



RISK ADMINISTRATION: REQUIREMENTS

WEDNESDAY, JANUARY 7, 2026 12:30 PM ET

PRESENTED BY:



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ASSOCIATE DIRECTOR



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OPERATIONS & ODP
ADMINISTRATOR



AMBER CREMEENS
REGISTRAR &
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WHAT IS RISK ADMINISTRATION/MANAGEMENT?

1.0 RISK MANAGEMENT OVERVIEW

1.1 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:

- 1.1.1 Assess, identify, analyze, and prioritize potential risks.
- 1.1.2 Select methods to prevent loss.
- 1.1.3 Implement the best methods.
- 1.1.4 Monitor the results and revise as necessary.



WHERE DO THE RISK MANAGEMENT REQUIREMENTS COME FROM?



UNITED STATES FEDERAL GOVERNMENT



STATE OF INDIANA GOVERNMENT



UNITED STATES SOCCER FEDERATION



UNITED STATES YOUTH SOCCER



INDIANA SOCCER ASSOCIATION



YOUR CLUB



WHO IS RESPONSIBLE FOR ADMINISTERING RISK MANAGEMENT REQUIREMENTS?

2.3 Member Organization Level:

2.3.1 Risk Management Director Approval Procedure:

- a. Each member Organization shall designate a Risk Management Director (RMD)
- b. Indiana Soccer will perform a background check on said RMD through an approved electronic system.
- c. If the background check does not disclose any disqualifying information, the RMD is considered approved.



INDIANA SOCCER

RISK MANAGEMENT POLICY

SEPTEMBER 4, 2020

[LINK: INDIANA SOCCER RISK MANAGEMENT POLICY](#)



WHAT ARE THE RESPONSIBILITIES OF THE CLUB RMD?

2.3.2 Responsibilities of Member Organization Risk Management Director:

- a. The RMD shall insure that his/her organization adopt and sign the Indiana Soccer Zero Tolerance Policy Against Abuse. This document should be publicized to all organization members.
- b. The RMD shall insure that each person in his/her organization required by these rules, complete a Disclosure Form in the approved electronic system
- c. The same procedure will be used throughout the year as new staff or volunteers are identified. Participation in Indiana Soccer sanctioned activities involving children is prohibited until a background check has been performed and approved.
- d. Refer for investigation all complaints or suspicions of abuse according to the Safe Sports Act Law. Also report to the Organization President and to the Indiana Soccer RMA
- e. Develop and maintain policy relevant to Risk Management for his/her organization.
- f. Monitor Risk Management for his/her organization in areas other than background checks, including, but not limited to:
 - 1. Prevention – Child Abuse
 - 2. Prevention – Financial Guidelines.
 - 3. Safety – Facilities (including goals, parking lots, etc.)
 - 4. Safety – Severe Weather
 - 5. Safety – First Aid Guidelines
 - 6. Guidelines – Tournament and Travel
- g. Aggressively defend and protect any whistleblower that provides any questionable and potentially disqualifying information about an individual serving in any capacity of a member organization.



WHAT RISK MANAGEMENT STEPS ARE REQUIRED?

ALL ADULTS (ANYONE OVER THE AGE OF 18) WHO PARTICIPATE IN ANY CAPACITY*:

BACKGROUND CHECKS:



REQUIRED BEFORE PARTICIPATION

SAFESPORT TRAINING:



REQUIRED WITHIN 45 DAYS OF START DATE

CONCUSSION AWARENESS
TRAINING:



REQUIRED WITHIN 45 DAYS OF START DATE

*INCLUDING, BUT NOT LIMITED TO: COACHES, MANAGERS, TRAINERS, ADMINISTRATORS, BOARD OF DIRECTORS, GUEST COACHES, CONCESSION WORKERS, REFEREES, MENTORS, ETC.



WHAT ARE SOME OTHER RECOMMENDED RISK MANAGEMENT POLICY TOPICS?



- FACILITY SAFETY (GOALS, FIELDS/GROUNDS, PARKING LOT, SIGNAGE, EMERGENCY INFO POSTED, GOLF CARTS, MOWERS, ETC.)
- HAZARDOUS WEATHER SAFETY(LIGHTNING, TORNADOS, EXTREME HEAT, EXTREME COLD, ETC.)
- GENERAL FIRST AID (ONSITE FIRST AID KITS, ETC.)
- FINANCIAL POLICIES
- TOURNAMENT ATTENDANCE AND TRAVEL



INDIANA SOCCER'S NEXT STEPS:

DISTRIBUTE AND COLLECT THE REQUIRED CLUB RISK MANAGEMENT FORMS ANNUALLY:

- **INDIANA SOCCER CLUB RISK MANAGEMENT DIRECTOR (RMD) CODE OF CONDUCT**
THIS IS THE FORM WHERE EACH CLUB WILL DECLARE WHO IS THE RMD AT THE CLUB.
- **ZERO TOLERANCE POLICY AGAINST ABUSE (TO BE SIGNED BY CLUB RMD)**

Appendix B: INDIANA SOCCER Club Risk Management Director Code of Conduct

The purpose of this signed statement is to inform all Club Risk Management Director (RMD) of the security and confidentiality requirements of the information that they will be gathering. It is not meant to reflect negatively on the RMD's performance, nor does it imply that the RMD is suspected of any wrong doing.

As a RMD you have an obligation to safeguard the records entrusted to you. This document is to remind you of the security, confidentiality and ethical requirements for RMD's.

As a Risk Management Director, I will:

- Represent the interests of all people served by this organization, and not favor special interests inside or outside of this organization.
- Not use my position as RMD for personal advantage or for the advantage of my friends or associates.
- Keep confidential information confidential.
- Do nothing to violate the trust of those who elected or appointed me to the position of RMD or of those we serve.
- Never exercise authority as an RMD except when acting as I am delegated by the organization that elected or appointed me.
- Ensure that any disclosure made is, in fact, made only to those individuals having a legitimate need to know in the course of their official duties.
- Consult with a higher authority, i.e. Association President, State President, State RM Committee Member, etc., prior to taking any action when in doubt whether such action is in conformance with privacy and confidentiality standards.
- Disclose personal information about an individual only with the written consent or at the written request of the individual to whom it pertains.

The Indiana Soccer Risk Management Committee will maintain a copy of this document. The signature below acknowledges that you were counseled about the security and confidentiality pertaining to your responsibilities as a Risk Management Director and that you were afforded the opportunity to obtain clarification regarding any of the requirements of the position which you did not fully understand.

Print legal name of RMD _____ Signature of RMD _____ Date _____

Club Name _____ Email Address of RMD _____

Appendix A: Zero Tolerance Policy Against Abuse

As a member of Indiana Soccer, the _____ Name of Club _____

It is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well being while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. All members of this organization, as well as parents, spectators and other visitors are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, physical sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.
3. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, physical sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.
4. We are committed to providing a safe environment for our players, participants and staff. We do so by appointing all coaches, officials and volunteers - and anyone else affiliated with our organization - as protection advocates. Every member of this organization is responsible for reporting to the Club Risk Management Director, any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling or spectator.
5. Buddy System: We recommend that every activity sponsored by our program put a Buddy System in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere - to the bathroom, locker room or other location - without his or her buddy.
6. To further protect our youth participants, as well as our coaches and volunteers, we strongly advise that no adult person allow himself or herself to be alone with a child (other than their own) or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:
 - a. Do not drive alone with a child participant in the car.
 - b. Do not take a child alone to the locker room, bathrooms or any other private room.
 - c. Provide one-on-one training or individual coaching with the assistance of another adult at the child's facility.
 - d. If you must have a private conversation with a youth participant, do it within view of



RISK ADMINISTRATION FOLLOW UP:

THREE DIFFERENT GOAL GETTER MEETINGS TO GIVE OVERVIEW OF:

REQUIREMENTS – THIS PRESENTATION (OVERVIEW). DETAILED/SPECIFIC TOPICS WILL BE COVERED IN LATER MEETINGS (EX: FACILITY SAFETY).

REVIEW – HOW ISA WILL BE USING GOTSPORT TO FOLLOWUP/CHECK AND ASSIST WITH THE PROGRESS OF REQUIRED COMPLIANCE OF EACH CLUB.

RESOURCES – ISA, USYS, US SOCCER AND OTHER DOCUMENTATION





THIS WEEK'S GOAL GETTER MINDFUL MINUTE:

“Success is the sum of
small efforts – repeated
day in and day out.”

ROBERT COLLIER



UPCOMING FORUMS



WEDNESDAY, JANUARY 21, 2026 12:30 PM ET

TOPIC: BIRTH YEAR TO SCHOOL YEAR: HOW WILL THIS AFFECT YOUR TEAMS IN THE FALL OF 2026?

WEDNESDAY, FEBRUARY 4, 2026 12:30 PM ET

TOPIC: MEMBER PARTNERSHIP BENEFITS

WEDNESDAY, FEBRUARY 18, 2026 12:30 PM ET

TOPIC: TBA

IF YOU HAVE A TOPIC YOU WOULD LIKE US TO COVER, DROP ONE OF US AN EMAIL.