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<b>AYSO Child and Volunteer Protection Advocate (CVPA)</b>
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Identifier	CVPA
Revision	11
Effective Date	January 01, 2009
Class Length	2.50 hours

Change Summary	
September 2002	New Lesson Plan Format
June 2003	Updates
January 2004	Small Updates
March 2004	Add to screening stages
December 2004	Updates for Section Meetings
February 2005	Clarify Screening Protocols
September 2006	Minor Updates

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Change Summary	
December 2007	CVPA Screening, no background check
January 2008	Instructor note: Do not collect the tests from attendees
February 2008	Add Instructor note: PowerPoint presentation contains manual page numbers.
January 2009	Updates: Name of lesson plan, reference checks, age of coach, certification for coaches and referees and what if a volunteer is arrested.

## 1. Lesson Plan Goals

To prepare volunteers to serve in the role of the Child and Volunteer Protection Advocate and to educate others who want to learn more about the Safe Haven program.

## 2. Class Length

2.50 Hours

## 3. Instructor Requirements

Advanced Management Instructor or higher and completion of the Role of the CVPA course.

## 4. Special Note to Instructor

- On many of the PowerPoint slides, you will find page numbers noted on the dark green bar below the slide titles. These page numbers coincide with the CVPA manual and will assist you in guiding the attendees to the correct pages during the workshop.
- The test is located in the back of the CVPA manual and should be administered at the end of the workshop. Please do ***not*** collect the tests; attendees may keep them in the back of their manual. The instructor should allow time for all students to take the test on their own, after which time, the entire group should review each question and answer together.

## 5. Learning Objectives

Demonstrate knowledge and understanding of the following:

- ◆ Abusive behaviors
- ◆ Steps to become a CVPA
- ◆ Duties of the CVPA
- ◆ Screening process
- ◆ Reporting suspected child abuse

## 6. Prerequisites

None

## 7. Materials

- ◆ CVPA Manual
- ◆ CVPA Lesson Plan
- ◆ PowerPoint Presentation

## **8. Equipment**

- ◆ Laptop Computer and LCD Projector
- ◆ Projector Screen
- ◆ Flip Chart
- ◆ Markers

### **A) Body (Lesson Procedure)**

#### **I. Introductions**

1. Introduce instructors
2. Thank attendees for turning off cell phones
3. Workshop is 2 hours and 30 minutes
4. It is important that you attend the entire course
5. Please fill out the roster legibly
6. There will be a small test at the end of the workshop
7. There will be time for questions and answers

### **B) Class Overview**

**(Slide 1)**

1. CVPA's Position Description and job duties
2. Talk about child and volunteer protection issues
3. Reporting suspected child abuse
4. AYSO Background Check Policy

## **II. Body**

### **A. Why Do Kids Get Involved in AYSO?**

**(Slide 2)**

1. To Have Fun
2. Make Friends
3. Learn New Skills
4. Be Part of a Team

### **B. The Minimum Required Regional Board Members are:**

1. Regional Commissioner
2. Child and Volunteer Protection Advocate
3. Treasurer
4. Risk Manager/Safety Director

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5. Coach Administrator
6. Referee Administrator
7. Registrar

### **C. Why We Need A CVPA**

1. With changing times come changing needs.
2. AYSO children and volunteers deserve a safe, fair, and fun environment.
3. We need someone to oversee the Safe Haven Program in each region.
4. We must ensure volunteers are trained and certified before working with players.
5. The CVPA is considered so essential that the NBOD has made it a required regional board position.

### **D. Steps To Become a CVPA:**

**(Slide 3)**

1. The CVPA is appointed by the RC after being properly nominated by the regional board.
2. Successfully pass screening, which may include a criminal history background check
3. Be placed on regional board by RC
4. Be trained and certified

### **E. Duties and Responsibilities**

(CVPA Position Description)

1. Support the Regional Commissioner in the promotion and implementation of the AYSO Safe Haven program, including the three main elements of volunteer protection;
  - ◆ Training — the education a volunteer receives to do a specific job or task. **(Slide 4)**
    - \* Is Job Specific
  - ◆ Certification — confirmation and recognition of three key competencies in a volunteer:
    - 1) In the job trained for
    - 2) In child and volunteer protection issues
    - 3) In the policies, procedures, and guidelines of AYSO

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\* Is Safe Haven Specific

- ◆ Continuing Education —the education a volunteer receives on an annual basis to keep him or her abreast of changes in training or certification standards. **(Slide 5)**

\* Is Standards Specific

2. Training and Certification Requirements-For AYSO Coaches & Referees **(Slide 6)**

- ◆ In AYSO, all referees and coaches are required to be currently registered, trained and certified.
- ◆ AYSO practices and games are not permitted without an AYSO certified and trained coach (coaches must be 18 years of age or older).
- ◆ AYSO scheduled games are not permitted without an AYSO certified and trained referee, except. in U-5 divisions in which referees/officials are optional and , if not used, certified and trained AYSO coaches will manage the game; and during certain events involving non-AYSO teams in which competition rules will apply.
- ◆ Practice scrimmages do not require a certified and trained referee.

3. AYSO recognizes five types of abusive behaviors. **(Slide 7)**

The CVPA should understand abuse takes on many forms.

- a) **Emotional:** the most common; attacking the emotional well being and stability of an individual.
- b) **Physical:** the most obvious; harming the physical well being of an individual.
- c) **Sexual:** frequently hidden; harming an individual through inappropriate sexual contact, lewd behavior, etc.
- d) **Neglect:** not always easy to identify: harming an individual by abandoning, ignoring, or rejecting basic needs.
- e) **Ethical:** the newest; harming an individual by convincing him or her to do an act that is against his or her physical, moral, or ethical interests.

They all occur in youth sports and they all occur in AYSO.

4. Enforce screening protocols for volunteer applicants. Six stages of screening:
  - a. Stage one: Screen the form for **(Slide 8)** completeness. The form for each new applicant must contain (a) social security number, (b) date of birth, and (c) valid driver's license number (valid state ID number may be substituted if volunteer does not drive).
  - b. Stage Two: Confirm the identity of each new **(Slide 9)** applicant, by checking a current photo I.D (it is also good practice to check the ID for returning volunteers each year). There is a check box on the form to indicate that the CVPA (or her or his designee) has confirmed identity with a current Driver's License/State ID.
    - 1) Pre-printed application forms (for returning volunteers) from the NSTC and forms printed from eAYSO will have the SSN and DL# obscured for security purposes.
    - 2) On application forms printed from eAYSO, the system will print the first 4 digits of the DL# on the signature page so you can still confirm identity when the photo ID is presented.
    - 3) On Pre-printed application forms or eAYSO where the social security number and/or driver's license is lacking, the box or field is blank. Volunteers will need to provide this missing information.
  - c. Stage Three: Ensure that two references **(Slide 10)** are provided. Any application for a new volunteer lacking two references should be held up.
    - ◆ If a professional reference is supplied and a reasonable explanation is given about why there is no personal reference, then professional reference should be checked.
    - ◆ If the applicant can later supply both a professional and personal reference, both references should then be checked.
    - ◆ Under no circumstances should an application with only a personal reference be forwarded without further investigation.
    - ◆ An application with no references must be automatically rejected.

- d. Stage Four: For *all* volunteer application forms check to see that the applicant has answered both questions in the disclosure section. **(Slide 11)** If the applicant answers 'yes' to either or both questions, the applicant should describe each in full, include date(s) of crime(s) and in which city, county and state each took place.
- ▶ When screening volunteer application forms, separate and clearly identify all forms that have 'yes' checked so that the Safe Haven department at the NSTC can run a background check a.s.a.p.
  - ▶ DO NOT ASSIGN A POSITION TO ANY APPLICANT WHO HAS ANSWERED 'YES' TO EITHER OF THE DISCLOSURE QUESTIONS until that application form has been cleared through the Safe Haven Department at the National Support and Training Center.
  - ▶ It is imperative that the CVPA send a reply confirmation when s/he receives an e-mail notification from the Safe Haven Department which informs them that a volunteer application form is not approved or there are certain restrictions on a volunteer application form.
- e. Stage Five: For *all* volunteer application forms, check to be sure each volunteer application is signed and dated
- (it is not a National requirement to have individuals sign the volunteer application form in person before a regional board member). An unsigned application should be held up. If the applicant refuses to sign, then the application must be automatically rejected. The volunteer may NOT cross out any legal language on the WAIVER, CONSENT AND RELEASE OF LIABILITIES (same applies to player registration forms).
- f. Stage Six: If the applicant refuses to supply required information, supplies false information, crosses out any of the legal language or threatens, abuses, or intimidates the application taker, the application should be automatically rejected. **(Slide 12)**

Thus, using the volunteer application form provides the region with six thresholds of screening at the local level.

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5. Review last sentence on the backside of the Youth Volunteer Application Form.
6. Ensure volunteers sign a new volunteer application form each membership year, manual form or using eAYSO (IMPORTANT: For returning volunteers unable to register using eAYSO, make sure region orders PRE-PRINTED volunteer application forms from NSTC). Using these will save everybody a lot of time.
7. Use the Volunteer Application Control Form when submitting forms to the NSTC. Page 39
8. Process Reference Checks on all **new** coaches, **(Slide 13)** referees, board members, team parents, and others with direct supervision of players.
  - ◆ With professional references, try to talk directly with the person who actually supervised the applicant if possible.
  - ◆ If the applicant is a stay at home parent, he or she can provide a reference of someone who has a good standing in the community such as a teacher, child's pediatrician or a church leader.
  - ◆ Do not discuss race or sex.
  - ◆ Specific questions to ask are listed on page 25 of the CVPA Manual.
 

Any negative information you receive should be checked out. You need to talk privately with the applicant about the information that causes concern and give him/her a chance to explain any discrepancies. You also need to respect the confidentiality of the source who gave you the information.
  - ◆ If the reference requires something in writing, you may use the Reference Check Form on page 34.
  - ◆ Reference checks are not required for returning volunteers.
9. Enforce AYSO protocols to Protect **(Slide 14)** Privacy and Privileged Information:
  - ◆ The Child and Volunteer Protection Advocate (CVPA) or designee shall collect all completed volunteer application forms.
  - ◆ Upon collection, the completed volunteer application forms shall be put in a large envelope and promptly given to the CVPA or the designee.

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- ◆ Volunteer application forms shall never be left lying around and will be stored under lock and key.
- ◆ Once the initial set of completed volunteer application forms have been collected and checked for completeness, the NSTC copies shall be mailed to the AYSO National Support & Training Center (NSTC), Attention: Safe Haven Support Associate without delay. Thereafter, NSTC copies of completed volunteer application forms can be mailed to the NSTC on a weekly basis as they come into the region. **It is recommended that all forms be sent to the NSTC through certified mail to ensure delivery.**
- ◆ The Child and Volunteer Protection Advocate **(Slide 15)** shall not discuss sensitive volunteer information with others in the region.
- ◆ Volunteer application forms shall only be accessible to the Child and Volunteer Protection Advocate (and the Regional Registrar, if needed).
- ◆ At the end of the membership year the Child and Volunteer Protection Advocate shall box and safely store all volunteer application forms in a secure location for a period of 7 years. Make every effort to double lock all volunteer application forms.
- ◆ The region shall be notified if an applicant does not meet the suitability requirements to be an AYSO volunteer.

10. Be aware of the levels of risks **(Slide 16)**

- ◆ This matrix includes situations common to many regions. Items listed in each row provide examples of the range of risk. When a region has several items checked in the “higher” column, the opportunity for abuse will be greater.
- ◆ This is where the region is going to want to focus its attentions on designing risk management strategies to reduce the risk exposure for the region.

11. Present list of volunteers to board **(Slide 17)**

- ◆ Present to the regional board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting.

12. Ensure position descriptions are available within the region

- ◆ AYSO currently has about 140 position descriptions available on our Web site ([www.soccer.org](http://www.soccer.org)).

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13. Meet with RCA, RRA, coaches and referees to provide an “in-service”, prior to each season, to review child protection and supervision responsibilities.

14. Provide coaches with Players Walking Home form – Page 40

- ◆ To be used only if parent insist on allowing their child to walk home or to a friend or relative’s house after practices or games.

15. Enforce region’s supervision ratio

- ◆ To maintain the recommended supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

CVPAs Cannot: **(Slide 18)**

- ◆ Train and certify volunteers based on their CVPA status.
- ◆ Remove a volunteer from his/her position or from the region.
- ◆ Fill out and send in the Information Form.
- ◆ Share private and protected information.
- ◆ Interfere with an investigation of duly appointed law enforcement.

What We Need To Know

1. **Touching Guidelines** **(Slide19)**

Some forms of touching are acceptable as long as they are respectful and appropriate:

- Touching should be in response to the need of the child, not the need of the adult.
- Touching should be with the child’s permission.
- Resistance to touching must be respected.
- Touching should never include the breast, buttocks, or groin. **(Slide 20)**
- Touching should be done in the open, not in private.
- Touching should have a brief, limited duration.

- Touching is age and developmentally dependent; what's appropriate changes over time.
2. **Abusive behavior affects both adults and children;** they both need a safe place to work and play. Having a CVPA is an effective way to produce a safe environment.

3. **Child abuse is against the law** **(Slide 21)**

And there is an agency in every state that is mandated by federal law to receive and to investigate reports of suspected child abuse and neglect.

- ◆ Remember: Reporting is a means of getting help for a child or a family.
  - ◆ You do not have to prove that child abuse occurred; that's up to the investigator to determine.
4. **Find out if you are a mandated reporter.**  
20 states now consider volunteers mandated reporters.
- a) To report you should notify the mandated agency in the state where the child lives.
- ◆ The agency is listed in the telephone book, usually in the Government Pages under the state's Rehabilitative Services, under Children and Family Services, or in the Yellow Pages.
  - ◆ Any difficulty finding the agency in your community, call your local police
  - ◆ All reporters are provided immunity from civil or criminal liability as a result of making report of known or suspected child abuse.
  - ◆ Any person who makes a report of child abuse known to be false or with reckless disregard of the truth is liable for any damages caused.
- b) The following information is required when **(Slide 22)**  
making a telephone report of suspected child abuse to the child protection agency.
- ◆ Name of the child
  - ◆ Present location of the child
  - ◆ Nature and extent of the injury
  - ◆ Any other information, including that which led you to suspect child abuse.

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- ◆ Within 36 hours of making the telephone report, a mandated reporter must also file a written report to the child protective agency.

### C. Application—How

- a) Targeted criminal history background checks **(Slide 23)**  
began 2001

- ◆ Background checks will be ongoing throughout the year
- ◆ Volunteers must sign new volunteer application forms once a year. (Make sure region orders pre-printed volunteer application forms from NSTC).
- ◆ Once screened, local input determines further action (review flow chart in manual).
- ◆ Safe Haven will process targeted criminal **(Slide 24)**  
background checks for:
  - Coaches
  - Assistant Coaches
  - Board Members and Staff who lead or organize children's activities
  - Referees
- ◆ Proprietary information stays with the National Safe Haven Department

### **(Slide 25)**

- ◆ Notice of Duty—Letter and background check report mailed to individual asking them to review the report and contact the National AYSO Safe Haven Administrator within seven days if the report is inaccurate, example on page 42.
- ◆ Safe Haven Department will notify, via e-mail, the CVPA and RC if a volunteer application form is not approved or if there are stipulations attached to a volunteer's approval. **It is important that the CVPA or RC confirm receipt these e-mails to Ellisa.**
- ◆ Appropriate agency informed if a background check requires notification.
- ◆ Regions discouraged from excessive background check request.
- ◆ If the region discovers that a volunteer is arrested for a crime

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- Notify Ellisa Hall-National Safe Haven Administrator.
  - She will have the current procedures to assist you
- b) National registered sex offender checks are conducted by the AYSO Safe Haven Department for all properly registered volunteers in eAYSO. **(Slide 26)**
- ◆ Regions can log on to [www.nsopr.gov](http://www.nsopr.gov) for the Department of Justice national sex offender public registry, if they wish to check individual names quickly.
  - ◆ Or go to [www.sexoffender.com](http://www.sexoffender.com) to see if their state has a free online sex offender registry website.
- c) Child Protection Act of 1993 **(Slide 27)**
- ◆ Establishes procedures for allowing criminal background checks on volunteers who have access to children.
  - ◆ Grants state the power to implement the act.
  - ◆ Requires each state to maintain child abuse and background check information.
- d) AYSO Standards for Protection **(Slide 28)**
- ◆ Properly trained and certified.
  - ◆ Properly authorized to do their job.
  - ◆ Performing duties as laid out in a position description.
  - ◆ Act within the scope of AYSO Policies, Procedures, and Guidelines.
- e) Share the Training Matrix
- f) Tips For Volunteers **(Slide 29)**
- ◆ Avoid situations in which you are alone with a child. When it is necessary to speak privately with a child, find a place out of earshot, but within sight of others for your conference. This includes not transporting youngsters alone in your car.
  - ◆ Privacy of children in situations such as toileting, showering and changing clothes should be respected. When it is necessary to supervise children in these situations, at least two adults should be present and intrude only to the extent that the health and safety of the children require. Adult volunteers should preserve their own privacy in these situations also.

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- ◆ When hugging is appropriate, hug from the side over the shoulders, not from the front when possible.
- ◆ Sexual jokes, comments of a sexual nature, kissing, sensual massages or sexual gestures are not appropriate behaviors.
- ◆ Do not use corporal punishment in any form—spanking, slapping, hitting, etc.
- ◆ It is the adult’s responsibility to set and respect boundaries. When a child attempts to involve an adult in inappropriate behavior, the adult must reject the overture.

Adults who work with children should take precautions not only to protect kids from abuse but also to protect themselves from misunderstandings or accusations.

The NSTC is providing general basic guidelines on which kinds of personal contact with children are acceptable.

- g) Sample Letter informing an individual that his/her services will not be utilized. **(Slide 30)**
- ◆ Use only if individual requests something in writing.
  - ◆ Keep it short and don’t give any reasons.
  - ◆ Remember it is a privilege, not a right to volunteer

### III. Conclusion/Bridge:

#### **A. Review: Implement Safe Haven in 5 Steps (Slide 31)**

1. Have at least one trained, certified and registered CVPA on the Regional Board.
2. Adopt the Safe Haven Policies, and put them into action.
3. Require all volunteers to complete the application form, each membership year.
4. Provide training and certification for volunteers in your region
5. Make commitment to protect all AYSO members!

#### **B. If You Need Us (Slide 32)**

Call: 1-800-872-2976

Ellisa Hall— Safe Haven National Administrator ext. 5495

Tim Zimmerman—Safe Haven Coordinator ext. 5496

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Juanita Williams—Safe Haven Associate ext. 5497

**Confirmation: Give the multiple-choice test. Do not collect, attendees can leave the test in their CVPA manual.**