

# **GCSL POLICY ON REQUIREMENTS AND PROCEDURES FOR ESIGN**

## **COACHES, ASSISTANT COACHES, TRAINERS, DOC'S**

There are four requirements that have been established by Ohio State Law and/or are required by US Youth Soccer and/or OSYSA as it relates for registration of Coaches (and others as specified above)

### **ONE: RISK MANAGEMENT QUALIFICATION**

### **TWO: CONCUSSION MANAGEMENT QUALIFICATION**

### **THREE: SUDDEN CARDIAC ARREST**

### **FOUR: OHIO HIGH SCHOOL PLAYERS (no more than 5 players) from the same Ohio High School who have played Ohio High School Soccer in previous high school season (varsity, reserve, or freshman**

All Coaches, Assistant Coaches, Directors of Coaching and Trainers are to file for Risk Management Qualification and Concussion Management Qualification once each three (3) years and receive a Certificate for Risk and Concussion. They are to complete these requirements as required (after June 30<sup>th</sup> of the third year when possible for maximum length of time).

In order to provide assistance on the expiration date of both Risk and Concussion Certificates, this date will be provided on the US Youth Soccer Coaches Pass. This will provide notice to everyone when they will need to file for new Risk and Concussion Certificates. Both Risk and Concussion Certificates must not expire prior to the end of the seasonal year in which their Coaches Pass will be valid. Risk Certificates all expire on 6/30 (three years from issuance). In order to maximize the length of both Risk and Concussion Management Certificates, it is recommended that they all be filed for after July 1.

It is the GCSL Club's responsibility to insure that each and every coach, assistant coach, trainer and Director of Coaching complete the Risk and Concussion Management training each three years and submit to their Club a copy of the Risk and Concussion Certificates. These individuals are to provide to their Club's a copy of their Certificates. It is strongly recommended that they submit their forms electronically, but they may also mail a hard copy to their Club.

Once received the Club is to enter the expiration date into the Web site for each individual. Coaches' passes cannot be issued for any individual whose does not have a valid (current – within the 3 year window before the end of the seasonal year) Risk and Concussion Certificates. In addition, if at least two coaches are not current on both the Risk and Concussion Certificates, the team roster (and player passes) cannot print.

It is the Clubs responsibility when they receive the Risk and Concussion Certificates to store them in their computer. For the electronic version provided by the coaches (and others) it is to be directly stored in the computer and for the Hard Copy, it is to be scanned and stored. Both are to be stored using the storage protocol outlined below. We are still determining the length of time for required for storage – but for now all of them should be kept until you are notified by GCSL of a specific date. This is in part the reason for the protocol for storage outlined below so that when the time line is determined we can delete those records no longer needed.

Coaches are also responsible to sign the Coaches Membership Form which certifies a number of items: (1) Received the State of Ohio Concussion information sheet, and (2) the State of Ohio SAC information sheet and that they have reviewed both. In addition if their team is of the age that has players who played or could have played high school soccer (varsity, reserve, or freshman) in the previous fall season, they are to certify that there are no more than 5 of these players from the same high school (Ohio) who played in the previous high school fall season. If a

team has more than 5 players from the same high school (Ohio) that played varsity, reserve or freshman in the previous fall season it will have impact on the players and their high school teams and these teams are not allow to register and play within Ohio South with more than 5 players from the same Ohio High School who played for the same Ohio High School (varsity, reserve or freshman).

All Coaches, Assistant Coaches, Directors of Coaching and Trainers are to be sent and review a copy of State of Ohio Sudden Cardiac Arrest Form each year. They are to sign for receipt and review on the Coaches Membership Form.

When the coaches ESIGN the Coaches Membership Form his/her signature certifies compliance with these requirements. This form is then stored in the GCSL web site for each coach. If the coach does cannot EGIN, then a hard copy of the Coaches Membership Form is to be signed by the Coach and delivered to his/her Club. The Club is to enter the information into the Coaches record on the web site and is to scan the manual hard copy and store in their computer system following the Protocol outline below. As noted above the length of time that these forms are to be stored still needs to be determined. With use of the Protocol outline below when it is determined we will know which material can be deleted.

As noted as it relates to Risk and Concussion, a coaches' pass cannot be printed until this function (Coaches Membership Form) is successfully completed. If there are not two or more coaches on the roster who have successfully completed all of these functions, the team's roster and the players passes cannot be printed.

GCSL will responsible for keeping the computer records that show EGIN of all material. As noted Clubs are responsible of keeping within their computer all signed hard copy forms (Risk, Concussion) submitted with an electronic or hand copy format and the Coaches Membership Forms when it is submitted as a hard

copy by the Coach. In each of these cases, the Club is to enter into the web site that the requirement was completed..

## PARENTS / GUARDIANS

There are five requirements that have been established by Ohio State Law and/or required by US Youth Soccer and/or OSYSA for registration of players by their Parents / Guardians

**ONE: CONCUSSION MANAGEMENT QUALIFICATION / RECEIPT- REVIEW**

**TWO: SUDDEN CARDIAC ARREST / RECEIPT – REVIEW – APPROVED**

**THREE: AGREEMENT TO ABIND BY ALL RULES**

**FOUR: RELEASE IN THE EVENT OF INJURY / TRANSPORTION**

**FIVE: GENERAL LIABILITY RELEASE FOR PROGRAMS AND FIELD PROVIDER.**

Parents / Guardians are responsible to sign the Players Membership Form on behalf of their Son(s) and/ or daughter(s) which certifies the items as listed above before a Players Pass can be issued and they can be allowed to play. They are also to take action for their child(ren) based on the information included in the Concussion Information Sheet and/or the Sudden Cardiac Information sheets issued by the State of Ohio if the issues outlined apply.

Players and Guardians are be sent by their Club the Players Membership Form along with the State of Ohio information on Concussion Management and SCA information via the GCSL web site.

When received, all Parents / Guardians they are to review the Players Membership Form, the State of Ohio Concussion and Sudden Cardiac Arrest Information Forms. The Players Membership Form covers these requirements by the Parent / Guardian as well as the acceptance of the risk of playing soccer and the liability release.

After review of the State of Ohio Concussion Information Sheet and the State of Ohio Sudden Cardiac Arrest Information Sheet if any of the circumstances outlined apply to any of their children they should seek help from a medical professional before allowing their child(ren) participate in Soccer or any activity.

When the Parent / Guardian E-SIGNS it shows that they have agreed to all terms and conditions outlined and if needed that they have taken the action and their son(s) and daughter(s) can participate in this activity.

After Parents / Guardians E-SIGN, it is automatically stored in on the Web Site. If they cannot E-SIGN, they are to complete the hard copy Player Membership Form and sign it and deliver it to their Club. They may print off the email send to them by their Club all of these items including the Players Membership Form which can be used in lieu of E-SIGN.

It is the responsibility of the Club that once received the hard copy signed Players Membership Form, the Club is to enter into the GCSL website the agreement by the Parents / Guardians as represented by their signature on the form. Once this is done, the manual signed hard copy of the Players Membership Form is to be scanned and stored in the computer system following the protocol outlined below.

It is the Club responsibility to ensure that all players (who want to play) have their Parents or Guardians sign the Player Membership form before they can play. Players Passes cannot be issued until the Player Membership Form is signed.

As noted above it is the Clubs responsibility to scan and store the hard copy and signed Player Membership forms in their computer system until the time timeline is determined. Storage of all forms are to follow the storage Protocol as outlined below. These stored records are to be kept until notice is given. When this timeline is determined we will know which material can be deleted.

GCSL will responsible for keeping the computer records that show ESIGN of all material As noted Clubs are responsible of keeping within their computer all signed hard copy forms when the Club entered into the web site the approval based on the hard copy manual form.

### CLUB REPRODUCTION FOR ESIGN RESPONSIBILITY

In the event of the need to reproduce a copy of material stored by the Club (Risk Certificates, Concussion Certificates, Hard Copy Coaches Membership Forms and Hard Copy signed Players Membership Forms), It is the Clubs responsibility to be able to find the computer stored record and print out the required material any one or more individuals that is required by an appropriate authority. The protocol outlined below will make is easier for the needed forms to be found and re-produced

### PROTOCOL FOR COMPUTER STORAGE

The items as noted in this policy and outlined above are the responsibility of each Club to store copies within their computers and then to provide a disk or flash drive to GCSL with this material. In addition, each Club is to continue to store this data so that it is available. The backup to GCSL is to provide two sources in the event of a computer problem. In the event that we need to produce proof of completion of any of the stored items (see below) it will be the responsibility of the Club to furnish the record. However, GCSL will be the keep copies (see below) be a backup for each Club (see below).

One of the issues we have discovered with this joint responsibility is the ability to be able to find within the stored material specific information for one or more individuals. When we review the material that has been stored by clubs, we have discovered that it is extremely difficult to locate the data for specific individuals and/or the specific form that is needed. This is due to the fact that all clubs are handling storage in a different manner. The purpose of this **PROTOCOL** is to create a standardized method so that all Clubs are the using the same format. This will provide GCSL and each Club with the ability to find the any copy for any individual for any Form when it is needed.

It is the Clubs responsibility to store with in their computer the following items: Risk Management Certificates, Concussion Management Certificates for coaches, DOC's and Trainers. Player and Coaches Membership forms if the individual cannot ESIGN.

And for just the fall of 2017, the SCA parents team signature form (or the SCA form provided by the State of Ohio). Starting with spring 2018, the SCA will be integrated and included in the Players and Coaches Membership forms. So starting with spring 2018 SCA will not be a separate form but included as outlined.

Here is the standardization **protocol** all Clubs for are to follow for computer storage so that we can easily find any form that is needed. Again, this is only when a hard paper copy is provided (Risk and Concussion Certificates) or the ESIGN does not work for the Players or Coaches Membership forms and they submit a hard signed hard copy paper form.

### RISK:

Create a separate directory in your computer for each individual season for Risk Management Certificates following this naming convention: 17FRISK, 18SPRISK, 18FRISK, 19SPRISK, 19FRISK, etc.

Each individual file should be named and saved by using the team number and name of the coach (or other function like DOC, Trainer): B0756 Tim Brown, G0820 Joe Snow, etc. For DOC's and Trainers who do not have a specific team – use the Club Number in lieu of the team number.

### CONCUSSION:

Create a separate directory in your computer for each individual season for Concussion Certificates following this naming convention: 17FCON, 18SPCON, 18FCON, 19SPCON, 19FCON, etc.

Each individual file should be named using the name of the coach (or other function like DOC, Trainer) and Team number: B0756 Tim Brown, G0820 Joe

Snow, etc. For DOC's and Trainers who do not have a specific team – use the Club Number in lieu of the team number.

### COACHES MEMBERSHIP FORM:

Create a separate directory in your computer for each individual season for Coaches Membership forms following this naming convention: 17FCOACH, 18SPCOACH, 18FCOACH, 19SPCOACH, 19FCOACH, etc.

Each individual file should be named using the team number and name of the coach (or other function like DOC, trainer) and Team number: B0756 Tim Brown, G0820 Joe Snow, etc. For DOC's and Trainers who do not have a specific team – use the Club Number in lieu of the team number.

### PLAYERS MEMBERSHIP FORM:

Create a separate directory in your computer for each individual season for Players Membership Forms following this naming convention: 17FPLAY, 18SPPLAY, 18FPLAY, 19SPSPLAY, 19FPLAY, etc.

Each individual file should be named by the team number and name of the player: B0756 Tim Brown, G0820 Joe Snow, etc.

## SCA TEAM PARENTS SIGNATURE FORM (just for Fall 2017):

Create a separate directory in your computer for this fall season for SCA Parents signature form following this naming convention: 17FSAC.

Each individual file should be named by the team number: B0756, G0820 etc.

## SCA STATE OF OHIO FORM (just for Fall 2017):

If your club elected to use the State of Ohio form rather than the team signature form, create a separate directory for this fall season in your computer for SCA Parents signature form following this naming convention: 17FSAC.

Each individual file should be names by the Team number and players name: B0756 Tim Brown, G0820 Joe Snow, etc B0756, G0820.

Each Club will be the main source of this material and information if proof of completion is required for any individual(s). In the event of the need for this information, the Club will re-produce this information. However, at the end of the seasonal year (eg. 17/18) a disk for flash drive is to be provided to GCSL (Registrar). It should include the following information: Name of Club and seasonal year (17/18). GCSL will then be the backup for the Club in the event of any computer issues.

This procedure will provide us the greatest opportunity to be able to promptly locate the records anyone, or any team be able to produce a hard copy.

Within this **protocol** each Club is to keep a back up copy of this information in their computer files as outlined and be able to re-produce specified forms as required.

GCSL keeps support of all ESIGN completed by coaches and parents / guardians for their son(s) and/or daughter(s) for all ESIGN material.

Thanks for your support.

For GCSL

Jim