time to time. I consent to such uses and hereby waive all rights to approval and compensation.

On behalf of my child (Youth Volunteer), myself and all members of my child's family, I hereby agree to abide by the AYSO Bylaws, rules, regulations, policies and philosophies as available at http://www.ayso.org/resources/governing_documents.aspx and all decisions and directions of the Regional Board, Area and Section staff, and the National Board of Directors, and I understand that the Youth Volunteer or any member of the child's family may be removed from the program at any time with or without cause. I further agree that the Youth Volunteer has not been convicted of any crime as a minor nor does the Youth Volunteer have any known condition that might pose undue risk to other participants.

(Please signify your agreement with the foregoing by signing in the space indicated on the reverse side of this form.)



Safe Haven Control Sheet–Volunteer Applications



CONTROL SHEET
VOLUNTEER APPLICATIONS

Section: _____ Area: _____ Region: ___ Date: _____

Prepared By: _____ Volunteer Position: _____

Daytime Phone: (____) _____ Email address: _____

Return Address: _____

City _____ State _____ Zip _____ - _____

“ Please check box if these forms were entered in the eAYSO by the Region

These forms are for Membership Year: _____
(Sample 2010-2011, 2011 -2012 etc.)

Region's playing season(s) (dates): _____

Total number of forms submitted with this control sheet: _____

Please ✓ only **One** box. Use a separate **CONTROL SHEET** for each category of volunteer application forms you are submitting:

- New volunteers
- Returning Volunteers
- Flagged (checked 'yes' or requested by CVPA / RC)

Instructions:

1. Attach this control sheet to the volunteer applications with a paper clip, rubber band, etc.
2. Keep a copy of this Control Sheet and attach the confirmation receipt email from Safe Haven.
3. **Properly screen** application forms for completeness before mailing to the National Safe Haven Office. Incomplete forms will be returned to the Region.
4. Use a sturdy envelope or box for mailing with USPS Certified Return Receipt or a delivery service with a package tracking number. MAIL or SHIP TO:

AMERICAN YOUTH SOCCER ORGANIZATION

National Safe Haven Office
19750 S. Vermont Ave. Suite 200
Torrance, CA 90502



Player General Release Form



AMERICAN YOUTH SOCCER ORGANIZATION

AYSO General Release

Dear AYSO Parents:

Once the team coach has assumed charge of the children on his/her team, the coach remains responsible until a duly designated adult has taken charge of each child after a practice or game.

No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy may be reported to the Regional Child and Volunteer Protection Advocate (CVPA) for action. Each coach may establish a standing policy of where children may be picked up by late parents.

AYSO does not encourage children to walk or ride a bicycle home or to a friend or relative's house. However, we recognize that it may be necessary in some cases.

Neither AYSO nor the coach can be responsible for a child's safety if they do walk or ride home. A parent or guardian assumes full responsibility for the safety of the child once he or she is released from a practice or game. Please note that this also applies in the case of players who are of legal driving age and transport themselves to and from AYSO activities.

If your child will be walking, riding a bicycle or driving themselves home from practice or games, please complete the following information in order for your coach to release them:

Print Child's Full Name

Print Parent or Guardian Full Name

Parent or Guardian Signature Date

Child will be (check one): Walking Riding a Bicycle Driving

One Time (Date): _____ Ongoing

Carpooling with: _____

One Time (Date): _____ Ongoing



Risk Assessment Tool

	LOW	MEDIUM	HIGH
Child and Volunteer Protection Advocate	Trained, certified, and registered Child and Volunteer Protection Advocate (CVPA) fulfilling all position description duties.	CVPA fulfilling some; however, not all position description duties.	No CVPA on regional board.
Where Activities Are Held	Activities held in facilities with public access.	Activities held in private homes (team parties).	Activities held in an isolated setting (e.g., one-on-one training in gyms or isolated fitness courses).
Parental Involvement	Parents actively involved in program with child.	Some parental involvement in program.	Little or no parental involvement in program with their child.
Adult Supervision	Two or more adults supervising group activity.	One adult supervising a group of children.	Activity with one adult and one child.
Volunteer And Child Interaction	No regular interaction between volunteer and any specific children (e.g., field coordinator, publicity coordinator).	Periodic interaction for short periods of time between volunteer and specific children (e.g., game referee).	Interaction between volunteer and specific children spanning long period of times (e.g., coach, coach asst., team parent, concession stand, youth referee with adult referee).
Changing Clothing	No changing of clothing as part of activity.	Changing of clothes; showering (such as in some indoor soccer programs).	Changing of clothes, bathing, toileting, or overnight stays (e.g., tournament travel teams).
Training and Job Description	Training and job description concerning duties and responsibilities for volunteers required.	Training and job description concerning duties and responsibilities provided for volunteers but not required.	Training and job description concerning duties and responsibilities not offered.
Child Protection Education For Volunteers	Training for volunteers concerning child protection is required (regions who adopt and enforce the child protection program).	Training concerning child protection offered to volunteers but not required (e.g., "Child Protection" workshop at section meeting).	Training concerning child protection not offered to volunteers (e.g., no child protection policies in place).
Child Protection Education For Parents	Parent orientation regarding child protection is required	Some information regarding child protection is offered; not required (e.g., ABC's of Soccer & handouts).	No parent education concerning child protection offered.
Monitoring and Evaluating Volunteers	Organization regularly monitors and evaluates the volunteers' activity.	Organization provides informal oversight of the volunteers' activity.	Volunteer has no supervision when with children.
Safety Director	Regional Safety Director trained and active in regional safety program.	Regional Safety Director in place but is not current on available training.	Regional Safety Director is inactive.



Notice of Duty to Review Criminal Record

November 29, 2012

Region XXXX
Jane Doe
123 Main Street
Hawthorne, CA 90250

Enclosed you will find a copy of your criminal history report obtained by the American Youth Soccer Organization (AYSO).

Pursuant to the laws of many states and in your own self-interest, you should review the record as soon as possible. Should you determine it is inaccurate or incomplete, you are required to notify AYSO of such discrepancy within seven working days of your receipt of this letter.

For privacy protection, you should speak to Karen Mihara, the National Safe Haven Administrator at the AYSO National Office. You may contact her during regular working hours, 8:00a.m.–5:00p.m. Pacific Time, Monday–Friday at (800) 872-2976 ext 7995, e-mail her at karenm@ayso.org, or write her at 19750 S. Vermont Ave. Suite 200, Torrance, CA 90502.

If the record is inaccurate, AYSO has a procedure for you to follow with the reporting agency to correct the information.

If the record is accurate, it is in the best interest of this organization that you not volunteer. If you are still interested, you may reapply in 2015. If we fail to hear from you within seven days, we will contact your region with our final decision.

Karen Mihara

National Safe Haven Administrator
AYSO National Office

NBOD SSN Memorandum



AMERICAN YOUTH SOCCER ORGANIZATION a nonprofit corporation dedicated to youth soccer **everyone plays[®]**

To: All Executive Members

From: National President

Date: January 2009

Re: Collection of Social Security Numbers on Volunteer Applications.

In the face of so much publicity these days about identity theft, more and more of our volunteers question why AYSO requires social security numbers (SSN) as part of the volunteer application process. Past AYSO President Joel Mark wrote the following memo in response to these concerns, and I have edited it to ensure it reflects our most current thinking and practices. We ask our volunteers to consider the following questions and answers concerning the AYSO decision to require the SSN.

Is this choice something that has been mandated unilaterally by the NSTC? During the 1997 re-write of our Bylaws, which came from the floor of the NAGM and not from the NSTC, some 750 Regional Commissioners, 75 Area Directors, 13 Section Directors, together with the National Board of Directors, voted unanimously to adopt Bylaw provision 1.04(t) to require all regions to "cooperate in the policies developed by the Board or the National Support [and Training] Center with respect to requiring each coach, referee and other designated volunteers to complete a volunteer form, and with respect to verifying the information obtained, before permitting such coach, referee or such volunteer to participate." This is what we – all of the Executive Members of AYSO – decided we must do because of our shared concern for children. This provision also is important for the health of the organization. Should AYSO ever be sued for not doing all it could to protect the children, we all would be liable for the damages a jury may assess because we are a unitary corporation.

Why does AYSO need the SSN in the first place? AYSO is a national organization. We secure criminal background reports by searching court documents in county jurisdictions all across the country. These jurisdictions use a variety of personal information to identify those convicted of crimes. Unfortunately, there is no consistency as to the information used from jurisdiction to jurisdiction to identify those convicted. The expert opinions we sought and received on the matter told us unequivocally that all this information – including the SS# - was necessary to ensure the viability of the background information we secure. Collecting all this information serves AYSO on two fronts. First, the accuracy of the information we receive ensures that we exclude those with the highest potential for harm to our children, and, equally important, it helps us avoid excluding a good and valuable volunteer due to mistaken identity.

What risk do the volunteers face? Experts have informed us that there are so many easier ways to obtain someone's SSN or otherwise engage in identity theft that it is extremely unlikely that giving the SSN to AYSO will significantly increase that risk. Things we put in our trash, leave in our car, or supply in connection with consumer, banking and insurance transactions, all contain the SSN or other information sufficient to make identity theft possible even without the SSN. Therefore, while identity theft is a real risk, AYSO has taken every possible step to minimize that risk. As a result, we do not believe that supplying the SSN to AYSO increases the risk our volunteers otherwise may face regarding identity theft generally.

9/23/2008



SSN Memorandum (page 2 of 2)

What risk do the children face? Recent articles in the media have established that youth sports generally presents an increasingly enticing target for predators. It also is a tragic fact that, before our Safe Haven procedures were instituted, AYSO had documented incidents of child molestation by volunteers who turned out to be predators. Additionally, our Safe Haven procedures already have aided us in discovering several potential predators within our volunteer ranks. And, while it cannot be quantified, it is our strong belief that the Safe Haven procedures have deterred an additional number of other potential predators from applying as volunteers to AYSO. Thus, it seems quite clear that youth sports participants in the United States – including those who choose to participate in AYSO – unfortunately are at increased risk and would remain at such risk without some procedure such as Safe Haven to address and reduce that risk as far as may be reasonably possible.

What are the comparative consequences of the two risks? While no one can calculate how many cases of identity theft might occur through collection of the SSN, if any, compared to how many cases of child molestation or abuse AYSO may prevent by doing so, we can measure a significant difference in the magnitude of the consequences. Experts have advised us that identity theft can be detected and corrected simply by running a personal credit check every year. And, while the most severe cases of identity theft may take longer to correct, they ultimately are correctable and good credit ultimately can be recovered. The same cannot be said for the child who becomes a victim of molestation or abuse. For the child who falls victim to such abuse, there is no cure except perhaps years of therapy and guilt and recrimination, years that can never be recovered.

How are these risks being addressed by AYSO? Clearly, we need to do everything we can to reduce both risks. With respect to the children, every professional company with whom AYSO consulted about contracting to perform our background screening of volunteers informed us that, without the SSN, the accuracy of their reports could be diminished substantially. Therefore, AYSO has decided to heed this advice and require the SSN from volunteers to reduce the risk to the children. The risk to the volunteers of supplying the SSN can be and is being reduced significantly through our use of industry-standard encryption and certified electronic firewalls that protect the data stored on our servers. This is what AYSO has decided is the best balance between the two risks.

What has AYSO concluded it must do when a volunteer asks AYSO to choose between the risk to the children and the risk to the volunteer? Admittedly, even the best devices and protocols cannot eliminate entirely either risk. Thus, some volunteers have asked AYSO to waive the requirement for the SSN – i.e., to choose between the two risks and to make the risk to the volunteers a greater priority than the risk to the children. We believe that AYSO must always stand up for the principle that, as between the two groups, it should never be the children who are put at increased risk. As a result, we have instructed all CVPAs to not accept a volunteer application from anyone refusing to fully cooperate with the process, including supplying the SSN. We know this may drive away some volunteers. But, we also know that it will drive down the risk that our children otherwise would face. We therefore remain convinced that, when asked to choose, AYSO must opt to put child protection ahead of the risk, if any, to a volunteer from supplying the SSN.

Will AYSO continue to require the SSN? Until some other means of reliably verifying the information supplied by our volunteers becomes readily available we will continue to require the SSN to protect the children from unnecessary risk, to protect the organization from avoidable liability, and to comply with the Bylaw provision that the Executive Members have adopted unanimously. We respect that some people will refuse to supply their information. Regrettably, we will thank them for their interest but will not accept their application to be a volunteer in AYSO.

Thank you for giving your consideration to these important questions and answers attendant to AYSO's need to obtain volunteers' SSN. Should you have any further questions or concerns, please contact the Safe Haven Administrator & Manager at the AYSO National Support & Training Center.

9/23/2008



Sample Letter: Non-Utilization

Below is a sample letter you can use to inform a potential volunteer that their services will not be utilized.

Dear: XXXX XXXXX

Thank you for your willingness to volunteer in AYSO Region XXXX. Unfortunately, we regret that we are unable to utilize you at this time. If a suitable volunteer position comes open we will be happy to let you know of its availability.

Yours In Soccer,

XXXX XXXXX



Child Abuse and Neglect Reporting Law

Introduction

The mechanics of child abuse reporting is governed by state law. The following information is a general description of the reporting process. You should be familiar with the reporting laws of your specific state.

Definition

The Child Abuse Prevention and Treatment Act (Public Law 93-247) defines child abuse and neglect as the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment

- Of a child (a person under age 18, unless the state law in which the child resides specifies a younger age for cases not involving sexual abuse)
- By a person (including employees of a residential facility or any staff person providing out-of-home care) who is responsible for the welfare of the child
- Under circumstances which indicate that the child's health and welfare is harmed or threatened

Who Reports

In most states, the following individuals are included as legally mandated reporters: teachers, law enforcement personnel, childcare custodians, and health practitioners. Each state has made its own determination as to who is a legally mandated reporter, and in some states, a volunteer is a mandated reporter. Many states also have a general clause that states anyone who knows or suspects abuse should file a report.

To Whom Do You Report

Each state has preferred reporting procedures. Immediately after making a report of suspected child abuse, the regional CVPA shall also provide any such reports to the Safe Haven Department at the AYSO National Office, if the suspected abuser is an AYSO volunteer.

Reporting Suspected Child Abuse

The following information is required when making the telephone report of suspected child abuse to the child protective agency:

- Name of the child.
- Present location of the child.
- Nature and extent of the injury.
- Any other information, including that which led the person to suspect child abuse, requested by the child protective agency.

Immunity For Good Faith Reporting

All persons who, acting in good faith, make a report, or otherwise provide information or assistance in connection with a report, investigation, or legal intervention pursuant to a report, shall be immune from civil and criminal liability arising out of such actions. Immunity shall not be accorded to persons acting in bad faith.

Anonymous Reporting

Mandated reporters are required to give their names. Non-mandated reporters may report anonymously. Child protective agencies are required to keep the mandated reporter's name confidential, unless a court orders the information disclosed.

Liability

Legally mandated reporters can be criminally liable for failing to report suspected abuse. The penalty for this misdemeanor is up to six months in county jail, a fine of not more than \$1,000 or both. Mandated reporters can also be civilly liable for failure to report.

Notification Regarding Abuse

You are not legally required to notify the parents that you are making a report; however, it is often beneficial to let the parents know you are reporting for benefit of a future relationship.

Child Abuse Reporting Agencies

ALABAMA

Call your county Department of Human Resources or local law enforcement.
For county contact search portal:
<http://www.dhr.state.al.us/counties.asp>
Volunteers are not mandated reporters

ALASKA

(800) 478-4444
<http://www.akchildabuseprevention.org>
Volunteers are not mandated reporters

ARIZONA

(888) SOS-CHILD
<https://egov.azdes.gov/CMSInternet/main.aspx?menu=154&id=2030>
Volunteers are mandated reporters

ARKANSAS

(800) 482-5964 for reporting and parents under stress, 24 hrs
<http://www.arkansas.gov/reportARchildabuse/>
Volunteers are not mandated reporters

CALIFORNIA

Hotlines available for each county:
<http://www.childsworld.ca.gov/res/pdf/CPSEmergNumbers.pdf>
Volunteers are not mandated reporters

COLORADO

(720) 944-3000, 24 hours, or report to your county:
<http://www.cdhs.state.co.us/childwelfare/FAQ.htm>
Volunteers are not mandated reporters

CONNECTICUT

(800) 842-2288 for reporting and parents under stress, 24 hrs
<http://www.ct.gov/dcf/cwp/view.asp?a=2556&q=314388>
Volunteers are not mandated reporters

DELAWARE

(800) 464-4357 for reporting and parents under stress, 24 hours
http://kids.delaware.gov/fs/fs_cai.shtml
*Volunteers are mandated reporters

DISTRICT of COLUMBIA

(202) 671-SAFE
<http://www.cfsa.dc.gov/cfsa/cwp/view,a,3,q,520712.asp>
Volunteers are not mandated reporters

FLORIDA

(800) 962-2873
http://www.state.fl.us/cf_web/
*Volunteers are mandated reporters

GEORGIA

Call local child protection office:
<http://dfcs.dhr.georgia.gov/portal/site/DHS-FCS/menuitem.5d32235bb09bde9a50c8798dd03036a0/?vgnnextoid=eca92b48d9a4ff00VgnVCM100000bf01010aRCRD>
Volunteers are not mandated reporters

HAWAII

(808) 832-5300, 24-hour hotline
http://hawaii.gov/dhs/protection/social_services/child_welfare/MANDATED%20REPORTER%20HANDBOOK.pdf
Volunteers are not mandated reporters

IDAHO

(800) 926-2588, 24 hours
<http://healthandwelfare.idaho.gov/Children/AbuseNeglect/ChildProtectionContactPhoneNumbers/tabid/475/Default.aspx>
Volunteers are mandated reporters



ILLINOIS

(800) 252-2873, in state
http://www.state.il.us/dcfs/FAQ/faq_faq_can.shtml
Volunteers are not mandated reporters

INDIANA

(800) 800-5556 for reporting, 24 hours
<http://www.in.gov/dcs/files/FactsInfoBrochure.pdf>
Volunteers are mandated reporters

IOWA

(800) 362-2178
http://www.pcaiowa.org/child_abuse.html
Volunteers are not mandated reporters

KANSAS

(800) 922-5330
<http://www.srskansas.org/CFS/Child%20Abuse%20Reprting%20Guide.pdf>
Volunteers are not mandated reporters

KENTUCKY

(800) 752-6200
<http://chfs.ky.gov/dcbs/dvpr/>
Volunteers are mandated reporters

LOUISIANA

Contact local OCS office or emergency child protection hotline for your parish:
<http://dss.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=109>
Volunteers are not mandated reporters

MAINE

(800) 452-1999, reporting and stress, 24 hours
http://maine.gov/dhhs/mandated_reporters.shtml
Volunteers may be mandated reports

MARYLAND

Contact local department of social services:
<http://dhr.maryland.gov/cps/address.php>
*Volunteers are mandated reporters

MASSACHUSETTS

(800) 792-5200 – 24-hour hotline
http://www.mass.gov/?pageID=eohhs2terminal&L=5&L0=Home&L1=Consumer&L2=Family+Services&L3=Violence%2c+Abuse+or+Neglect&L4=Child+Abuse+and+Neglect&sid=Eeohhs2&b=terminalcontent&f=dss_c_can_reporting&csid=Eeohhs2
Volunteers are not mandated reporters

MICHIGAN

(800) 942-4357
<http://www.michigan.gov/dhs/0,1607,7-124-5452---,00.html>
Volunteers are not mandated reporters

MINNESOTA

Contact your county social service agency:
http://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=id_000152
Volunteers are not mandated reporters

MISSISSIPPI

(800) 222-8000, 24 hours
http://www.state.ms.us/fcs_prot.html
Volunteers are mandated reporters

MISSOURI

(800) 392-3738, 24 hr
<http://www.state.mo.gov/cd/rptcan.htm>
Volunteers are not mandated reporters



MONTANA

(866) 820-5437

<http://www.dphhs.mt.gov/cfsd/publications/newdirectioninreporting.shtml>

Volunteers are not mandated reporters

NEBRASKA

(800) 652-1999

<http://www.dhhs.ne.gov/Protectachild>

Volunteers are mandated reporters

NEVADA

(800) 992-5757

http://www.dhhs.state.nv.us/dhhs_report_suspectedchildabuse.htm

Volunteers are not mandated reporters

NEW HAMPSHIRE

(800) 894-5533 or 911 after hours, weekends or holidays

<http://www.dhhs.state.nh.us/DHHS/BCP/report-abuse.htm>

Volunteers are mandated reporters

NEW JERSEY

(877) NJ ABUSE

<http://www.state.nj.us/dcf/abuse/how/>

Volunteers are mandated reporters

NEW MEXICO

(800) 797-3260

<http://www.cyfd.org/content/reporting-abuse-or-neglect>

Volunteers are mandated reporters

NEW YORK

(800) 342-3720

<http://www.ocfs.state.ny.us/main/cps>

Volunteers are not mandated reporters

NORTH CAROLINA

Contact your local department of social services:

<http://www.ncdhhs.gov/dss/local/index.htm>

Volunteers are mandated reporters

NORTH DAKOTA

Contact your local department of social services:

<http://www.nd.gov/dhs/services/childfamily/cps/>

Volunteers are not mandated reporters

OHIO

Contact county Public Children Services Agency:

<http://jfs.ohio.gov/ocf/reportchildabuseandneglect.stm>

Volunteers are not mandated reporters

OKLAHOMA

(800) 522-3511, 24-hour hotline

<http://www.okdhs.org/programsandservices/cps>

Volunteers are mandated reporters

OREGON

Contact local Child Welfare office:

http://www.oregon.gov/DHS/children/abuse/cps/cw_branches.shtml

Volunteers are not mandated reporters

PENNSYLVANIA

(800) 932-0313, reports and stress

<http://www.dpw.state.pa.us/ServicesPrograms/ChildWelfare/003671030.htm>

Volunteers are not mandated reporters

PUERTO RICO

(800) 981-8333

RHODE ISLAND

(800) 742-4453, reports and Stress, in state

http://www.dcyf.ri.gov/child_welfare/index.php

Volunteers are mandated reporters

SOUTH CAROLINA

Contact local child welfare office:

http://www.childwelfare.com/south_carolina.htm

Volunteers are not mandated reporters



SOUTH DAKOTA

Contact local child welfare office:
<http://dss.sd.gov/cps/protective/reporting.asp>
Volunteers are not mandated reporters

TENNESSEE

(877) 237-0004
<http://www.state.tn.us/youth/childsafety.htm>
Volunteers are mandated reporters

TEXAS

(800) 252-5400, reports and stress, 24 hrs
<http://www.txabusehotline.org/>
Volunteers are mandated reporters

UTAH

(800) 678-9399, in state, 24 hours
<http://www.hsdcsf.utah.gov/>
Volunteers are mandated reporters

VERMONT

(800) 649-5285, after business hours
http://dcf.vermont.gov/fsd/reporting_child_abuse
Volunteers are not mandated reporters

VIRGINIA

(800) 552-7096
<http://www.dss.virginia.gov/about/abuse.html>
Volunteers are not mandated reporters

WASHINGTON

(800) 363-4276, reporting, 24 hours
<http://www.dshs.wa.gov/ca/safety/abuseReport.asp>
Volunteers are not mandated reporters

WEST VIRGINIA

(800) 352-6513
http://www.wvdhhr.org/bcf/children_adult/cps/report.asp
Volunteers are not mandated reporters

WISCONSIN

Contact county department of social services:
<http://dcf.wisconsin.gov/children/CPS/cpswimap.HTM>
Volunteers are not mandated reporters

WYOMING

(800) 457-3659 in State, 24 hours
<http://www.childwelfare.com/wyoming.htm>
Volunteers are mandated reporters

Websites of Interest

American Youth Soccer Organization, home page

- <http://www.ayso.org>

A website resource to search for registered sex offenders by state

- <http://www.sexoffender.com>

Department of Justice national sex offender public registry

- <http://www.nsopr.gov/>

Details of Megan's Law and how it applies to each state

- <http://www.klaaskids.org/pg-legmeg.htm>

The National Children's Advocacy Center (NCAC), Huntsville AL, is a non-profit agency providing prevention, intervention, and treatment services to physically and sexually abused children and their families within a child-focused team approach.

- <http://www.nationalcac.org/>

Internet resource for child protection and related issues. Created to support, inform and encourage those dealing with any aspect of child abuse, in a positive non-threatening environment.

- <http://www.childabuse.com/>

The Volunteer Protection Act of 1997 provides protection to volunteers based on their activities.

- <http://thomas.loc.gov/>

(click on the 105th Congress under Bill Text, type "s.543" in the Search By Bill Number)

The Child Protection Act of 1993 encouraged states to improve the quality of their criminal history and child abuse records.

- <http://thomas.loc.gov/>

(click on the 103rd Congress under Bill Text, type "h.r.1237")

The Volunteers for Children Act amended the National Child Protection Act of 1993 to facilitate the fingerprint checks authorized by that Act, and for other purposes.

- <http://thomas.loc.gov/>

(click on the 105th Congress under Bill Text, type "h.r.2488")

National Council for Accreditation of Coaching Education (NCACE) is an organization whose primary goal is to promote healthy lifestyles through high quality programs in health, physical education, recreation, dance, and sport.

- <http://www.aahperd.org/>