

## **Attachment M**

Letter of Agreement between CSR and U.S. Youth Soccer

# AGREEMENT

Between

**CSR, Incorporated (CSR)**

and

**United States Youth Soccer Association, Inc. (US Youth Soccer)**

This is an agreement (this “Agreement”) between CSR, Incorporated, hereinafter called “CSR” and the United States Youth Soccer Association, Inc., hereinafter called “US Youth Soccer”(individually, a “Party” and collectively, the “Parties”) entered into as of the latest date signed below.

## **I. PURPOSE & SCOPE**

The purpose of this Agreement is to clearly identify the roles and responsibilities of each party as they relate to the research project “Improving the Understanding of Traumatic Injury (“IUTI”). This research is funded by the U.S. Centers for Disease Control and Prevention (“CDC”). The purpose of the study is to evaluate whether differences in state laws that provide guidance governing when athletes should be removed from play and when they can return to play after suffering a possible concussive event in either a game or practice are related to the probability that an athlete will return to play while still suffering concussion symptoms.

In particular, this Agreement is intended to *cover the responsibilities of both parties for:*

- *Developing the sampling frame to be used in selecting study participants*
- *Recruiting coaches, athletes and parents as participants in the IUTI*
- *Collecting and managing survey data from study participants*
- *Administering the day to day activities related to managing the study, especially the data collection phase*

## **II. BACKGROUND**

CSR is a 36-year-old consulting and professional services company specializing in measuring and evaluating the performance and effectiveness of publicly funded programs and policies. CSR’s mission is to provide government, private and nonprofit organizations with the knowledge and tools to make informed policy choices and to take effective action.

CSR is the lead contractor in conducting and managing the IUTI study. The study is funded through a contract between CSR and the CDC. In its role as lead contractor, CSR, along with its partners, the University of Washington School of Public Health and AVAR

Consulting, is responsible for overseeing all phases and aspects of the IUTI study—including developing a sampling frame, recruiting study participants consistent with the sampling frame, collecting survey and surveillance data from study participants, analyzing the data and producing a final study report.

US Youth Soccer is the largest member of the United States Soccer Federation, the National Governing Body (“NGB”) for soccer in the United States. US Youth Soccer is a nationwide body of over 600,000 volunteers and administrators, and over 300,000 dedicated coaches, most of who also are volunteers. US Youth Soccer registers over 3,000,000 youth players between the ages of five and nineteen. US Youth Soccer is made up of 55 member state associations; one in each state, and two in California, New York, Ohio, Pennsylvania and Texas.

US Youth Soccer is non-profit and educational organization whose mission is to foster the physical, mental and emotional growth and development of America's youth through the sport of soccer at all levels of age and competition. Our job is also to make it fun, and instill in young players a lifelong passion for the sport.

### **III. CSR RESPONSIBILITIES UNDER THIS AGREEMENT**

CSR shall undertake the following activities:

- Using random systematic sampling select sample of states representing states with laws that have no requirements for athletes returning to play, states with laws that require consent from a medically trained health provider, and states with laws that require consent from a medically trained individual who also has training in concussion management. Twenty-seven states were selected using this process.
- Develop sampling frame to select study participants from the US Youth Soccer coaches, players and parents.
- Develop informational and recruitment materials to be used in recruiting soccer coaches, 14-18 year old boys and girls soccer players, and parents from member soccer clubs in US Youth Soccer. These materials will include descriptions of the study, timelines, information on participation incentives, consent and assent (for players under 18 years old) forms, and confidentiality agreements.
- Using recruitment materials, present study using multiple modalities, including live and on demand webinars, postings to a dedicated informational websites, conference calls and information sessions, mailing materials and where possible face to face presentations.
- Randomly select a minimum of 112 soccer clubs teams serving 14 – 18 year old boys and girls from clubs in the 27 states selected using random systematic sampling. There will be a minimum of 56 boys’ teams and 56 girls’ teams. The 112 club teams should yield a minimum of 112 coaches, 616 boys and 616 girls, and 1232 parents.
- Administer a one-time, online, pre-season survey to all coaches, players and parents agreeing to participate in the study. The online surveys should produce responses from 112 coaches, 616 male players and 616 female players, and 1232

parents. The actual survey will be administered by CSR's partner on this study, AVAR Consulting.

- Administer a short weekly surveillance questionnaire on injuries during practice games to all 1232 youth soccer players in the study and the 1232 parents. The surveillance questionnaires will be administered by CSR using Integrated Voice Recognition (IVR) technology. The IVR will require study participants to answer a short series of questions using a telephone or cellphone touchpad.
- Conduct telephone follow-ups with the player and parent of any player identified as having possible concussion symptoms during the weekly surveillance reporting. If a concussion is confirmed a medical doctor on the study team will inform the player and parents.
- Maintain secure confidential database of participant responses to the online and weekly surveillance surveys.
- Administer incentives to study participants.
- Administer and provide incentives for US Youth Soccer to cover all costs associated with its responsibilities under part IV as mutually agreed and specified.
- US Youth Soccer incentive shall be \$1000.00 for the term of this agreement and payable upon execution of this Agreement.

#### **IV. US Youth Soccer RESPONSIBILITIES UNDER THIS Agreement**

US Youth Soccer shall undertake the following activities:

- *Provide its member clubs with a formal letter of support for the study and introduction to CSR and its research team.*
- *Review study participant recruitment and information materials prior to using them with US Youth Soccer members.*
- *When available participate in formal recruitment and information sessions (primarily electronic webinars).*
- *Provide CSR access to US Youth Soccer database of club contacts by sending information to the clubs on behalf of CSR.*
- *Review the draft analytical report and provide expertise as it relates to the operations and activities of US Youth Soccer.*

#### **V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. This Agreement can be modified by mutual agreement with a minimum of thirty (30)-days prior notice. The request for modification must be in writing. Either party can initiate a modification request.
2. Any such request shall be provided :
  - a. If to CSR  
CSR, Incorporated  
2107 Wilson Blvd, Arlington Virginia 22201  
Suite 1000  
Attention: John Foster-Bey, President/CEO

- b. If to US Youth Soccer:  
 US Youth Soccer  
 9220 World Cup Way  
 Frisco, TX 75033  
 Attention: Executive Director
3. This Agreement can be terminated if either party fails to adhere to its responsibilities under this Agreement. The party that is in compliance with the Agreement can initiate termination procedures with a 30 day formal written notice that outlines the other party's failure to comply with this Agreement. After the formal request for termination is received, the party out of compliance will have 30 calendar days to correct any non-compliance issues. If at the end of the 30 day period the noncompliance cannot be resolved, this Agreement will be terminated. If the Agreement is terminated both parties agree to take no additional actions.

## VI. EFFECTIVE DATE AND SIGNATURE

This Agreement shall be in effect upon the signature of CSR's and US Youth Soccer's authorized officials below. It shall be in force from the date the Agreement is executed by authorized representatives to January, 31 2015 unless otherwise extended by mutual agreement.

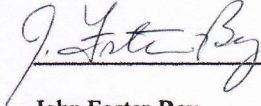
The Parties indicate agreement with this Agreement by their signatures.

The following table shows the estimated schedule of activities during the period of this agreement.

### Project Timeline

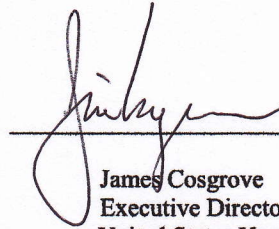
Activity	Date*	US Youth Soccer's Proposed Role
Recruitment of participants	July 2014–August 2014	- Consult on best approach for communicating with respondents - Share contact information for selected clubs, if available
Data Collection	August 2014–January 2015	None
Data Validation and Analysis	February 2015–June 2015	None
Final Report	July 2015–August 2015	- Review draft report and provide expertise and insights as it relates to the operations and activities of US Youth Soccer

*Signatures and dates*



**6/16/2014**  
Date

John Foster-Bey  
President/CEO  
CSR, Incorporated



**6/18/14**  
Date

James Cosgrove  
Executive Director  
United States Youth Soccer  
Association, Inc.