



WAYZATA SOCCER CLUB

Player/Adult Protection Program Manager Instructions

Listed below are the instructions for administering the three sections of the Player/Adult Protection Program.

Section One: Adult Registration

1. Identify with the Risk Manager who from your team has already submitted an **Adult Registration/Informed Consent Form**.
2. Each team is encouraged to have **four** adults registered with the MYSA. In order for a game to proceed there must be a registered adult present from both teams.
3. No team will be registered with MYSA without having the team adults submit their **Adult Registration/Informed Consent Form**.
4. At a minimum, any adult who will be having contact with players or who is registered with the MYSA must complete and submit an **Adult Registration/Informed Consent Form**. Usually this will be limited to the coach, asst. coach, manager and any registered team parent. This does not apply to parents who bring oranges or stay to watch practice. However, if you have a parent who fills in for the coach even once they need to first submit an **Adult Registration/Informed Consent Form** prior to working with the players.
5. There is not a limit on how many people may submit an **Adult Registration/Informed Consent Form** for any team.
6. For any adult who is working with players who has not submitted an **Adult Registration/Informed Consent Form** please have them read the Adult Risk package prior to completing the **Adult Registration/Informed Consent Form**. This form should be returned to the Risk Manager by the Team Manager prior to the beginning of any training.
7. It is the responsibility of the team manager to monitor this program and to make sure that any adult having contact with the players on your team is registered. The club will be registering all skills instructors hired by the club. If your team is hiring individuals to work directly with players it is your responsibility to get and submit a completed **Adult Registration/Informed Consent Form** to the Risk Manager prior to this individual working with players.

Section two: What if?

Please distribute a copy of the first page to every player's family. The second page has detailed information for the manager should an incident occur.

Section three: Player Protection Program

1. Make a copy of the Player Protection Program for each player's family and your coaching staff.
2. Have each family read the Player Protection Program and sign the **Player/Adult Protection Guidelines Acknowledgment Statement**.
3. Collect the completed forms.
4. The team manager will maintain the forms for one year. The easiest way to do this is to place them in an envelope and store them in your manager's binder until next year.

Thank you for your assistance with this program. Our program is dependent on your diligence in making sure that all adults are registered. You are the Club's front line and we appreciate all your hard work.

Should you have any questions please contact the Risk Manager Coordinator listed on the club website under administration - www.wayzatasoccerclub.org