

**Guidelines for Coaches and Other Volunteers  
Who Work With Children/Youth at Park Sharon Athletic Assoc  
January, 2007**

1. All persons who apply for a position of Coach, Assistant Coach or other volunteer position with children/youth in all sports at PSAA will submit to an online background check and sign a PSAA Covenant.
2. A criminal background check will be performed through an appropriate agency and such background check will include at least a state law enforcement check.  
  
2a. After completion of background checks, each coach and/or volunteer will be issued a PSAA Identification Badge. Volunteers are to wear their ID badge when participating at the concession stand or any player activity. Coaches are required to show their ID badge to game official before the game or match.
3. Should PSAA have sufficient reason to believe that an applicant poses a threat to children/youth and/or has any prior history of physical or sexual abuse directed against another person, then such applicant shall be immediately removed from consideration for a coaching, assistant coaching or other volunteer position who is directly involved with working with children/youth at PSAA.
4. At least 2 Adults (over 18 years of age) shall be present during children/youth activities including practices and games or other events, including events that require vehicle travel and are away from PSAA grounds. During practices, games and other events, 2 adults will be visible to each other when working with children/youth at all times.
5. Coaches and volunteers are to release children/youth in their care only to parents, grandparents or persons specifically known and/or authorized to pick up the child/youth.
6. Any parent or other adult can substitute to help coach who meets criteria set forth above. Therefore, it is requested that all parents sign a Covenant and submit to a background check in order to provide an available pool of substitute volunteers for each team and to affirm their desire to make PSAA a safe place for our children/youth to come and participate in activities and athletics.
7. Any coach or adult volunteer who becomes aware of an injury to a child shall take steps to insure that proper medical attention is given to the injured person. If the injury is minor, parent/guardian of the child/youth is to be notified when picking up the child/youth. If the injury requires medical attention then parent or guardian of the injured child/youth should be notified along with Sports Commissioner as soon as practical. Proper medical attention should be provided to the injured child/youth, possibly including summoning an ambulance.
8. Any coach or other person who becomes aware of any abuse or molestation or any allegation of abuse or molestation connected with any sports activity shall immediately inform another coach or any board member of such matter. The coach or board member shall immediately inform Board President or Vice-President or Sports Commissioner for that sport.
9. Any coach, Sports Commissioner or board member of PSAA who becomes aware of any abuse or molestation or allegation of abuse or molestation connected with a sports activity at PSAA shall immediately inform Board President or Vice-President of PSAA.
10. Any Coach or Sports Commissioner who becomes aware of possible abuse or molestation of a participant shall ensure that the participant's parent or guardian is immediately informed that abuse or molestation may have occurred. The PSAA board President or Vice President shall promptly contact the PSAA attorney to discuss the reported incident. The PSAA President or Vice President will, within a reasonable time following this conversation, contact appropriate law enforcement if necessary.
11. Upon notice of abuse or molestation to the Board President or Vice President, then PSAA's insurance carrier shall be promptly notified.

12. Confidentiality of all persons involved shall be scrupulously safeguarded.
13. Any Sports Commissioner or Board Member that becomes aware of a violation of the policy or the procedures shall take all necessary steps to ensure future compliance with the policy and procedures by all volunteers, coaches, assistant coaches; and shall remove persons from their positions if such removal is warranted, or if the workers pose a potential threat to others.
14. Internal Investigation
  - a. Any coach or other volunteer who is the subject of investigation shall be removed from his or her position pending completion of the investigation. If a coach or other volunteer admits to the abuse or molestation, then he or she shall be terminated from any further coaching or volunteering positions at PSAA.
  - b. Any person who is not found innocent of alleged abuse or molestation shall be removed from volunteer positions to include coaching with children/youth at PSAA.
15. Spokesperson for PSAA
  - a. Board President, Vice President or their designee shall be the spokesperson following a notice or allegation of any abuse or molestation in connection with activities at PSAA. This person shall be the only person authorized to convey information on behalf of PSAA concerning the situation, so as to avoid compromising any ongoing investigation, and shall convey only such information as is deemed necessary under the circumstances.
16. Annual Review and Update
  - a. This policy and procedure shall be conveyed for review annually to all volunteers and coaches to whom it applies.
  - b. A yearly update of information shall be completed by volunteers and coaches affirming and/or noting changes to info supplied as part of their online background check. Online background checks of identified persons above will be conducted every three (3) years.
  - c. In the event any volunteer or coach's update suggests or indicates that a coach and/or volunteer has become unsuitable for working with the children/youth of PSAA, then she/he shall be immediately removed from their current position and shall not be considered for other positions directly involving work with the children/youth of PSAA.
17. This policy and procedures will be regularly reviewed with PSAA's attorney and can be modified accordingly by action of the Board of Governors in accordance with their By-laws. Any such modification shall be promptly conveyed to all persons affected by such modification.