

To: Adult Leaders and Coaches

From: KMCC Board of Directors

Subject: KMCC Junior program: Forms and Process

Date: October 6, 2016

### Coaches and Adult Leaders

Prior to the season or at the time a Coach or Adult Leader of a junior/high school curling is identified, he or she should sign a background check form and a background check should be completed. USCA has a process to perform such background checks for a modest fee. In the course of training for various instructor roles, Coaches or Adult Leaders may have already completed such a background check, and in that case, proof of completion should be provided to the club. Further, all Coaches or Adult Leaders should complete training such as youth protection training offered by the Boy Scouts, or the training offered by the USCA.

Coaches and Adult Leaders should also complete and sign a copy of the Safety Agreement.

Parents of minor curlers should complete and provide necessary information regarding travel, medical issues and the like to Coaches and Adult Leaders, as well as the Safety Agreement signed by each participant and guardian on behalf of the participants. When traveling with the juniors, Adult Leaders and/or Coach should have with them a copy of the emergency contact and travel information kept in a secure place for use in case of such emergencies.

### Parents

Parents should be given a copy of the guidelines and should return a signed copy of the Safety Agreement. They should also complete an emergency contact policy and a travel document for their child for each out of town event.

### Students

Students should complete a copy of the Safety Agreement and be reminded of the rules at the beginning of the year and at mid-year break.