RISK MANAGEMENT (RM)

DEFINITIONS

Established Verifiable Provider:
For purposes of the Operating Documents, an established verifiable provides includes, but is not limited to: United States Postal Service certified mail, return receipt requested; Fed Ex; DHL or UPS.

Board:
All references to the Board mean the Board of Directors of Washington Youth Soccer.

US Youth Soccer Kids Safe Program:

To obtain more information about the US Youth Soccer Kids Safe Program click on the following link:

US Youth Soccer Kids Safe Program

Volunteer:
A volunteer is defined as any person involved in Washington Youth Soccer activities including those who are appointed, selected or hired in any manner within Washington Youth Soccer or its affiliates. Employees of Washington Youth Soccer are not defined as volunteers and are covered under separate corporate risk management policies.

Volunteers include, but are not limited to:

- All Board Members within all levels of Washington Youth Soccer, including but not limited to District, Association, Club and team levels;
- Any person elected or appointed as a Washington Youth Soccer officer; a committee director and all committee members;
- All USSF registered referees who perform a service to Washington Youth Soccer,
- All coaches and administrators, and
- Any person who at any time could be expected, in the performance of their duties, to be entrusted with the supervision, guidance and care of Washington Youth Soccer members and players, including financial or money management.

Washington Youth Soccer Kids Safe Program:
This is the risk management program instituted by Washington Youth Soccer to administer and comply with the US Youth Soccer Kids Safe program.

Washington Youth Soccer Insurance Program:
This is the insurance program instituted by Washington Youth Soccer to administer and comply with all insurance requirements.

RISK MANAGEMENT (RM)

INFORMATION

The basic objectives of the Washington Youth Soccer Kids Safe Program and the Washington Youth Soccer Insurance Program are:

- To review and recommend policies and procedures to ensure the safety of participants in Washington Youth Soccer programs
- To establish secure records and maintain the background check information program for volunteers, employees and others who are entrusted with the supervision and care of players and participants under the US Youth Soccer Kids Safe Program, including financial care
- To provide policy recommendations and education for Washington Youth Soccer members to minimize liabilities and other manageable risks including financial risk
- Provide secondary medical coverage for injuries incurred during participation in Washington Youth Soccer activities

POLICIES

POLICY #1 - AUTHORITIES

RM-1.1 The Board of Directors is responsible for the Washington Youth Soccer Kids Safe program, oversight of the background check information program and coordination of any legal advice necessary to protect the interest of Washington Youth Soccer.

RM-1.2 The Risk Management Committee Director is accountable to the Board of Directors.

RM-1.2.1 The Risk Management Committee Director is responsible for ensuring that administrators, other volunteers, and employees at all levels have a completed background check on file with Washington Youth Soccer.

RM-1.2.2 The Risk Management Committee Director's additional responsibilities will be defined by the Board of Directors.

To see the current responsibilities of the Risk Management Committee Director, click on the following link:

Insert hyper-link here

POLICY #2 - BACKGROUND CHECKS

RM-2.1 All volunteers for Washington Youth Soccer must have risk management clearance from and through Washington Youth Soccer.

RM-2.2 All employees of Washington Youth Soccer at all levels of Washington Youth Soccer must have risk management clearance.

RM-2.3 Anyone required to have a risk management clearance must submit and have the following documents on file with the Washington Youth Soccer Risk Management Director:

RM-2.3.1 A current, fully completed Washington Youth Soccer Application and Disclosure Statement, signed under penalty of perjury either in electronic format or in hard-copy format.

To obtain a copy of the current Washington Youth Soccer Application and Disclosure form, click on the following link: **Insert hyper-link here**

RM-2.3.2 A completed and acceptable background history from an approved Washington Youth Soccer background check provider or if a history report is not available from an approved Washington Youth Soccer background check provider, then any other source deemed appropriate by the Washington Youth Soccer Board of Directors and:

RM-2.3.3 Any other documentation or background history deemed necessary by the Risk Management Director based on or needed to supplement the information contained in RM-2.3.1 and RM-2.3.2 above.

RM-2.4 All individuals required to have risk management clearance who file a Washington Youth Soccer Application and Disclosure Statement with Washington Youth Soccer will, in addition to all other disclosure and background check requirements listed above, be checked against the US Youth Soccer and Washington Youth Soccer Disciplinary Action Reports and records.

RM-2.4.1 Any individual identified in these reports and/or records will be subject to additional review and possible rejection as determined by the Risk Management Director or his/her designee on a case-by-case basis.

RM-2.5 The Washington Youth Soccer Application and Disclosure Statement and the approved Washington Youth Soccer background check provider's background history information will be reviewed by the Risk Management Director or his/her designee.

RM-2.5.1 It shall be the obligation of anyone required to have risk management clearance to fully complete the Washington Youth Soccer Application and Disclosure Statement, to provide complete and truthful information, and to sign either electronically or in person, and acknowledge the contents of the statements under oath and under penalty of perjury.

RM-2.5.2 It shall be the obligation of anyone required to have risk management clearance to update his or her Washington Youth Soccer Application and Disclosure Statement whenever new or additional information is obtained or made known to that person, or whenever that individual knows or should have known of information that would suggest the need for a new or updated background history.

RM-2.5.2.1 Each such individual is solely responsible for promptly providing any and all such new or updated information to Washington Youth Soccer in writing. Washington Youth Soccer shall not be liable for any failure to know or learn of, identify or otherwise obtain such information.

RM-2.6 A Washington Youth Soccer Application and Disclosure Statement-and approved Washington Youth Soccer background check provider's background history that are unacceptable to the Washington Youth Soccer Risk Management Director or his/her designee will cause a written notification of such to be sent back to the individual, stating the individual is not eligible to be an employee or volunteer. The right and process to appeal will be included with the letter.

POLICY #3 - INSURANCE

RM-3.1 All players under the jurisdiction of Washington Youth Soccer (including Member Associations and Districts) must be insured through Washington Youth Soccer before being allowed to participate in any Washington Youth Soccer activities.

RM-3.2 In order for insurance to be effective when teams travel, the activity must be approved and permission granted by Washington Youth Soccer.

POLICY #4 - REJECTIONS

RM-4.1 Any person who has a documented history of child molestation; has been convicted of a felony, crimes of violence, crimes against persons, or has any other record that would bring potential unnecessary risk to the health, safety or welfare of Washington Youth Soccer members, participants, or others may be rejected from participation within Washington Youth Soccer and Washington Youth Soccer sponsored or approved activities.

RM-4.2 If in the course of conducting a background check on any person, adverse information is found on that individual's record, the Washington Youth Soccer Risk Management Director or designee may require additional information to be supplied by that individual to reach a determination of suitability for further participation.

POLICY #5 - APPEALS

RM-5.1 Any person who has been notified of their rejection from participation within the Washington Youth Soccer Kids Safe program has the right to appeal this decision per the established appeals process.

To see the current Risk Management Appeals process, click on the link below:

Insert hyper-link here

RISK MANAGEMENT (RM)

PROCEDURES

PROCEDURE #1 - AUTHORITIES

PRM-1.1 **–**Risk Management Committee Members

PRM-1.1.1 Each District Commissioner shall identify a representative from their District to the Washington Youth Soccer Risk Management Committee if requested by the Board of Directors or the Risk Management Director.

PRM-1.2 Risk Management Coordinators

PRM-1.2.1 Each Member Association President shall identify a Risk Management Coordinator.

PRM-1.3 The Risk Management Director is responsible for identifying the duties of the Risk Management Committee members and Risk Management Coordinators.

To see the current duties of Risk Management Committee members and Risk Management Coordinators, click on the link below:

Insert hyper-link here

PROCEDURE #2 - BACKGROUND CHECKS

PRM-2.1 The Risk Management Director will establish and publish internal procedures related to conducting background checks.

The current internal procedures can be found by clicking on the following link: [Insert hyper link]

PRM-2.2 The internal procedures related to background checks will be reviewed by the Risk Management Director at least annually to ensure that all procedures are current.

PRM-2.2.1 The Risk Management Director will provide a report to the Board of Directors once their review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

PRM-2.3 Changes to the internal procedures will follow the procedures established in the Structure section of these Operating Documents.

The current procedures for changing internal procedures can be found by clicking on the following link: [Insert hyper link]

PRM-2.4 Updated internal procedures will be published to the website in a timely manner, typically no later than one (1) week after approval by the Board of Directors.

PROCEDURE #3 - INSURANCE

PRM-3.1 All injuries to be claimed against the insurance program shall be completely reported on the proper insurance claim form.

To obtain a copy of the proper insurance claim form, click on the link below: **Insert hyper-link here**

PRM-3.2 The Washington Youth Soccer Insurance Program is only valid for Washington Youth Soccer approved youth soccer activities.

PRM-3.3 In order for each player to be properly insured, all proper forms must be completed prior to any out-of-state travel and approval granted.

To obtain a copy of the out-of-state travel forms, click on the link below: **Insert hyper-link here**

PRM-3.4 Details of Washington Youth Soccer insurance coverage and exclusions are available upon request.

PRM-3.4.1 Insurance coverage and exclusions for international travel and hosting of foreign teams are available upon request.

PROCEDURE #4 - REJECTIONS

PRM-4.1 The Risk Management Director will establish and publish internal procedures related to rejection.

The current internal procedures can be found by clicking on the following link: [Insert hyper link]

PRM-4.2 The internal procedures related to rejections will be reviewed by the Risk Management Director at least annually to ensure that all procedures are current.

PRM-4.2.1 The Risk Management Direction will provide a report to the Board of Directors once their review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

PRM-4.3 Changes to the internal procedures will follow the procedures established in the Structure section of these Operating Documents.

The current procedures for changing internal procedures can be found by clicking on the following link: [Insert hyper link]

PRM-4.4 Updated internal procedures will be published to the website in a timely manner, typically no later than one (1) week after approval by the Board of Directors.

PROCEDURE #5 - APPEALS

PRM-5.1 The Risk Management Director will establish and publish internal procedures related to appeals.

The current internal procedures can be found by clicking on the following link: [Insert hyper link]

PRM-5.2 The internal procedures related to appeals will be reviewed by the Risk Management Director at least annually to ensure that all procedures are current.

PRM-5.2.1 The Risk Management Director will provide a report to the Board of Directors once their review is complete. The report will identify whether any changes were identified and if any proposed changes are planned.

PRM-5.3 Changes to the internal procedures will follow the procedures established in the Structure section of these Operating Documents.

The current procedures for changing internal procedures can be found by clicking on the following link: [Insert hyper link]

PRM-5.4 Updated internal procedures will be published to the website in a timely manner, typically no later than one (1) week after approval by the Risk Management Committee.