

# SCYSA RISK MANAGEMENT PROGRAM

## *Policy / Procedures*

### **General Information**

Barry Bynum.....SCYSA Risk Management Coordinator  
Steve Ballentine.....Committee Member, Alternate Coordinator  
John Loy .....Committee Member  
Rick Cunningham.....Committee Member

### **Purpose:**

To protect and provide a safe and healthy environment for all members participating in South Carolina Youth Soccer Association's (SCYSA) sanctioned clubs, leagues, programs, and tournaments.

### **Background**

In 1994 US Youth Soccer (USYS) approved and implemented the "*Kidsafe Program*" which was modified and updated in 2002 by the USYS Risk Management Committee. As a part of this program, each State Association must develop a written program outlining their safety guidelines and procedures. The documents contained on the following pages assist in making the SCYSA Risk Management Program successful. These are tools SCYSA used in developing a safe and effective organization for all participating members. The goal of the SCYSA Risk Management Program is to provide the highest level of safety and security to all members.

### **Applicability**

This policy is applicable to all SCYSA Board members, District Cabinet members, Club / League officers, coaches, trainers, and any volunteers that have regular contact with any players, as identified by the president of each club or league and verified by the SCYSA Board of Directors.

## Policy / Procedures

- I. The South Carolina Youth Soccer Association (**SCYSA**), Vice President, shall serve as the SCYSA State Risk Management Coordinator (**SRMC**)
  - a. Shall oversee and administer all aspects of risk management for the SCYSA
  - b. Reference USYSA “Kidsafe” program as the primary reference text
- II. Establish a Risk Management Committee (**RMC**)
  - a. Standing committee made up of the SCYSA President, Vice President, Secretary, and Treasurer, with the SRMC serving as Chairman
  - b. Shall assist in establishing policy and shall have jurisdiction over all risk management issues within the SCYSA
  - c. Establish deadlines for all SCYSA risk management materials
- III. Establish Risk Management Coordinators at local levels (districts, leagues, clubs)
  - a. Shall assist the SRMC in management and communication at the local level
  - b. To develop a network with local coordinators for distribution of educational and instructional materials
- IV. To require annually all coaches, trainers, volunteers, administrators, referees and club/ league officers, over 18 years of age, to complete and submit to SCYSA a *Volunteer Disclosure Statement* to the SRMC. Once the *Volunteer Disclosure Statements* have been collected within a club, the club president shall complete the *Risk Management Compliance Form* and return it along with all *Volunteer Disclosure Statements* to the SRMC, or their designee by the designated deadline.
  - a. Forms to be compiled by SRMC evaluated and stored by SRMC in a secure manner for at least four years.
  - b. Any forms received with discrepancies shall be evaluated by the RMC for further action, in accordance with the *SCYSA Classification Guidelines*
  - c. Criminal background checks may be performed on any, all, or randomly selected individuals as determined by the SRMC or the RMC
- V. To require annually all USSF certified referees over 18 years of age, taking part in SCYSA affiliated matches to complete and submit an *SCYSA Volunteer Disclosure Statement* to the SRMC, or their designee

## Policy / Procedures

### VI. Implement the *Goal / Field Inspection Form*

- a. To require all clubs to certify inspection and safety compliance of all soccer goals, playing fields and facilities and submit forms to SRMC by the designated deadline
- b. Distribute and collect annually

### VII. Set up a file for each club/league containing the following:

- a. *Club Risk Management Coordinator* form
- b. *Volunteer Disclosure Statement* for every coach, trainer, volunteer, and Administrator, including all clubs and league officers
- c. *Risk Management Compliance Form*
- d. *Goal / Field Inspection Form*

### VIII. Utilize State Law Enforcement agencies to obtain information or lists of known sexual offenders residing within the state.

- a. Cross-reference list with SCYSA Volunteer Disclosure Forms
- b. Refer any questionable matches to the RMC for review and further action, if necessary

### IX. Decisions of the SCYSA Risk Management Committee may be appealed to the SCYSA Board of Directors Appeals Committee, as provided below:

- a. All appeals must be filed in writing to the President of SCYSA within ten (10) days from the date of your receipt of the decision of the Risk Management Committee
- b. A cashier's check or money order for \$250 made payable to SCYSA
- c. The SCYSA Board of Directors Appeals Committee has 30 days in which to render a decision on the appeal

### X. The SRMC will complete and maintain a SCYSA Disciplinary Action Report, which will list the names of all individuals currently under suspension by SCYSA, and the dates of their suspension?

- a. This Disciplinary Action Report will be distributed to all SCYSA member associations any time changes are made to the list.
- b. The Disciplinary Action report will not exist posted on the SCYSA web site or otherwise made available to the general public.
- c. The SRCM shall report all individuals suspended by SCYSA to USYSA for inclusion on the National R/M Disciplinary Action Report