

## **[RM POLICY REMINDER] - MAAPP & Mandatory Complaint Reporting Requirements**

To ALL Club Administrators:

As a reminder, we have posted the updated NYSWYSA Risk Management Policy on our website here: <https://nyswysa.org/risk-management>

ALL Clubs need to download this document, review it and share it's contents with their respective members. There are critical elements in this document that everyone needs to be aware of. One of the most important elements is highlighted below and addresses complaint reporting procedures for ALL types of complaints. Some of these reporting elements have serious consequences if they are not properly adhered to. The following excerpt is taken directly from the posted Risk Management document:

NYSWYSA reporting procedures provide a mechanism that allows a complaint to be easily reported for a reasonable suspicion of Sexual or Physical abuse/neglect, within a 24-hour period of awareness. Any allegation of child abuse must be reported to the Center for Safe Sport, local law enforcement, and/or child and family services as required by NY State law. Any allegation of sexual misconduct, regardless of the age of the parties involved, must also be reported to the Center for Safe Sport. **IN NEW YORK STATE, CLUB MEMBERS DEFINED BY THIS POLICY ARE MANDATED REPORTERS. *Any individual who is required, but fails, to report suspected child sexual abuse in New York State is subject to criminal penalties including fines and imprisonment of up to one (1) year in jail.***

### ▪ **Mechanism for Reporting**

Everyone listed below **MUST** be contacted when physical or sexual abuse is suspected:

- 1) Local Law Enforcement Jurisdiction or 911 (posted on a Member Club website and given to athletes and parents)
- 2) Local Child Protective Services Number (posted on a Member Club website and given to athletes and parents). Numbers can be found in your County Directory.
- 3) New York State Office of Children and Family Services (OCFS) Hotline (**800-342-3720**)
- 4) Member Club Risk Management Designee (every club must have a designee for reporting)
- 5) NYSWYSA Risk Management at [riskmanagement@nyswysa.org](mailto:riskmanagement@nyswysa.org)
- 6) US Soccer & The Center for Safesport:
  - i. US Soccer at <https://www.ussoccer.com/report-a-concern>
  - ii. US Center for SafeSport at 833-587-7233 or <https://safesport.i-sight.com/portal>

### ▪ **Other Forms of Prohibited Conduct & Procedures**

This includes misconduct such as emotional abuse, bullying, hazing or other form of harassment not covered by the mechanism in the preceding section(s) should be reported as follows:

- 1) Member Club Risk Management Designee (every club must have a designee for reporting).
- 2) Member Club Board of Directors – There should be a process in place to document and address these other forms of Prohibited Conduct. Internal Club decisions should be sent to the NYSWYSA Risk Management Committee at [riskmanagement@nyswysa.org](mailto:riskmanagement@nyswysa.org).
- 3) NYSWYSA Risk Management at [riskmanagement@nyswysa.org](mailto:riskmanagement@nyswysa.org).

We encourage questions on any of these elements and are here to assist you with recommendations on how to best disseminate this information to your Club's membership.



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