



STURGIS SOCCER ASSOCIATION POLICIES AND PROCEDURES

Policy #3

TITLE: Risk Management

APPROVAL DATE: May 14, 2002

REVISION DATE: August 21, 2017

POLICY: All members of the Sturgis Soccer Association (SSA) who are directly involved with players, including coaches, assistant coaches, team managers, Directors, SSA contracted employees, etc. will complete and submit a Risk Management form as provided by the South Dakota State Soccer Association (SDSSA). The timing of the completion of this form will be on a recurring basis on a schedule which will be determined by the SDSSA. These forms must be completed and submitted to the SDSSA before coaches will receive their team rosters for the respective season, before a Director participates in a Board meeting, or before a contracted employee carries forth their contractual duties.

PROCEDURE:

1. Notification of the required completion of this form will be provided to coaches, assistant coaches, and team managers prior to the upcoming season by either the SSA Risk Manager or the SDSSA Risk Manager.

Notification will be provided to Directors or potential Directors:

- a. Upon their stated intention to be placed on an electoral ballot for a Director position;
- b. Prior to their nomination to a Director position;
- c. Prior to the Annual General Meeting at the beginning of the 2nd year of their term.

Notification will be provided to any potential contracted employees after extension of a contract offer has been placed and prior to the acceptance of the offer.

2. The forms need to be completed and submitted to the SDSSA promptly upon notification. No one will be allowed to participate in SSA events, practices, games or other activities, if such participation results in contact with players for more than two (2) hours per year, without completing the required form.

3. The SSA Risk Manager is responsible for ensuring that the individuals required to complete these forms do so while meeting the previously stated time frames. The Risk Manager will remain in contact with the SSA Registrar to inform the Registrar of who has or has not completed the form so that the Registrar can handle the disbursement of team rosters accordingly. In the matter of Directors and contracted employees, the Risk Manager will remain in contact with the Executive Board regarding completion of the required form.

4. After the forms have been submitted per the guidelines set forth in Procedure 2, the South Dakota State Soccer Association Risk Manager will proceed with the utilization of the submitted forms to perform a background check on the subject individuals. If an issue or warning is found as a result of the background check being performed the SDSSA Risk Manager will contact the SSA Risk Manager to inform them of their findings.

5. Once the SSA Risk Manager has been informed of an issue or warning resulting from the submitted Risk Management form they will immediately inform the Executive Board. The subject coach, assistant coach, team manager, Director or contracted employee will be promptly notified and will be temporarily relieved of their responsibilities.

The Executive Board will perform an investigation into the matter and will inform the other Directors of the investigation as it is taking place. Upon completion of the investigation the Executive Board will submit a recommendation of further action regarding the subject party to the full Board of Directors. The Board of Directors will then make a decision based on the Executive Board's recommendation of further action. This decision will be final with no appeal process available to the affected party. The SSA Risk Manager will inform the SDSSA Risk Manager of the action that has been taken and will coordinate any further required efforts with the SDSSA. The SSA Risk Manager will remain the primary point of contact throughout any remaining process and will keep the Executive Board apprised as needed or requested.

6. In order to maintain the privacy of the Sturgis Soccer Association volunteers and contracted employees, no original forms, or copies, of completed Risk Management forms are to be kept by the local association unless the Board of Directors has taken additional action. In that case all records pertaining to that action will be retained by the SSA Risk Manager until such time that they are determined by the Board of Directors to be destroyed.