

**MANHATTAN
OPTIMIST
FASTPITCH
ASSOCIATION**



Parent Guide 2012

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How MOFA Works

What is the Manhattan Optimist Fastpitch Association (MOFA)

The Manhattan Optimist Fastpitch Association (MOFA) has taken the lead in promoting women's fastpitch softball in the greater Manhattan area for the past thirty years. MOFA's goal is to help young women to develop fully their softball talents and to experience the game of fastpitch at a highly competitive and advanced level. Many of our teams are among the very best in the state of Kansas and are well-known throughout the state and region. Older players from MOFA form the nucleus for many of the high school teams in our area. Alumni of our program routinely go on to play at the collegiate level.

Who Makes it Happen

MOFA functions due to volunteer coaches, managers, and parent participation. MOFA is affiliated with the Manhattan Breakfast Optimist Club (MBOC). MBOC contributes \$1,000 per year to MOFA to be used for off-season indoor pitching and hitting practice. More importantly, MBOC, through its' Manhattan Optimist Foundation fundraising affiliate, contribute the use of Optimist Park and it's fields, batting cages, and pitching areas to MOFA at no cost. Optimist Park is maintained by unpaid volunteer MBOC members.

Who Runs MOFA

The authority of MOFA is vested in the Executive Board of the Association. The Executive Board has the authority and responsibility to conduct all Association business functions, enforce the bylaws, and represent MOFA in matters related to the Manhattan Breakfast Optimist Club.

The business of MOFA is conducted by the following positions (see Appendix A) of the Executive Board:

- President -- Jim Franke
- Vice President -- Bruce Bidwell
- Secretary -- Diane Brummett
- Treasurer -- Diane Brummett

What are the Optimist Park Facilities

Optimist Park is located at 317 Plymate Lane in Manhattan Kansas. It consists of 3 softball fields, 1 T-Ball field, 3 batting cages and 2 pitching areas. It also has 1 building housing restrooms and a softball equipment storage area plus a 2nd 2-story 2-car garage used for maintenance equipment and storage. MOFA does not have any control over how the fields, batting cages, and pitching areas are budgeted, scheduled, or managed, but any assistance with some of the maintenance is appreciated any time by the MBOC members. Questions or comments concerning the Optimist Park facilities should be directed to Bruce Bidwell at 785-556-0431.

Any Website Information

Several important pieces of information relating to MOFA softball may be found on the Manhattan Breakfast Optimist Club's website.

MOFA team practice schedules for fields, batting cages, and pitching areas may be checked by visiting the Optimist website as follows:

- www.manhattanoptimist.com
- Select "Events Calendar"
- Select "Optimist Park Calendar"
- Select the month(s) you are interested in.

Schedule coding information is:

- B/C #1 -- 1 Batting Cage behind the brown shed
- B/C #2 & #3 -- 2 Batting Cages by Jessica Field
- B/F -- Brummett Field (the Big field)
- BB/F -- Bruce Bidwell Field (the t-ball field and usually the driest)
- J/F -- Jessica Field
- P/A #1 & #2 -- 2 Pitching Areas (can accommodate 35' to 43' pitching)
Behind the brown shed
- S/F -- South Field (south of Plymate Lane)

MOFA team contact information may be viewed by visiting the Optimist website as follows:

- www.manhattanoptimist.com
- Select "Manhattan Optimist Fastpitch Association"

What is the MOFA Level of Competition

- a) MOFA and the Manhattan Breakfast Optimist Club recognize the need to balance the goals of providing both a high level of fast pitch softball and an opportunity for participation to as many serious athletes and families as is possible.
- b) Fastpitch Associations that sanction the tournaments in which our teams compete classify teams into three levels of competition - A, B and C. It is the goal of MOFA that all of its teams compete at the B-level or higher.
- c) However, MOFA recognizes that serious athletes, families, and teams on occasion will enter our program from recreational leagues which have not prepared them for competing at the B or A level.
- d) Hence, in the younger [U8, U10, U12, U14] age groups, MOFA will support teams competing at the C level for a maximum of two seasons. It is MOFA's belief, based upon the experience of past teams, that, given two seasons, serious athletes, families, and teams can prepare themselves to compete at the A or B level.
- e) Except in very unusual circumstances, MOFA will not support C-level teams in the 16U and 18U age groups.

What are Tournament Participation Expectations

- a) MOFA teams are expected to participate in summer tournaments as follows:
 - U8 and U10 teams are to participate in a minimum of four tournaments per season.
 - U12 teams are to participate in a minimum of six tournaments per season.
 - U14 to U18 teams are to participate in a minimum of seven tournaments per season.
- b) MOFA teams are expected to participate in tournaments held in Manhattan as follows. Assuming that two events are held before June 1, and one is held during the month of June:
 - U10, U12 and U14 are to participate in a minimum of two Manhattan tournaments.
 - All other age groups are to participate in the June Manhattan tournament.
- c) MOFA teams are expected to participate in at least one state-level tournament.

What are Practice Expectations

MOFA has very general expectations regarding organized practice as follows.

- a) During the summer season, MOFA teams are expected to conduct a minimum of two practices per week.
- b) During the summer season, MOFA teams should not fail to practice for an extended period of time.
- c) During the off-season, MOFA teams are expected to conduct a limited practice schedule. Park fields are available during the months of September and October. An inside facility is available on Fridays, Saturdays and Sundays during the months of December, January and February.

What Policies or Guidelines are in Place to Protect Players

MOFA cares about the safety and welfare of all players, coaches, managers, and other team volunteers. Consequently, MOFA has developed Youth Protection Guidelines designed to help ensure the safety and well-being of all MOFA members, particularly our youth. The guidelines are aimed at eliminating any opportunities for abuse within our sports program. It is the responsibility of all MOFA participants to ensure that these policies are followed.

It must be understood that our volunteers are not trained to deal with situations of abuse, and should never attempt to do so, but they must take responsibility for promptly reporting any concerns to MOFA.

All MOFA Head Coaches, Assistant Coaches, Team Parents, and Business Managers, and other team volunteers, who are working directly with children under the age of eighteen, are required to participate in, and adhere to, the Youth Protection Guidelines which includes:

- a) Reading the MOFA Youth Protection guidelines (Appendix J).
- b) Signing the Code of Conduct for Coaches Form (Appendix B).

How Does MOFA Handle Grievances and Discipline

- a) The Executive Board deals with the business of grievances and discipline.
- b) Only written grievances submitted to the Executive Board will be acted upon.
- c) The Executive Board may review and suspend, or impose other punishment for each player or coach sent from the field of play during any game.
- d) The Executive Board may summon before it any coach, player, or other party in order to inquire into any offense.
- e) The Executive Board shall have the authority to remove any coach or player from MOFA given sufficient grounds.
- f) Any violation of the Coaches / Managers Code of Ethics (Appendix B) shall be grounds for MOFA disciplinary action.

MOFA recognizes that sports bring to the surface many concerns, anxieties and feelings for parents and their children. Often problems are the result of a misunderstanding or failure to identify expectations. We expect that coaches, players, and parents can be reasonable and considerate in approaching problems and work with the understanding that no one intends any ill will. To facilitate the resolution of these concerns, we have established the following procedures:

Emergency Situations:

Actions that are inappropriate, or could cause bodily injury or unsafe conditions that could result in injury to a player must be brought to the coach's attention immediately. This can be done by the Coach, Team Parent, or parents. An incident report must be submitted to the MOFA Board of Directors.

Game Day/Tournament Issues:

Parents are asked to wait 24hrs after the completion of a tournament to approach any coach with concerns about a particular tournament and/or game. This policy allows all parties time to reflect on the games, and is intended to protect all involved from hurtful words spoken in moments of high emotion.

All Other Issues:

All grievances will be documented (see Appendix I) and those involved will be asked to sign documentation,

If problems arise during the course of the season the following policy will be followed:

Step 1: Parent and Player communicates with the Coach.

Parents and players are encouraged to talk directly to the coach and attempt to resolve the problem themselves. Parents are asked to wait until after a practice to address the coach.

Step 2: In the event that the issue still is unresolved, the issue is turned over to the MOFA Board of Directors.

Parents **MUST** provide a detailed written document outlining their concerns before this step occurs. It may be determined that a member of the MOFA Board of Directors should meet with the player, the coach, or both to resolve the issue. Decisions are final. If a decision requires the disciplining of a parent/player or coach, this information will not be released by the MOFA Board due to confidentiality issues.

Action Timelines:

MOFA is run by volunteers. All meetings of Board members must occur outside of work hours. Therefore, any step requiring a meeting of the MOFA Board of Directors will occur within 72 hours of initiation of a written grievance by the parent/player or coach.

What are the Responsibilities of MOFA

- a) To provide assistance in the application and payment of the following:
 - ASA/USSSA memberships.
 - Team insurance.
 - Tournament entries.
- b) To provide fund raising opportunities for Member Teams through the selling of program advertisements in conjunction with annual tournaments held in Manhattan.
- c) To provide short term loans due to cash flow timing or post-state tournaments:
 - Normally for memberships, insurance, and tournament entry fees only.
 - Loan amount available based on the availability of MOFA funds.
 - Repayable to MOFA through advertisement money paid to MOFA.
 - Special loan arrangements can be made for post-state tournaments.
- d) To provide assistance to new teams:
 - Information on clinics, tournaments, practice fields, etc.
 - Mentoring by senior coaches
- e) To identify and provide assistance with other fund raising opportunities.
- f) To purchase equipment used by all teams such as pitching machines and machine balls.
- g) To determine on a yearly bases the age group structure of MOFA.
- h) To determine on a yearly basis which teams are to be included in MOFA.
- i) To promote the continuing fastpitch softball education of MOFA coaches

What are Member Team Responsibilities

- a) Payment of insurance fee to MOFA by January 1st .
- b) Payment of membership fees to MOFA by February 1st .
- c) Payment of tournament entry fees to MOFA by May 1st :
 - Short term loans will be available from MOFA (based on availability of MOFA funds) to help with any cash flow timing problems associated with team fund raising and expenses.
 - Entries will not be processed until insurance and membership fees are paid to MOFA.
- d) Team expenses other than memberships, insurance and entry fees are to be paid by the team's business manager and not by MOFA's treasurer.
- e) Payment of all Program Advertising money collected to MOFA:
 - 85%, less any loan amounts and/or other fees not paid will be refunded immediately to the Member Teams.
 - When final Program printing costs are determined, any significant differences to the 15% retained by MOFA will be refunded or billed.
- f) Member Teams will be responsible for their own funding of:
 - MOFA, ASA/USSSA, and insurance fees
 - Tournament entry fees.
 - Uniforms.
 - Equipment (balls, gloves, bats, bags, etc.).
 - Travel expenses.
 - Team picnics and parties.
 - Coach and player clinics.
- g) Where applicable, Member Teams and MOFA will develop a repayment plan for the Member Teams that owe MOFA money.
- h) Due to the significant contribution of money and facilities by the Optimist Club, the name 'Optimist' should appear in the following:
 - Team name.
 - Players and coach's uniform.
 - Press Releases.
- i) All MOFA and Optimist Park code of conduct and rules must be followed.

- j) Each Member Team must have a Head Coach and at least one Assistant coach. It is recommended that each Member Team also have a Team Parent and a Business Manager. See Appendix A for a description of these positions.
- k) It is required that each Member Team adopt the Coaches' Code of Ethics (Appendix B). All, Head Coaches, Assistant Coaches, Team Parents, and Business Managers must sign this form and return it to MOFA each year by October 1. It is recommended that teams also adopt the Parents' and Players' Code of Ethics. These should be signed and kept on file by the Team Parent or Head Coach.
- n) It is suggested that each Member Team identify several people associated with the team to handle fundraising and sponsorship ventures:
 - Preferably not coaches.
 - Fund raising should start early (i.e. Late Fall, Early Winter) to ensure funds available for all fees due.
 - MOFA can help with identifying potential fund raising opportunities.
- o) Coaches are expected on a continuing basis to upgrade their knowledge of basic and advanced fastpitch skills and strategies.
- p) Each year there will be at least one work day at Optimist Park. Each team is expected to contribute volunteers to this effort.

Appendices

Appendix A: Position Descriptions

President

As President, this position carries over all responsibility of MOFA. The President is a member on any and all committees and will chair all Executive Board, Annual General Membership, and Extraordinary meetings of MOFA. He/she may delegate someone from the Executive Board to chair any meeting. The President has the privilege of the "tie breaker vote". This is to say the President will have a vote in case the vote is tied after all members present have voted. The President is to see that MOFA is run according to the Constitution and Bylaws. He/she will be a signing officer of MOFA.

Vice President

As Vice President, this position will take over all duties and responsibilities of the President in the absence of the President. He/she may be a member of any and all committees and is to assist in any area needed. The Vice President should have exposure to all facets of MOFA. He/she will be a signing officer of MOFA.

Secretary

As Secretary, he/she is responsible for keeping accurate records of all MOFA meetings, MOFA correspondence, and the recording of all policies and amendments of MOFA. He/she will be a signing officer of MOFA. May be combined with treasurer position.

Treasurer

As Treasurer, he/she shall handle the accounts of MOFA along with the President. All funds will be given to the Treasurer for banking. The Treasurer may, from time to time, designate someone to collect funds. He/she will be a signing officer of MOFA. May be combined with the secretary position.

Head Coach [Required]

21+ years of age;

Plans and oversees all practices and games. Goals are to develop each player and teach overall softball skills and game strategy in a fun and positive manner. The Head Coach also directs and develops the Assistant Coaches.

Coach position requires Board approval.

Time Requirement: Must be available for at least 95% of all games & practices, but ideally 100% of games and practices.

Assistant Coach [Required]

21+ years of age;

Works with the Head Coach at all practices and games to teach and develop softball skills in a positive safe environment.

All Assistant Coach positions require Board approval.

Time Requirement: Must be available for at least 75% of all games & practices, but ideally 100% of games & practices.

Team Parent [Recommended]

Female 21+ years of age, not coaches or coaches' families, preferably a parent;

Responsibilities can include, but are not limited to, communication between parents/players and MOFA, ensuring player safety and emotional well-being, coordination of team parent volunteers, coordinating fund raisers, communicating practice and games schedules, and ensuring that at least one female over 21 years of age attends all practices and games.

Time Requirement: Manager, or their substitute, attends all games & practices.

Business Manager [Recommended]

21+ years of age, not coaches or coaches' families, preferably a parent;

Receives and distributes Team funds and maintains an up-to-date accounting of Team funds and budget. Responsible for all financial filings and oversees all Team volunteers involved with income-generating activities.

Appendix B: Codes of Ethics -- Coaches / Managers

For a Head Coach, Assistant Coach, Team Parent, and Business Manager, to remain in that capacity, they must, at all times, adhere to the Coaches Code of Ethics. Any deviation from this code may result in a grievance against the individual.

The Code of Ethics is as follows:

1. I will place the emotional and physical well being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will provide a sports environment for my team that is free of drugs, tobacco, alcohol, and profane language or vulgar gestures and I will refrain from their use at all youth sports events.
4. I will not engage in or tolerate any form of abuse of my players, be it physical, verbal, ethical, or sexual.
5. I will do my best to provide a safe playing situation for my players.
6. I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
7. I will do my best to organize practices that are fun and challenging for all my players.
8. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and umpires at every game or practice.
9. I will be knowledgeable of the rules and I will teach these rules to my players.
10. I will use those coaching techniques appropriate for each of the skills that I teach.
11. I will remember that I am a youth sports coach, and that the game is for children and not adults.
12. I will respect the facilities that my team uses for games or practice and do whatever I can to help maintain those facilities.

If a Head Coach, Assistant Coach, Team Parent, or Business Manager is alleged to have violated any point of the Ethics Code, a grievance may be made against them. Anyone may submit a grievance. A form is available from any MOFA Board member. The grievance must be submitted in complete written form to a MOFA Board Member. The MOFA Board member will immediately notify the remaining MOFA Board members and a meeting will be scheduled regarding the issue. The MOFA Board shall review the grievance and decide on the final discipline, if any. This decision will be final and not subject to further appeal.

If a submitted grievance is found to be frivolous or not pertaining to the Code of Ethics, the MOFA Board can dismiss it and no record will be made.

If a submitted grievance is found to be a violation of the Code (other than point #4) the individual may receive a verbal warning and a documented record of the grievance shall be placed in the individual's file. If this is the second upheld grievance against this individual, they will be suspended from participation in MOFA activities for a time to be decided by the Association Board. If this is the third upheld grievance against this individual, they will be immediately suspended from participation in MOFA activities for the remainder of the season. They may also be barred from further participation in future MOFA activities if so decided by the MOFA Board. If an upheld grievance is found to be in violation of Ethical Code #4, the individual will be immediately suspended from participation in MOFA activities for the remainder of the season. The MOFA Board will decide on the eligibility of the individual to participate in future MOFA activities. These guidelines are for the benefit of our members. MOFA cannot list every ethical or moral item that would not be considered portraying a positive role model for youth by maintaining an attitude of respect, loyalty, patience, integrity, courtesy, tact and maturity. In the event that the MOFA Board feels that an individual(s) is acting in a way that is detrimental to MOFA or its members, the individual(s) may be reprimanded, suspended or barred from further participation in future MOFA activities.

I have read and understand this Code of Ethics. I understand that it is my responsibility as a MOFA volunteer to adhere to this code, and I further understand that I may be subjected to a grievance should I deviate from this Code.

Coach or Manager

Date

Team

Appendix B: Codes of Ethics -- Parents

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
2. I will place the emotional and physical well being of my child ahead of a personal desire to win.
3. I will demand a sports environment for my child that is free of drugs, tobacco, alcohol, and profane language or vulgar gestures and I will refrain from their use at all youth sports events.
4. I will not tolerate any form of abuse of my child, be it physical, verbal, ethical, or sexual and will immediately report any such abuse to MOFA.
5. I will insist that my child play in a safe and healthy environment.
6. I will support coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
7. I will remember that the game is for youth - not adults.
8. I will do my very best to make youth sports fun for my child.
9. I will ask my child to treat other players, coaches, fans, and officials, with respect regardless of race, sex, creed, or ability.
10. I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectable fan, assisting with coaching, or providing transportation.
11. I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.
12. I will respect the facilities that my child's team uses for games or practice and do whatever I can to help maintain those facilities.

Parent

Parent

Team

Date

Appendix B: Codes of Ethics -- Players

1. I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
2. I will attend every practice and game that I can, and will notify my coach if I cannot.
3. I will not use drugs, tobacco, alcohol, and profane language or vulgar gestures.
4. I will not tolerate any form of abuse, be it physical, verbal, ethical, or sexual and will immediately report any such abuse to my parents, Team Parent, and MOFA.
5. I will expect to receive a fair amount of playing time.
6. I will do my best to listen and learn from my coaches.
7. I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
8. I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.
9. I deserve to play in an environment that is free of drugs, tobacco, and alcohol, and expect adults to refrain from their use at all youth sports events.
10. I will encourage my parents to be involved with my team in some capacity because it is important to me.
11. I will do my very best in school.
12. I will remember that sports are an opportunity to learn and have fun.
13. I will respect the facilities that I use for games or practice and do whatever I can to help maintain those facilities.

Player

Date

Team

Appendix J: Youth Protection Policy

The parents, families, relatives and members of MOFA trust our program to provide a safe environment for all participants. The MOFA Youth Protection Policy does not tolerate abuse in any form, whether it is emotional, physical, or sexual.

Adults who assume volunteer roles within MOFA have the opportunity for a rewarding experience. The opportunity to work with youth is a privileged position of trust that should be held only by those who are willing to demonstrate behavior that fulfills this trust.

Youth Protection Guidelines

The following guidelines and expectations have been established for persons serving in volunteer roles with MOFA:

1. Conduct yourself in a courteous, respectful manner demonstrating behavior appropriate for a positive role model for youth.
2. Demonstrate exemplary behavior at all times when dealing with parents, coaches, assistant coaches, umpires and other personnel.
3. Encourage good sportsmanship by the players during both practices and games.
4. Treat all players with respect and dignity. Promote respect for all the participants including the opposition and game officials.
5. Put the welfare and well-being of the players first, before winning. Kids first, winning second.
6. Create a positive environment for training and competition. Make sports enjoyable and promote fair play.
7. Encourage and support players. Provide constructive feedback. Take time to offer praise whenever the youth does anything praiseworthy. Focus on the positive.
8. Where possible, avoid one-on-one situations with individual players. Meetings, discussions and drills should be conducted in view of other adults and/or youths.
9. Obtain parental consent to transport young players to and from practices and games.
10. While physical contact between an adult and a youth is not absolutely prohibited, as in high-fives when congratulating a youth for an accomplishment, adults must be very alert to the appropriateness of any physical contact. It is possible that it may be experienced by the youth or seen by others as inappropriate. For example, as in most social situations, you should avoid bear hugs and limit yourself to "shoulder-to-shoulder" hugs, maintaining space between your bodies.

11. Respect privacy. All youth are entitled to personal privacy from adults, and when necessary or appropriate, from other youth as well. A health and safety concern is the only exception. Adults must protect their own privacy in similar situations.
12. Discipline used in youth programs should be constructive and reflect high values. Profanity and corporal punishment are never permitted.
13. Physical hazing, initiations, ridicule, inappropriate teasing or aggression are prohibited and may not be included as part of any youth activity.
14. Coaches, managers, and other team volunteers must ensure that MOFA's policies are followed.
15. Young players must not be left alone without guidance or supervision. Ensure that a child is not left alone at any time (such as waiting for his/her parents to pick them up after a practice or game).
16. Keep medical and emergency contact details for the players with you at all practices and games in the event of an emergency.
17. Comply with anti-discrimination laws. MOFA offers its programs to all eligible persons regardless of race, color, national origin, religion, gender, age, disability, marital or veteran status, or any other legally protected status.
18. The use of illegal drugs, alcohol, and tobacco products is prohibited at all MOFA practices and games.
19. Team managers or coaches should communicate all relevant team information to their teams. Details should include number, length and times of practices, games dates and other related team information.
20. In the event of an injury, immediately obtain or provide the appropriate medical assistance.
21. Respect, adhere to, and enforce the rules, policies, and guidelines established by MOFA including all state laws related to child abuse and substance abuse.

Child Abuse and Neglect

Youth protection policies and procedures address issues of child abuse. Child abuse is deliberate emotional, physical or sexual injury of a child by an adult or older child. Neglect is harm caused by withholding life's necessities: food, clothing, shelter, medical care, and education.

Signs of Abuse

Any abrupt change in behavior that is maintained for a week or longer is a sign that the child is experiencing stress that could stem from a variety of causes, including family disruption, illness, death of a pet, a move to a new neighborhood, or child abuse. Some of the possible specific signs for each kind of abuse are listed below:

Possible signs of Physical Abuse: Suspicious injuries that are different from those normally associated with childhood "wear and tear" such as burns, bruises, lacerations, abrasions and fractures.

Possible signs of Emotional Abuse: Emotional abuse of others, extreme sensitivity to criticism, self-destructive behavior, appears to be a danger to others, continuous unwillingness or inability to form trusting relationships, chronic rebellion against authority, constant socially disruptive behavior, lagging physical development, and in severe cases habit disorders such as thumb sucking or rocking.

Possible signs of Sexual Abuse: Difficulty in walking; torn, stained, or bloody clothing; pain or itching in the genital area; bruises or bleeding in the body's private areas; sexually transmitted diseases; an age-inappropriate understanding of sex; reluctance to be left alone with a particular person; persistent and inappropriate sex play with peers; wearing excessive amounts of clothing; fear of touch; and abuse of animals.

Possible signs of Neglect: Child consistently shows up inappropriately or poorly dressed, shows obvious need of medical care, lacks personal hygiene, repeatedly borrows money for basic necessities, and is consistently overly hungry. If asked, the child will likely make excuses for his or her parent(s).

Your Responsibility

1. Show support and concern for any youth who might be affected
2. Do not jump to any conclusions. Act with all due diligence.
3. Ask the youth in indirect ways if "everything is all right." Be available for the child.
4. Consider stating your observations to the child's parents. Do not directly or indirectly accuse a suspected adult of child abuse.
5. Speak confidentially with other adult leaders who have contact with the child.
6. Handle the matter as discreetly as possible.
7. If necessary, remove the child from danger and obtain medical treatment as needed.
8. Report any team related concerns to the MOFA President. The law requires only that you have a reasonable suspicion that a child is being abused.

Reporting Procedures

MOFA views the reporting of suspected child abuse as both a personal and ethical obligation. All MOFA members should be alert to the physical and emotional state of all program participants.

1. If child abuse is suspected, report your reasonable suspicions to the MOFA President who will immediately investigate the allegations. During the investigation period, the accused individual will be suspended from all activities involving the supervision of children. The suspension will continue until the person is cleared or allegations are proven. If the allegations are proven correct, the individual will be removed from all MOFA activities.
2. When any MOFA member suspects child abuse or neglect occurring outside of the MOFA program, they are urged to report the situation to appropriate local authorities at the Department of Human Services at (Phone #).
3. All information regarding alleged child abuse will be maintained under strict confidentiality. Information will be communicated only on a "need-to-know" basis.

Appendix K: Addresses & Telephone Numbers

Bruce Bidwell, **Vice-President**
1524 Nichols
Manhattan, KS 66503-2442
bruce@manhattanoptimist.com
785-537-7538 (home)
785-776-4041 ext. 259 (work)
785-556-0431 (Cell)

Diane Brummett, **Secretary/Treasurer**
6216 Tuttle Creek Blvd.
Manhattan, KS 66502
brummett6@kansas.net
785-539-8698

Jim Franke, **President**
3339 Newbury St.
Manhattan, KS 66503
jfranke@ksu.edu
785-542-0451 (Work)
785-565-2682 (Cell)

Optimist Ball Park
317 Plymate Lane
Manhattan, KS 66502
785-539-1677

Parent(s) Understanding

I (we) as parent(s) of , _____, have read the MOFA Parent Guide as discussed above. It is our understanding that the commitment and expectations are that of a competitive travel team unlike that of a Parks and Recreation team. It is also our understanding that there are rules and policies in place and we agree to abide by the rules as outlined by MOFA. Should a problem arise we will take the appropriate steps as outlined to address the problem.

Signature

Date