



Richmond Youth Soccer Association

Risk Management Procedures

The BC Soccer Association's (BCSA) 'RISK MANAGEMENT POLICY' requires every volunteer age 18 and over to complete the VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B' annually.

The intent of this procedure is to ensure the protection of volunteers and soccer players.

Procedure

1. Each year BCSA will distribute to all Districts the VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and Form 'B'. The forms are also available on BC Soccer's web site.
2. Each District will provide the BCSA VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and Form 'B' to each Affiliate Club, who in turn will be responsible for the distribution and collection from all coaches, referees, managers, program administrators and other volunteers age 18 and over.

Form 'A'

An individual who joins a team's coaching or administrative staff at any time during the season is required to complete a Form 'A'

Form 'B'

An individual who joins the Board of Directors or Financial Administrative staff of a Club at any time during the season is required to complete a Form 'B'

Individuals

1. Fill in all spaces on the VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'
2. Place the original Form 'A' and/or Form 'B' in an envelope and seal the envelope.
3. Print your name, club and team name and division on the **BACK** of the envelope.
4. Return the sealed envelope to your **Club** Risk Management Coordinator.

RYSA District Risk Management Officer

1. The RYSA District Risk Management Officer is required to undergo a Criminal Records Check and must sign an 'Oath of Confidentiality'.
2. All District Clubs are required to **FILE their Form 'A's and/or Form 'B'** with the RYSA District Risk Management Officer by **OCTOBER 1ST** of each year.
3. The RYSA District Risk Management Officer must open each envelope and review each Form 'A' and/or Form 'B'. If there is a positive YES response to question 3.a or 3.b, make and retain a photocopy of the Form 'A' and/or Form 'B' for your district records. A criminal history records check shall be performed.
4. The RYSA District Risk Management Officer shall confer with the BCSA Provincial Risk Management Coordinator when there is a positive relevant result to a criminal history record

check. BCSA may confer with legal counsel and will advise the District what further action is required.

5. Once all Form 'A' and/or Form 'B's have been collected and opened by the RYSA District Risk Management Officer, they are to be placed in alphabetical order in a PERMA RECORD STORAGE BOX. A copy of the District Master List of all individuals completing Form 'A' and/or Form 'B' is to be firmly attached to the outside of the storage box, with another copy sealed inside the box.
6. The PERMA RECORD STORAGE BOX is to be sent to the Executive Director, BC Soccer Association. A separate secured storage area outside of the BCSA office will be used to store these records.

Club Risk Management Coordinator

1. Make a Club Master List of all persons receiving Form 'A' and/or Form 'B'. Each name will then be checked off as the forms are returned to you.
2. Club Coordinators **ARE NOT TO OPEN** the envelopes, only to ensure on the Master List all Form 'A's have been returned. When completed, make and retain a photocopy of the dated Master List for your Club records.
3. Remit all sealed envelopes to the District Risk Management Officer, along with a dated copy of the Club Master List of enclosed Form 'A's and/or Form 'B'.
4. If an individual joins the coaching or administrative staff of a team at any time during the season, the Club Risk Management Coordinator must ensure that the above procedure is followed and that the applicant's name is added to the master list before sending his or her Form 'A' and/or Form 'B' to the District Risk Management Officer

The protection of Volunteers and Players is our top priority

Operating Process

FALL SEASON, commencing September of each Year

Responsibilities:

- ❑ District Select and Premier teams – RYSA Head Coach, RYSA District Risk Management Officer and RYSA Registrar
- ❑ Micro Organizing Committee Chair, Assistants and RYSA District Risk Management Officer
- ❑ Micro, Mini and Juvenile Teams – North Richmond, West Richmond, Central Richmond and South Arm Clubs

Timetable

District Select and Premier teams

- ❑ Prior to the undernoted meeting of coaches in early September the RYSA Head Coach will provide the RYSA District Risk Management Officer, RYSA Registrar and the two –(2) Coordinators for Selects and Premier Teams with a list of the teams and the team names for each age group, coaches and assistant coaches names and when available the names of their team manager or volunteers.
- ❑ At the Coaches meeting prior to season commencement, in early September the RYSA District Risk Management Officer will attend the meeting and distribute the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form ‘A’ and/or Form ‘B’ for completion by those Volunteers in attendance before the meeting commences.
- ❑ If the team representative doesn’t have all of their team volunteers in attendance at the meeting they will be provided with sufficient copies for completion and will be responsible for the completion and return of the completed forms to the RYSA District Risk Management Officer
- ❑ If any team is not represented at this meeting the RYSA District Risk Management Officer will forward by mail copies of the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form ‘A’ and/or Form ‘B’ to the coach for distribution and completion by team volunteers representatives. The Coach is responsible for the completion and return of the completed forms to the RYSA District Risk Management Officer.
- ❑ Ten days prior to October 1st (i.e. Sept.21st.) the RYSA District Risk Management Officer will provide the RYSA Registrar with a list of team names, coaches, assistant coaches, team managers or volunteers who have not fully completed or forwarded their Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form ‘A’ and/or Form ‘B’.
- ❑ The RYSA Registrar is not authorized to issue team player I.D. cards to team representatives on or before the October 1st deadline if the RYSA Registrar has not received all completed Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form ‘A’ and/or Form ‘B’.
- ❑ Any coach, assistant coach, team managers or volunteers who has failed to submit a completed Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form ‘A’ and/or Form ‘B’ by the October 1st deadline will be prohibited from participating in any form of team involvement until the document is appropriately completed and submitted to the RYSA District Risk Management Officer.

- ❑ The RYSA Head Coach will be responsible for informing the coach, assistant coach, team managers or volunteers of the consequences of their failure to complete the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.

Micro Teams

- ❑ At the first meeting of all parents on the field, volunteers must complete the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A'. The Organizing Committee Chair, Assistants and RYSA District Risk Management Officer are responsible for ensuring the completion of the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.

Operating Process

SPRING SOCCER LEAGUE, commencing April of each Year

Responsibilities:

- ❑ RYSA Spring Soccer Organizing Committee Chair, RYSA District Risk Management Officer and RYSA representative for equipment distribution

Timetable

Micro Teams

- ❑ At the first meeting of all parents on the playing field, volunteers must complete the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A'. The Spring Soccer Organizing Committee Chair, Assistants and RYSA District Risk Management Officer are responsible for ensuring the completion of the VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.

Juvenile Teams

- ❑ The Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B' must be completed prior to the commencement of the Spring Soccer League.
- ❑ The RYSA Spring Soccer Organizing Committee is responsible for the distribution of the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B' when accepting volunteer coaches, assistant coaches, managers or volunteers for the Spring Soccer League.
- ❑ The RYSA Spring Soccer Organizing Committee will provide the RYSA Spring Soccer Organizing Committee representative responsible for the distribution of equipment with a list of teams who have not fully completed or forwarded their Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.
- ❑ The RYSA Spring Soccer Organizing Committee representative responsible for the distribution of equipment prior to commencement of the Spring League is not authorized to issue the equipment if they have not received all completed Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.
- ❑ Any coach, assistant coach, team managers or volunteers who has failed to submit a completed Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B' prior to the start of the spring league games will be prohibited from participating in any form of team involvement until the document is appropriately completed and submitted to the RYSA District Risk Management Officer.
- ❑ RYSA Organizing Committee Chair will be responsible for informing the coach, assistant coach, team manager or volunteers of the consequences of their failure to complete the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.

It should be noted that if a coach, assistant coach, manager or volunteer has completed a Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B' for the previous FALL SEASON they will not be required to complete a further document for the Spring Soccer League.

Operating Procedure

FALL SEASON, commencing September of each Year

Clubs Affiliated to the RYSA

Responsibilities:

- ❑ Mini and Juvenile Teams – North Richmond, West Richmond, Central Richmond and South Arm Clubs.
- ❑ Club Presidents, Club Risk Managers and Club Registrars
- ❑ RYSA District Risk Management Officer and RYSA Registrar

Timetable

- ❑ At the Coaches player draft meeting prior to season commencement, the Club Risk Manager will attend the meeting and distribute the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B' for completion by those Volunteers in attendance before the meeting commences.
- ❑ If the team representative doesn't have all of their team volunteers in attendance at the meeting they will be provided with sufficient copies for completion and will be considered responsible for their completion and return of the completed forms to their Club Risk Manager.
- ❑ If any team is not represented at this draft meeting the Club Risk Manager will forward by mail copies of the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B' to the coach for distribution and completion by team volunteers representatives. The Coach is responsible for their completion and return of the completed forms to the RYSA District Risk Management Officer.
- ❑ Ten days prior to October 1st (*i.e. Sept. 21st.*) the Club Risk Manager will provide the Club Registrar with a list of team names, coaches, assistant coaches, team managers or volunteers who have not fully completed or forwarded their Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and or Form 'B'.
- ❑ The Club Registrar in the case of Juvenile teams is not authorized to issue team player I.D. cards, were applicable, to team representatives on or before the October 1st, deadline if they have not received all completed Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.
- ❑ Any coach, assistant coach, team managers or volunteers who has failed to submit a completed Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and /or Form 'B' by the October 1st date will be prohibited from participating in any form of team involvement until the document is appropriately completed and submitted to the Club Risk Manager and forwarded to the RYSA District Risk Management Officer.
- ❑ The Club President will be responsible for informing the coach, assistant coach, team manager or volunteers of the consequences of their failure to complete the Risk Management VOLUNTEER DISCLOSURE STATEMENT, Form 'A' and/or Form 'B'.

September 2009