

Ohio Youth Soccer Association North Risk Management Policy

Statement of Policy

The Ohio Youth Soccer Association North (OYSA-N) has adopted the following policies:

1. The Ohio Youth Soccer Association North has adopted the Ohio North Kid Safe Program which is designed to create a safe environment for all players associated with OYSA-N;
2. The Ohio Youth Soccer Association North has adopted the stringent standards espoused by the Ohio North Kid Safe Program for use by all members (leagues/clubs) of the association and is committed to providing all support necessary for those members to implement the Ohio North Kid Safe Program at all levels of the association;
3. The Ohio Youth Soccer Association North supports and adopts strong measures to ensure fiscal safety and security for the association and all of its members.
4. The Ohio Youth Soccer Association North supports and adopts procedures for the safety and security for players in the direct care of its programs, as well as strongly suggests the implementation of the procedures for all players outside the presence of parents and/or guardians.
5. The Ohio Youth Soccer Association North supports and adopts procedures for the safety and security of all participants in the handling of bloodborne pathogens. (adopted 8/6/97)

6. The Ohio Youth Soccer Association North shall prohibit deadly weapons or dangerous ordnance onto the premises of any facility, field, complex or other at which it conducts programs, practices or games., as provided by law. (adopted 3/29/04, amended 4/26/04)

7. **The Ohio Youth Soccer Association North shall require all member leagues to certify to the state association each year in November by the AGM that Goal Safety Policies have been implemented by the member organization. (adopted 8/3/04)**

Statement of Position

In order to implement the policies identified above, commonly known as the Ohio North Kid Safe Program, the Ohio Youth Soccer Association North has adopted the following positions:

1. The Ohio Youth Soccer Association North shall exclude from all of its programs any adult person with a documented history of molestation, sexual abuse, exploitation, physical abuse or any other crime against a minor. “Other crimes against minors” include, but are not limited to, neglect, harassment, child abandonment, violation of a restraining order and providing or selling alcohol or unlawful drugs.

2. The policies enumerated above, including exclusion from programs, shall apply to the following:
 - a. Coaches, including assistant coaches;
 - b. Trainers;
 - c. Boards of Directors or managers of all clubs, leagues, and organizations affiliated with OYSA-N, if they have direct contact with players

- d. All employees of OYSA-N;
 - e. All individual contractors who enter into contracts with OYSA-N;
and
 - f. Referees, if such persons have direct contact with minors
(including players or youth referees) outside the presence of such
persons' parents, other than the routine officiating of games.
3. The Ohio Youth Soccer Association North shall adopt special rules of
conduct, which will apply to all adults who have direct contact, and
supervision of minors.
 4. The Ohio Youth Soccer Association North shall adopt policies for itself and
urge similar adoption of policies by all affiliated boards, clubs and leagues so
that all funds and assets are handled in an appropriate manner which meets
generally accepted standards of fiscal responsibility and control.
 5. The Ohio Youth Soccer Association North shall adopt policies banning
possession of deadly weapons and/or dangerous ordnance at soccer games,
practices and activities.
 6. **The Ohio Youth Soccer Association North shall adopt policies requiring
leagues to have an implement a Goal Safety Policy with certain specifics
as a part of that program.**

Statements of Requirements for the Employee/Volunteer Disclosure Form

In order to comply with the Ohio North Kid Safe Program, the Ohio Youth Soccer Youth Soccer Association North shall require all persons described in Item 2 above to submit an Employee/Volunteer Disclosure Statement in writing pursuant to procedures adopted by the Ohio Youth Soccer Association North. Further, all such persons shall

Adopted April 30, 1997, rev. August 11, 1997, February 10, 2002, March 29, 2004,
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agree to be subject to a background check designed to disclose activities, which may result in exclusion from the Ohio Youth Soccer Association North programs.

The Ohio Youth Soccer Association North has adopted the Employee/Volunteer Disclosure Statement, which has been recommended by the United States Youth Soccer Association. All adults listed in the "Statement of Position, 2. (a-f)" shall complete the Disclosure Statement in writing and shall sign such statement. Among other information, each such adult must supply their social security number (or registration numbers for non-United States citizens) and all valid drivers license numbers. If the required Disclosure Statements are incomplete, unsigned or are not submitted as required by any such person who is required to submit the Statement, the Ohio Youth Soccer Association North reserves the right to exclude that person from all programs.

The Ohio Youth Soccer Association North will appoint a Risk Management Coordinator and an Assistant Risk Management Coordinator. The Assistant will not be involved in any examination of documents or decisions, unless the Coordinator is not able to perform the functions designated. The State President will make the decision to have the Assistant involved in the process. The Risk Management Coordinator is to apply the standards contained in this document impartially and fairly along the strict guidelines included herein.

The Ohio Youth Soccer Association North shall be responsible for providing the Disclosure Statements to all leagues, who will be responsible for distributing the Statements to all affected persons. In order to preserve confidentiality, the completely executed and signed Disclosure Statement shall be returned to the State Risk Management Coordinator at the state office in a sealed envelope. The Risk Management Coordinator and the Alternate Risk Management Coordinator will be the only persons who will have access to the Disclosure Statements and all background checks. Notwithstanding the prior statement, the Risk Management Coordinator, or the Alternate Risk Management Coordinator in the case of absence of the Risk Management Coordinator may disclose the Disclosure Statement or the data from the background

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check if: (i) the person submitting the data authorizes disclosure; or (ii) the person submitting the data challenges the decision by the Risk Management Coordinator or alternate to exclude such person from OYSA-N activities, in which instance the decision is to be appealed to the State Appeals Committee. (The appeals process is contained further in this document.) The confidential information will be released to the Chairperson of the Committee, who is authorized to release it to the members of the committee.

In order to secure a complete list of all persons required to submit such Disclosure Statements, each league, club or organization associated with OYSA-N shall provide appropriate lists along with other appropriate transmittal documents. Each such league, club or organization is responsible to keep all such lists current, and to submit an updated list when requested.

All Disclosure Statements received by the Risk Management Coordinator shall be deemed to be valid for the two-year period established by OYSAN.

Once the Risk Management Coordinator receives disclosure statements, the Risk Management Coordinator shall establish a random selection process whereby some or all of the disclosure statements will be reviewed. At the request of an OYSA-N affiliated league, club or organization, the Risk Management Coordinator may establish separate random selection procedures for each such organization.

All records, forms, and results of reviews will be handled in strict confidence by the Risk Management Coordinator, or Alternate Risk Management Coordinator in the absence of the Risk Management Coordinator. All documents received shall be kept in locked and otherwise secure file cabinets. Sole possession of all disclosure statements shall be with the Risk Management Coordinator. Any disclosure statements or other materials that are more than two years old shall be destroyed in a manner that will preserve confidentiality.

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Once a Disclosure Statement is reviewed by the Risk Management Coordinator, he or she shall apply standards adopted by the Ohio Youth Soccer Association North Board of Directors as enumerated herein and adopted in order to determine whether a person submitting the disclosure Statement should be excluded from participation in OYSA-N programs. The Risk Management Coordinator shall have sole authority as to the continuation of any person in any OYSA-N program. If the Risk Management Coordinator determines that a person should be excluded from the program, the Risk Management Coordinator shall notify that person in writing by certified, registered mail. The contents of the letter will require resignation of the person from all OYSA-N affiliated organizations within ten days of receipt. If the person decides to appeal the decision of the Risk Management Coordinator, the person shall send a letter to the Chairperson of the Appeals Committee within ten days of receipt of the letter requesting an appeal hearing. The normal appeal process of the Board of Directors will then be in effect. As a condition of appeal, the person agrees to have no contact with players until the appeal is heard.

If the person receiving any letter from the Risk Management Coordinator does not act within ten days from the receipt of the letter, the Risk Management Coordinator has the authority to approach the governing body of any or all organizations under the auspices of the Ohio Youth Soccer Association North to advise them that such person is not permitted to participate in the program. No notification from the Risk Management Coordinator to any governing body will occur if the Risk Management Coordinator is presented with sufficient evidence that the requested resignation has been filed with the affected organizations.

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BOARD POLICY RM-1:

Board Policy for Exclusion from Programs Operated or Affiliated with the Ohio Youth Soccer Association North.

Adult persons shall be excluded from participation in any manner and at any level for any programs directly or indirectly overseen by Ohio Youth Soccer Association North, including, its affiliated leagues, clubs and/or organizations for conviction of any of the following crimes as listed in Ohio Revised Code Section 109.572 (A)(1): aggravated murder with specific intent to cause death, murder; kidnapping; felonious assault, aggravated assault, assault, rape, aggravated robbery, robbery, burglary, aggravated burglary, voluntary manslaughter, involuntary manslaughter, failing to provide for functionally impaired person, aggravated menacing, patient abuse/neglect, abduction, child stealing, child enticement, sexual battery, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, procuring, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of a minor in nudity oriented material or performance, unlawful abortion, endangering children, contributing to the delinquency of a minor, domestic violence, promoting prostitution (children), prostitution: after positive HIV test, corruption of a minor, custodial interference, carrying concealed weapons, having a weapon while under a disability, improperly discharging a weapon at or near a school or dwelling, corrupting another with drugs, trafficking in drugs, illegal manufacture of drugs or cultivation of marijuana, funding of drug or marijuana trafficking, illegal administration or distribution of anabolic steroids, possess of drugs (that is not a minor drug possession offense), placing harmful objects in food or confection, and any substantially equivalent offense of the above.

Any conviction for simple assault, where judgment is rendered any time during the ten years prior to the date of the receipt of the Disclosure Statement will result in exclusion from participation in any manner and at any level for any programs directly or indirectly overseen by Ohio Youth Soccer Association North, including, its affiliated leagues, clubs and/or organizations.

BOARD POLICY RM-2:

**Board Policy for Exclusion from Operating Automobiles in any Program Operated
or Affiliated with the Ohio Youth Soccer Association North**

Drivers shall be prohibited from driving any soccer players or youth referees (except a son or daughter of the driver) for any programs directly or indirectly overseen by OYSA-N, including its affiliated leagues, clubs, and/or organizations for:

- a. Suspension or revocation of a driver's license which has occurred any time during the five years prior to submission of the Disclosure Statement;
and
- b. Any conviction of driving under the influence of drugs or alcohol where such judgement was entered within the twenty (20) years prior to the submission of the Disclosure Statement.

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BOARD POLICY RM-3:

Board Policy for Suspension from Programs Operated or Affiliated with the Ohio Youth Soccer Association, North

Pursuant to United States Youth Soccer Association Rules 4043 and policies adopted by the Ohio Youth Soccer Association North, any person participating in any Ohio Youth Soccer Association North programs who becomes a defendant in any litigation, the outcome of which would result in exclusion under the policies identified in BOARD POLICY RM 1 or BOARD POLICY RM 2, the outcome of which would result in exclusion under the policies identified above or any litigation based upon activities otherwise detrimental to the welfare of minors, shall be suspended from all soccer-related activities until such litigation is resolved by court order. The phrase “matters detrimental to the welfare of youth players” shall include all the offenses listed above as well as any other crimes or charges of moral turpitude and other felonies. For purposes of this policy, the phrase “a defendant in litigation” shall include the arrest, indictment, citation or equivalent “formal charge” of any adult person for any crimes or other offenses listed above. The Board of Directors of the Ohio Youth Soccer Association North will determine the period of suspension.

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BOARD POLICY RM-4:

Board Policy Regarding Criminal Activity

If the Ohio Youth Soccer Association North Board of Directors, as single members or as a whole; the Risk Management Coordinator or Alternate Risk Management Coordinator; any employee; any participant volunteer; or any other person associated with the Ohio Youth Soccer Association North comes into knowledge of any criminal activity, any or all such persons shall report such criminal activity as required by law.

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**Statement of Policy Concerning Safety and Security of Players and Youth Referees
and Youth Coaches Outside the Presence of Parents and/or Guardians**

The Ohio Youth Soccer Association North supports and adopts procedures for the safety and security for players in the direct care of its programs, as well as the implementation of the procedures for all players outside the presence of parents and/or guardians. For purposes of clarity, “players” shall also include any other youth (person under the age of 18 years) including youth referees or youth coaches.

It is the policy of the Ohio Youth soccer Association North that all players are entitled to protection and vigilance by the adults appointed to be responsible for them in settings outside the presence of parents and/or guardians.

BOARD POLICY RM-5:

**Board Policy Concerning Care of Players Outside the Presence of Parents and/or
Guardians**

It is the policy of the Board of the Ohio Youth Soccer Association North that the following rules apply to the care of players outside the presence of parents and/or guardians in OYSAN directly operated programs.

RULES:

1. All adults accepting responsibility for the care of players must have a completed Employee/Volunteer Disclosure Form on file as indicated in the Risk Management Policy of the Ohio Youth Soccer Association North.
2. adults must be fingerprinted and backgrounds checked, at OYSAN expense
3. Three Notarized Medical Permission to Treat forms, signed by parents/guardians must be completed. The form must be accessible at all activities—on the field, in the hotel or dorm, at leisure activities.
 - a. one form is to be maintained by the coach
 - b. one form is to be maintained by the team manager
 - c. one form is to be maintained by the person hosting the player.
4. Medical History forms must be attached to the above Permission to Treat Forms.
5. The sponsoring body (league, tournament, camp, etc.) must indicate how to access proper medical attention. If medical personnel are not to be on-site, then telephones or other devices must be available to call emergency medical services.
6. Prior to the first night, players must be informed of fire and bad weather procedures, location of fire escapes, and a location for the team to meet outside of the facility in case of emergency. Prior to meeting with the players, the adult in charge should receive this information for the housing

management.

7. Locations of, and maps to, medical facilities from the team location must be available in case of emergency.
8. No person under the age of 21 is permitted to drive players while outside of the control of the parent, without written permission of the parent. When transporting players, the driver must obey all traffic and speed laws.
9. Players are not permitted to leave the team situation unless permitted by the program, and unless the parent gives written permission. Any person removing a player must present picture identification, and must be the specific person listed in the parent's permission.
10. Activity rules should be adhered to carefully by players. Player must be aware of their safety at all times, while crossing streets, and opening doors in living quarters. Players 14 years old and under must travel in groups of three, while older players must be with one other player at all times.
11. Non-related adults and players are never to be in a room alone together. Another adult or another player must always be present.
12. Players must be supervised at all times.

BOARD POLICY RM 5.1

Board Policy concerning adult participation in any OYSAN program

Any of the following people must comply with this policy. Failure to do so may result in disciplinary action including but not limited to dismissal, cancellation of contract, suspensions, or other discipline.

- a. Coaches, including assistant coaches;
- b. Trainers;
- c. Program Directors/Team managers
- d. All employees of OYSA-N;
- e. All individual contractors who enter into contracts with OYSA-N; and
- f. Referees, if such persons have direct contact with minors (including players or youth referees) outside the presence of such persons' parents
- g. Volunteers

The above persons will be required to submit fingerprints, and a background check will be done if they are involved in a program that involves conducting and/or participating in an OYSAN program with ONE or more of the following on a regular basis:

1. activities held in an isolated setting
2. little or no parental involvement
3. one adult supervising a child or children
4. activity with one child
5. interaction with a specific child over a long period of time
6. overnight stay
7. activity involving physical contact as a part of instruction or control
8. activity held in a private home
9. activity with a child, children or team without another adult present

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10. activity involving changing clothes or showering by children or in the presence of children

Any adult listed above, who meets even one of the above criteria, must immediately have a fingerprint background check before continuing in the program.

Adults listed above who find themselves in a situation where they have unsupervised access to a child in an OYSAN program must immediately have a fingerprint background check before starting or continuing in the program. "Unsupervised" means that "no other person 18 years or older is present in the same room with the child and/or if outdoors, no other person 18 years or older is within a 30 yard radius of the child or has visual contact with the child." A "child" is defined as an individual under the age of 18 or a mentally and/or physically handicapped individual under the age of 21.

All of the people listed above including current and future persons will complete an application with references, which will be checked. The application form is attached.

Persons with no contact with children are not required to submit to fingerprint checks.

Persons meeting the criteria above who do not comply will be subject to disciplinary action and removal from the program until compliance.

If the background check results in a "hit" for an offense on the ORC 109.572 list, the person will be asked to resign their position. If they do not resign, a hearing to remove the person will be held, conducted by the OYSAN Disciplinary Committee, in accordance with USSF rules.

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Statement of policy concerning recommending safety procedures for dealing with injuries involving blood.

The soccer community is like all other segments of society. Some participants may have infectious diseases including HIV/AIDS and Hepatitis B (bloodborne pathogens.)

Individuals with infectious diseases have the right to participate in youth soccer programs. Efforts to exclude individuals from participation in the Ohio Youth Soccer Association North programs or the programs of member clubs because of infectious diseases are governed by the Americans with Disabilities Act (ADA) and the Rehabilitation Act.

Individuals with infectious diseases have the right to confidentiality. Revealing such confidential information in a non-professional setting may qualify as a breach of privacy and opens up the possibility of a civil suit. Sharing information about an individual with an infectious disease is risky at best.

Therefore, it is incumbent upon those involved in soccer activities to treat every person on the field, as in any area of society, with the assumption they are HIV positive.

The Ohio Youth Soccer Association North supports FIFA Circular No. 438, dated July 6, 1990 which states in part, "The referee should prevent a player who is bleeding profusely from taking any further part in a match until he has been adequately treated and the bleeding has stopped."

BOARD POLICY RM-6:

Board Policy Concerning Bloodborne Pathogens

The following is highly recommended for leagues and is mandated for state run programs, such as the Olympic Development Program.

Precautions for reducing the potential for transmission of infectious diseases should include, but are not limited to, the following:

- 1). Routine use of latex gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- 2). If bleeding is profuse and requires the assistance of a supervising adult, latex gloves should be donned and pressure applied to the wound, keeping the injury above the level of the heart, if possible. Medical care should be sought.
- 3). Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- 4). The bloodied portion of the athlete's uniform must be properly disinfected, or the uniform changed before the athlete may participate.
- 5). Clean all blood-contaminated surfaces and equipment with a solution made from 1-100 dilution of household bleach or other disinfectant before competition resumes. Use a new mixture for each event, and discard the mixture after each event.
- 6). Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices found in the area of the field.
- 7). Although saliva has not been implicated in HIV transmission, mouthpieces, resuscitation bags, or other ventilation devices should be available for use to minimize the need for emergency direct mouth-to-mouth resuscitation.
- 8). Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct care until the condition resolves.
- 9). Contaminated towels, dressings, and other articles containing body fluids should be properly disposed of or disinfected.
- 10). Players should never be allowed back onto the field with bloody clothing. It is recommended that each player have extra clean shirts, shorts, socks and shoes with them.

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11). The field of play should be inspected and cleaned up prior to resuming play. This may necessitate cutting out the blood area in grass and removing it to a proper disposal area.

RM 5 was adopted at the OYSAN Board Meeting of August 11, 1997.

BOARD POLICY RM-6/F-1:

Board Policy Concerning Finances

Any adult person associated with the Ohio Youth Soccer Association North in any capacity who is responsible for collecting, dispersing or otherwise accounting for money shall abide by the following rules:

1. All such persons must be clearly identified and bonded;
2. All cash received or dispersed must be evidenced by receipts;
3. Deposits to approved accounts must be made no later than 72 hours after receipt of any cash or checks;
4. Detailed and verifiable records of receipts, checks or other cash must be retained for at least three years;
5. Each organization affiliated with the Ohio Youth Soccer Association North must provide that a person independent of the primary person receiving money, shall balance all periodic statements received from financial institutions to ensure and independent “check and balance” is maintained;
6. An independent audit must be performed annually by appropriate persons designated by the governing body and such reports must be maintained for three years;
7. If credit cards are used for Association business, all credit card statements, receipts and detailed explanations of the purpose for the use of the credit card must be maintained for three years;
8. No expenditures should be made of the Ohio Youth Soccer Association North funds without appropriate written documentation to support all such expenditures; all such written documentation should be maintained for three years;
9. Any credit cards issued by OYSA-N shall be maintained exclusively by the person to whom the Board authorizes such issuance;

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10. Clear limits on spending policy must be adopted in writing and appropriate levels of approvals must be made clear in all such documents;
11. Whenever possible, expenditures for services of goods from third parties should be supported by purchase orders; and
12. No payments shall be made for any unapproved purposes.

Adopted April 30, 1997, rev. August 11, 1997, February 10, 2002, March 29, 2004,
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BOARD POLICY F-2:

Exclusions from Handling Finances of the Association

Persons who have the responsibility to handle money or finances in general for any program under the auspices of the Ohio Youth Soccer Association North, its affiliated leagues, clubs, and/or organizations are excluded from doing so for any of the following convictions:

- a. Robbery, theft, extortion, embezzlement, any offense associated with intentionally issuing a bad check;
- b. Financial exploitation of any person, including a minor; or
- c. Forgery.

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BOARD POLICY F-3:

Board Policy Regarding Appeals of Suspensions or Exclusions

Any person subject to any suspension or exclusion pursuant to the policies adopted by the Board of the Ohio Youth Soccer Association North, may appeal any such suspension or exclusion to the Board of Directors through the established Appeals Committee. All appeals shall be handled by procedures adopted by the Board and made available to any person who exercises his or her right to appeal.

Adopted April 30, 1997, rev. August 11, 1997, February 10, 2002, March 29, 2004,
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BOARD POLICY RM-7:

**Board Policy Regarding Prohibition of Persons from Carrying Deadly Weapons
and/or Dangerous Ordnance onto Premises Used for Youth Soccer Activities**

1. The Ohio Youth Soccer Association North shall post a notice on the land or premises used by the association for its programs prohibiting persons from carrying concealed weapons, deadly weapons, and/or dangerous ordnance as provided in Ohio Law, RC 2923.
2. The Ohio Youth Soccer Association North shall encourage its affiliate and associate members to do the same.
3. The sign shall state: “Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordnance onto these premises.” A sample sign appropriate for this use is available on the State of Ohio web site.
4. While ~~most~~ **some** public property is covered under the law, church grounds and private property are not covered, and signs must be posted to prohibit weapons onto the property. Ohio Youth Soccer Association and its members must request that the private property owner post such a sign while soccer activities are being held. Failure to post such a sign should exclude the site from being able to host youth soccer activities.

(adopted 3/29/04)

BOARD POLICY RM-8:

Board Policy Regarding Goal Safety in Youth Soccer Activities

1. The Ohio Youth Soccer Association North will require at its own programs that for every activity:
 - a. The person coordinating the OYSAN activity or other responsible person will make a physical inspection of each goal prior to the activity to assure that goals are securely anchored and stored in accordance with CPSC guidelines/manufacturer's guidelines. (Attached)
 - b. That all parents and guardians are told of the dangers of unsecured goals and the parents' responsibility to keep kids away from goals, and to secure goals if necessary.
 - c. That staff of OYSAN will conduct random site surveys.

2. The Ohio Youth Soccer Association North will require all member organizations for every activity:
 - a. To have a written goal safety policy in accordance with CPSC/Manufacturer guidelines which require:
 1. a coach or other responsible person to make a physical inspection of the goal prior to practice and games to assure that the goals are securely anchored and stored in accordance with CPSC guidelines/manufacturer's guidelines. (Attached)
 2. the policy to include communicating each year with parents of each player and players about the dangers of unsecured goals, and their responsibility to assure that goals are secure. It is appropriate to have a penalty for players playing on goals.
 - b. The league will conduct random site surveys concerning goal anchoring and storage.

3. Even if OYSAN or the member does not own the fields and goals, the league still has a responsibility to remind the owners of the safety requirements, and to have a policy for the above.