

# BLUE VALLEY FOOTBALL CLUB

## QUALITY COACHES PROGRAM

### 1. PURPOSE

The purpose of this program is to reduce the liability risk and related negative publicity, expense, and trauma to the Blue Valley Football Club and most importantly, the children they serve. The likelihood of such will be reduced by making the environment unsuitable for the sexual predator and/or abuser.

The Quality Coaches Program will key in on the essentials of education, volunteer screening, policies, and program administration.

### 2. DEFINITIONS

**Child Abuse:** Verbal abuse (ridicule or put-downs), physical abuse (any hurting touching or excessive exercise used as punishment), emotional abuse (threats to perform unreasonable tasks), and sexual abuse.

**Sexual Abuse:** Refers to a wide spectrum of interactions including rape, physical assault, sexual battery, unwanted physical sexual contact, unwelcome sexually explicit or offensive verbal communication, coercive or expletive sexual contact, verbal sexual harassment, and/or sexualized attention or contact with a minor.

**Conduct Official:** Single person who is appointed by the Board of Directors of BVFC to administer the Quality Coaches Program. The Conduct Official is responsible for education, reviewing Volunteer Applications, checking references, conducting criminal background checks, handling appeals from disqualified candidates, conducting investigations on allegations of abuse, acting as liaison to local law enforcement, etc...

**Volunteer:** Citizens who perform the various functions entailed in the running of BVFC, paid or un-paid including league officers and directors, coaches, referees, field managers who are of the age of majority, and all others who may be named or assigned in the future.

**Sexual Offender Registry Check (SOR):** Each state determines its own definition of what constitutes a sex offender. As a result, some states only list high risk (level 3) sex offenders. SOR information only goes back to the mid 1990's in most states. SOR's will never indicate other serious criminal history such as murder, armed robbery, etc.

**Criminal Background Check (CBC):** CBC's will provide all misdemeanor and felony information, not just sex offenses. CBC's show offenses that go back a minimum of 7 years, but much longer in most cases. Also, CBC's do not rely on third parties to enter information into the database as this happens automatically as part of the judicial process.

### 3. POLICIES ON CHILD ABUSE/MOLESTATION

**Limit One-On-One Contact:** It is this organization's policy that no activities shall take place involving one-on-one contact between a single, non-related league volunteer and a child, if such activities can be practically avoided. Instead, a "buddy system" is encouraged where two (2) adults should always be present during practices, games, carpooling, and special events.

**Prohibition of Sleepovers:** All sports organization sanctioned team or league sleepover activities are prohibited whether overnight parties or traveling to away games. Exception: Teams traveling to far away tournaments can have sleepovers if each child is either accompanied by his/her parent or is being supervised by two (2) adults who are in each other's presence at all times.

**Touch Policy:** Touch is acceptable only if it is "respectful and appropriate". Some experts have adopted a no touch policy, but most experts believe that "no touch" is an over-reaction and is ultimately damaging in itself and not practical.

**Verbal Conduct Policy:** Inappropriate comments of a sexual nature and suggestive jokes are prohibited.

**Take Home/Pick-Up:** Take home/pick-up of athletes by league personnel is strongly discouraged because of the difficulty in limiting one on one contact between adult and child (remember the Buddy System). Parent(s) should provide transportation for their own children to and from scheduled events. The head coach will clearly outline the expected start and end time for all events and communicate this with all parent(s). Parent(s) should be instructed to make back-up plans in the event they can't provide transportation. If parent(s) can't provide transportation they must communicate to the BVFC & CFL or the head coach the name of the person(s) who are authorized to pick up the child. Such policy will help to protect against potential abductions or being thrust into the middle of any custody dispute.

**Child Abuse Prohibition:** All forms of sexual, physical, verbal and emotional abuse are prohibited.

**Name Distribution:** The distribution of directories/rosters with names, phone numbers, addresses, and pictures should be limited to persons on a "need to know" basis.

### 4. EXAMPLES OF ABUSE/MOLESTATION

Emotional Abuse: Yelling or making the following statements:

- ❖ You're stupid;
- ❖ You're an idiot;
- ❖ You're an embarrassment;
- ❖ You're not worth the uniform you play in;

Physical Abuse: Besides the obvious examples of a coach hitting, kicking, throwing equipment, or shaking a player, watch out for the following: (All of which calls for immediate termination of your volunteer status)

- ❖ Behaviors seem violent versus disciplinary;
- ❖ Training practices become abusive rather than constructive;
- ❖ Fighting is encouraged or ignored;
- ❖ Illegal actions, often associated with injuries, are encouraged;
- ❖ Coaches teach improper techniques or encourage conduct which violates safety rules;
- ❖ Coaches allow athlete(s) to become physically or verbally abusive;
- ❖ Behaviors result in injures to athlete(s); etc.

**Sexual Abuse:** An adult may not improperly touch (sexualized fondling) with or without permission, kiss, or seductively stroke any body parts. Appropriate touching can be used when a young child needs comfort, reassurance, and support. Appropriate touch is respectful of a person's personal boundaries and comfort level, public (done in front of others and not secretly), and nurturing (not sexualized).

- ❖ Misuse of power and authority;
- ❖ Misuse of love and affection;
- ❖ Manipulation or tricks:
  - \* *This is love;*
  - \* *This is what you need to be a part of the team;*
  - \* *This is what we do for initiation*
- ❖ Grooming: desensitization that begins with appropriate touch, then the touch change. Examples:
  - \* *You liked the touch before;*
  - \* *What's wrong? Don't you trust me?; or*
  - \* *courting (gifts, time, attention);*
  - \* *romancing (talking of love or attraction);*
  - \* *line (you're special, I don't usually do this sort of thing, you're so mature, you're so attractive); or*
  - \* *secrets (this is our special secret, others wouldn't understand, you or I would get in trouble)*

## 5. WARNING SIGNS OF ABUSE/MOLESTATION

With some forms of abuse, there maybe physical indicators (examples: with physical abuse, bruises, welts, broken bones) or with sexual abuse; venereal diseases, genital swelling/soreness, difficulty sitting or walking, pain or itching when urinating or defecating, stomach aches, pain/itching in genital area, and frequently unexplained sore throats. But most often the effects of sexual abuse are less obvious. For example, sudden shifts in behavior or attitudes when outgoing child suddenly builds a protected, closed wall or a generally happy child becomes aggressive and angry or a trusting child becomes fearful may be an indication of abuse. In sports, this can show up as losing interest or wanting to drop out of sports or a sudden decline in ability or functions.

No indicators or symptoms are absolute. Many of these could be indicators of problems other than child abuse. However, if some of these things are going on, consider them to be a red flag. One difficulty is that some signs are ambiguous. Children may respond in different ways and some may show no sign at all. Some indicators include:

- ❖ Disclosure by child. Most children won't just come out and say they have been abused, but instead, may hint at it.
- ❖ Observations, complaints, concerns, or allegations about league volunteers.
- ❖ Attitudes/behaviors expressed on the part of an adult that may be associated with inappropriate or abusive behavior (racist, poor sense of athlete development, raging temper, extremely controlling, jealous, hypersensitive, poor sexual boundaries, bullying, intimidating manner, unrealistic or inappropriate training practices and risks, etc.)
- ❖ Unexplained/unlikely explanation of injuries.
- ❖ Extreme fear of a league volunteer;
- ❖ Extreme low self-esteem, self worth;
- ❖ A child's attachment to a coach/staff to the point of isolation from others;
- ❖ A coach/staff with an interest beyond caring concerns, special interest in a child (time, gifts, attention, obsession, unrealistic expectations)
- ❖ A child's desire to drop out without a clear explanation, or without one that makes sense;
- ❖ A child that misses a lot of practices or games with suspicious explanations or excuses.

Despite increased sensitivity to abuse, there is still a tendency to blame the victims instead of holding the person(s) accountable who:

- ❖ lost their temper;
- ❖ got a little out of control;
- ❖ were just having a dispute;
- ❖ misinterpreted the touch;
- ❖ is really a wonderful person; etc.

**Listen to what the athlete is saying.**

## 6. ALLEGATIONS OF ABUSE/MOLESTATION AND OTHER POLICY VIOLATIONS

**Point of Contact:** The Conduct Official is the appropriate person to whom all reports of child abuse/molestation should be reported. In the event that the Conduct Official is the alleged abuser/molester, the report should be made to the President or Chairman of the BVFC.

**Assessing the Seriousness of the Situation:** It is useful to differentiate between:

**Concern:** When the person just needs to be heard and have some information clarified.

**Complaint:** When the person needs you to listen and may or may not want action taken if they feel you listened. Any complaint requiring action must be documented in writing and submitted to the Conduct Official.

**Allegation:** Clarify if the allegation is:

- ❖ appropriate, but unappreciated act;
- ❖ inappropriate act, but not illegal act;
- ❖ illegal act that needs to be reported to law enforcement.

**Written Disclosure:** When the person tells you that abuse occurred or based on their actions gives you reason to believe abuse has occurred. The written complaint is provided to respective authorities for investigation if warranted.

The Conduct Official will take the appropriate action depending on where the situation falls in the above mentioned categories.

**Information Gathering:** Upon receipt of a written disclosure of child/sexual abuse or of a policy violation the Conduct Official will gather all pertinent facts in a fair, respectful, and confidential manner and review with both the accuser and accused. All such disclosures will be brought to the attention of the Board of Directors.

The Conduct Official will immediately report to the authorities when there is reasonable cause to believe that physical abuse or sexual abuse has occurred. At this point, the Conduct Official will not personally investigate, as this is the role of the law enforcement authorities. The Conduct Official will provide requested information to aid in the investigation by the authorities.

**Suspension/Termination:** All findings of the Conduct Official will be reported to the Board of Directors and all proceedings will be confidential. If the alleged abuser or policy violator admits to the conduct, the Board will employ the most appropriate punishment. If the alleged abuser or policy violator denies the conduct, the Board will determine the most proper course of action and/or conduct further investigations (except when reasonable cause of physical or sexual abuse exists that will be reported to the authorities) deemed necessary prior to rendering any appropriate punishment or exoneration.

Alleged violations can range from inappropriate but not illegal behavior, to clear cut child/sexual abuse and the punishment will be tailored to the violation.]

**Suspension:** Less egregious conduct on the part of the volunteer will result in a written reprimand. If more than two (2) written reprimands are received in a three (3) year time period, this will result in termination of the volunteer. Slightly more egregious conduct will result in both a written reprimand and suspension. Upon the second suspension in a one (1) year time period, the volunteer will be terminated.

**Termination:** All volunteers are subject to immediate termination based on the disqualification criteria outlined below.

**Duty to Disclose/Immunity/Confidentiality:**

All volunteers are required by state law to report suspected cases of child/sexual abuse. Any person(s) who makes or participates in the making of a good-faith report of abuse/neglect, participates in the investigation, or in judicial proceedings shall in so doing be provided with complete and absolute immunity from civil liability.

The identity of the Volunteer reporting a case of suspected child/sexual abuse will not be revealed. All records and reports concerning investigations and their outcome are protected by various confidentiality laws. Unauthorized disclosure of such records is a possible criminal offense which could subject the violator to fines and/or imprisonment.

## 7. VOLUNTEER SCREENING

**Volunteer Application and Consent/Release Form:** The attached application entitled "Volunteer Application" must be completed, signed, submitted, and processed on an annual basis before a volunteer will be allowed to work with athletes.

All volunteers who have regular access to or repeated contact with athletes must complete the "Volunteer Application." This would normally include all head coaches, assistant coaches, managers, league administrators, referees, and field managers who are of the age of majority. Refusal to comply will result in immediate dismissal from the BVFC even if the volunteer has been allowed to participate in the past.

The Conduct Official will review all such applications, will conduct a Criminal Background Check, may conduct a follow-up interview to clarify questions, and will decide whether or not the candidate is disqualified based on this information.

**Disqualification Criteria:**

### **BLUE VALLEY FOOTBALL CLUB DISQUALIFICATION CRITERIA**

Individual volunteers found to be guilty of the following crimes will be disqualified as a volunteer as outlined below. Guilty means the applicant was found guilty following a trial, entered a guilty plea, entered a no-contest plea accompanied by the court's finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This policy does not apply if criminal charges resulted in acquittal, dismissal or in an entry of "nolle prosequi"(legal term meaning "proceed no further"):

#### 1. Ever Found To Be Guilty Of:

- All sex offenses including child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.
- All felony violence including murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

2. Found To Be Guilty Within The Past 7 Years Of:
  - All felony offenses other than violence or sex including drug offenses, theft, embezzlement, fraud, child endangerment, etc.
3. Found To Be Guilty Within The Past 5 Years Of:
  - All misdemeanor violence offences including simple assault, battery, domestic violence, hit & run, etc.
4. Found To Be Guilty Within The Past 5 Years Or Multiple Offenses In The Past 10 Years Of:
  - Misdemeanor drug and alcohol offenses including driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
5. Any other misdemeanor within the past 5 years that would be considered a potential danger to children or is directly related to the functions of the volunteer including contributing to the delinquency of a minor, providing alcohol to a minor, theft – if volunteer is handling monies, etc.

Should any pending charges described in 1-3 above be uncovered, or should any of the above charges be brought against an applicant during the season, the applicant shall be suspended from serving until such time as the charges have been cleared or dropped and the Conduct Official has approved reinstatement.

**Criminal Background Check:** After receiving the “Volunteer Application”, the Conduct Official will conduct a Criminal Background Check through various authorities and will search records in current and past counties of residence of the volunteer. This procedure is confidential and only the Conduct Official will have access to these records. The Conduct Official will decide whether or not the candidate is disqualified based on the findings and the predetermined disqualification guidelines that have been set in writing by the sports organization.

**Appeals:** Candidate(s) disqualified due to an unsatisfactory Criminal Background Check will be given the right to appeal upon written notification to the Conduct Official. A candidate must notify the Conduct Official within seven (7) calendar days from receipt of the certified letter notifying them of unsatisfactory results. Appeals will be limited to individuals that believe the results of the unsatisfactory Criminal Background check are due to an error or mistaken identity. The results of all criminal background checks and appeals will be kept confidential.

**Acknowledgment Of Quality Coaches Program:** All volunteers who have been accepted must verify receipt of and read the Quality Coaches Program and must agree to abide by the rules.

**Procedure for Review of an Unclean CBC:** The following procedure will be implemented in the event a volunteer(s) CBC results in an un-clean report.

- 1.) Conduct Official reviews unclean report and assigns a case file identification number.
- 2.) The volunteer is notified in writing by certified letter of the unclean report. The volunteer has the right to challenge the validity of the information according to the appeal process outlined in this document.
- 4.) The Conduct Official may conduct any investigation necessary to validate the report.
- 5.) The Conduct Official meets with the Board of Directors to discuss the case(s), preserving the identity of the individual and only referring in all ways to the case identification number.
- 6.) The Board determines final resolution according to the disqualification criteria and policies outlined in this document.

7.) The Conduct Official notifies the volunteer, by phone, fax, mail or email, of the final resolution ratified by the Board of Directors.

**Procedure for Review of an Allegation:** The following procedure will be implemented in the event an allegation is made regarding a volunteer in current service in the BVFC.

- 1.)** A written statement of allegation is provided to the Conduct officer.
- 2.)** Conduct Officer investigates claim with accuser according to documented protocol.
- 3.)** Conduct Officer investigates claim with accused according to documented protocol.
- 4.)** Conduct Officer determines course of action: A) Review claim and results of investigation with Board of Directors according to protocol outlined in this document. B) Turn matter over to the authorities, notifying Board of Directors of said action.
- 5.)** The Conduct Official notifies the volunteer, by phone, fax, mail or email, of the final resolution ratified by the Board of Directors, if the matter was heard by the board. Any matters turned over to the authorities will be handled in full by said authorities.

The intention of the review processes stated above are to protect the identity of involved parties but also to effectively investigate any matters where a child may have been abused or molested in any manner. Allegations made and found to be false and/or malicious in nature may result in the termination of the accuser from further participation in the BVFC.

## VOLUNTEER APPLICATION

To be completed by all volunteer including all Coaches, Managers, Administrators, Referees, Field Managers who are the age of majority, and employees of Blue Valley Football Club who have access to or repeated contact with the registrants of the organization.

**BLUE VALLEY FOOTBALL CLUB**

**A copy of a valid government issued photo ID is required to complete this application.**

### PERSONAL INFORMATION

Date of Birth \_\_\_\_\_ Date of Completion of this form \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Legal Name \_\_\_\_\_

Other Names (maiden, alias, etc.) \_\_\_\_\_

Male or Female \_\_\_\_\_ Social Security # \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Driver's License # \_\_\_\_\_ State Issued \_\_\_\_ Expiration \_\_\_\_\_

Home Phone # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Work Phone # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

Cell Phone # ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

### Home Address (List all for the past 7 years)

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Address \_\_\_\_\_ From / To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Address \_\_\_\_\_ From / To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Address \_\_\_\_\_ From / To \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### QUALIFICATIONS

Have you ever been convicted of a crime? (if yes , explain) \_\_\_\_\_

Have you ever been refused participation in any other youth sports program? (if yes, explain) \_\_\_\_\_

Do you have children in the program? \_\_\_\_\_

Why do you want to be a volunteer? \_\_\_\_\_

Coaching Position  Head  Assistant Who is your head coach?

High School Area (check one)  Other \_\_\_\_\_

Blue Valley  BV North  BV Northwest  BV West  
 Olathe North  Olathe South  Olathe East  Olathe Northwest

Grade (check one)

Flag  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  5<sup>th</sup>  6<sup>th</sup>  7<sup>th</sup>

Division Desired (check one)  Division 1  Division 2  Undecided

Coaching Certification Number \_\_\_\_\_ Date Certified \_\_\_\_\_  
Provide a copy of NYSCA card

Coaching / Sports experience. Also, per the division you selected, list the reason why you want to coach in that division and why you should be accepted for such a position

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**It is my responsibility to read, understand and follow the rules set for in the Blue Valley Football club rulebook.**

It is my responsibility to display the highest level of sportsmanship and to hold all coaches, players, parents and fans to this standard around our teams, whether it is on the field or off, during proactive and / or games.

I understand that the Blue Valley Football Club will have a ZERO tolerance of the following issues. I understand the immediate removal of the person(s) who is in violation of any of these issues will occur and will possibly be suspended from future participation in our club.

- Player Safety
- Player well being, participation and development
- Use of alcoholic beverages prior to or during a team function
- Actions that could be construed as abusive or offensive (either verbal or physical)

I will be fair in my conduct and honest in my communication to all coaches, players, parents and fans.

I have read and agree to be held to the highest of SPORTSMANSHIP standards listed above.

**ACKNOWLEDGEMENT OF QUALITY COACHES PROGRAM INFORMATION**

I acknowledge that on \_\_\_\_\_ (date) I was given a copy of the BVFC Quality Coaches Program and that I have carefully reviewed it and voluntarily agree that as a condition of future participation, employment, or involvement in this organization, I will abide by all the terms, conditions, policies, and procedures contained within this program.

If I violate the policies, regulations, or spirit of this program, I will indemnify and hold harmless the BVFC, its employees, board members, volunteers, and officials from any and all liability including negligence and any intentional tort claims.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CONSENT / RELEASE**

I authorize and give consent for the Blue Valley Football Club to obtain my personal information

This includes, but is not limited to criminal background records / information, criminal background checks / fingerprints, driving record check, coaching experience, and if requested; personal references, and addresses.

I authorize this information to be obtained either in writing, via internet, or via telephone in connection with my volunteer application.

I understand that my position is contingent upon adverse information about my background or character not being uncovered upon the performance of the above referenced checks. I also understand that regardless of my prior volunteer activities on behalf of the sports organization, that the sports organization is not required to allow my continued participation.

I agree to hold harmless and indemnify from liability the sports organization and its directors, officers, employees, and volunteers from all liability arising out of the use of the information that is uncovered in the above referenced checks.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For BVFC Conduct Official's Use only**

Background checks completed by Conduct Official on: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sources Checked: \_\_\_\_\_

Clean

Unclean ( keep this form and the record check on file for 15 years if not clean

**Only attach to this copy the records of background checks that are not clean.**