



RISK MANAGEMENT PROGRAM

- a) It is the intent of WSA to exclude from participation in WSA/WSA ODP activities all persons who are in violation of [WSA's risk management guidelines](#), are listed on the US Youth Soccer DARM list or are in violation of the US Center for SafeSport Code (see section c).
- b) Every WSA affiliated association/club/program will follow the risk management guidelines as approved by the WSA Board of Directors. The WSA Risk Management Guidelines can be obtained from the State Office.
- c) Wyoming Soccer Association fully subscribes to the [USYS Code of Conduct](#), [USSF Recognize to Recover](#), and the [SafeSport MAAPP, \(Minor Athlete Abuse Prevention Policy\)](#). As part of our statewide risk management program, all coaches and program administrators must submit to a sensitive criminal history background check every two years, complete the mandatory Concussion training through the Centers for Disease Control and Prevention, and be SafeSport trained, (initial training and annual refresher). To complete the Wyoming Soccer Association risk management requirements as outlined above, coaches must be registered with Wyoming Soccer Association.
- d) Training and Education
 - i) Board Members, Employees and Volunteers who have contact with athletes must successfully complete the USOC SafeSport training, which can be accessed at <http://training.safesport.org>.
 - ii) Coaching/Adult Athlete Credentialing Requirements
 - (1) As part of our statewide risk management program, all coaches and program administrators must submit to a sensitive criminal history background check every two years, complete the mandatory Concussion training through the Centers for Disease Control and Prevention, and be SafeSport trained, (initial training and annual refresher). To complete the Wyoming Soccer Association risk management requirements as outlined above, coaches must be registered with Wyoming Soccer Association.
 - (2) Coaches and Parents must also follow [WSA's Concussion and Return to Play Policies](#).
 - iii) All WSA coaches are required to take the SafeSport online courses, (Safe Sport Trained Core course year one), (refresher, "Recognizing & Reporting Misconduct" year 2), and (refresher, "Creating a Positive Sports Environment" year 3) and then they repeat the "SafeSport Trained" core course and refreshers in year 4. Once you complete the SafeSport training, the course completion will automatically update your registration record in your club's portal through an API. However, please save your completion certificate in the event you need to upload the certificate to your registration profile. All courses are available through your registration with WSA.
 - iv) Youth Athlete/Parent SafeSport Training
 - (1) If you are a player turning 18 during the seasonal year, you must also take SafeSport training to participate after you turn 18. To access the training, please register through your club as an adult participant and complete the training. Please download your SafeSport Completion Certificate for your records and submit a copy of your completion certificate to wssa@wyomingsoccer.com.
 - (2) Parents and youth players may take the free SafeSport training available [HERE!](#)
- e) Reporting
 - i) Reporting a concern of suspected "Child Abuse" "or" "Sexualized Misconduct"
 - (1) Immediately Report your concern to Law Enforcement (Use Non-Emergency Numbers) and;
 - (2) Report to the U.S. Center for SafeSport (within 24 hours)



- (3) Immediately contact your local club to report the incident, (your club will contact our office) or
 - (4) Contact WSA by [email](#) or by phone at (307) 742-2306.
 - (5) For any other concerns or questions concerning SafeSport requirements, please contact our office at 307-742-2306.
- ii) Allegation of sexual misconduct, regardless of the age of the involved parties, including sexual harassment, power imbalance, retaliation, and abuse of the Center's process:
- (1) Report to the U.S.. Center for SafeSport (within 24 hours)
 - (2) You may also report to Law Enforcement if you feel it is necessary, but it is not mandatory.
 - (3) Contact WSA by [email](#) or by phone at (307) 742-2306.
- iii) Violations of the [Minor Athlete Abuse Prevention Policies \(MAAPP\)](#) or any other prohibited conduct not defined below (Policy 35), including physical misconduct, emotional misconduct, bullying, and hazing:
- (1) Report to your local club and WSA by [email](#) or by phone at (307) 742-2306.

2) PROHIBITED CONDUCT POLICY

Policy:

This Policy applies to all Wyoming Soccer Association employees, board members and volunteers and extends to all of our operations. This Policy also applies to conduct by any subcontractor, supplier, customer or third party and their employees in their dealings with Wyoming Soccer Association.

Wyoming Soccer Association is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, Wyoming Soccer Association does not permit any form of unlawful harassment, discrimination or intimidation against its employees by anyone, including managers, supervisors, co-workers, executives, directors, officers, other employees, vendors, clients, customers or third parties. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The policy also prohibits harassment on the basis of the protected status of an individual's relatives, friends or associates.

Wyoming Soccer Association is also committed to maintaining a work environment that is free from all forms of child sexual abuse, sexual misconduct, bullying and hazing.

Any violation of this Policy by an employee, board member or volunteer may be subject to disciplinary action. Appropriate action also will be taken against any subcontractor, supplier, or customer found in violation of this Policy.



a) Prohibited Conduct:

1) Harassment

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status.

U.S. Soccer will not tolerate harassing conduct that affects tangible job benefits, that unreasonably interferes with an individual's work performance, or safety, or that creates an intimidating, hostile, or offensive working environment.

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

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

2) Sexual Harassment

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

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

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

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

- unnecessary touching, patting, hugging, pinching, or brushing against a person's body;
- staring, ogling, leering, or whistling at a person;
- continued or repeated verbal abuse of a sexual nature;



- sexually explicit statements, sexual flirtations, advances, propositions, subtle pressure for sexual activity, comments, questions, jokes, or anecdotes;
- graphic or degrading comments about a person's clothing, body or sexual activity;
- sexually suggestive objects, cartoons, posters, calendars, or pictures in the workplace;
- suggestive or obscene letters, notes or invitations;
- harassing use of electronic mail, electronic or instant messaging, or telephone communication systems; or
- other physical or verbal conduct of a sexual nature.

Wyoming Soccer Association prohibits managers and supervisors from threatening or insinuating, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's wages, assigned duties, advancement, evaluation, shifts, career development, or any other condition of employment.

3) Racial, Religious, or National Origin Harassment

Racial, religious, or national origin harassment deserves special mention as well, and is expressly prohibited by Wyoming Soccer Association. Racial, religious, or national origin harassment includes any verbal, written, or physical act in which race, religion, or national origin is used or implied in a manner which would make a reasonable person uncomfortable in the work environment or which would interfere with the person's ability to perform their job. Examples of race, religious or national origin harassment may include, but are not limited to:

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

4) Child Sexual Abuse

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



5) Misconduct

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

6) Bullying

Intentional, persistent and repeated pattern of committing or willfully tolerating physical and non-physical behaviors that are intended, or have the reasonable potential, to cause fear, humiliation or physical harm in an attempt to socially exclude, diminish or isolate the targeted athlete(s), as a condition of membership are prohibited. Bullying does not include group or team behaviors that (a) are meant to establish normative team behaviors, or (b) promote team cohesion.

7) Hazing

Coercing, requiring, forcing, or willfully tolerating any humiliating, unwelcome or dangerous activity that serves as a condition for (a) joining a group or (b) being socially accepted by a group's members are prohibited. Hazing does not include group or team activities that (a) are meant to establish normative team behaviors or (b) promote team cohesion.

8) Physical Misconduct

Physical misconduct in all forms is prohibited. Physical misconduct is defined as contact or non-contact conduct that results in, or reasonably threatens to, cause physical harm to another person; or any act or conduct described as physical abuse or misconduct under federal or state law (e.g., child abuse, child neglect, assault). Physical misconduct does not include professionally-accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline or improving athletic performance. For example, hitting and punching are well-regulated forms of contact in combat sports but have no place in soccer.

9) Emotional Misconduct

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



athletic performance.

10) Aiding & Abetting

Aiding and abetting is prohibited. Aiding and abetting is defined as:

1. knowingly assisting, in any way, the commission of prohibited conduct under this policy or
2. allowing any person who has been suspended or ruled ineligible by the U.S. Center for SafeSport to participate, in any capacity, in WSA's programs.

b) Procedures for Complaints, Investigations and Corrective Action

All employees are responsible to help assure that we avoid misconduct. No one is exempt from this Policy. Wyoming Soccer Association cannot act to eliminate misconduct unless it has notice of the conduct. Furthermore, Wyoming Soccer employees are responsible to help assure that the work environment, on or off-premises, is free from harassment. All employees have an obligation to promptly report any and all allegedly harassing conduct they are the subject of, that they learn of, or that they witness. Our Policy provides for immediate notice of problems to the persons designated in this Policy so that we may address and resolve any problems as quickly as possible.

An employee must report the harassing conduct to either:

- The person to whom you report (supervisor or manager);
- The Executive Director
- The President of the WSA Board of Directors

If the employee feels uncomfortable going to his or her supervisor with the complaint, he/she must report the matter to the Executive Director or Board President as designated above.

This Policy does not require reporting the misconduct to any individual who is creating the harassment or discrimination.

All complaints and reports will be promptly investigated. All employees have an obligation to cooperate in any investigation of a complaint of misconduct, including providing any, and all information concerning the complaint. Failure to do so may be a violation of this Policy. In determining whether an individual's alleged conduct constitutes a violation of the Policy, the investigator will impartially look at the totality of the circumstances, which includes the nature of the misconduct and the context in which it is alleged.

If an investigation confirms that a violation of the Policy has occurred, Wyoming Soccer Association will take prompt corrective measures. These measures may include, but are not limited to, an oral or written warning or reprimand, counseling, suspension, or discharge of



the employee engaging in such misconduct. Such disciplinary actions will be noted in the employee's personnel file.

Wyoming Soccer Association's Non-Harassment Policy offers its employees greater protection from harassment than does the law. Consequently, employees who are found to have violated Wyoming Soccer Association's Non-Harassment Policy shall be subject to corrective action, discipline or termination, even in cases where applicable laws may not have been violated and without regard to whether the conduct constitutes a violation of the law.

An employee wishing to file a complaint outside the Association may contact either the Equal Employment Opportunity Commission or the fair employment agency.

e) Confidentiality

Complaints of harassment, investigation of complaints of harassment, and any corrective action taken in response will be kept confidential, except as disclosure is necessary to perform Wyoming Soccer Association's investigation, and to inform the alleged victim of harassment of the outcome of any investigation.

d) No Retaliation

Wyoming Soccer Association prohibits reprisal or retaliation against an employee for filing a good faith complaint of harassment, for supporting or assisting, in good faith, another employee in pursuing a complaint or in assisting in the investigation of a complaint. Employees must report incidents of retaliation on the same basis as they are to report incidents of harassment. Wyoming Soccer Association will not retaliate or discriminate against any employee for exercising, in good faith, any rights under this Policy. Retaliation is a violation of this Policy.

e) False Claims

Investigations of good faith claims may properly result in findings that include violations of the policy, no violation of the Policy, or inconclusive findings. However, any employee who falsely claims sexual misconduct or provides false information in an investigation will be subject to disciplinary action, up to and including discharge.

f) Training and Education

Employees that have contact with athletes must successfully complete the USOC SafeSport training every year. The USOC SafeSport training can be accessed at <http://training.safesport.org/>.



g) Sexual Abuse or Misconduct

The investigation and adjudication of matters involving allegations or reports of sexual abuse or misconduct, or other violations of this Prohibited Conduct Policy that involve prohibited conduct that is reasonably related to and accompanies an alleged violation involving sexualized behavior by Covered Individuals are subject to the jurisdiction of the United States Center for Safe Sport (“USCSS”) in accordance with the requirements of the USOC and as set forth in the USSS Bylaws or other USSS governing documents. “Covered Individuals” are those athletes who directly register with Wyoming Soccer Association (not including professional athletes playing with a professional league sanctioned by U.S. Soccer) and those who are appointed or authorized by Wyoming Soccer Association to oversee those athletes; this would include coaches, administrators, medical personnel, and the like. Rules and procedures to be followed by Wyoming Soccer Association in dealing with allegations or reports of sexual abuse or misconduct, and the enforcement of discipline or other sanctions issued by the USSS, are set forth in the applicable SafeSport policies and disciplinary procedures of the USSS or U.S. Soccer.