

Risk Management

An overview of the plan approved by
the Indiana Youth Soccer Board of
Directors on 12-27-05

What is Risk Management?

- Risk Management is a method for identifying risks in all areas, and developing and implementing a plan to protect an organization and prevent loss. An effective Risk Management program consists of these four basic steps:
 - Assess, identify, analyze, and prioritize potential risks.
 - Select methods to prevent loss.
 - Implement the best methods.
 - Monitor the results and revise as necessary.

Authority

- Section 2 of US Youth Soccer Bylaw 214 requires US Youth Soccer, Indiana Youth Soccer and all of its other state associations to establish and monitor a Risk Management Program within its jurisdiction. That program must include, at a minimum:
 - The use of employment/disclosure statements for all volunteers, employees, coaches, and program administrators.
 - Identification of a Risk Management Coordinator and an alternate for the organization.

Policy Statement

- Indiana Youth Soccer is committed to protecting its human, financial, and goodwill assets and resources through the practice of effective Risk Management. The Indiana Youth Soccer Board of Directors and staff are dedicated to safeguarding the safety and dignity of its paid and volunteer staff, its clients, and anyone who has contact with the organization. To this end, the board will insure that Indiana Youth Soccer has a Risk Management Plan for the organization that is reviewed and updated on an annual basis.

Statement of Purpose

- The purpose of the Indiana Youth Soccer Risk Management Plan is to communicate methods of minimizing risk to players, volunteers, paid personnel, spectators, clubs and leagues. This Plan does not provide professional legal or tax advice and may not be relied upon for that purpose. Consult an attorney for legal advice or a tax professional for said information.
- While this program may require time and effort, there is no higher priority than the protection of the soccer players and volunteers within our organization.

Structure of the RMC

- At least 5 (five) members
- ED (or designee) shall be responsible for all info collected and stored

Responsibilities of RMC

- Oversee admin of background checks
- Develop and maintain policies
- Ensure all affiliate and allied members have an RMD
- Ensure all above members complete background checks on adults as required
- Ensure background checks are done properly
- Continuing education

Background checks on adults

- Clubs and leagues appoint an RM Director ASAP and report name to state office and RMC
- Background checks done prior to 8-15-05
- All new adults must complete a check before participation

Responsibilities of State Director of Coaching

- Insure Disclosure Forms are completed by all Indiana Youth Soccer Coaching Staff and ODP Coaches and Administrators.
- Deliver Disclosure Forms to Indiana Youth Soccer ED or Designee for background checks.
- Distribute on a periodic basis appropriate educational material regarding the Indiana Youth Soccer Risk Management Plan.

Responsibilities of Indiana Youth Soccer Executive Director

- Cause a background check to be preformed on all persons applying to serve as Risk Management Director annually.
- Cause a background check to be preformed on all Indiana Youth Soccer office staff, Indiana Youth Soccer Board of Directors and Indiana Youth Soccer Committee Chairpersons annually.
- Insure all background check reports are received from all Allied and Affiliate member organizations.
- Notify RMC of receipt of background check reports.

Risk Management Director Approval Procedure

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- Each member Organization shall designate a Risk Management Director (RMD)
- Each member Organization shall submit a completed Disclosure Form and signed RMD Code of Conduct for their RMD to the Executive Director (ED) of Indiana Youth Soccer. Forms found in Appendices.
- Indiana Youth Soccer will a perform background check on said RMD.

Risk Management Director Approval Procedure

- If the background check does not disclose any disqualifying information, the ED or Designee shall notify the President of the member organization in writing within five (5) business days whether the RMD has been accepted by Indiana Youth Soccer.
- Upon receipt of said notice of acceptance, the RMD shall be the designated person in charge of Risk Management issues for the Organization.

Responsibilities of Member Organization Risk Management Director

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- The RMD shall insure that his/her organization adopt and sign the Indiana Youth Soccer Zero Tolerance Policy Against Abuse. This document should be publicized to all organization members.
- The RMD shall insure that each person in his/her organization required by these rules, complete a Disclosure Form.
- The RMD shall deliver to the ED the disc containing the necessary information for complete background checks.

Responsibilities of Member Organization Risk Management Director

- The same procedure will be used throughout the year as new paid staff or volunteers are identified. Participation in Indiana Youth Soccer sanctioned activities involving children is prohibited until background check has been preformed.
- File all Disclosure Forms and negative reports for all persons in his/her organization being checked, in a locked cabinet
- Destroy, via shredding, Disclosure Forms and negative reports of any persons leaving your organization or at the end of the specified time-period.

Responsibilities of Member Organization Risk Management Director

- If negative reports are returned on an individual, the RMD will:
 - If the offense is included in the Disqualifying Offenses (Section 5.04), immediately suspend in writing said individual from all Indiana Youth Soccer activities.
 - Notify the Indiana Youth Soccer ED and the President of your Club or League of any suspension.
 - If the offense is not included in the Disqualifying Offenses section, together with the President of your Club or League, determine if the offense warrants suspension and take appropriate steps.
 - Contact the Chairperson of the Indiana Youth Soccer Risk Management Committee for advice, if needed.

Responsibilities of Member Organization Risk Management Director

- Refer for investigation all complaints of abuse and report findings to Organization President and to the INDIANA YOUTH SOCCER Risk Management Committee.
- Develop and maintain policy relevant to Risk Management for his/her organization.
- Monitor Risk Management for his/her organization in areas other than background checks, including, but not limited to:
 - Prevention – Child Abuse
 - Prevention – Financial Guidelines.
 - Safety – Facilities (including goals, parking lots, etc.)
 - Safety – Hazardous Weather
 - Safety – First Aid Guidelines
 - Guidelines – Tournament and Travel

*PROCEDURES FOR
BACKGROUND CHECKS*

Member Organization Procedure:

- Member Organization RMD shall distribute and collect completed Disclosure Forms from each person in his/her organization as required by these rules. This includes, but is not limited to:
 - Director of Coaching and any paid staff.
 - All coaches, assistant coaches and trainers.
 - All team managers.
 - Members of Board of Directors.
 - Any other individual having on-going contact with children.

Member Organization Procedure:

- Prepare Excel spreadsheet (can be exported from Logical Solutions) with the following mandatory fields:
 - First Name
 - Last Name
 - Date of Birth
 - Social Security Number (no hyphens)
 - Driver's License Number
 - Current Street Address
 - City
 - State
 - Zip Code
- The above information needs to be verified by examining a governmental issued picture identification with such information on it.
- Transmit that information to The Indiana Youth Soccer ED or designee.

HEARINGS, GRIEVANCES, DISPUTES, AND APPEALS

ZERO TOLERANCE AND REPORTING ABUSE

IRS STATUS AND FINANCIAL GUIDELINES

PREVENTION - CHILD ABUSE

SAFETY - FACILITIES

SAFETY - HAZARDOUS WEATHER

SAFETY - FIRST AID GUIDELINES

TOURNAMENT AND TRAVEL

INSURANCE

Concluding remarks
